


WHERE IS IT?

In the Advanced options for School Clerks

 **Administer** > Adv Options > Mass edit

As a school clerk you can edit :

- Student data fields such as consent, and ID cards
- Edit the attached guardians contact details and access rights
- Set staff particulars and contact information

Mass editing profile data

1. Open the MASS EDIT tool
2. Choose whether you want to Edit student/guardian or Staff data
3. Build the target audience with the folder icon
4. Select the data field to be completed or edited
5. The profile line will change colour when the details have been entered
6. Press SAVE to update all profiles listed with the changes

Record Type*

STUDENT STAFF

GOOD TO KNOW

- Select from different school levels, classes, and courses with the People Picker
- You can only edit fields for students, or for guardians. Fields cannot be mixed from both
- The fields parameters are still valid in the mass edit function
- Edit each record, then press save to update all in once go
- Guardians are attached to the students profiles

Guardian Details





Guardian ID

Guardian Address Line 3

Guardian User Status

Guardian Pickup

Links to Profile management knowledge base guides

-  [People Picker](#)
-  [Family member access](#)
-  [Student Profile](#)
-  [User Profile](#)

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