



fall_submission_mass_update_utility

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To create records for school year 2023:

The screenshot shows a web application interface for state reporting. At the top, there is a 'Parameters' section with various input fields and dropdown menus. Below this, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY'. Under the 'RESPONSIBILITY' tab, there is a 'Copy' button, two input fields for 'From' and 'To' under the label 'School Year', and an 'Execute' button. A black arrow points to the 'Execute' button.

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.





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