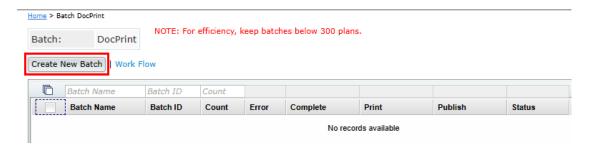
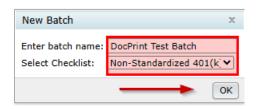
Creating a Batch

10/02/2025 4:49 pm CDT

1. To create a batch, click on the "Create New Batch" button.



2. Type in a name for the batch, select the checklist from the drop down menu of your desired plan type and click on "Ok". You will be directed to the batch menu where you can add plans to your batch.



In addition, you can select an existing batch. To select an existing batch, click on the batch name.

