

Bulk Reassign Monitors

Last Modified on 03/28/2019 3:40 pm CDT

When a Monitor quits or changes areas, you must reassign all of their providers to another Monitor. You can either edit Monitor assignments individually, or you can use the Bulk Assign Monitors function to reassign large amount of Providers to a new Monitor.

1. Click the **Tools** menu and select **Bulk Assign Monitors**. The Provider Filter window opens.
2. Check the box next to each filter to apply. For example, if you are moving a certain Monitor's providers to a new Monitor, check the Monitor box and select the monitor.
3. Click **Continue**. The Bulk Assign Monitors window opens.

Select	#	Provider Name	Monitor
<input type="checkbox"/>	231678	Changed, Mod	--
<input type="checkbox"/>	001239	Cordova, Anna	--
<input type="checkbox"/>	998885	Dough, John	BG
<input type="checkbox"/>	000052	Email Test, Jennifer	BG
<input type="checkbox"/>	454545	Enrollment, Newmp	--
<input type="checkbox"/>	654321	Evizi, Test	--
<input type="checkbox"/>	995600	Flats, Highland	BG
<input type="checkbox"/>	237893	Flower, Blue	--
<input type="checkbox"/>	001236	Garcia, Ramon	BG
<input type="checkbox"/>	001238	Goodstein, Jeffrey	NM
<input type="checkbox"/>	998891	Ha, Nguyen	BG
<input type="checkbox"/>	000123	Homesapi, No	PT
<input type="checkbox"/>	112233	Hx App Evi, Release	EG
<input type="checkbox"/>	004282	Hx Provider, Thanh	--
<input type="checkbox"/>	277777	Hx, Release Update	--
<input type="checkbox"/>	995601	Jones, Robert D	BG
<input type="checkbox"/>	998892	Kidd, Billie	--
<input type="checkbox"/>	998893	Lake, Bobbie Update	--
<input type="checkbox"/>	001237	Landers, Gwen	BG
<input type="checkbox"/>	000112	Le, Dec	--
<input type="checkbox"/>	001235	Marshfield, Elizabeth	NM

4. Check the box next to each provider you are reassigning. You can also

click Select All to select all display providers.

5. Click the **Select Monitor** drop-down menu and select the new Monitor.
 6. Click **Save**. The providers you selected are assigned to the new Monitor.
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