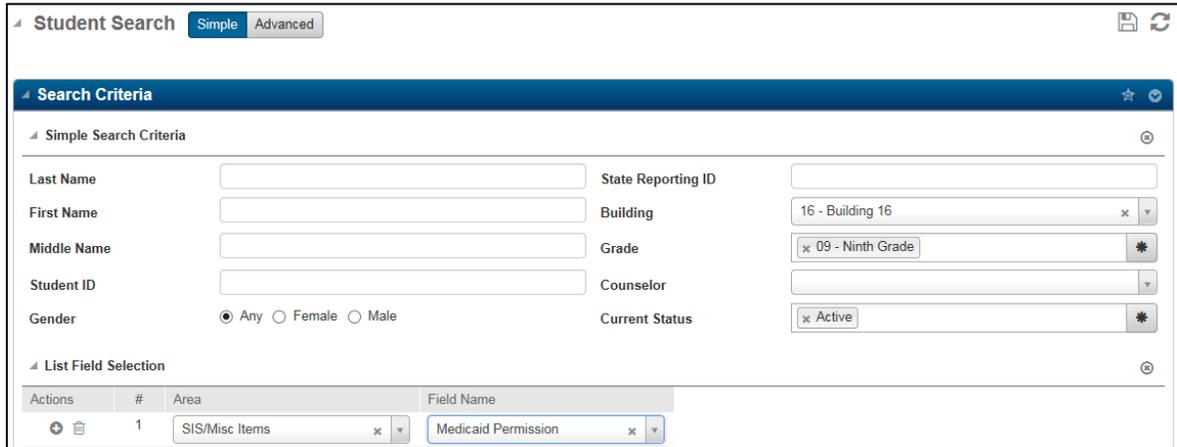


## Medicaid Permissions – Mass Entry

The Registration Training Guide has basic instructions for using Mass Entry by Updating the Student Search Result Fields. The following are instructions for updating the Medicaid Permissions field.

1. Complete the following Simple Search and List Field Selection. The user should enter the correct building that contains the appropriate records to be updated. The following search is for Active/9<sup>th</sup> Grade Students. Click  (Load) at the top right to run the search.



Student Search Simple Advanced

**Search Criteria**

Simple Search Criteria

Last Name:  State Reporting ID:

First Name:  Building: 16 - Building 16

Middle Name:  Grade: 09 - Ninth Grade

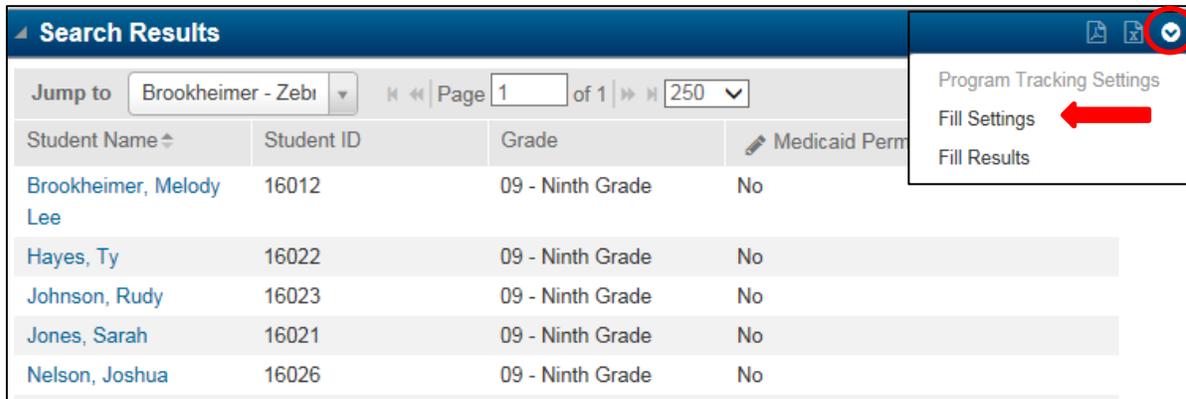
Student ID:  Counselor:

Gender:  Any  Female  Male Current Status: Active

List Field Selection

Actions	#	Area	Field Name
	1	SIS/Misc Items	Medicaid Permission

2. Edit the individual fields in the search results by clicking on the  (Edit) icon in the Medicaid Permission column. (Note this changes from No/Yes value to a checkbox.) Once in edit mode then click the  (Additional Options) at the top right of the Search Results panel. Select Fill Settings to update the records.



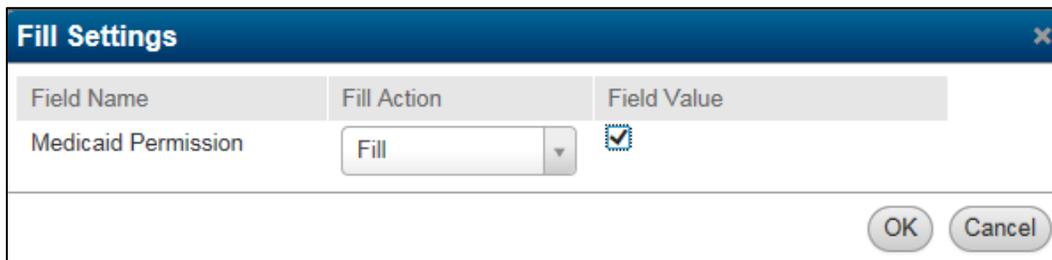
**Search Results**

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Student Name	Student ID	Grade	Medicaid Perm
Brookheimer, Melody Lee	16012	09 - Ninth Grade	No
Hayes, Ty	16022	09 - Ninth Grade	No
Johnson, Rudy	16023	09 - Ninth Grade	No
Jones, Sarah	16021	09 - Ninth Grade	No
Nelson, Joshua	16026	09 - Ninth Grade	No

Program Tracking Settings  
 Fill Settings  
 Fill Results

3. In the Fill Settings window's Fill Action field, select **Fill** which fills all fields in the column with a selected Field Value. In this case, it is a checkbox. This replaces existing data and fills all blanks. When the appropriate Field Value has been selected click **OK**.



**Fill Settings**

Field Name	Fill Action	Field Value
Medicaid Permission	Fill	<input checked="" type="checkbox"/>

OK Cancel

- As changes are made, an Undo icon (a small triangle) displays at the field's upper left. To cancel the changes for an individual field, click the icon.

Search Results			
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Student Name	Student ID	Grade	Medicaid Permission
Brookheimer, Melody Lee	16012	09 - Ninth Grade	 <input checked="" type="checkbox"/>
Hayes, Ty	16022	09 - Ninth Grade	 <input checked="" type="checkbox"/>
Johnson, Rudy	16023	09 - Ninth Grade	 <input checked="" type="checkbox"/>
Jones, Sarah	16021	09 - Ninth Grade	 <input checked="" type="checkbox"/>

- To cancel all changes made to a column's fields, click  (Cancel) in the column header.
- When the field(s) populate, verify for accuracy and click  (Save) at the top of the page to complete the update.