

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.

Step 1

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

	Building	Room	Organization Number	Organization Name
<input type="checkbox"/> Edit	10WH	130	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	130A	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	130B	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131A	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131B	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131B1	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	132	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	133	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	134	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	135	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	136	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> 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.

	Building	Room	Organization Number	Organization Name
<input type="checkbox"/> Edit	10WH	130	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	130A	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	130B	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131A	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	131B	113201020	SHIPPING AND RECEIVING
<input checked="" type="checkbox"/> Edit	10WH	131B1	113201020	SHIPPING AND RECEIVING
<input checked="" type="checkbox"/> Edit	10WH	132	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	133	113201020	SHIPPING AND RECEIVING
<input checked="" type="checkbox"/> Edit	10WH	134	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	135	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	136	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/> Edit	10WH	137	113201020	SHIPPING AND RECEIVING

Step 3

If the **Organization** and **Space Use** is correct for these records, you may choose Yes for both fields at this time. You may also update the **Station Count** and **Space Status** if they are all the same for all selected records.

Higher Education Survey > 1.20 Higher Education Survey-Respondents

Edit Multiple

<input type="checkbox"/>	Building	Room	Organization Number
<input checked="" type="checkbox"/>	10WH	131B1	113201020
<input checked="" type="checkbox"/>	10WH	132	113201020
<input type="checkbox"/>	10WH	133	113201020
<input checked="" type="checkbox"/>	10WH	134	113201020
<input type="checkbox"/>	10WH	135	113201020
<input type="checkbox"/>	10WH	136	113201020

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Room Details Annual Survey Confirmation

* Organization Correct?

* Space Use Correct?

Station Count

Space Status

* Required Field

Step 4

If you have no further edits to make, you may mark these complete in the Confirmation tab.

Higher Education Survey > 1.20 Higher Education Survey-Respondents

Edit Multiple Save query | Select a Query

<input type="checkbox"/>	Building	Room	Organization Number	Organization Name
<input checked="" type="checkbox"/>	10WH	131B1	113201020	SHIPPING AND RECEIVING
<input checked="" type="checkbox"/>	10WH	132	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/>	10WH	133	113201020	SHIPPING AND RECEIVING
<input checked="" type="checkbox"/>	10WH	134	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/>	10WH	135	113201020	SHIPPING AND RECEIVING
<input type="checkbox"/>	10WH	136	113201020	SHIPPING AND RECEIVING

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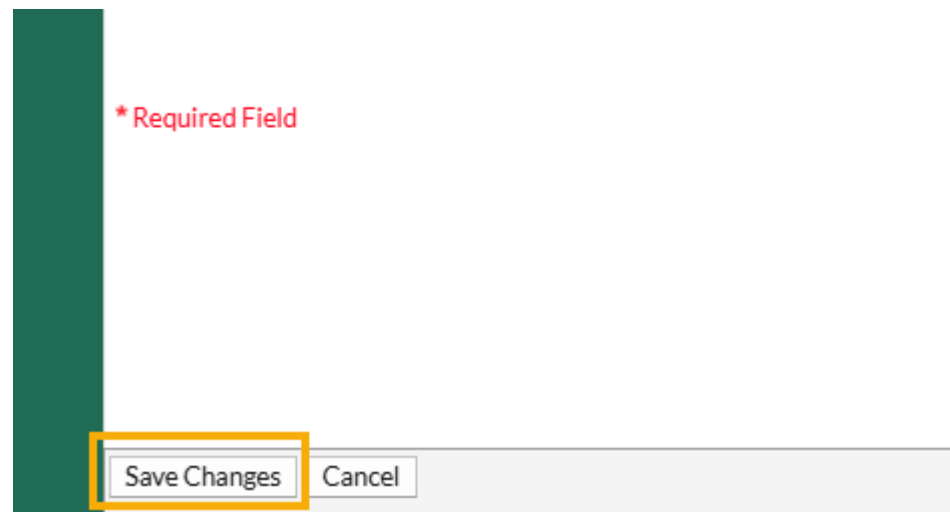
Room Details Annual Survey Confirmation

Complete?

* Required Field

Step 5

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



* Required Field

Save Changes Cancel