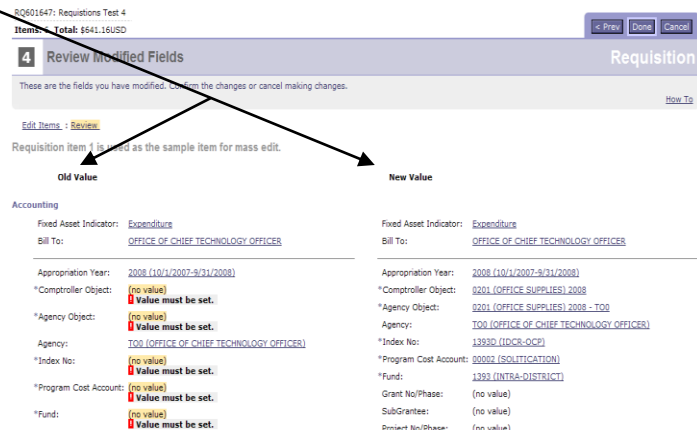


HOW TO

Mass Edit Multiple Fields

Purpose: To mass edit multiple fields with the same values, such as accounting or shipping information.

1. Add multiple line items to catalog or non-catalog requisition.
2. Click on the Checkout link in the Process Step Area (instead of the Next Navigation button).
3. Select the checkbox for all items.
4. Click the Edit Button.
5. Edit the fields on the Edit screen. Click next.
6. Compare the old values to the new values that will apply to all the line items.
7. Click OK.
8. Complete the remainder of the requisition if necessary (from the Summary level).
9. Review the requisition.
10. Submit the requisition.



Additional Reference tool: Procedure #450- Mass Editing for multiple fields