

Bulk User Type Change

This article describes the Bulk User Type Change tool, which allows administrators to move all users from one user type to another in a single operation. This feature is essential for efficiently managing large-scale user role updates, such as transitioning students to an alumni status at the end of a school year. This guide is intended for OPS-COM administrators.

Setup & Configuration

This tool is a standard administrative feature and does not require any specific configuration. However, you must ensure that both the original user type (the one you are changing from) and the destination user type (the one you are changing to) are already created in the system.

For more information on creating and managing roles, please refer to the *User Types Administration* wiki article.

Using this Feature

The tool provides a simple interface for selecting a user type and migrating all of its members to a different type.

To Perform a Bulk User Type Change:

1. In the main menu, hover over **User Management** and click **Bulk Type Change**.
2. The **Bulk User Type Change** screen will display a list of all existing user types. Next to each name, a number badge indicates the current count of users assigned to that type.
3. Locate the user type you wish to change *from*.
4. In the drop-down menu next to it, select the new user type you want to move the users *to*.
5. Click the **Save Changes** button.
6. A final confirmation prompt will appear. To proceed, click the **Confirm Changes** button.
7. The system will process the update. Once complete, the page will refresh, and you can verify the change by reviewing the updated user counts for the affected user types.

Warning: This action is permanent and **cannot be undone**. It will immediately move **all** users from the original type to the new one. Always double-check your selections before

clicking the final **Confirm Changes** button.

Best Practices & Considerations

- **Changing a user's type directly impacts their permissions and access**, including their eligibility for specific permits, lots, and waitlists. Before performing a bulk change, ensure the destination user type has all the correct permissions and rules configured.
- **Use this tool for major seasonal or annual transitions**, such as updating student statuses at the end of a semester or moving all members of a deprecated group to a new, active one.
- For user types with a very large number of users (thousands), the process may take a few moments to complete. **Do not navigate away from the page** after clicking **Confirm Changes**; wait for the process to finish and the page to reload.

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