

Primary Audience: Information Workers

Use the TRIM 'search for records' and 'tag' functions to update the following metadata fields for a batch or collection of records.

To do a batch update:

1. Search for and tag the records that you want to update
2. Right Mouse Click and then select Details. Select the category corresponding to the field you want to update (as outlined below).

Notes**Dates**

- Date Closed

Other Record Fields

- Accession Number

Additional Fields

- Content Start Date
- Content End Date
- Destruction Number
- Hardcopy Media Type
- Label Printed?
- Project
- Retrieval Code
- SO Date

*Contact EDRMS Help to do a search and replace within the **Free Text Title** or **Notes** fields.*

You can also do a bulk update for locations. Tag the records you want to update, right mouse click, select Locations and then the field you want to update (as outlined below).

Locations

- Home
- Assignee
- Owner
- Container