

Michigan Care Improvement Registry (MCIR) Schools and Childcare: Modify Roster

- ❖ Using the [Modify Roster](#) link in MCIR is an easy way to modify persons on the roster as a group or to reassess persons on the roster quickly.

Modifying multiple records:

- Go to your Roster. (From your homepage in MCIR click “Roster” under the Person menu.)
- Click “Modify Roster.”

The screenshot shows the 'Roster' page interface. At the top right are links for 'Print Help', 'Home', and 'Exit'. Below these are tabs for 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Person' tab, there are links for 'Add/Find' and 'Roster'. A search bar is present with a 'Search' button and a 'Roster Size: 9' indicator. A 'Modify Roster' link is located at the bottom right of the search area.

“Modify Roster.”

- Checkboxes will appear next to each name.

This screenshot shows the roster table with several columns: Name, Birth Date, MCIR ID, G, Gr, Pd, JS, Last Eval, and Student ID. Each row has a checkbox to its left. Above the table are 'Check All' and 'Clear All' buttons. A callout box on the left says 'Click the box next to the name to select individual records to modify.' A callout box on the right says 'Click “Check All” to modify all records on the page.'

- Select the records to modify either by individually checking in the boxes next to the names or click “Check All” to select all records on the page.

Note: If your roster is multiple pages long you will have to modify it on each page individually.

- At the bottom of the screen click “Modify Checked.”

“Modify Checked.”

The screenshot shows a row of buttons at the bottom of the page: 'Modify Checked', 'Assess Checked', 'Delete Checked', 'Mark as Duplicate', and 'Cancel'.

- A popup window will appear.

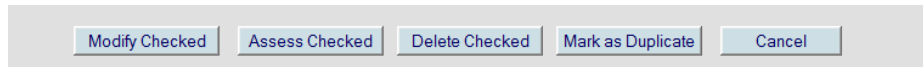
The screenshot shows a 'Modify Roster' popup window. It contains several dropdown menus: 'Grade' (set to 'Do not modify'), 'Roundup' (set to 'Do not modify'), 'Report Period' (set to 'Do not modify'), 'Vision Screened' (set to 'Do not modify'), 'Move Roster' (set to 'Do not modify'), and 'Site' (set to 'Do not modify'). There are 'Submit' and 'Cancel' buttons at the bottom.

- Select the data to modify using the dropdown menus then click “Submit.”
 - If you wish to move selected students from one roster to another (Move Roster) you must have access to both Sites.
- A popup will ask if you are sure. Click “OK” to submit data or “Cancel” to go back.

The screenshot shows a confirmation dialog box with a question mark icon and the text 'Are you sure you want to modify all the selected people?'. It has 'OK' and 'Cancel' buttons.

Assess, Delete and Mark as Duplicate Functions

- As well as the “Modify” function there are other options available when you click on the “Modify Roster” link at the top of the Roster page.



- **Assess Checked**
 - Updates the selected record(s) to show current immunization status.
 - It is recommended that you assess all records to be reported approximately one month before the report is due. Records that have not been viewed or assessed recently can still show “Complete” even if they are not.
- **Delete Checked**
 - Deletes the selected record(s) from your roster
- **Mark as Duplicate**
 - If you find more than one record in MCIR for a student you would select both (or all) records then click “Mark as Duplicate.” The records will be flagged for technical staff to determine whether they are truly duplicates or not.

If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.