

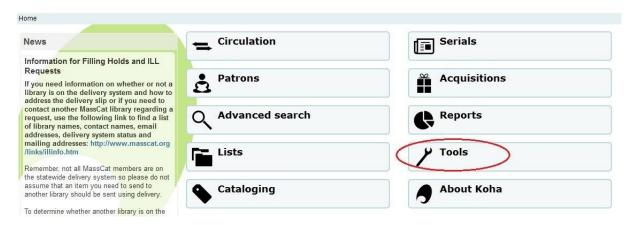
Modifying Item Information in Batches in MassCat

To modify a group of items at the same time, do the following:

Login to MassCat using your username and password:



Click on the "Tools" link on the top right column of the screen:



If you are already logged in to the system, click on the "More" link toward the top left corner of any screen and select "Tools" from the list:

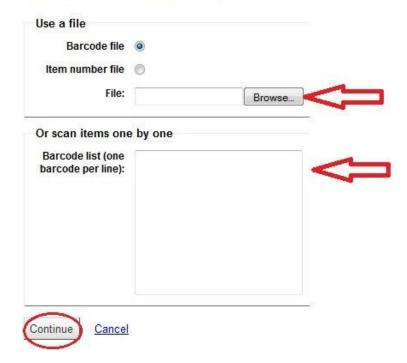


You will be taken to a new screen. Click on the "Batch item modification" link:



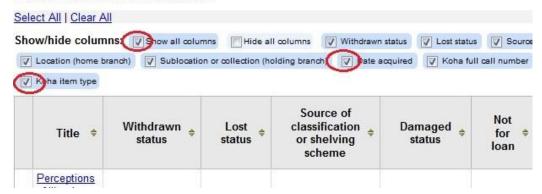
To make the same change to a group of item records at the same time, you can scan your barcodes one by one into the box labeled "Barcode list (one barcode per line)" or you can load a file of barcodes that you have scanned and saved to your computer by clicking the "Browse" button and locating the file on your computer. The file MUST be a plain text file with a '.txt' extension. Spreadsheet files and word processing documents will not work properly. Click "Continue" when you have entered your barcodes:

Batch item modification



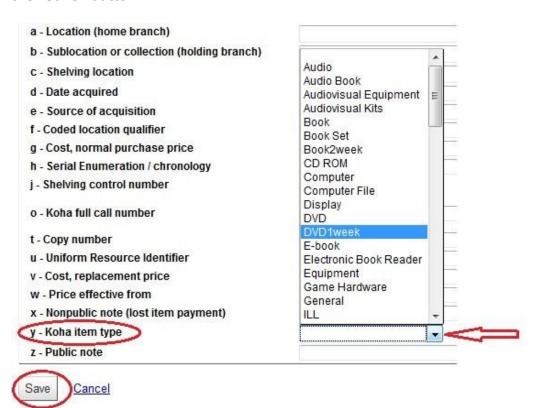
A new window will open up. This window displays the list of items that you entered. You can modify the display and hide columns of information that show by unchecking the name of the column of information that you do not wish to have display to you:

Batch item modification



Scroll down to the bottom of the list of items to get to the "Edit Item" area. This is where you will make the change that will apply to all the items in the list. Click on the arrow to the far right of the field that you want to change to get a list of options. Choose the option you would like to change your items to. Scroll to the bottom of the page and click the "Save" button. You change will be applied to all the items in the list.

As an example, if you want to change the item type on all the items in the list, find the "Item Type" box near the bottom of the list, click on the arrow to the right, and scroll through the list of item types to find the item type you would like all the items to have. Click on the item type and then click the "Save" button:



A "progress" bar will appear letting you know that the system is working on the change. Depending upon the number of items you are attempting to change, this process could take a few seconds.

Batch Item Modification in MassCat (2/7/2011, rev. 8/29/2012)

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When the system is finished, the screen will refresh. Your list of items will appear again with the modified information. Scroll down to the bottom of the list and click the "Done" link.

You will be taken back to the "Batch Item Modification" screen. You can enter a new set of barcodes to make another change or you can move on to another part of the system to do something else.