

Parents have the ability to log into the Community Portal and update their details, as well as any students linked to them. These details are not saved into the database until they are accepted by a staff member. This article will run through the process of doing this.

Please note that screenshots in this article have been taken in 'Synergetic Test'. Verifications will need to be done in 'Synergetic'

1. Open Synergetic and click on the 'Action Centre' button in the top right (flag). This will open the 'Action Centre Summary'. If there are changes that are waiting for verification they will appear as a text line item as shown below. To start reviewing the updates, click on one of the lines ending with 'from the community portal are waiting to be accepted' to launch the 'Action Centre'.

File Module Window Search Help



Before we begin accepting and rejecting update submissions we suggest adjusting the interface as outlined in this article under [Action Centre](#)

- Starting from the top of the list, you can begin to review the details of each update and accept or reject the changes appropriately. Below is an example of a Portal details Updated item waiting for verification. At the top, the item we have selected is in a shade of blue, below the list shows all the fields that have been updated / added. The screenshot below shows how we can relate list items up the top with the item selection at the bottom.

The screenshot shows a window titled 'Portal details updated'. At the top, there is a list of updates with columns: Type, Description, Summary, Status, Created, Actioned, Originator, and Mode. The first item is highlighted in blue. Below the list, there is a detailed view of the selected item. The 'Summary' field shows 'Community : Future Students'. The 'Fields Changed (10)' section lists various fields with their 'New Value', 'Current Value', and 'Accept/Reject' checkboxes. The 'Accept All' button is checked. The 'Apply Change Selections' button is highlighted.

Field Changed	New Value	Current Value	Accept	Reject
FutureStudents.FEmergencyName	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhoneAlt	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	Parent		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Name	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Phone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2PhoneAlt	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Relat	Parent		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Name	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Phone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Relat	Parent		<input type="checkbox"/>	<input type="checkbox"/>

- From left to right the columns shown below are:

- Field Changed - This shows the field that was changed, it is structured as `AreaChanged.FieldChanged`, e.g. `FutureStudents.FEmergencyName` shown below.
- New Value - This is the value that has been entered by the parent on the Community Portal.
- Current Value - This is the value that is currently live in the Synergetic database (it will be blank if the information has not been provided in the past).
- Accept - Check mark to accept this submitted value.
- Reject - Check mark to reject this submitted value.

This is a zoomed-in view of the 'Fields Changed' section from the previous screenshot. It shows a table with columns: Field Changed, New Value, Current Value, Accept, and Reject. The table lists various fields related to FutureStudents, such as FEmergencyName, FEmergencyPhone, FEmergencyPhoneAlt, FEmergencyRelat, FEmergency2Name, FEmergency2Phone, FEmergency2PhoneAlt, FEmergency2Relat, FEmergency3Name, FEmergency3Phone, and FEmergency3Relat. The 'Accept' and 'Reject' columns contain checkboxes.

Field Changed	New Value	Current Value	Accept	Reject
FutureStudents.FEmergencyName	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhoneAlt	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	Parent		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Name	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Phone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2PhoneAlt	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Relat	Parent		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Name	Future Students		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Phone	01234 567890		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Relat	Parent		<input type="checkbox"/>	<input type="checkbox"/>

Examples

Example 1 - Basic data submission

- In this example we can choose 'Accept All' and then choose 'Apply Change Selections' to update these values. After we hit apply we will get a confirmation pop up, select 'Yes' to continue.

Portal details updated

Community : Allocated To: Reallocate...

Linked to Community Member:

Fields Changed (11) Description Detail Advanced About

☐ Also Show Matched Values ☒ Accept All ☐ Reject All

Field Changed	New Value	Current Value	Accept	Reject
FutureStudents.FEmergencyName	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhoneAlt	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhoneAlt	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>

☒ Apply Change Selections

Confirm

About to Update Community Details for Do you wish to continue?

- Once we have continued we will get a confirmation message saying 'Details successfully updated'. This will remove it from our top list. To go to the next item we may need to re-select the top item in the list, again we can confirm which item we are on with the blue highlight.

Information

Details successfully updated.

Example 2 - Data submitted multiple times

- In the following example we have fields that have been updated twice. To continue, we need to accept or reject each of the items in the list, however we cannot accept the same 'Field' twice in one Portal details Updated item. If we were to 'Accept All' and choose 'Apply Change Selections' we would get an error message. Fields in yellow are the most recent items.

Portal details updated

Community : Allocated To: Reallocate...

Linked to Community Member:

Fields Changed (20) Description Detail Advanced About

☐ Also Show Matched Values ☒ Accept All ☐ Reject All

Field Changed	New Value	Current Value	Accept	Reject
Community.PersonalMobileHome	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhoneAlt	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZName	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZPhone	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyZRelat	01/01/2020		<input type="checkbox"/>	<input type="checkbox"/>

☒ Apply Change Selections

- To complete a Portal details Updated item like this we will need to 'Accept' the duplicate items that are marked in yellow and 'Reject' those in red. You will notice we have selected 'Accept' on an item that is red rather than rejected it (First line 'Community.PersonalMobileHome'). This is

because it does not duplicate another item in the list and we want to save this value. Once we are happy with our choices we will choose 'Apply Change Selections'

Linked to Community Member

... [Manage Organization](#)

Allocated To ... [Manage Allocation](#) [Reallocate...](#)

Fields Changed (20) Description Detail Advanced About

☐ Also Show Matched Values ☒ Accept All ☒ Reject All

Field Changed	New Value	Current Value	Accept	Reject
Community.Personal.MobileHome	2010年1月1日 - 2010年1月1日		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyName	陈永成 (陈永成)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyPhone	13902461888		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyRelat	父子		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Name	陈永成 (陈永成)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Phone	13902461888		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Relat	父子		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency2Name	陈永成 (陈永成)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Phone	13902461888		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergency3Relat	父子		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FutureStudents.FEmergencyName	陈永成 (陈永成)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergencyPhone	13902461888		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergencyPhoneAlt	13902461888		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergencyRelat	父子		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency2Name	陈永成 (陈永成)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency2Phone	13902461888		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency2Relat	父子		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency3Name	陈永成 (陈永成)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency3Phone	13902461888		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FutureStudents.FEmergency3Relat	父子		<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Apply Change Selections

Address Shared With

Name Mrs H. [Redacted] [Redacted]

H. [Redacted] [Redacted]

Mrs [Redacted] [Redacted]

Related articles

- How to update Look Up (lu) tables
- Manage Community Verifications
- Synergetic Interface Management