

# Update Provider Email Addresses

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To ensure the highest security possible, we strongly recommend that each of your providers have their own, unique email address tied to their account. This article provides steps you can take to audit for duplicate and blank email addresses in Minute Menu HX, so you can update provider records accordingly.

## In this article:

- [Locate Providers with Duplicate Emails](#)
- [Locate Providers with Blank Email Addresses](#)

## Locate Providers with Duplicate Emails

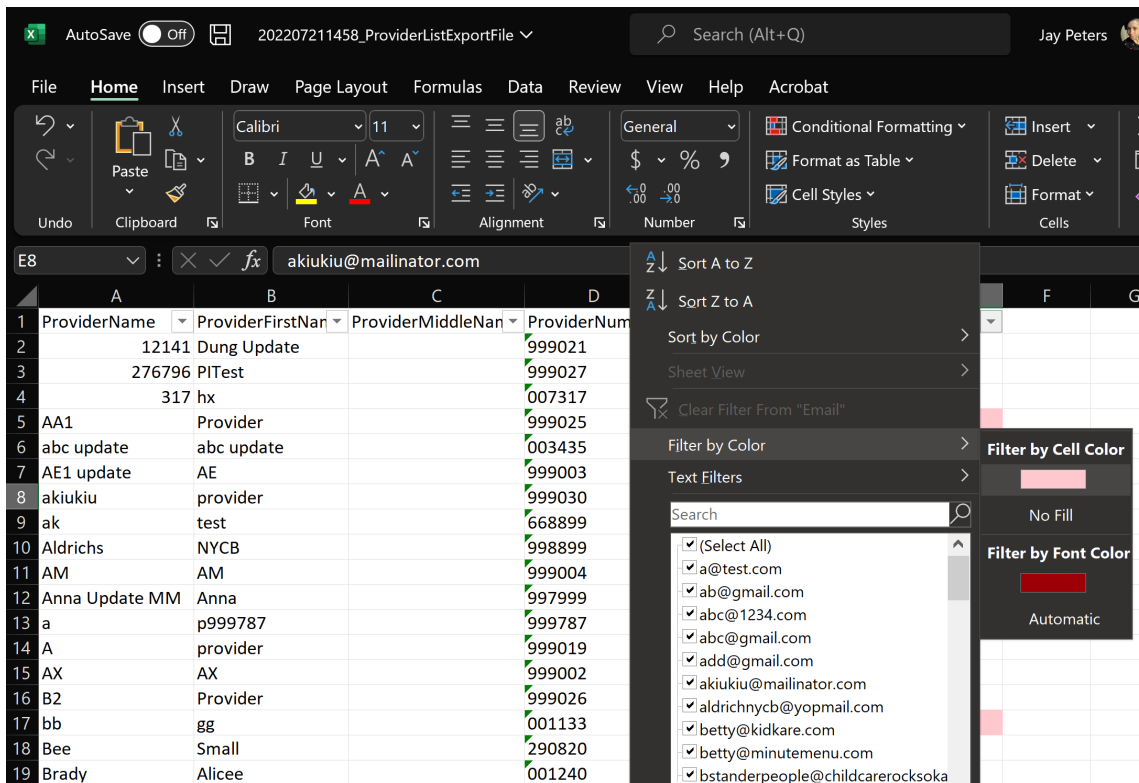
Duplicate email addresses used across multiple provider accounts has the potential to be a security risk. To ensure that all data has the best protection possible, each of your providers must have their own, unique email address. You can use the Provider List Export file and Excel to quickly locate duplicate email addresses in your system. Since contact information is included, this report becomes a convenient call list.

**Note:** If your providers need assistance setting up an email address, we have provided resources and step-by-step instructions in the [Create Free Email Addresses](#) article.

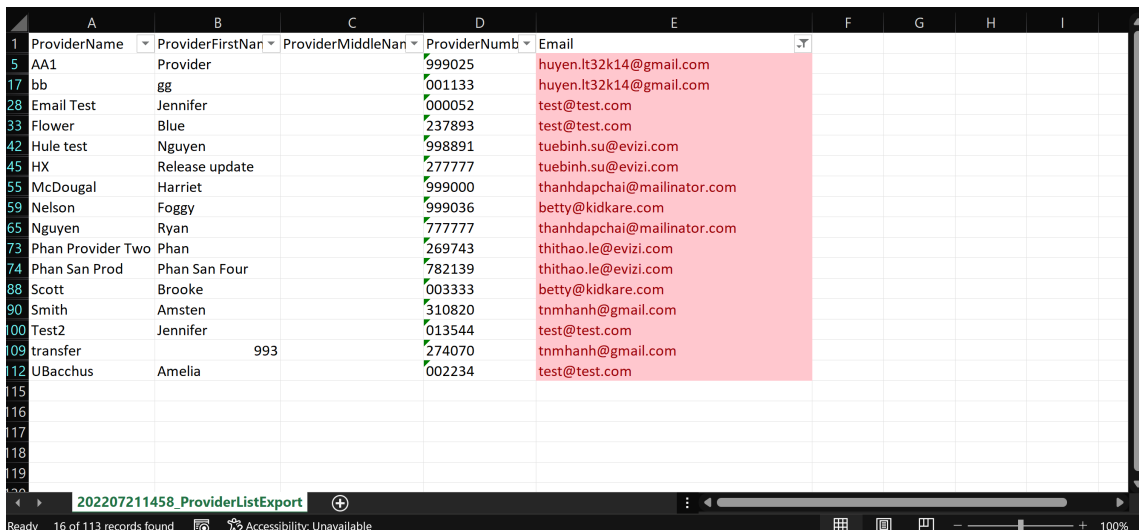
1. First, generate the report:
  - a. Click the **Reports** menu, select **Providers**, and click **Provider List Export File**. The Select Report Definition to Use dialog box opens.
  - b. Click **Continue** without selecting a report definition. The Provider Filter opens.
  - c. Set any necessary filters. To run this report for all active providers, simply ensure that only the **Active** and **Hold** boxes in the **Status** section is checked.
  - d. Click **Continue**. The Select Output Data for Provider List Export window opens.
  - e. Check the **Email** box.
  - f. Click **Continue**. You are prompted to save the file to your computer.
  - g. Save the file.
  - h. Click **OK** at the confirmation prompt.
2. In Excel, highlight duplicate email addresses:
  - a. Select the **Email** column.

	A	B	C	D	E
1	ProviderName	ProviderFirstName	ProviderMiddleName	ProviderNumber	Email
2	12141	Dung Update		999021	gb.dangvuhiep@gmail.com
3	276796	PITest		999027	
4	317	hx		007317	a@test.com
5	AA1	Provider		999025	huyen.lt32k14@gmail.com
6	abc update	abc update		003435	
7	AE1 update	AE		999003	abc@gmail.com
8	akiukiu	provider		999030	akiukiu@mailinator.com
9	ak	test		668899	
10	Aldrichs	NYCB		998899	aldrichnycb@yopmail.com
11	AM	AM		999004	add@gmail.com
12	Anna Update MM	Anna		997999	abc@1234.com
13	a	p999787		999787	p999787@mailinator.com
14	A	provider		999019	provider28012021@yopmail.com
15	AX	AX		999002	ab@gmail.com
16	B2	Provider		999026	
17	bb	gg		001133	huyen.lt32k14@gmail.com
18	Bee	Small		290820	smallbee2@yopmail.com
19	Brady	Alicee		001240	jpeters@kidkare.com
20	b	stb		000099	
21	changedtest	modtest		231678	p231678@mailinator.com
22	Cordova	Anna		001239	p001239@mailinator.com

- b. From the **Home** tab, click **Conditional Formatting**, **Highlight Cells Rules**, and select **Duplicate Values**.
  - c. Click **OK** at the prompt. Any duplicate email addresses are highlighted.
3. Filter the spreadsheet to show only the duplicate emails.
    - a. Click the first row of the **Email** column.
    - b. Click **Sort & Filter** in the top-right corner of the **Home** tab and select **Filter**. The first row of each column in the spreadsheet is now a drop-down menu you can use to filter.
    - c. Click the **Email** drop-down menu, select **Filter by Color**, and click the color that matches the highlighted cells.



- d. The spreadsheet should now only show duplicated email addresses. Since the provider name and provider numbers are included, you can easily determine which providers need to be updated.



#### 4. Update provider email addresses in the Provider Information

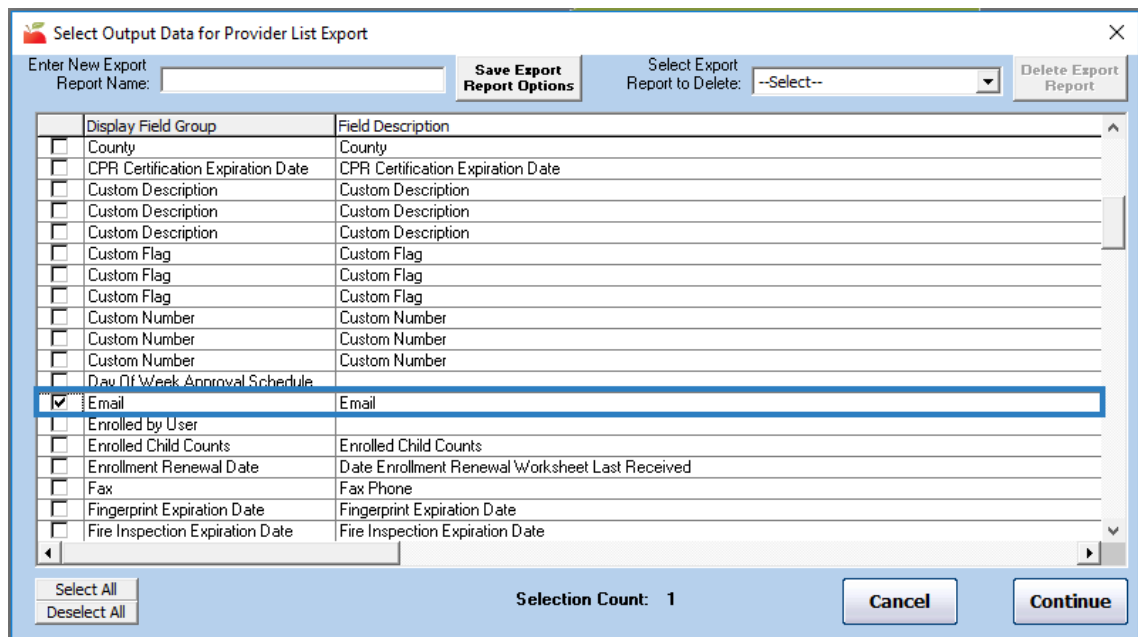
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## Locate Providers with Blank Email Addresses

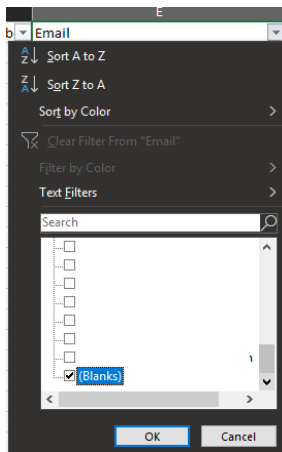
Not only does email provide a convenient way for sponsors to contact their providers, it ensures that centers can self-serve in the event they forget their user name or password. Use the Provider List Export file to generate a report you can then filter to show those centers for which you do not have an email address. Since contact information is included, this report becomes a convenient call list.

**Note:** If your centers need assistance setting up an email address, we have provided resources and step-by-step instructions in the [Create Free Email Addresses](#) article.

1. First, generate the report:
  - a. Click the **Reports** menu, select **Providers**, and click **Provider List Export File**. The Select Report Definition to Use dialog box opens.
  - b. Click **Continue** without selecting a report definition. The Provider Filter opens.
  - c. Accept the default **Status** filters (**Active** and **Hold**), and click **Continue**. The Select Output Data for Provider List Export window opens.
  - d. Scroll down and check the **Email** box.



- e. Scroll down again, and check the **Phone** box.
  - f. Click **Continue**.
  - g. Browse to the location on your computer in which to save the file.
  - h. Click **Save**. The file opens automatically in your default spreadsheet program.
2. Filter the resulting spreadsheet to show blank email addresses only. Note that these instructions are Excel-specific.
  - a. Click the first row of the Email column.
  - b. Click **Sort & Filter** in the top-right corner of the Home tab and select **Filter**. The first row of each column in the spreadsheet is now a drop-down menu you can use to filter.
  - c. Click the **Email** drop-down menu and clear the **Select All** box.
  - d. Scroll to the bottom of the list and check the **Blanks** box.



e. Click **OK**. You now have a list of providers with missing email addresses, as well as their phone numbers.

A	B	C	D	E	F
ProviderName	ProviderFirstNam	ProviderMiddleNam	ProviderNumb	Email	PhoneNumber
			654987		(987) 654-9870
AccountLuman	TestCarol		131313		(111) 111-1111
Anna	Anna		997999		(111) 111-1111
changedtest	modtest		231678		(987) 654-3210
Dalton	Jennifer		002409		(555) 555-1234
Enrollment	NewMP		454545		(587) 897-9797
Goodstein	Jeffrey		001238		(987) 444-8888
HX app Evi	Release		112233		(111) 111-1111
HX	Release update		277777		(222) 222-2222
McDougal	Harriet		999000		(940) 555-5555
Nguyen	Pin		686868		(123) 456-7890
Parra	Jennifer		012344		(789) 444-8888
PCI	Test		009081		(555) 555-5555
Phan San Prod	Phan San Four		782139		(151) 591-5915
Provider	Jennfier		000001		(545) 454-4544
Sargent	Jazmaine	G	003399		(123) 456-7899
Test Online	Jennifer		123456		(888) 888-8888
test4	mod		168763		(987) 654-3120
test	mod		321657		(987) 654-3210
TestTransfer1	Production		998880		(121) 212-1212
Trudeau	Alistair		009639		(214) 555-9999
update	hx bakoba		000124		(111) 111-1111

3. Contact the providers on your list for their email addresses, and add their email addresses to the **Provider Information Contact** tab.

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