

Fast-Class File

Client Data System

Volume 141: Mass Modifying Data

With the Mass Modify tool, you can change the data in the same field for a number of records at one time.

E-Z Data strongly recommends that you perform a backup of your database before modifying any fields.

To Mass Modify a Field in a Contact Record:

- From a list of contacts, tag the contact records you would like modified.
- Click the **Mass Modify** button.

Note: If you do not see a mass modify button here, it means your CDS Administrator has not given you permission to use this functionality. Generally, E-Z Data does not recommend that new CDS users be given the right to mass modify data. Since the mass modify button can affect a number of records at once, we recommend you take special care in using and assigning this feature.

- Run the cursor over the field you would like modified and click on the column heading.
- In the **Mass Modify** window, enter the new data in the field.
- Click **OK**.
- Click **Yes** to mass modify the data for all the records.

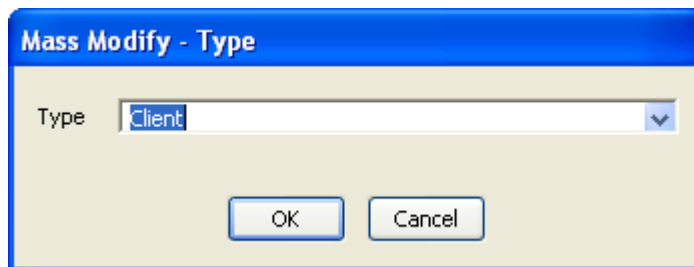


Figure 1: The Mass Modify window (modifying the Type field)

To Mass Modify Activities from an Activity List:

- From an open calendar view, click View in the main menu.
- Select Activity List.
- In the Find Activity window, click OK.
- From the Activity List, tag the records you would like modified.
- Click Tools in the main menu.
- Select Mass Modify.
- Run the cursor over the field you would like modified and click on the column heading.
- In the **Mass Modify** window, enter the new data in the field.

- Click **OK**.
- Click **Yes** to mass modify the data for all the records.