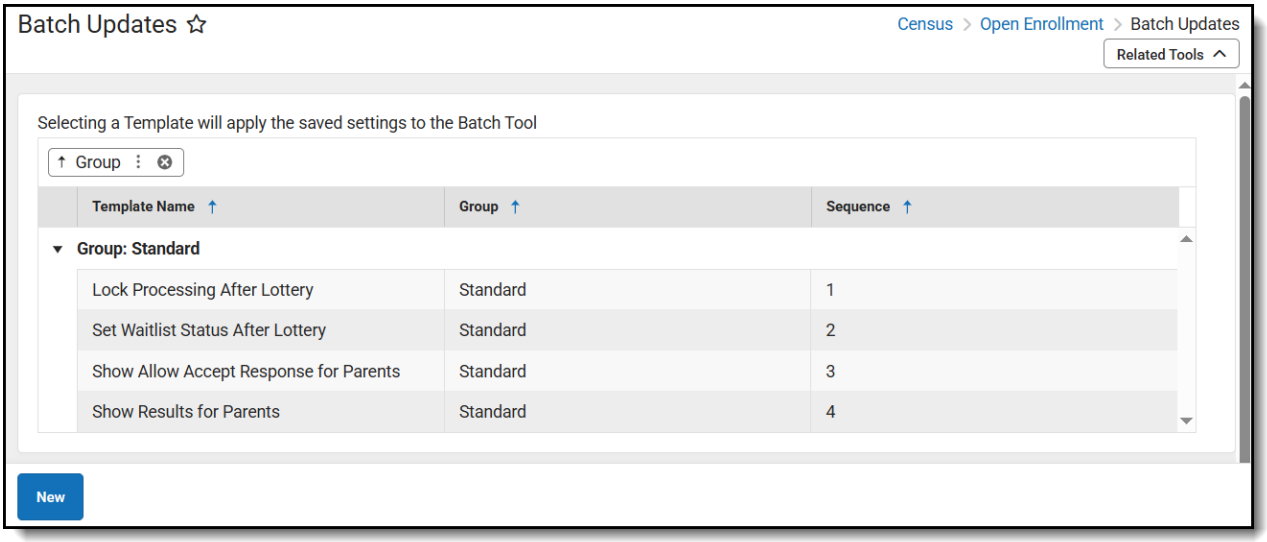
Batch Updates

Last Modified on 07/09/2026 12:01 pm CDT

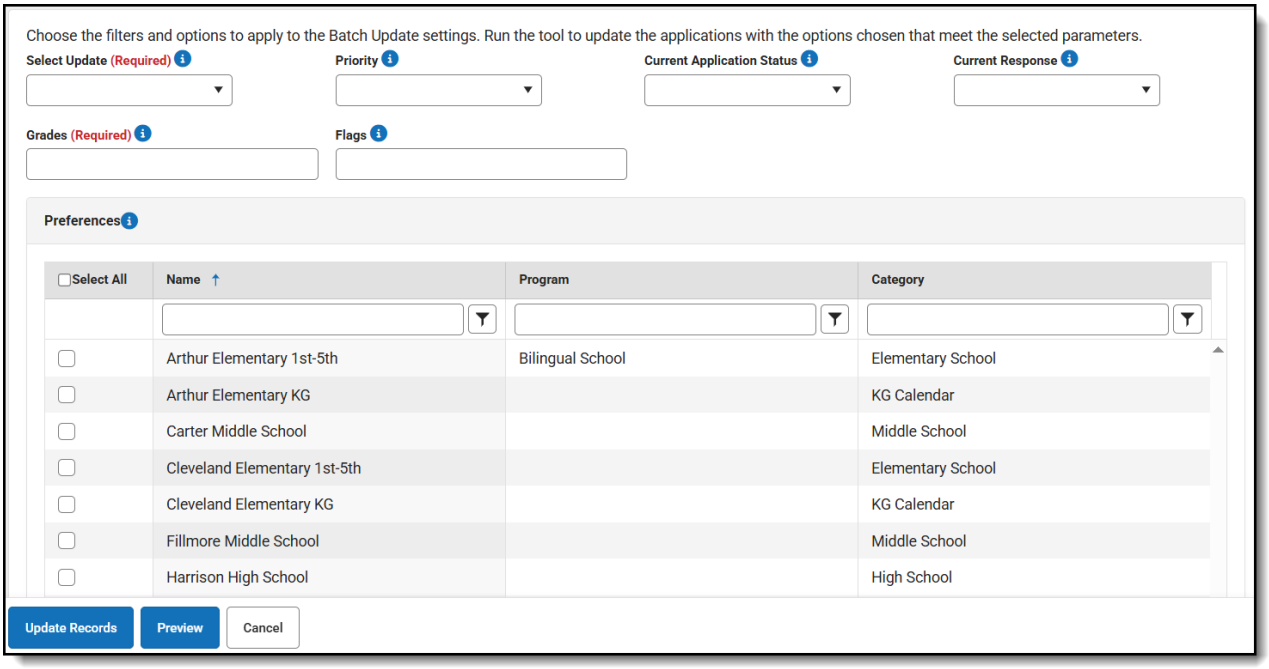
Tool Search: Batch Updates

The Batch Updates tool is used to update Applications en masse. Selecting a Template will apply the saved settings to the Batch Tool.

See the Open Enrollments Tool Rights article for information on rights needed to use this and related tools.



Creating a New Batch Update



Choose the filters and options to apply to the Batch Update settings. Run the tool to update the applications with the options chosen that meet the selected parameters. A template can be applied by selecting it from the initial Batch Updates screen.

1. Click **New**
2. Select an **Update**. This will be the update that is applied to the selected applications. The following updates are available:
    - Set Application Status - Sets the Application Status of all applications found via the filters and options below to the Application Status of your choosing.
    - Set Response - Sets the Response of all applications found via the filters and options below to the Response of your choosing.
    - Lock Lottery Processing - Locks all applications found via the filters and options below from being processed in a lottery.
    - Unlock Lottery Processing - Unlocks all applications found via the filters and options below and allows them to be processed in a lottery.
    - Show Results in OLR - Show the lottery results in OLR for all applications found via the filters and options below.
    - Hide Results in OLR - Hide the lottery results in OLR for all applications found via the filters and options below.
    - Enable Allow Accept in OLR - Enabled the ability of a parent or guardian to accept their OE results for all applications found via the filters and options below.
    - Disable Allow Accept in OLR - Disabled the ability of a parent or guardian to accept their OE results for all applications found via the filters and options below.
    - Lock Application Changes - Lock all applications found via the filters and options below from having changes made.
    - Unlock Application Changes - Unlock all applications found via the filters and options below, and allow them to be changed.
3. Select a **Priority**.
    - Only applications for the selected Priority will be included. If blank, all priorities will be included.

4. Select a **Current Application Status**.
    - Only applications that currently have the selected Status will be included. If blank, all statuses will be included.
5. Select a **Current Response**.
    - Only applications that currently have the selected Response will be included. If blank, all responses will be included.
6. Select **Grades**.
    - Only applications for the selected Grades will be included. At least one Grade is required.
7. Select any of the available **Flags**.
    - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
8. Select any **Preferences**.
    - Only applications for the selected Preferences will be included. At least one Preference is required.
9. Click **Preview** to run a mock update to ensure all the correct settings have been selected and the results are as you expect.
    - The Preview can be downloaded by clicking Export to PDF or Export Excel.
10. When everything is set, click **Update Records** and then **Update Applications**.
    - The application updates will appear on screen and can be downloaded using the export buttons.