Mass Re-Post Applications (Prime)

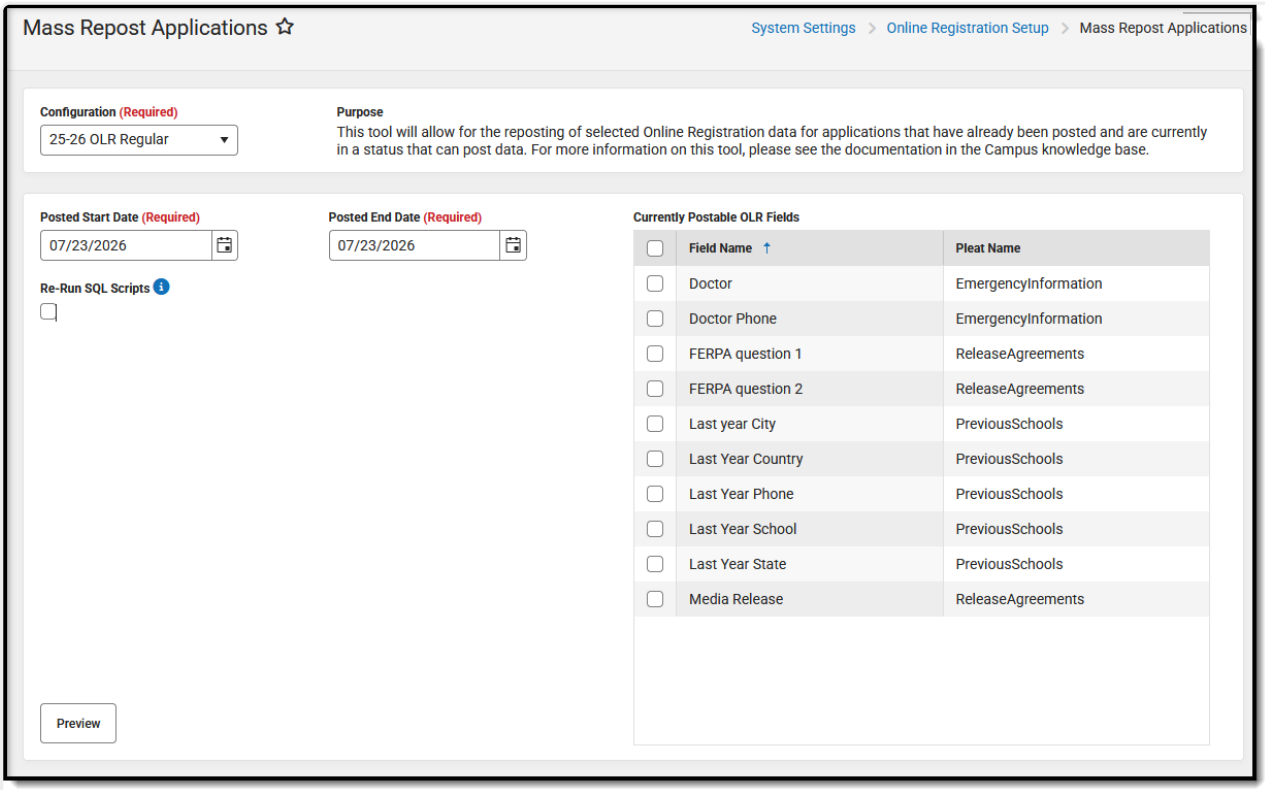
Last Modified on 07/30/2026 1:57 pm CDT

This documentation applies to the Online Registration Prime version.

Tool Search: Mass Re-Post Applications

The Mass Re-Post Applications tool allows districts to repost selected Online Registration field data for applications that were already posted and are currently in a status that can post data. Existing Campus data is deleted and replaced with Online Registration data.

Results of this tool cannot be reversed. Only use this tool if you know that replacing OLR data will not cause any problems.



Mass Re-Post Tool

See the Mass Repost Applications Tool Rights article for information on available tool rights.

Re-Post Applications

1. Enter the **Posted Start Date**.
2. Enter the **Posted End Date**.
3. Mark the checkbox next to the fields you want to post in the **Currently Postable OLR Fields** table.
   Tip: Mark the checkbox at the top of the table to quickly select all fields.
4. Mark the **Re-Run SQL Scripts** checkbox to report ALL application data including demographic and household data (this box is not typically checked).
   Tip: This reports **ALL** fields from the OLR Application.

   NOTE: This checkbox is NOT typically marked.

5. Click the **Preview** button.
   Tip: You must complete this step or the Repost button will not display.
   Result: A preview screen displays the applications that will re-post.
6. Correct any errors, if any, that are displayed in the preview screen. Corrections **must** be done before you complete re-posting.
   NOTE: See Application Processing for troubleshooting assistance.
7. Click the **Repost** button.
   Result: OLR Data reposts for the selected fields.