From the Navigator, click on the **Assets>Mass Changes** navigational path.

You will be taken to the **Mass Update** form.

- Press **F11** to begin a query

You can perform an inquiry on the following fields:

- Asset #
- Custodian Penn ID
- Custodian Phone Number
- Tagging Contact Penn ID
- Tagging Contact Phone Number
- Manufacturer
- Serial #
- Model #
- Description
- Tag Number
- Responsible ORG

**Enter Search Criteria**

- For example, Tagging Contact Penn ID

Please Note: Use the Select box to ‘deselect’ assets which are not to be included in the Mass Change

**Press [Ctrl] F11 to execute the query**

**Now click on [Submit] to select which field(s) to perform the Mass Change**

**BEN Helps 6-HELP (215-746-4357)**

**BEN Knows**

http://www.finance.upenn.edu/benknows/

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**Mass Changes (continued)**

**Responsibility: Senior/Asset Administrator**

11/26/12

- Enter the field(s) to be updated, for example, Tagging Contact and Phone

  - Note only the Custodian, Custodian Phone, Tagging Contact, Tagging Phone & Resp ORG can be updated via Mass Changes

- Click on [Update]

  **Do you want to proceed with this change for all selected assets?**

  Yes  No

  **Click on View>Requests to see report of before & after the Mass Change.**

  **Note: BEN Assets Mass Change Report w/b sent to printer automatically if print copy set to ‘1’.**

- Re-query to See Results of the Mass Change

  - F11

  - Enter the search criteria (e.g. new info for mass change)

  - [Ctrl] F11

  **Note the Mass Changes here.**

  **Tip:** Depending on whether or not the ‘new’ info has additional assets assigned to them it may adjust the results of the search.