

Update Center Email Addresses

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To ensure the highest security possible, we strongly recommend that each of your centers have their own, unique email address tied to their account. This article provides steps you can take to audit for duplicate and blank email addresses in KidKare, so you can update center records accordingly.

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Locate Centers with Duplicate Email Addresses

Duplicate email addresses used across multiple center accounts has the potential to be a security risk. To ensure that all data has the best protection possible, each of your centers must have their own, unique email address. You can use the Center List Export file and Excel to quickly locate duplicate email addresses in your system. Since contact information is included, this report becomes a convenient call list.

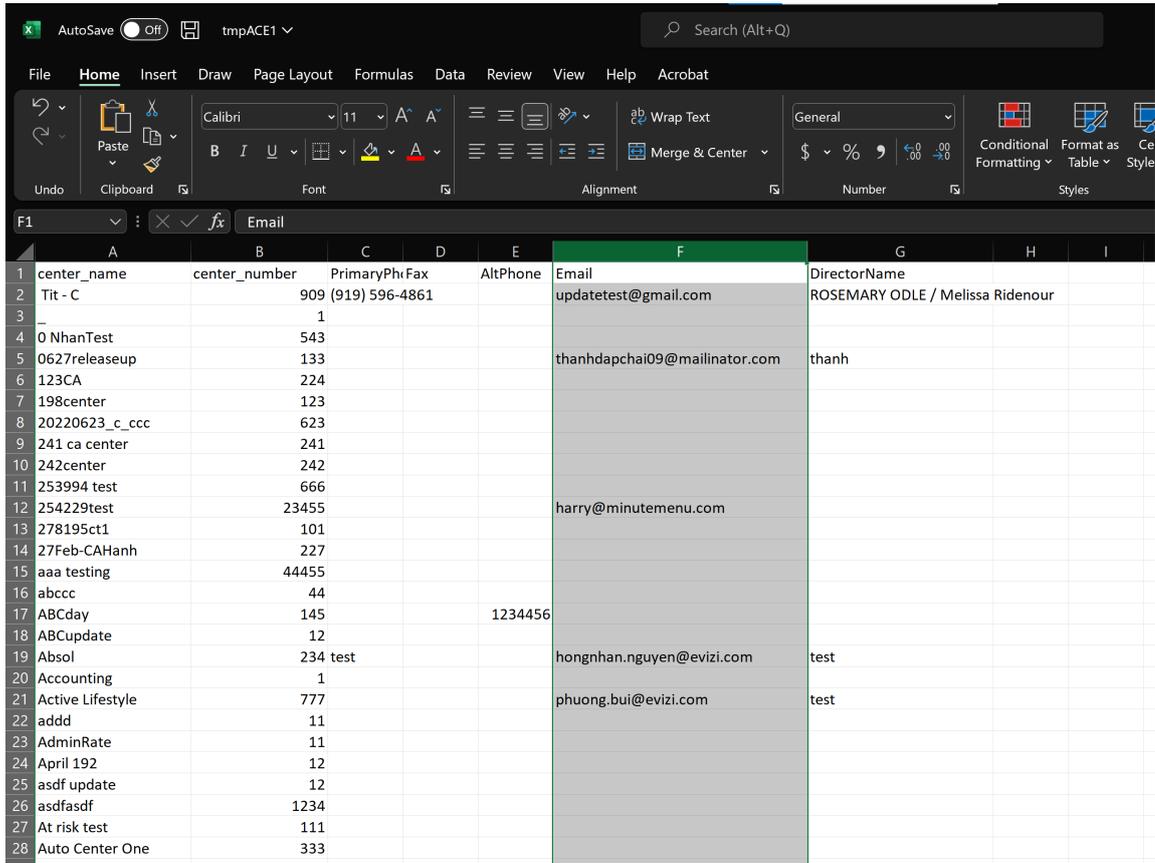
1. First, generate the report.
 - a. From the menu to the left, click **Reports**.
 - b. Click the **Select a Category** drop-down menu and select **Centers**.
 - c. Click the **Select a Report** drop-down menu and select **Centers List Export**.
 - d. In the **Filter for Center(s)** section, ensure that the Status drop-down menu is set to **Active**.
 - e. Click **Search**. The Select Center(s) section populates.
 - f. Check the box in the header of this list to select all centers.
 - g. In the **Select Field(s) to Export** section:
 - i. All fields are selected by default. Clear the box in the header to clear all boxes.
 - ii. Check the **Director's Contact Info** and **Director's Name** boxes.

The screenshot displays the 'Reports' section in the KidKare system. The 'Centers List Export' report is selected. The 'Filter for Center(s)' section includes dropdown menus for Status (Active), State (CA), City, County, Monitor, and Profit Status. Below these are dropdowns for Administration Type, Payment Type, Program Type, Claims, Claim Month, and Review Due Before. A 'Search' button is located at the bottom right of the filter section. The 'Select Center(s)' section is currently empty. The 'Select Field(s) to Export' section shows a list of fields with checkboxes. The 'Director's Contact Info (Phone, Fax, Alt Phone, Email)' and 'Director's Name' fields are checked. An 'Export' button is located at the bottom right of the field selection section.

h. Click **Export**. The export downloads as a spreadsheet.

2. In Excel, highlight duplicate email addresses:

a. Select the **Email** column.



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	center_name	center_number	PrimaryPhxFax		AltPhone	Email	DirectorName		
2	Tit - C	909	(919) 596-4861			updateat@gmail.com	ROSEMARY ODLE / Melissa Ridenour		
3		1							
4	0 NhanTest	543							
5	0627releaseup	133				thanhdapchai09@mailinator.com	thanh		
6	123CA	224							
7	198center	123							
8	20220623_c_ccc	623							
9	241 ca center	241							
10	242center	242							
11	253994 test	666							
12	254229test	23455							
13	278195ct1	101							
14	27Feb-CAHanh	227							
15	aaa testing	44455							
16	abccc	44							
17	ABCday	145			1234456				
18	ABCupdate	12							
19	Absol	234 test							
20	Accounting	1				hongnhan.nguyen@evizi.com	test		
21	Active Lifestyle	777							
22	addd	11				phuong.bui@evizi.com	test		
23	AdminRate	11							
24	April 192	12							
25	asdf update	12							
26	asdfasdf	1234							
27	At risk test	111							
28	Auto Center One	333							

b. From the **Home** tab, click **Conditional Formatting, Highlight Cells Rules**, and select **Duplicate Values**.

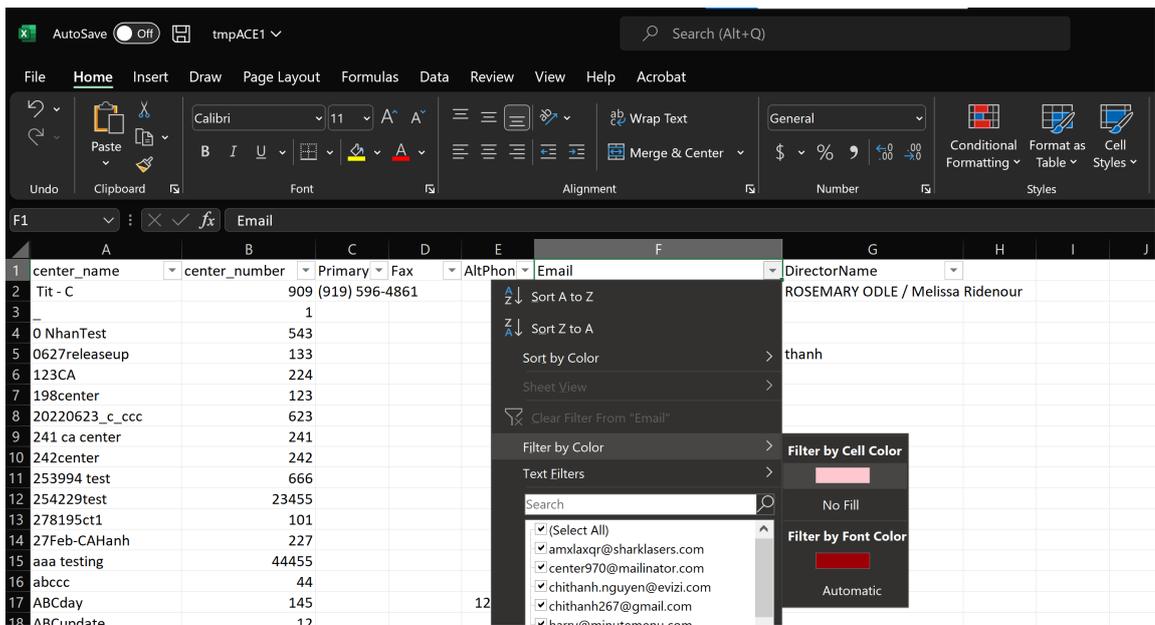
c. Click **OK** at the prompt. Any duplicate email addresses are highlighted.

3. Filter the spreadsheet to show only the duplicate emails.

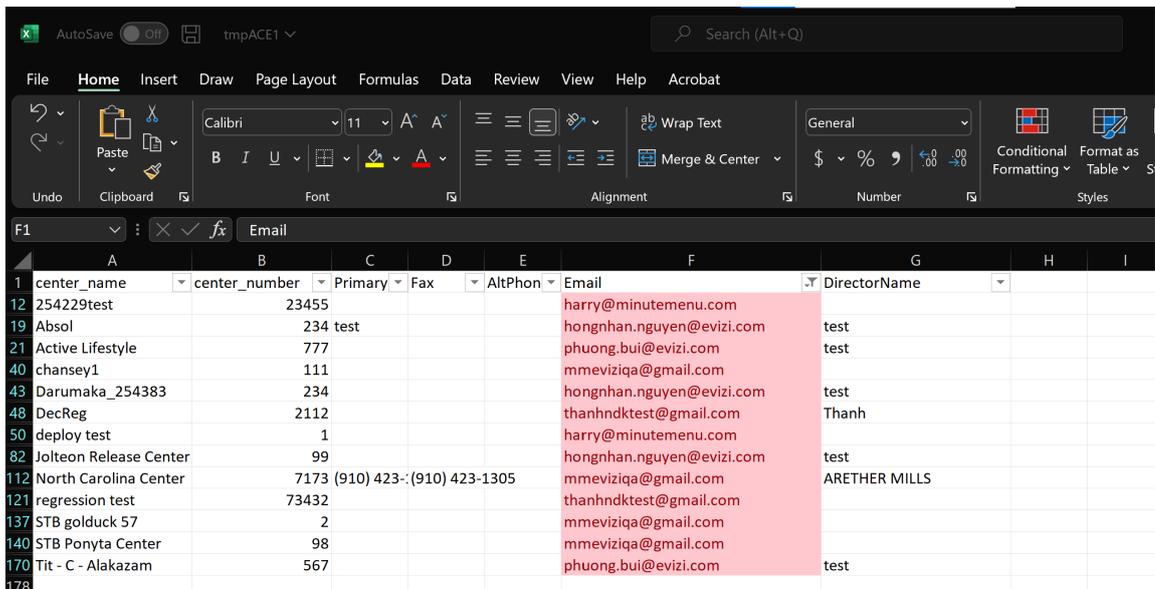
a. Click the first row of the **Email** column.

b. Click **Sort & Filter** in the top-right corner of the Home tab and select **Filter**. The first row of each column in the spreadsheet is now a drop-down menu you can use to filter.

c. Click the **Email** drop-down menu, select **Filter by Color**, and click the color that matches the highlighted cells.



d. The spreadsheet should now only show duplicated email addresses. Since the center name and center numbers are included, you can easily determine what sites need to be updated.



4. Update center email addresses in the **Center Information General** tab to ensure that each center has its own, unique email address.

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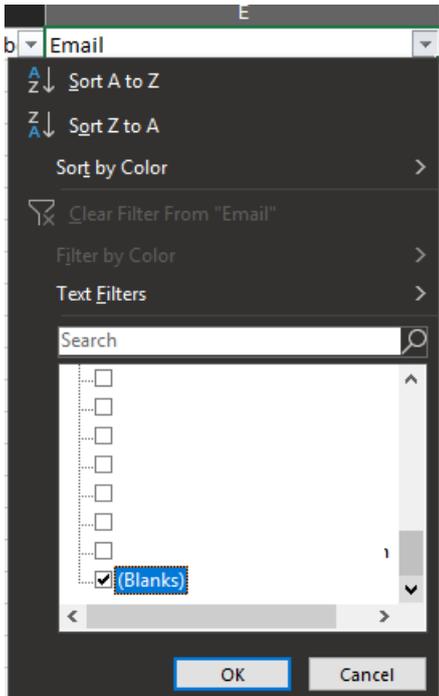
Locate Centers with Blank Email Addresses

Not only does email provide a convenient way for sponsors to contact their sites, it ensures that centers can self-serve in the event they forget their user name or password. Use the Center List Export file to generate a report you can then filter to show those centers for which you do not have an email address. Since contact information is included, this report becomes a convenient call list.

1. Follow **Step 1** under the **Locate Centers with Duplicate Email Addresses** heading above to generate the

Center Lists Export File.

2. Filter the resulting spreadsheet to show blank email addresses only. Note that these instructions are Excel-specific.
 - a. Click the first row of the **Email** column.
 - b. Click **Sort & Filter** in the top-right corner of the Home tab and select **Filter**. The first row of each column in the spreadsheet is now a drop-down menu you can use to filter.
 - c. Click the **Email** drop-down menu and clear the **Select All** box.
 - d. Scroll to the bottom of the list and check the **Blanks** box.



- e. Click **OK**. You now have a list of sites with missing email addresses, as well as their director's phone number and name.

A	B	C	D	E	F	G
center_name	center_number	Primary	Fax	AltPhon	Email	DirectorName
-	1					
253994 test		666				James Peach
ABC		12				Johnathan Harker
ABCday		145				Victor Frankenstein
April 192		12				David Copperfield
asdf		12				Zafloya
asdfasdf		1234				King Lear
Auto Center One		333				Macbeth

3. Contact the sites on your list for their email addresses and add their email addresses to the **Center Information General** tab.

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