

Batch Template

Tool Search: Batch Template

The Batch Template tool is used to automatically fill settings when using the Batch Updates tool. Templates for a specific configuration can be viewed by selecting a configuration from the Select Open Enrollment Configuration and then clicking the name of the template within the list.

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				Related Tools A	
Batch	Update Templates may be created to automatic	cally fill settings when using the Batch Update too	l.		
Select	Copen Enrollment Configuration (Required)				
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Tem	nplates				
1	Group : 🕲				
	Group ↑	Name ↑	Sequence ↑		
• (Group: Standard			•	
	Standard	Lock Processing After Lottery	1		
	Standard	Set Waitlist Status After Lottery	2		
	Standard	Show Allow Accept Response for Parents	3		
	Standard	Show Results for Parents	4	-	
New					

Creating a New Batch Template

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Select all filters and options you wish to apply to Batch Updates using a template in the future. Templates can be deleted by clicking them from the list of available templates and clicking Delete.

- 1. Click New.
- 2. Enter a Name. Names must be unique for this Configuration.
- 3. 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.

- 4. Select a **Priority**.
 - Only applications for the selected Priority will be included. If blank, all priorities will be included.
- 5. Select a Current Application Status.
 - Only applications that currently have the selected Status will be included. If blank, all statuses will be included.
- 6. Select a Current Response.
 - Only applications that currently have the selected Response will be included. If blank, all responses will be included.
- 7. Select Grades.
 - Only applications for the selected Grades will be included. At least one Grade is required.
- 8. 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.
- 9. Select an existing Group Name or enter a new Group Name.

This field places the template in a Group. Groups are used to help organize templates.

10. Enter a **Sequence**. This will determine the order the templates will be listed.

11. Select any **Preferences**.

- Only applications for the selected Preference will be included. At least one Preference is required.
- 12. Click Save.