

Updating Group Names on ePACT (RecTrac - VSI)

VSI is updating the way RecTrac group names are created in ePACT based on your feedback this month.

As the group names need to be unique in ePACT, they will now contain the following:

- Short Description, Begin Date (mm/dd/yy format) Begin Time (hh:mmA format) – Weekdays (M,Tu,W,Th,F,Sa,Su Format) – Location Code – (ComboKey)

Updating Group Names

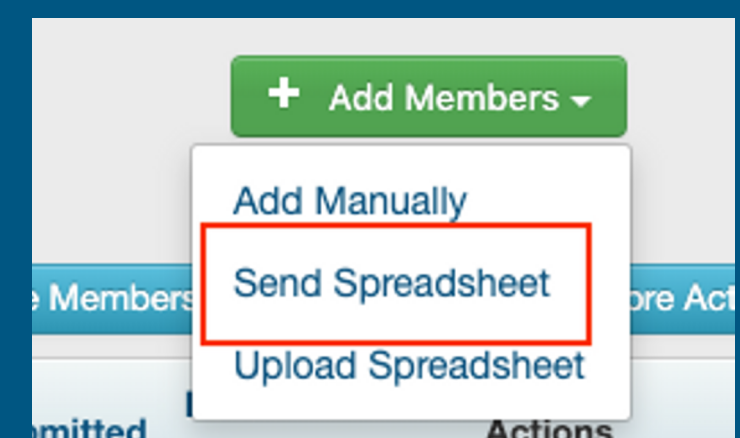
1. Using these instructions from VSI RecTrac ([CLICK HERE](#)), pull a report of **your current active programs** and what their new group names will be after the update on ePACT.

YOU WILL NEED TO DOWNLOAD ePactNamingConversion.r program [AVAILABLE HERE](#).

2. Using this same report as mentioned above, add the names and email addresses of the group administrators to this spreadsheet.

	A	B	C	D
1	Group Name	First Name	Last Name	Email address
2				
3				
4				

3. Upload to ePACT by clicking on Add Members>Send Spreadsheet , Browse and select the report and clicking on Submit.



4. Once your report has been added, alert your group admins of the change. We'll alert you when new invites are ready to be sent. Your group admins will then have access to 2 groups (the same group with different names.) The ones with new group names will be empty until the change goes into affect.

5. Once the change is made, the new groups will have the members, while the older groups will be emptied. The Customer Success Team will delete your older group names.