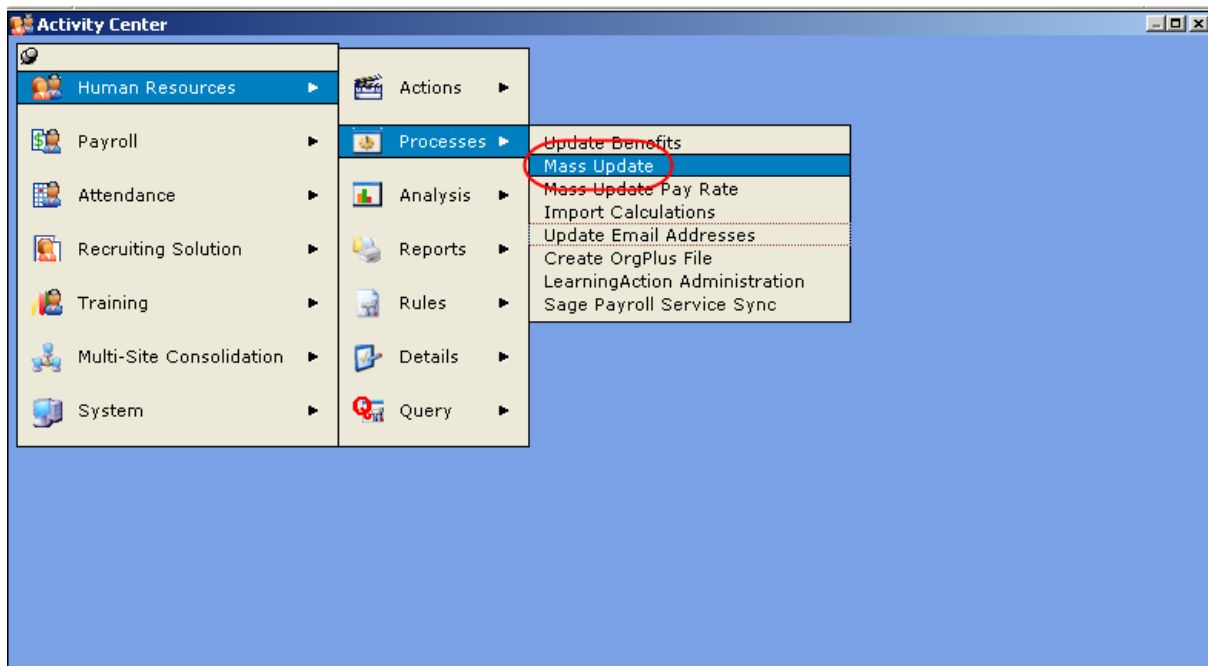


Abra tip: Mass Updating Abra field information

Mass Updates in Abra can be a very useful function. They allow you to update the same field for a specific group of employees at one time and eliminate the need to change that data for each employee one at a time.

There are several things to be aware of when performing a mass update.

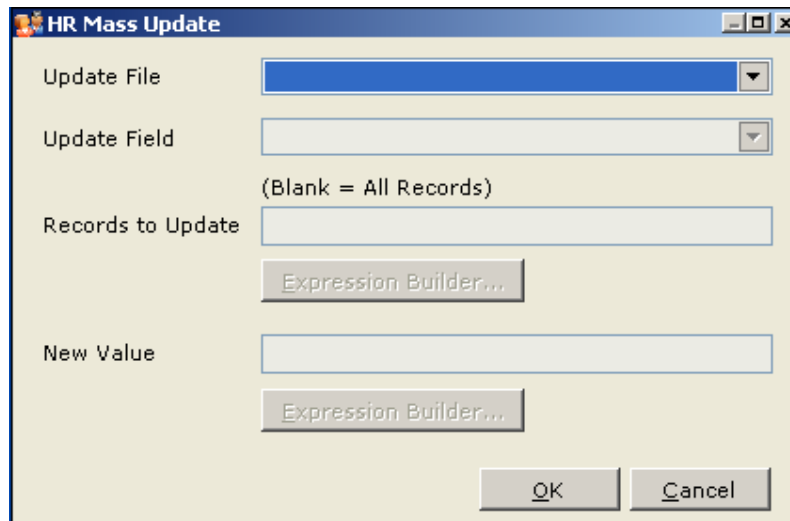
- Be sure your record selection criteria is accurate and returns the number of employees you want to update.
- Be aware of updating a field that might somehow be connected to other fields that might also need updating. For example, it is not sufficient to update the supervisor name field as it is related to three other fields. These fields also must be updated via the mass update when updating supervisory information:
 - supervisor email address
 - supervisor ID number
 - supervisor company code
- A mass update process does NOT create a job history or benefit history entry.



To perform a Mass Update

Step 1: Go to Human Resources-> Processes-> Mass Update

The mass update screen appears.



NOTE: PLEASE BE SURE TO BACK UP YOUR ABRA DATA BEFORE PERFORMING A MASS UPDATE

Update File: Drop-down list to select which data table you will update

Update Field: Drop-down list to select which specific field you will update

Records to Update: Allows you to create a record selection formula to specify which employee records will be updated

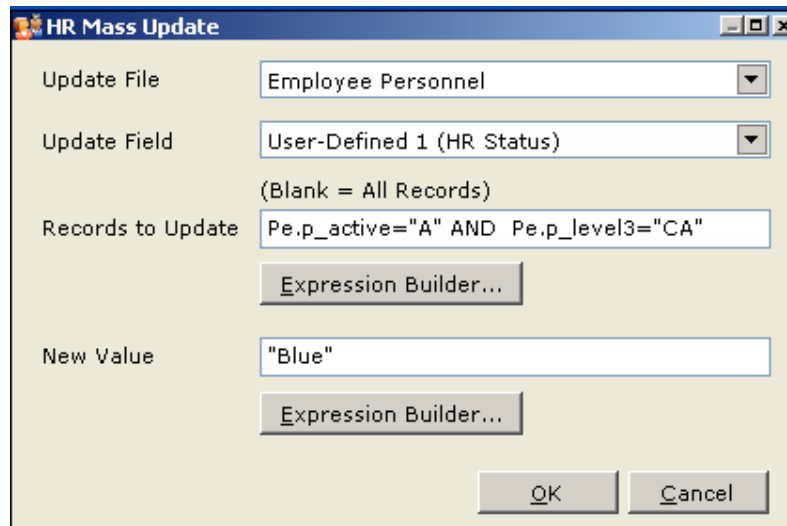
New Value: Specify the new value in the field you selected above

- When entering text, place the value in quotes (") – i.e., "Blue"
- When entering dates, place the date in curly brackets ({}) – i.e., {01/01/2010}
- When entering a number or dollar value, just enter the number itself with nothing surrounding it. You may enter it with or without decimal places based on what the field itself requires– i.e., 32 or 240.00

An example we'll use is:

You have labeled one of your user-defined fields to show what "Work Team" an employee belongs to. All employees who are active at the CA location belong to the same team called "Blue".

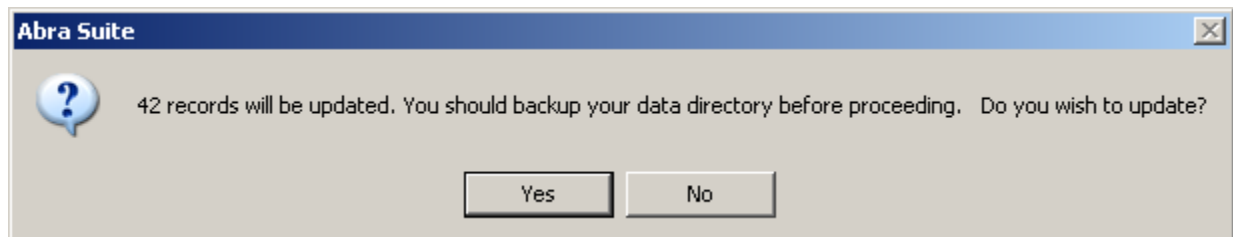
Step 2: Fill in the fields with the information you want to update



The field that we are updating is the first User-Defined field on the **HR Status** detail page
The records we are updating are everyone who is active and everyone at location "CA"
The New Value is the value we want to appear in our *Team* field – i.e., "Blue"

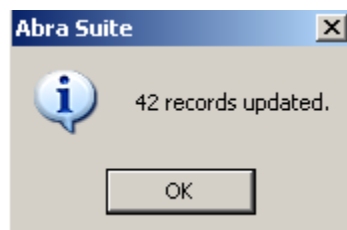
Click OK.

Step 3: The system will bring up a message to tell you the number of records to be updated.



Click "Yes" to complete the Mass Update.

The system will verify the number of records it updated.



Click "OK" to remove the message

Then click "Cancel" to exit out of the Mass Update screen

Step 4: Below is what the completed result looks like on our Abra screen for each employee who met that criteria:

The screenshot shows a software window titled "HR Status - ZSI/ABC SYSTEMS, INC." with a blue header bar. Below the header, employee information is displayed in a light blue box: "Employee Donald A Adams" and "Status Active Employee 02/12/1976" on the left, and "SSN 232-09-8027" and "ID Number 101" on the right. Below this is a tabbed interface with three tabs: "Seniority and Eligibility", "Military and Union", and "User Defined". The "User Defined" tab is active and contains a table of fields:

TEAM	Blue
LOCKER	AD-1
Badge Nbr	D525-87-24579
User Defined	5000.00

The "TEAM" field and its value "Blue" are circled in red.