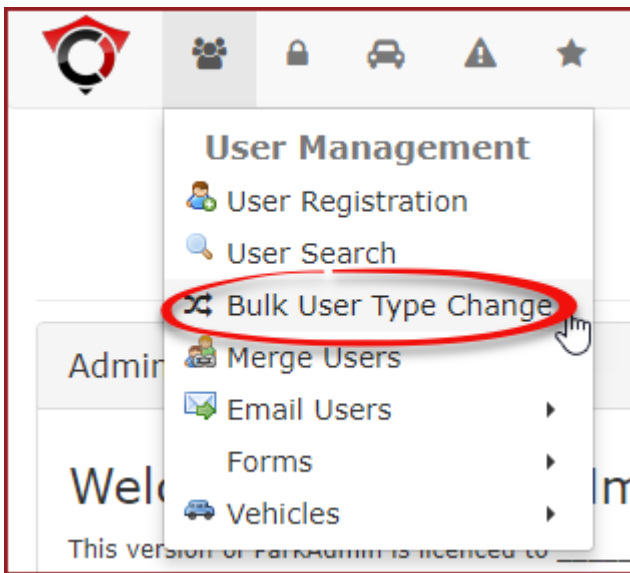


Bulk User Type Change

Bulk User Type Change Menu Option

Hover over User Management and click **Bulk User Type Change**.



The Bulk User Type Change screen is displayed.

The central column with a number badge represents the number of that specific User Type in the system.

Bulk User Type Change

From		To	
Athletics	Athletics Member	0	No Change
Public	Complimentary	2	No Change ▼
Public	Daily Reserved	5	No Change ▼
Public	Demo	3	No Change ▼
Staff	Full Time Staff	2	No Change ▼
Staff	Part Time Staff	3	No Change ▼
Student	Exchange Student	0	No Change
Student	Freshman	3	No Change ▼
Student	Full Time Student	3	No Change ▼
Student	Part Time Student	0	No Change
Student	Sophomore	1	No Change ▼
Save Changes			

Example Bulk Change User Type

For this example we wish to change all Freshman users to Sophomore.

Click the drop down box next to Freshman and click Sophomore from the list of user types available.

Bulk User Type Change

From			To
Athletics	Athletics Member	0	No Change
Public	Complimentary	2	No Change
Public	Daily Reserved	5	<div>No Change Clear Set to No User User Types Athletics: Athletics Member Public: Complimentary Public: Daily Reserved Public: Demo Staff: Full Time Staff Staff: Part Time Staff Student: Exchange Student Student: Freshman Student: Full Time Student Student: Part Time Student Student: Sophomore</div>
Public	Demo	3	
Staff	Full Time Staff	2	
Staff	Part Time Staff	3	
Student	Exchange Student	0	
Student	Freshman	3	No Change
Student	Full Time Student	3	No Change
Student	Part Time Student	0	No Change
Student	Sophomore	1	No Change

Save Changes

Click Confirm Changes to continue.

Bulk User Type Change

From			To
Student	Freshman	3	Student Sophomore

Confirm Changes

Now you can see there are 4 Sophomore users instead of 1.

Bulk User Type Change

From		To	
Athletics	Athletics Member	0	No Change
Public	Complimentary	2	<div>No Change</div>
Public	Daily Reserved	5	<div>No Change</div>
Public	Demo	3	<div>No Change</div>
Staff	Full Time Staff	2	<div>No Change</div>
Staff	Part Time Staff	3	<div>No Change</div>
Student	Exchange Student	0	No Change
Student	Freshman	0	No Change
Student	Full Time Student	3	<div>No Change</div>
Student	Part Time Student	0	No Change
Student	Sophomore	4	<div>No Change</div>

Save Changes

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