Bulk Migration: Look Back Date

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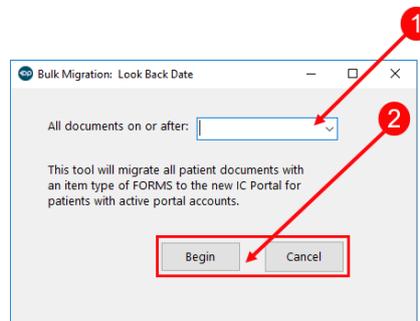
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> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Bulk Migration: Look Back Date

Path: Tools tab > Bulk Migration Tool

The Bulk Migration Tool: Look Back Date window is used to initiate the bulk migration process of all documents on or after the selected date that have an item type of FORMS for patients with an active InteliChart OP Patient Portal account.

Bulk Migration: Look Back Date

Number	Section	Description
1	Date field	The Date field includes a drop-down calendar used to select the date from which all documents should be migrated from the former OP Patient Portal to the new OP Patient Portal.
2	Begin / Cancel button	• **Begin**: begins the bulk migration process based on the date selected in the date field. • **Cancel**: closes the Bulk Migration: Look Back Date window without running the bulk migration of documents.