

OLR List Value Updater (Prime)

Last Modified on 10/21/2024 8:21 am CDT

This documentation applies to the Online Registration Prime version.

Tool Search: OLR List Value Updater

This tool replaces data entered for OLR dropdown fields where the original value is no longer an item in the list for that category.

OLR List Value Updater

Configuration *
2021

Purpose
This tool is used to replace data entered for OLR droplist fields where the original value is no longer an item in the list for that category. For more information on this tool, please see the documentation in the Campus knowledge base.

OLR List *
Parent/Guardian Relationship Type

Filter *
All Codes

| Codes Present in OLR Applications | | Codes Present in Selected List Bank | |
|-----------------------------------|----------|-------------------------------------|-------------|
| Code | In List? | Code | Value |
| | No | Aunt | Aunt |
| | No | Babysitter | Babysitter |
| Aunt | Yes | Cousin | Cousin |
| Aunt/Nephew | No | Doctor | Doctor |
| Aunt/Niece | No | Friend | Friend |
| Babysitter | Yes | Grandparent | Grandparent |
| Cousin | Yes | Guardian | Guardian |
| Doctor | Yes | Parent | Parent |
| Father/Daughter | No | Sibling | Sibling |
| Father/Son | No | Spouse | Spouse |
| Friend | Yes | StepParent | StepParent |
| Grandparent | Yes | Uncle | Uncle |
| Guardian | Yes | | |
| Husband/Wife | No | | |
| Mother/Daughter | No | | |

[Run](#)

OLR List Value Updater

Select an **OLR List** and select the value to be replaced from the list on the left. Select the value that will replace it from the list on the right.

All fields in the chosen OLR List that have a value that matches the row selected from the list on the left will be replaced with the code value of the row selected on the list on the right. In general, only items with a value of 'No' for the 'In List?' column should be selected, since the items with a value of 'Yes' will appear properly in OLR Applications.

Online Registration Workflow

▶ [Click here to expand...](#)

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

| Step | | Campus Location | OLR | OLR Prime |
|---|---|--|-----|-----------|
| Calendar and Enrollment Management | | | | |
| 1 | Create calendars for the next school year | System Administration > Calendar > Calendar Wizard | X | X |
| 2 | Roll enrollments forward for the next school year. | System Administration > Student > Enrollment Roll Forward | X | X |
| 3 | Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox. | System Administration > Calendar > Calendar > Grade Levels | X | X |
| Online Registration Setup | | | | |
| 4 | Add Languages . | System Administration > Data Utilities > Multi-Language Editor > Language Groups | X | X |
| 5 | Enter language translations that display on Online Registration panels. | System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank | X | X |
| 6 | Enter language translations that display on Online Registration panels in the dropdown lists. | System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank | X | X |
| 7 | Create letters to send to parents announcing acceptance or denial based on their applications. | Ad hoc Reporting > Letter Designer | X | X |
| 8 | Create approval/denial statuses . | Census > Online Registration > OLR Status | X | X |
| 9 | Enter OLR setup information for online registration. | Census > Online Registration > OLR Set Up > OLR Set Up | X | X |

| Step | | Campus Location | OLR | OLR Prime |
|---|--|---|-----|-----------|
| 10 | Enable the Online Registration Portal outline link for the active date range on the OLR Setup. | System Administration > Custom > Custom Tab | X | X |
| 11 | Select OLR System Settings . | Census > Online Registration > OLR Set Up > OLR System Settings | X | X |
| 12 | Enter registration dates for each school. | Census > Online Registration > OLR Set Up > Registration Window by School | | X |
| 13 | Set Document Upload Options . | Census > Online Registration > OLR Set Up > Document Upload | | X |
| 14 | Modify fields that appear on pleats using the OLR Builder . (OLR version has limited functionality.) | Census > Online Registration > OLR Set Up > OLR Builder | X | X |
| 15 | Create Notifications . | Census > Online Registration > OLR Setup > OLR Notification Editor | | X |
| 16 | Reference the OLR Information Center to view links to OLR tools. | Census > Online Registration > OLR Setup > OLR Information Center | X | X |
| 17 | Create application queues . | Census > Online Registration > OLR Queue Setup | | X |
| 18 | Modify application queues . | Census > Online Registration > OLR Queue Applications | | X |
| 19 | Review the Configuration List Editor to verify the appropriate options are in the dropdown lists. | Census > Online Registration > OLR Setup > OLR Configuration List Editor | X | X |
| Student Application Entry <i>These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.</i> | | | | |
| 20 | Enter Household Information . | Portal > Online Registration > Household | X | X |

| Step | | Campus Location | OLR | OLR Prime |
|---|--|--|-----|-----------|
| 21 | Enter Parent/Guardian Information . | Portal > Online Registration > Parent/Guardian | X | X |
| 22 | Enter Emergency Contact Information . | Portal > Online Registration > Emergency Contact | X | X |
| 23 | Enter Other Household Children . | Portal > Online Registration > Other Household (non-enrolled children) | X | X |
| 24 | Enter Student Information . | Portal > Online Registration > Student | X | X |
| 25 | Review and complete student registration . | Portal > Online Registration > Completed | X | X |
| Process and Analyze Applications | | | | |
| 26 | View applications that have been submitted by year or school and by status. | Census > Online Registration > OLR Dashboard | X | X |
| 27 | Search for applications by status and begin review and approval of them. <ul style="list-style-type: none"> • Staff Processing • Student Processing • Health Staff Processing • Parent Information | Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information | X | X |
| 28 | Run the Audit Reports and Summary Reports . | Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary | X | X |
| 29 | Merge list options from the List Bank Replacer from the OLR database into Campus. | Census > Online Registration > OLR List Bank Replacer | X | X |
| 30 | Merge list options from the List Value Updater from the OLR database into Campus. | Census > Online Registration > OLR List Value Updater | | X |
| 31 | When necessary, mass re-post registration data. | Census > Online Registration > Mass Re-Post Applications Data | | X |

| Step | | Campus Location | OLR | OLR Prime |
|------|--|---|-----|-----------|
| 32 | Review the Data Change Tracker tools to track OLR information being added to Campus. | System Administration > Data Change Tracker | X | X |
