

# Update Center Email Addresses

Last Modified on 07/20/2022 11:39 am  
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 Minute Menu CX, 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.

**Note:** If your centers need assistance setting up an email address, we have provided resources and step-by-step instructions in the [Create Free Email Addresses](#) article.

1. First, generate the report.
  - a. Click the **Reports** menu, select **Centers**, and click **Center List Export**. The Center Filter window opens.
  - b. Accept the default **Status** filter (**Active**) and click **Next**. The Select Output for Export File window opens.
  - c. Check the **Director's Contact Info** and **Director's Name** boxes.

Select Output for Export File

Choose any/all fields that you wish to include in the export file's output

Output Column
<input type="checkbox"/> Administration Type
<input type="checkbox"/> Allowed Start Date
<input type="checkbox"/> Alternate #
<input type="checkbox"/> Business Info (Corp Name, Business Type, Tax ID)
<input type="checkbox"/> Child Racial Counts
<input type="checkbox"/> Claiming Method
<input type="checkbox"/> County
<input type="checkbox"/> Current End Date
<input type="checkbox"/> Current Start Date
<input type="checkbox"/> Days of Operation
<input type="checkbox"/> Directions / Location
<input checked="" type="checkbox"/> Director's Contact Info (Phone, Fax, Alt Phone, Email)
<input checked="" type="checkbox"/> Director's Name
<input type="checkbox"/> District
<input type="checkbox"/> Enrollment Counts (F/R/P of Active Children, Pending, Expired)
<input type="checkbox"/> Food Service Info (Type, Vendor/Contract Info)
<input type="checkbox"/> Hold Notes / Sponsor Notes
<input type="checkbox"/> Hours of Operation (Normal and Night)
<input type="checkbox"/> Inspection Expirations
<input type="checkbox"/> Insurance Info (Vendor, Description, Type, Dates)
<input type="checkbox"/> License Info (Type, #, Capacity, Dates, Ages, Waiver)
<input type="checkbox"/> Login Info (Login, Password)

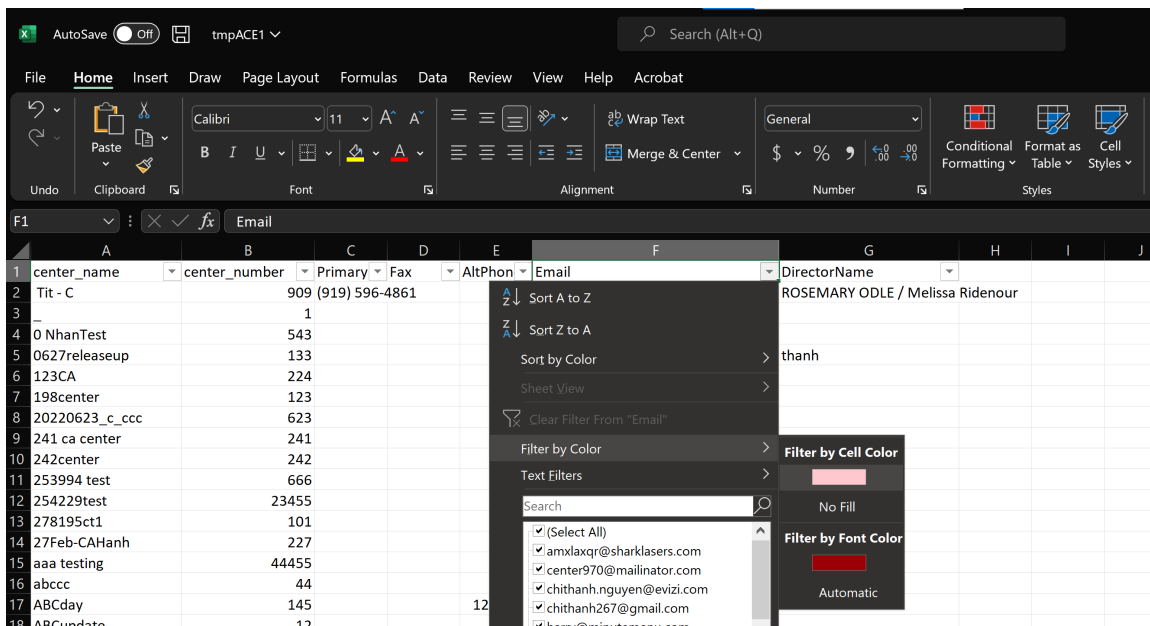
Select All Deselect All

Cancel Next

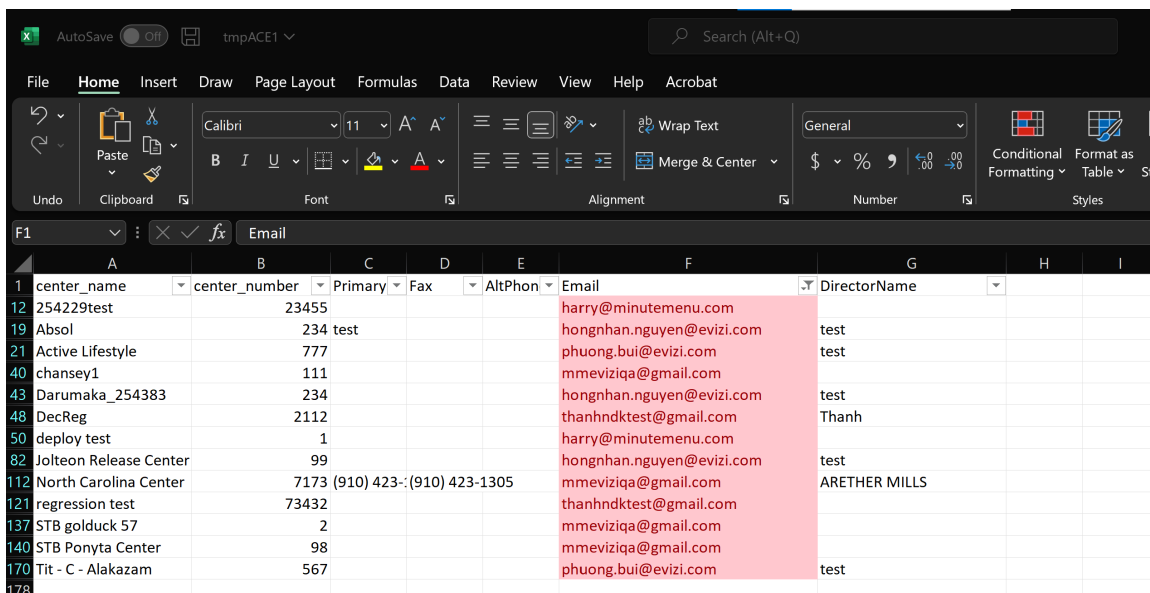
- d. Click **Next**. The report is generated and opens in your spreadsheet program.
  - e. Save the report to your computer.
2. In Excel, highlight duplicate email addresses:
    - a. Select the **Email** column.

	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		updateet@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			harry@minutemenu.com				
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			hongnhan.nguyen@evizi.com	test			
20	Accounting	1							
21	Active Lifestyle	777			phuong.bui@evizi.com	test			
22	addd	11							
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.

**Note:** If your centers need assistance setting up an email address, we have provided resources and step-by-

step instructions in the [Create Free Email Addresses](#) article.

1. First, generate the report.
  - a. Click the **Reports** menu, select **Centers**, and click **Center List Export**. The Center Filter window opens.
  - b. Accept the default **Status** filter (**Active**) and click **Next**. The Select Output for Export File window opens.
  - c. Check the **Director's Contact Info** and **Director's Name** boxes.

Select Output for Export File

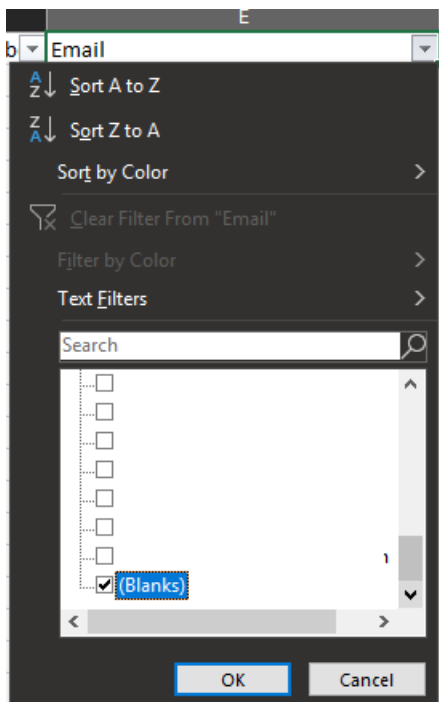
Choose any/all fields that you wish to include in the export file's output

<input type="checkbox"/>	Output Column
<input type="checkbox"/>	Administration Type
<input type="checkbox"/>	Allowed Start Date
<input type="checkbox"/>	Alternate #
<input type="checkbox"/>	Business Info (Corp Name, Business Type, Tax ID)
<input type="checkbox"/>	Child Racial Counts
<input type="checkbox"/>	Claiming Method
<input type="checkbox"/>	County
<input type="checkbox"/>	Current End Date
<input type="checkbox"/>	Current Start Date
<input type="checkbox"/>	Days of Operation
<input type="checkbox"/>	Directions / Location
<input checked="" type="checkbox"/>	Director's Contact Info (Phone, Fax, Alt Phone, Email)
<input checked="" type="checkbox"/>	Director's Name
<input type="checkbox"/>	District
<input type="checkbox"/>	Enrollment Counts (F/R/P of Active Children, Pending, Expired)
<input type="checkbox"/>	Food Service Info (Type, Vendor/Contract Info)
<input type="checkbox"/>	Hold Notes / Sponsor Notes
<input type="checkbox"/>	Hours of Operation (Normal and Night)
<input type="checkbox"/>	Inspection Expirations
<input type="checkbox"/>	Insurance Info (Vendor, Description, Type, Dates)
<input type="checkbox"/>	License Info (Type, #, Capacity, Dates, Ages, Waiver)
<input type="checkbox"/>	Login Info (Login, Password)

Select All  
Deselect All

Cancel Next

- d. Click **Next**. The report is generated and opens in your spreadsheet program.
  - e. Save the report to your computer.
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
253994 test	666	1				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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