

Batch Template

Last Modified on 12/14/2025 8:45 pm CST

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.

Batch Template ☆
System Settings > Open Enrollment Templates > Batch Template
Related Tools ^

Batch Update Templates may be created to automatically fill settings when using the Batch Update tool.

Select Open Enrollment Configuration **(Required)**

2026

Templates

↑ 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

Batch Template ☆
System Settings > Open Enrollment Templates > Batch Template
Related Tools ^

Name (Required) ⓘ

Select Update ⓘ

Priority ⓘ

Current Application Status ⓘ

Current Response ⓘ

Grades ⓘ

Flags ⓘ

Group Name ⓘ

Sequence ⓘ

Preferences ⓘ

<input type="checkbox"/> Select All	Name ↑	Program	Category
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Arthur Elementary 1st-5th	Bilingual School	Elementary School
<input type="checkbox"/>	Arthur Elementary KG		KG Calendar
<input type="checkbox"/>	Carter Middle School		Middle School
<input type="checkbox"/>	Cleveland Elementary 1st-5th		Elementary School
<input type="checkbox"/>	Cleveland Elementary KG		KG Calendar

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**.
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