

EN - Mass update location

To mass update location for a list of user you have to prepare of an Excel file like this:

	A	B	C	D
1	#em.em_id			
2	#em.em_id	#em.bl_id	#em.fl_id	#em.rm_id
3	TH10132	THBAN	16	1619
4	TH11142	THBAN	16	1619
5	TH2940401	THBAN	16	1619
6	TH2040501	THBAN	16	1619
7	TH2960102	THBAN	16	1619
8	TH10911	THBAN	16	1619
9	TH30085	THBAN	16	1619
10	TH40028	THBAN	16	1619
11	SPOOLSAW	THBAN	16	1619
12	WANG4574	THBAN	16	1619
13	JEEP1373	THBAN	16	1619

Then go to page View employee and click on **TXFR**:

View Employees

Employees Refresh DOCX XLS **TXFR**

Employee Code	Employee Number	Name - First	Name - Last	Email Address	Phone
00004766	00004766	Jose Benedito	dos Santos	Josebenedito.Dossantos@solvay.com	
00004767	00004767	Teofilo Batista	de Oliveira	Teofilobatista.Deoliveira@solvay.com	
00004770	00004770	Jose Raimundo Sales	dos Anjos	Joseraimundosales.Dosanjos@solvay.com	
00004771	00004771	Glenn	MAGNUM	Glenn.Magnum@solvay.com	

Select **Transfer in**:

Transfer Action Transfer Format Transfer Progress

Continue

- Transfer Out
- Transfer In
- Compare

Select your file and select **Update Only**:

Transfer Action **Transfer Format** Transfer Progress

Begin Transfer

File to Import:

Server File

Local File ab-sp-vw-...9.692.xlsx

Mode:

Insert and Update

Insert only

Update only

Optional Transfer In Controls:

Generate Comparison Reports For Updating and/or Inserting?

Perform Validation Checks for Primary Keys, Foreign Keys and Enumeration Values?

You can do it first in UAT.

If there are some errors the file will be generated.

Archibus