

The University of Alabama at Birmingham

Within the Annual Space Survey, there are some fields users may edit/update without going into each individual record. This is called Edit Multiple. Users may indicate if the Organization is correct, Space Use is correct, or update Station Count, Status, or Confirm records are complete using Edit Multiple.

LABAMA AT BIRMINGHAM.

Step 1

Check the box next to the **records** you would like to update

ALABAMA AT BIRMINGHAM									
>	Higher Education Survey > 1.20 Higher Education Survey-Respondents								
合	Edit Multiple								
			Building	Room	Organization Number	Organization Name			
\star		Edit	10WH	130	113201020	SHIPPING AND RECEIVING			
स		Edit	10WH	130A	113201020	SHIPPING AND RECEIVING			
ىنە		Edit	10WH	130B	113201020	SHIPPING AND RECEIVING			
盦		Edit	10WH	131	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	131A	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	131B	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	131B1	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	132	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	133	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	134	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	135	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	136	113201020	SHIPPING AND RECEIVING			
		Edit	10WH	137	113201020	SHIPPING AND RECEIVING			

Step 2

Click the **Edit Multiple** button

Note: Only fields for which Edit Multiple is allowed will appear in the Room Details, Annual Survey, or Confirmation tabs in the Info View.

>	Higher Education Survey > 1.20 Higher Education Survey-Respondents							
Â	Edit Multiple							
			Building	Room	Organization Number	Organization Name		
\star		Edit	10WH	130	113201020	SHIPPING AND RECEIVING		
E		Edit	10WH	130A	113201020	SHIPPING AND RECEIVING		
كت		Edit	10WH	130B	113201020	SHIPPING AND RECEIVING		
Ê		Edit	10WH	131	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	131A	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	131B	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	131B1	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	132	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	133	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	134	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	135	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	136	113201020	SHIPPING AND RECEIVING		
		Edit	10WH	137	113201020	SHIPPING AND RECEIVING		



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Space Management: Edit Multiple Records

Step 3	LIA	THE UNIVERSITY OF ALABAMA AT BIRMINGHAM.					
If the Organization	>	Higher Education Survey	Higher Education Survey > 1.20 Higher Education Survey-Respondents				
and Space Use is							
correct for these	î	Building	Room	Organization Number			
records, you may	\star		12101	112201020			
choose Yes for			13181	113201020			
both fields at this	趈	Edit 10WH	132	113201020			
time. You may also	f fit	Edit 10WH	133	113201020			
update the Station	<u> </u>	Edit 10WH	134	113201020			
Count and Space		Edit 10WH	135	113201020			
Status if they are all		Edit 10WH	136	113201020			
the same for all							
selected records.		Items 1 to 98 of 98 Page: 1 of 1 Go Page size: 500 -					
		Room Details Annual Survey Confirmation					
		* Organization Correct?	Select One	•			
		* Space Use Correct?	Select One	_			
		Station Count					
		Space Status	Select One				
		* Required Field					
Stop 1							
Step 4		ALABAMA AT BIRMINGHAM			2		
If you have no	>	Higher Education Survey >					
further edits to	ô	Edit Multiple			Save query Select a Query		
make, you may		Building	Room	Organization Number	Organization Name		
mark these	\star	Edit 10WH	131B1	113201020	SHIPPING AND RECEIVING		
Complete in the	<u>इ</u> स	dit 10WH	132	113201020	SHIPPING AND RECEIVING		
Commation tab.		Edit 10WH	133	113201020	SHIPPING AND RECEIVING		
	誦	Edit 10WH	134	113201020	SHIPPING AND RECEIVING		
		Edit 10WH	135	113201020	SHIPPING AND RECEIVING		
		Edit 10WH	136	113201020	SHIPPING AND RECEIVING		
		•					
	Iten	Items 1 to 98 of 98 Page:	1 of 1 Go Page s	ize: 500 🔻			
		Room Details Annual Survey Confirmation					
		Complete?					
		* Department Etable					
		- Required Field					



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Space Management: Edit Multiple Records

Step 5	
Once all Edit	
Multiple items are	* Required Field
updated, click Save	
Changes. You will	
receive a message	
each time you save	
information.	

* Required Field				
Save Changes	Cancel			