



Important Update for AEPSi Administrators: Archiving and Deleting Child Records

March 2, 2010

Dear AEPSi Administrators,

Some changes have been made in how you as Program Administrators archive, re-activate, and delete child profiles. The new functionality will enable you to update multiple child records at a time and better organize your active and archived children. Read below to learn about these changes.

❖ Program Administration Home Page

Instead of one search option on the Program Administration Home Page, there are now two separate search functions, one for active children and one for archived children.

WELCOME | Log Off

Admin | My AEPSi | My Children | My Groups | My Reports | My Calendar | My Toolkit | My Profile | Help

Brookes Publishing Program

PROGRAM ADMINISTRATION

PROGRAM PROFILE

No. of Licenses	17
No. of Children	4
No. of children archived	5
No. of children deleted	141
Subscription Renewal Date	09/01/08

View Program Profile

ADMIN HELP

- Getting Started Tutorial for Provider
- Important: OSEP Updates
- 5 Things You Need to Know
- Admin User Manual
- Help/Contact Info

More Help

SEARCH

- ADMINISTRATORS [Search]
- REVIEWERS [Search]
- PROVIDERS [Search]
- ACTIVE CHILDREN [Search]
- ARCHIVED CHILDREN [Search]

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❖ Active Children Page

The "Manage Children" section is now divided into two sections, the "Active Children" page and the "Archived Children" page. The "Active Children" page will only display a list of active children in your program. The "archive" and "delete" buttons have been replaced with checkboxes that will allow you to archive and/or delete multiple children at one time. To access the list of archived children, select the "Archived Children" link.

MANAGE CHILDREN

ACTIVE CHILDREN [Search]

Active Children | Archived Children



To archive one or more child records:

1. Click the “Admin” tab and select the “Manage Children” link from the left navigation menu.
2. Select the checkbox next to the child or children you would like to archive under the “Archive” column.
3. You also have the option to select the “Select/Deselect All” link to select all child records.
4. Click the “Update List” button.
5. You will see a confirmation message asking if you are sure you would like to archive the selected records. Click the “OK” button to confirm.
6. The child records you have archived will now appear on the “Archived Children” page.

To delete one or more Active child records:

1. Click the “Admin” tab and select the “Manage Children” link from the left navigation menu.
2. Select the checkbox next to the child or children you would like to delete under the “Delete” column.
3. You also have the option to select the “Select/Deselect All” link to select all child records.
4. Click the “Update List” button.
5. You will see a confirmation message asking if you are sure you would like to delete the selected records. Click the “OK” button to confirm.
6. The child records you have deleted will be completely removed from your account and no longer accessible.

Note: You can also elect to archive and delete child records simultaneously, by selecting the appropriate checkboxes and clicking the “Update List” button.

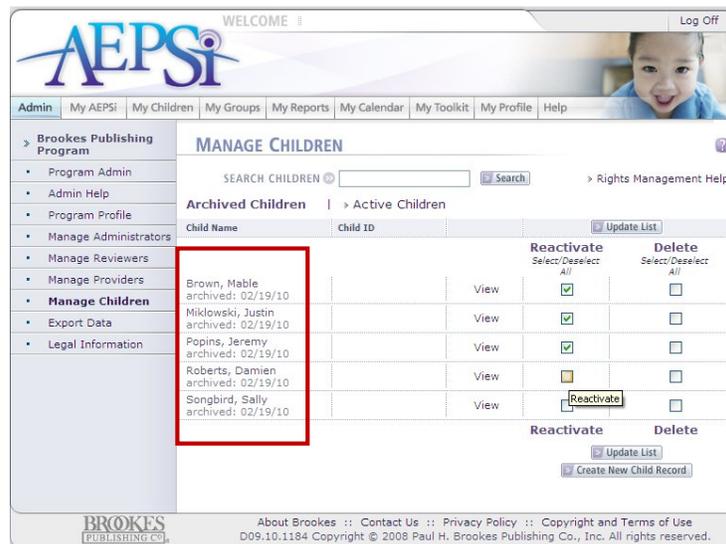


❖ Archived Children Page

The “Archived Children” page will only display a list of children that have been archived in your program. The “reactivate” and “delete” buttons have been replaced with checkboxes that will allow you to re-activate and/or delete multiple children at one time. To access the list of active children, select the “Active Children” link.



In addition, the date the children were archived will be displayed directly under the child's name.



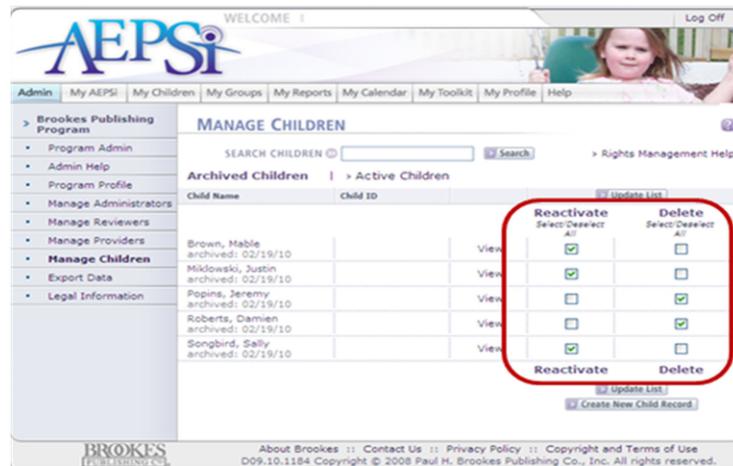
To re-activate one or more child records:

1. Click the “Admin” tab and select the “Manage Children” link from the left navigation menu.
2. Select the “Archived Children” link to access your list of archived children.
3. Select the checkbox next to the child or children you would like to re-activate under the “Reactivate” column.
4. You also have the option to select the “Select/Deselect All” link to select all child records.
5. Click the “Update List” button.
6. You will see a confirmation message asking if you are sure you would like to re-activate the selected records. Click the “OK” button to confirm.
7. The child records you have re-activated will now appear on the “Active Children” page.

To delete one or more Archived child records:

1. Click the "Admin" tab and select the "Manage Children" link from the left navigation menu.
2. Select the "Archived Children" link to access your list of archived children.
3. Select the checkbox next to the child or children you would like to delete under the "Delete" column.
4. You also have the option to select the "Select/Deselect All" link to select all child records.
5. Click the "Update List" button.
6. You will see a confirmation message asking if you are sure you would like to delete the selected records. Click the "OK" button to confirm.
7. The child records you have deleted will be completely removed from your account and no longer accessible.

Note: You can also elect to reactivate and delete child records simultaneously, by selecting the appropriate checkboxes and clicking the "Update List" button.



Note: When using the search option on the Manage Children page, search results will only be displayed for the page that you are on. If you are on the "Active Children" page, only active children will appear in the search results. If you are on the "Archived Children" page, only archived children will appear in the search results.