## **Instructions For Mass Update in Falcon**

The following steps can be used to update multiple database fields for multiple files in Falcon.

1. Activate Falcon Document Manager, then navigate to appropriate PPMS folder. Select the files you wish to update.

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2. Click on the button that has the single greater than sign(>). This will place the files in the **Files Selected** area.

💐 Falcon/DMS v5 Document Manager (central office)						
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All files (*.*)						
General Information	Directories & Keyword	ls 🎽 <u>T</u> itle Block	File Format Keyw	ords Document No	ites	

3. Click on the word **Database**, then click on **Mass Update**.

Falcon/DMS v5 Document Manager (central office)						
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All files (*.*)						
General Information	Directories & Keywords Title Block File Format Keyword	ds Document Notes				

4. Click in a blank field under one of the database tabs (General Information, Directories & Keywords, etc.) that you wish to update to make sure that the **Database Mass Update** field is **Yellow**.

💐 Falcon/DMS v5 Document Manager (central office)							
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5. If the **Database Mass Update** field is yellow, then key in the appropriate info or make a selection and click on the **Process** button.

🚉 Falcon/DMS v5 Docume	nt Manager (central office)					
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SubDirectory         V         984504a.dgn           984505a.dgn            All files (*.*)						
General Information Dir	ectories & Keywords 🎽 Title Block 🗍 File F	ormat Keywords Document Notes				
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All of the files in the **Files Selected** field will be updated accordingly.