



BULK UPDATE

CREATED
January 10, 2007

VERSION
GECS 3.60

AUTHOR
GECS Client Services

CATEGORY
Scheduling

When using the GECS v3.60 Windows Administrator Client program you can update multiple job records and multiple event definition records at the same time.

When using the bulk update feature, only the fields that you enter information into will be changed.

BULK UPDATE JOBS

From your Jobs list, highlight multiple job records, right click and select the 'Bulk Update' option. Make changes to the appropriate fields as shown in the example

below. The changed fields turn green to indicate the change. Click the "Update Selected Jobs" toolbar button to make your update. Click the "Reset All" toolbar button to undo your bulk update changes.

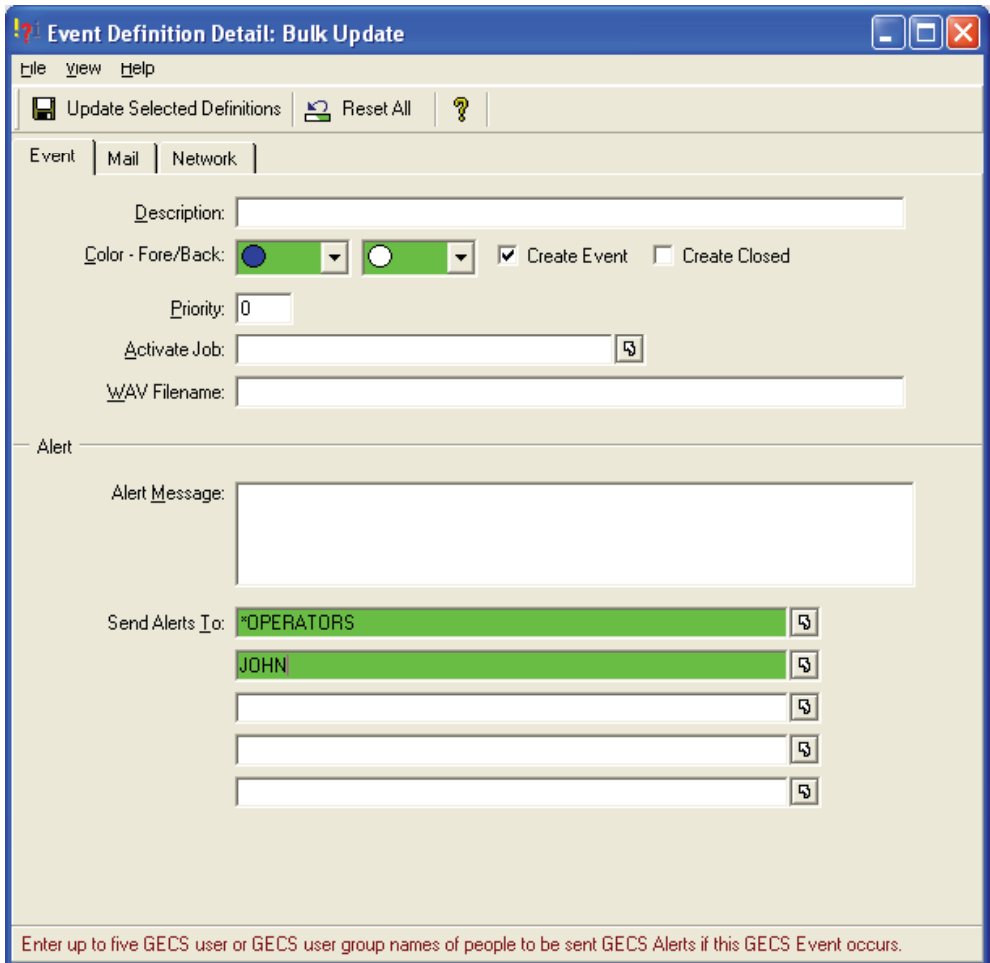
◀ You will have to verify you want to make changes by clicking the "Yes" button.

CONTINUED ON NEXT PAGE

BULK UPDATE EVENT DEFINITIONS

From your Event Definitions list, highlight multiple Event Definition records, right click and select the 'Bulk Update' option. Make changes to the appropriate fields as shown in the example below. ▼

The changed fields turn green to indicate the change.



BULK UPDATE EVENT

The action of doing a bulk update can generate a special GECS event. Event #600 - (%USER1% did a bulk update on %RETCODE% %NAME% records.)

AUDIT INFORMATION FROM BULK UPDATES

After performing a bulk update, when auditing is enabled, you will see one audit record for each job or event definition detail that was edited. ↻