

Using Previous/Next Functionality

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Using Previous/Next Functionality	1
Using Previous/Next Functionality Overview.....	1
Using Previous/Next Functionality Lesson	1

Using Previous/Next Functionality

Using Previous/Next Functionality Overview

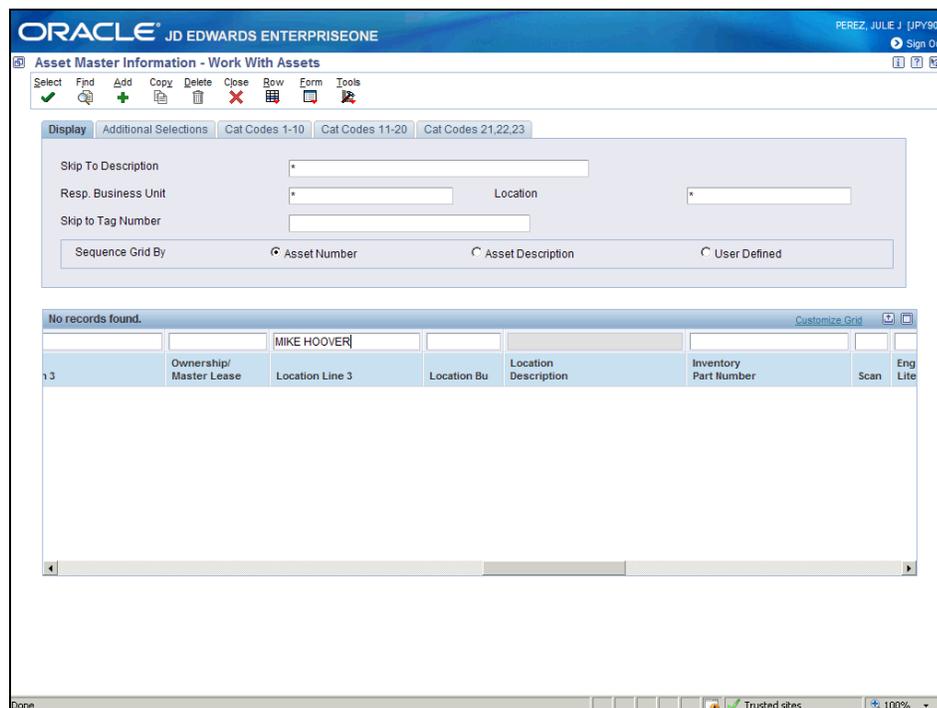
Some the Payroll & Financial Center applications allow you to select multiple records in a “Work With” grid. This enables you to identify and update specific records without requiring you to enter each record individually through the Work with” screen. This process is included in this lesson.

Using Previous/Next Functionality Lesson

Procedure

Some the Payroll & Financial Center applications allow you to select multiple records in a “Work With” grid. This enables you to identify and update specific records without requiring you to enter each record individually through the Work with” screen. This process is included in this 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.



Training Guide

Using Previous/Next Functionality

Step	Action
3.	Click the Find button. 
4.	Select the rows containing the records you want to update or click the Select all fetched records option. 
5.	Click the Select button. 
6.	Update field(s) as needed.
7.	Click the OK 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 Next will advance you to next Fixed Asset selected on the Work With Assets grid. Once all selected records have been accessed using the Next button, the last Asset Master will remain available for update.
10.	Click the Cancel button. 
11.	Click the Close button. 
12.	End of Procedure.