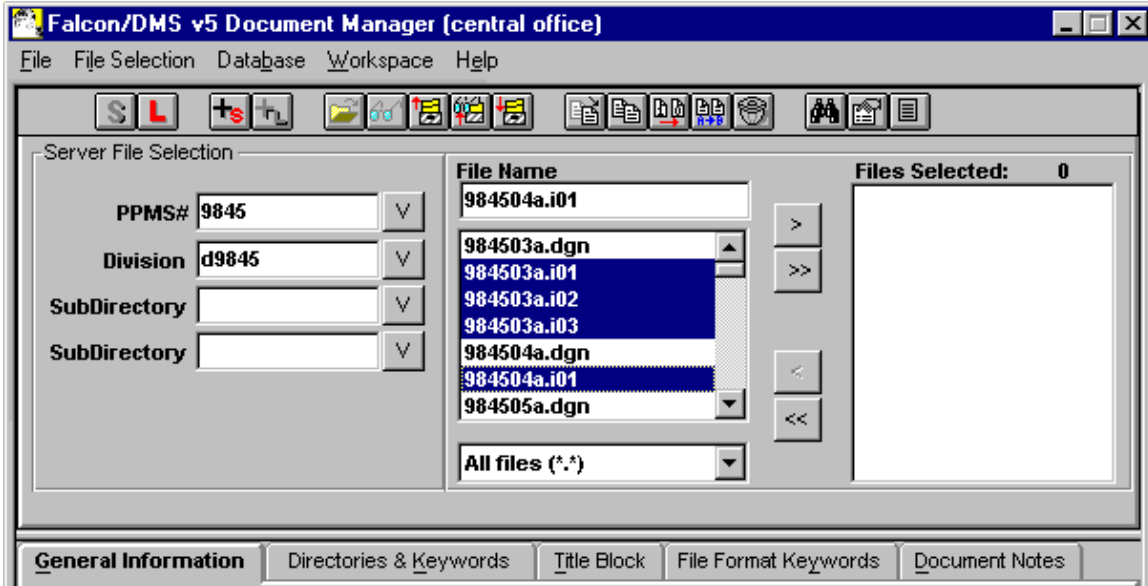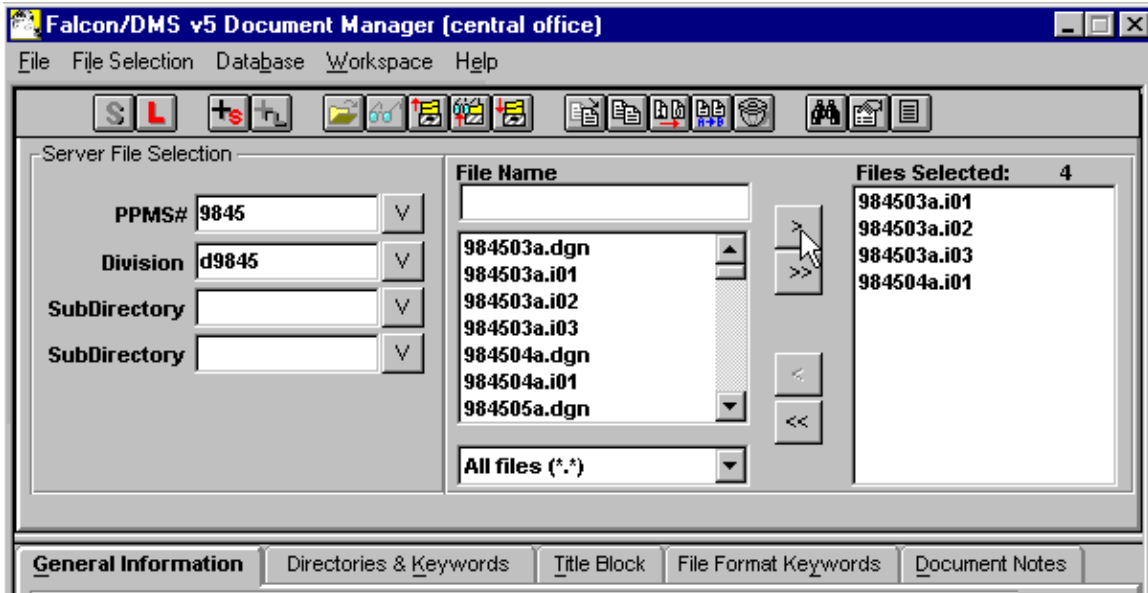# Instructions For Mass Update in Falcon

The following steps can be used to update multiple database fields for multiple files in Falcon.
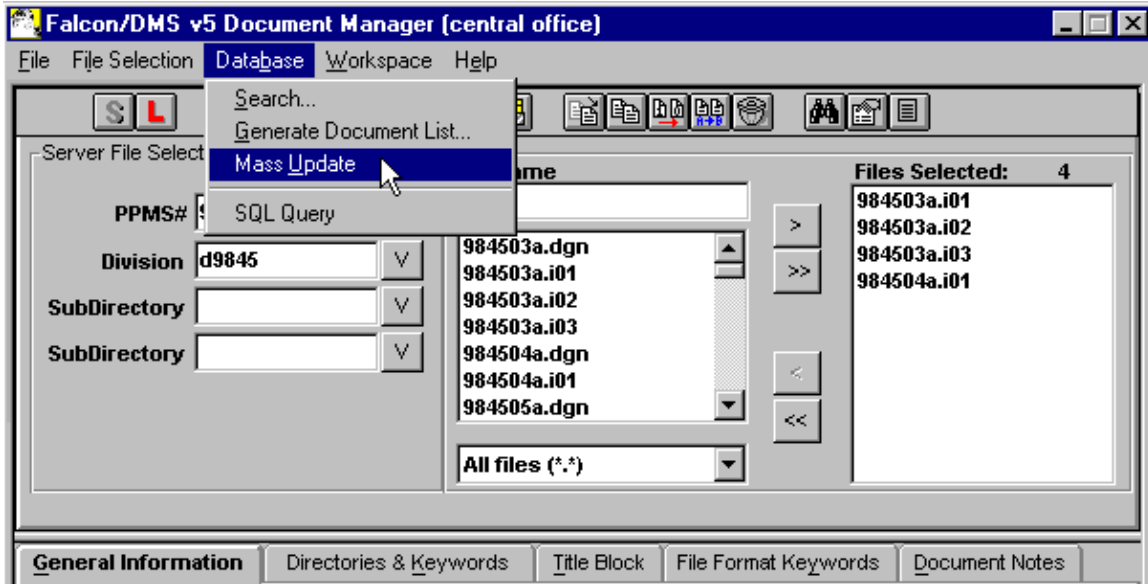
1. Activate Falcon Document Manager, then navigate to appropriate PPMS folder. Select the files you wish to update.
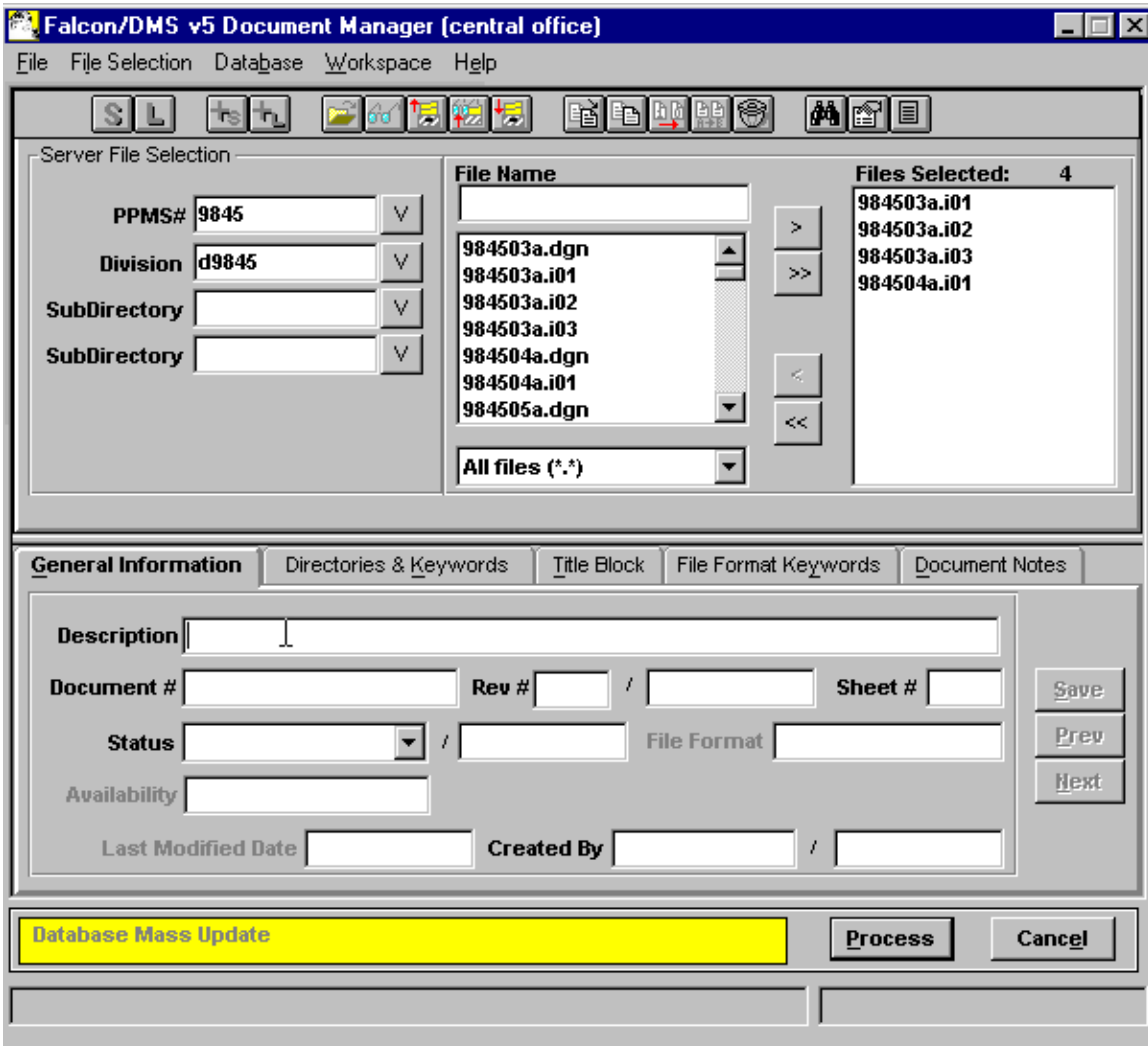

2. Click on the button that has the single greater than sign(>). This will place the files in the **Files Selected** area.
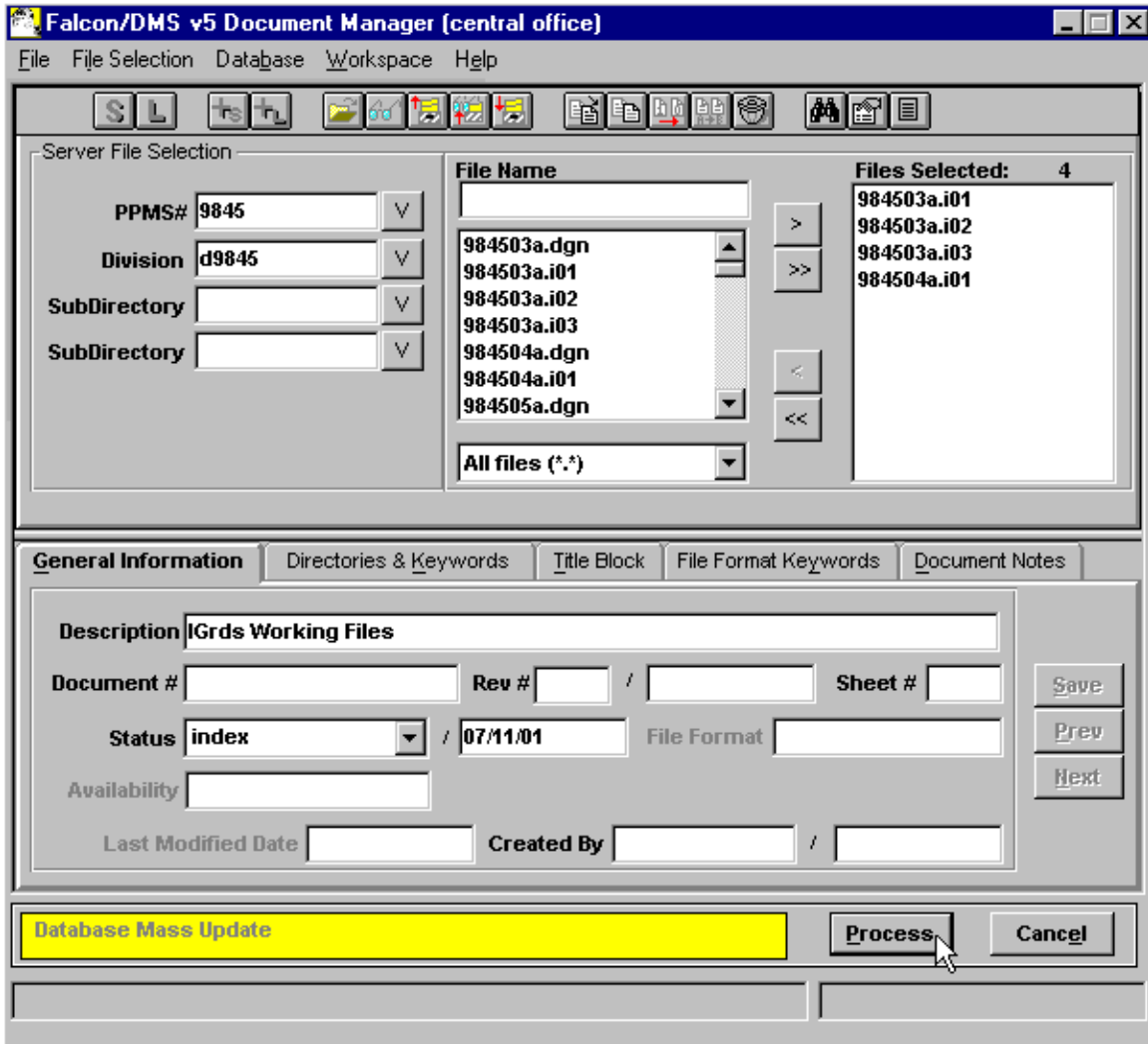
3. Click on the word **Database**, then click on **Mass Update**.

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**.

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.

All of the files in the **Files Selected** field will be updated accordingly.