

Bulk User Type Change

The **Bulk User Type Change** tool allows administrators to change User Types in bulk. This is useful for clients that have different parking options based on User Type.

Quick Steps:

1. Hover over **User Management** and select **Bulk Type Change**.
2. On the **Bulk User Type Change** screen, locate the user type you want to change.
3. **Click** the drop-down menu next to the user type.
4. **Select** the new user type from the list.
5. Click **Save Changes** then click on **Confirm Changes** to apply the change.
6. **Verify** the updated number of users in the new user type.

Step-by-Step Instructions:

1. **Hover over** the **User Management** section in the menu.
2. **Navigate to Bulk User Type Change:** Click on **Bulk User Type Change** from the options that appear. This will bring up the **Bulk User Type Change** screen. In the center column, you'll see a number badge next to each User Type. This represents how many users belong to that particular User Type in the system.
3. **Click the drop-down box** next to the user type you wish to change.
4. **Change user type:** From the list of available user types, select the user type you wish to replace the old one with. After making your selection, click **Save Changes** then **Confirm Changes** to apply the changes.
5. **Confirm Changes:** verify that the number of users of that type has changed to the desired number.

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