

Mass Update

Use the **Mass Update** option to permanently change one set of values to another set of values for the same field. For example, maybe all of the students in Homeroom 101 are being switched to Homeroom 14.

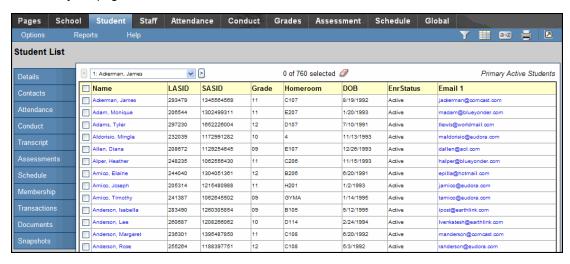
It is possible to mass update a field with another field or an expression. For those, you need to perform an Advanced Mass Update.

Note: Before you perform a mass update, you must select the records you want to work with. If you neglect to do this, you might accidentally mass update all of the records in your database.

IMPORTANT: It is not possible to reverse a mass update. Proceed with caution.

To use the Mass Update option:

1. Go to any list page, such as the Student List:



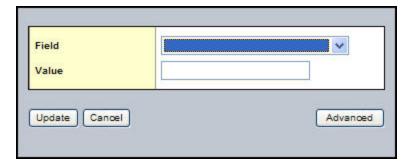
- 2. Select the records you want to mass update by doing one of the following:
 - Select their checkboxes and then from the Options menu, select Show Selected.
 - Use a query.
 - Use a snapshot.

Note: Be sure to check the record counter to verify that it lists the correct number, such as of 25 selected if you selected 25 records.

3. From the **Options** menu, click **Mass Update**. The Mass Update dialog box appears:







- 4. Use the Field drop-down to select the field whose value you want to replace, such as Homeroom.
- Type or select the Value to replace the existing value. For yes/no fields, such as Include in Honor Roll, a checkbox appears. Select the checkbox to indicate a value of *true* or *yes*. Deselect the checkbox to indicate a value of *false* or *no*.
- 6. Click Update.
- 7. The system confirms the field and value that you selected. Click **OK** or **Cancel**.
- 8. If you clicked **OK**, the system confirms the number of records that will be affected and asks if you want to continue. Click **OK** to complete the mass update or **Cancel** to cancel the operation.

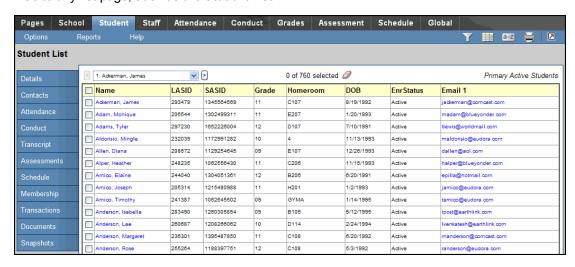
Modify List

Use the **Modify List** option to quickly and easily edit text on a list page for any field that is editable. This is especially useful when you need to change values for multiple records.

Note: If you need to change a particular value to the same value for a large number of records, it makes sense to perform a <u>mass update</u>.

To use the Modify List option:

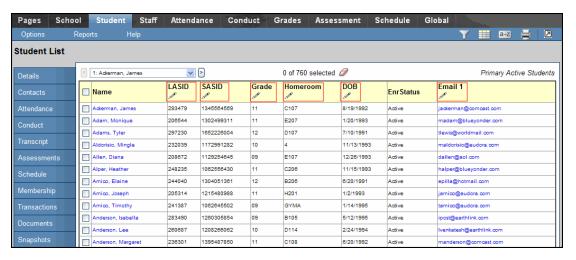
1. Go to any list page, such as the Student List:







2. From the **Options** menu, click **Modify List.** A **Pencil** appears below the names of fields that can be edited:



3. Click in the column containing the text you want to edit. Two new icons replace the pencil in the selected column:



- 4. Do one of the following:
 - Select a checkbox to change its value to "yes," or deselect it to change its value to "no".
 - Use the drop-down to select the desired value.
 - Type a value in the blank field.
- 5. Repeat Step 4 for as many records as you need to modify.
- 6. When you have finished making your modifications, at the top of the column:
 - Click to save all of your changes. If you don't do this before moving to a new page, all of your changes will be lost.
 - Click local to discard all of your changes and leave the values in the column as they were.

