

## Mass Changes

Responsibility: Senior/Asset Administrator

10/23/08

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

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

- Click on **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
- Responsible ORG
- Description
- Tag Number
- Manufacturer
- Serial #
- Model #

### 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)**  
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<http://www.finance.upenn.edu/benknows/>

## Mass Changes (continued)

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- 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]**

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.