Bulk User Type Change

> The Bulk User Type Change tool allows administrators to move all users from one designated user type to another in a single operation. Its primary purpose is to efficiently manage large-scale user role updates, such as transitioning students to an alumni status at the end of an academic year. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing system user roles and permissions.

Setup and Configuration

This feature is a standard administrative tool and does not require extensive initial configuration to function.

Admin Side: Administrators must ensure that both the original user type (the classification you are moving users out of) and the destination user type (the classification you are moving users into) are already created in the system. Instructions for creating and managing these roles can be found on the *User Types* wiki page.

Using this Feature

Administrators can use the following instructions to select an existing user type and securely migrate all of its members to a new classification.

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

2. Review the list of existing user types on the screen. A number badge next to each name clearly indicates the current count of users assigned to that type.
3. Locate the specific user type you wish to move users out of.
4. Click the drop-down menu next to that user type and select the new user type you want to move the users into.
5. Click the **Save Changes** button.
6. Click the **Confirm Changes** button on the final confirmation prompt to execute the migration.
7. Wait for the system to process the update and automatically refresh the page. Verify the change by reviewing the updated user counts for the affected user types.

> 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 and Considerations

- **Verify permissions beforehand: Changing a user's type directly impacts their system permissions and access.** This includes their eligibility for specific permits, lots, and waitlists. Before performing a bulk change, comprehensively review the destination user type to ensure it has all the correct permissions and business rules configured.
- **Utilize for seasonal transitions: Use this tool for major seasonal or annual organizational transitions.** It is highly effective for updating student statuses at the end of a semester, or systematically

moving all members of a deprecated access group to a newly created, active one.

- **Allow time for high-volume processing: Do not navigate away from the page after confirming the changes.** For user types containing a very large number of users (e.g., thousands of accounts), the background process may take a few moments to complete. Wait patiently for the process to finish and the page to reload completely to ensure data integrity.

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