

Update Center Email Addresses

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CDT

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 Blank Email Addresses](#)

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.

Centers List Export

Regular | Centers | Centers List Export

Filter for Center(s)

Status * Active | State * CA | City Please select | County Please select | Monitor Please select | Profit Status Please select

Administration Type Please select | Payment Type Please select | Program Type Please select | Claims Please select | Claim Month Select a month | Review Due Before Select a day

Search

Select Center(s)

Select Field(s) to Export

Current Start Date

Days of Operation

Directions / Location

Director's Contact Info (iPhone, Fax, Alt Phone, Email)

Director's Name

District

Enrollment Counts (PIR/P of Active Children, Pending, Expired)

Food Service Info (Type, Vendor/Contract Info)

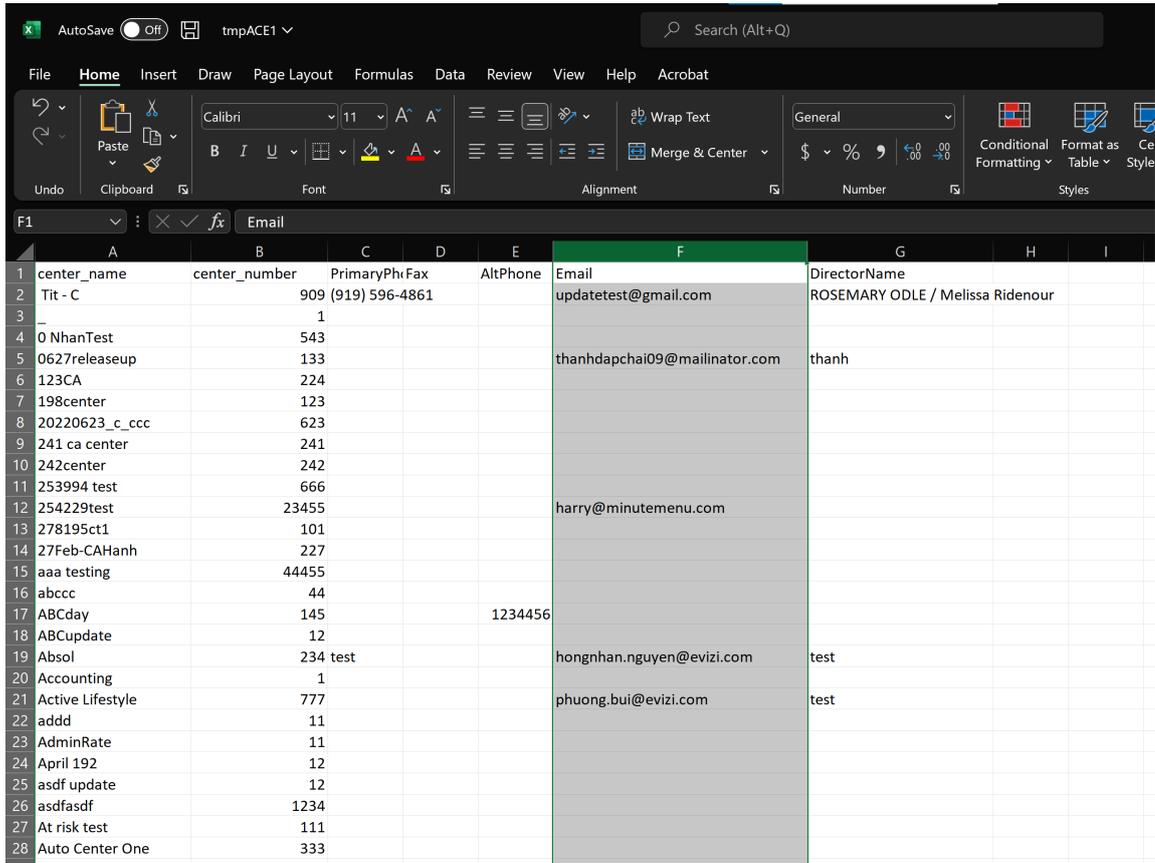
Hold Notes / Sponsor Notes

Export

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**.

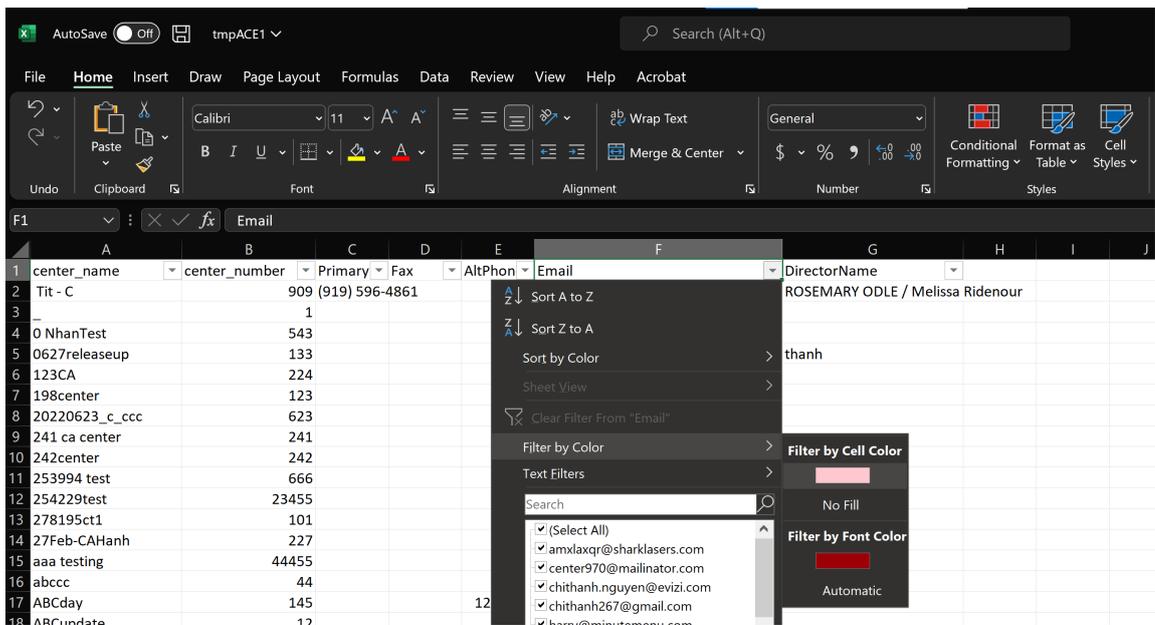
c. Click **OK** at the prompt. Any duplicate email addresses are highlighted.

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

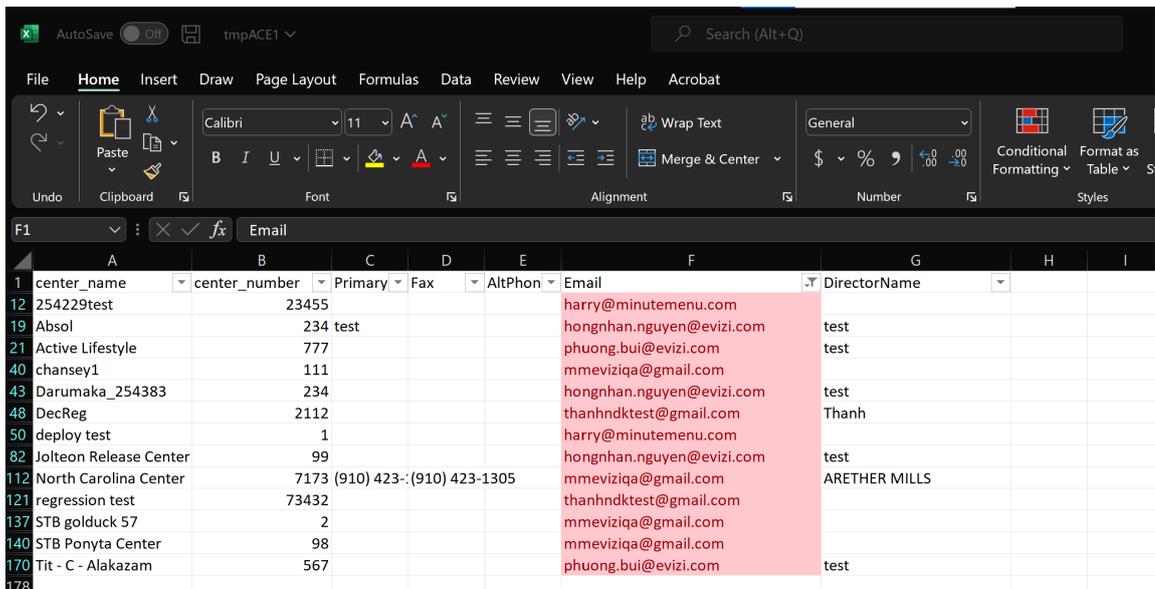
a. Click the first row of the **Email** column.

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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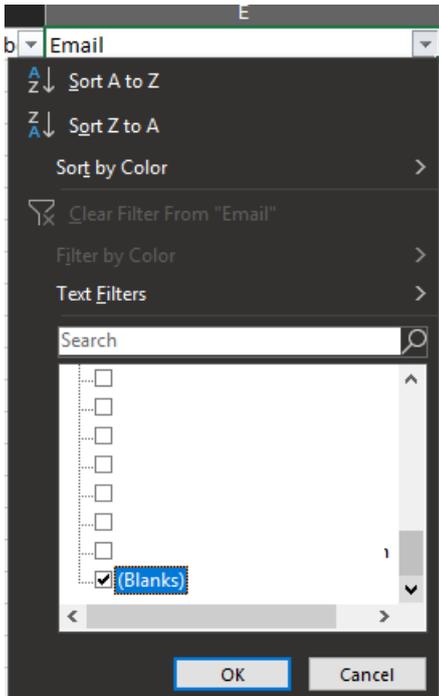
Locate Centers with Blank Email Addresses

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	AltPhone	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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