



fall_submission_mass_update_utility

Table of Contents

To create records for school year 2023:

The screenshot shows a web application interface with a 'Parameters' section at the top. This section includes several input fields and dropdown menus for filtering data. Below the parameters, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is active, showing a 'Copy' section with 'From' and 'To' fields for 'School Year'. To the right of these fields is an 'Execute' button, which is highlighted by a black arrow.

Enter 2022 in the **From** field and 2023 in the **To** field.

Click **Execute**.

A preview report is displayed and will reflect the updated years in the **From** and **To** columns.

Review and save the report for your records.

Click **Process** to proceed.



Back Cover