

## Using Previous/Next Functionality Lesson

Step	Action
1.	Access the Application containing records to update.
2.	Use the Query by Example, QBE, line to narrow your search for the records to be updated.
3.	Click the <b>Find</b> button. 
4.	Select the rows containing the records you want to update or click the <b>Select all fetched records</b> option. 
5.	Click the <b>Select</b> button. 
6.	Update field(s) as needed.
7.	Click the <b>OK</b> button after you make a change to the Asset Master to update the record. 
8.	Advance to the Next record selected on the Work with Assets grid.  Continue updating records until complete. 
9.	Clicking <b>Next</b> will advance you to next Fixed Asset selected on the Work With Assets grid. Once all selected records have been accessed using the <b>Next</b> button, the last Asset Master will remain available for update.
10.	Click the <b>Cancel</b> button. 
11.	Click the <b>Close</b> button. 
12.	<b>End of Procedure.</b>