

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.



✤ 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.

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| ACTIVE CHILDREN | | Search |
| Active Children | » Archived Children | |

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| Manage Children | McAdams, Timmy | 09862 | View Edi | | | | |
| Export Data | Popins, Jeremy | JP 123 | View Edi | | | | |
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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.

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| - | BROKES | About Bro D09.10.1184 | okes :: Contact U Copyright © 2008 | s :: Privacy Policy Paul H. Brookes Publ | :: Copyright and ishing Co., Inc. A | Terms of Use I rights reserved. |

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 reactivate and/or delete multiple children at one time. To access the list of active children, select the "Active Children" link.

| MANAGE CHILDREN | |
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| ARCHIVED CHILDREN | > Search |
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In addition, the date the children were archived will be displayed directly under the child's name.

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| | Legal Information | Popins, Jeremy archived: 02/19/1 | 0 | | | View | | |
| | | Roberts, Damien archived: 02/19/1 | 0 | | | View | | |
| | | Songbird, Sally archived: 02/19/1 | 0 | | | View | Reactivate | |
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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.

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| Legal Information | Popins, Jeremy archived: 02/19/10 | | View | | |
| | Roberts, Damien archived: 02/19/10 | | View | | |
| | Songbird, Sally | | View | | |
| | archived: 02/19/10 | | | | |

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.