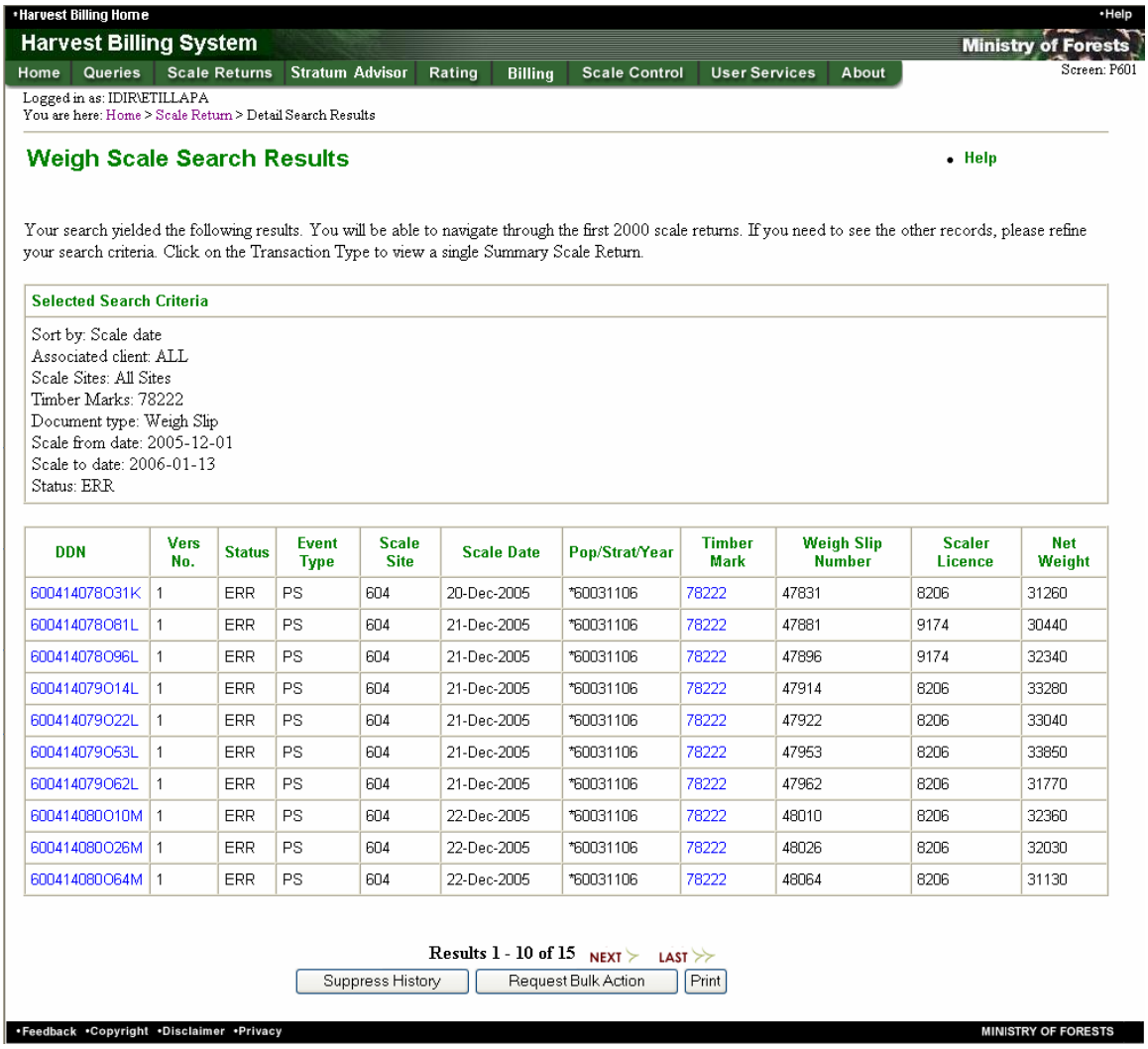
Performing Bulk Changes

There are several things to remember when performing bulk actions.

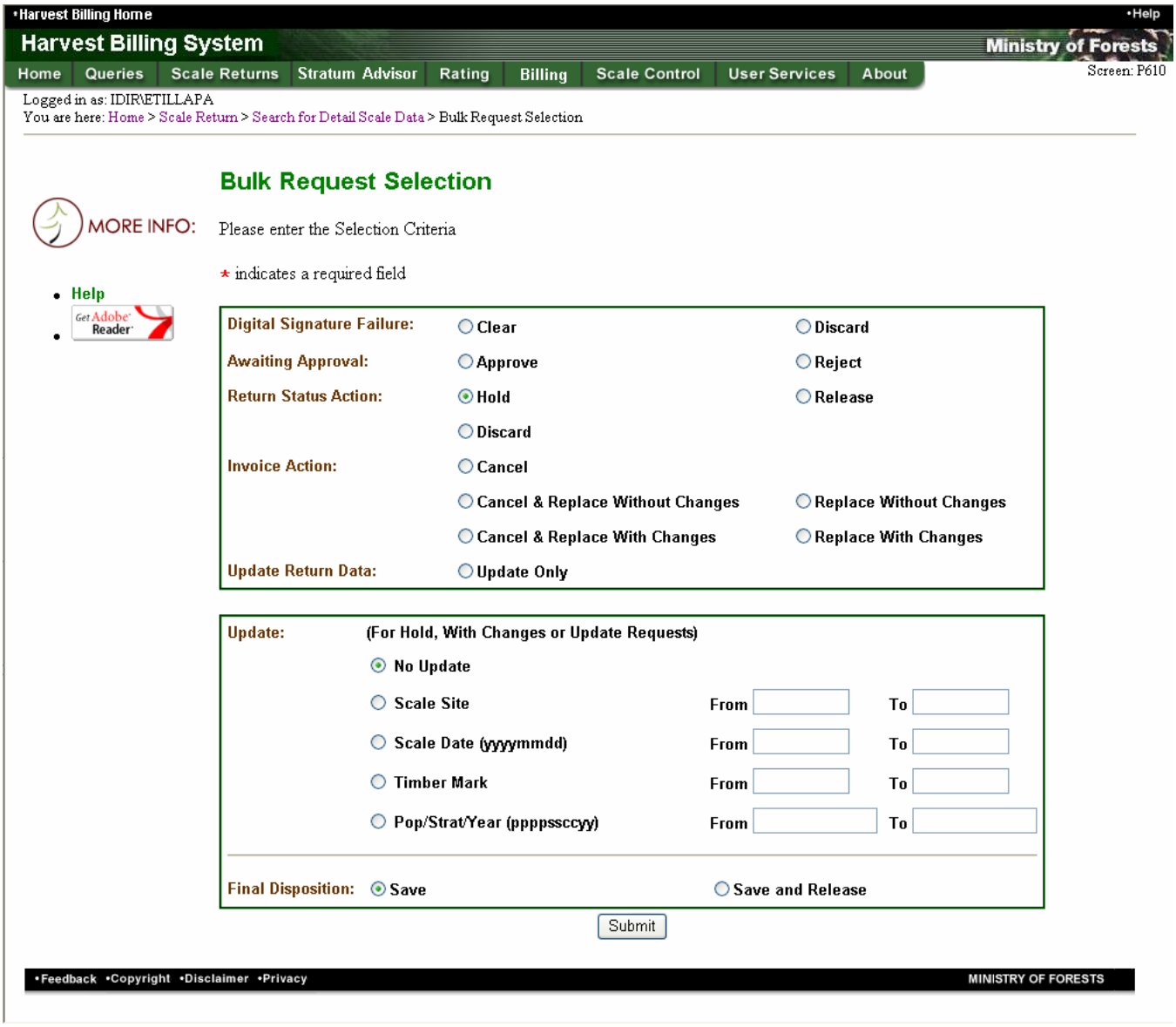
1. Scale Returns must be in **HELD** status before they can be modified.
2. To perform Cancel, Cancel & Replace With or Without Changes and Replaces With or Without Changes, the Scale Returns must be in **ISSUED** status
3. A bulk action can only be performed on up to 25 returns at a time.
4. Several searches must be performed for the returns using different criteria as they move through the process.
5. Always identify the returns you want to modify by using the check boxes.
6. **RELEASE** the returns back into the billing stream after they are modified.

In this example, returns with a Timber Mark of 78222 are being changed to 79222. A Weight Scale search is performed on returns in error with the incorrect Timber Mark of 78222.

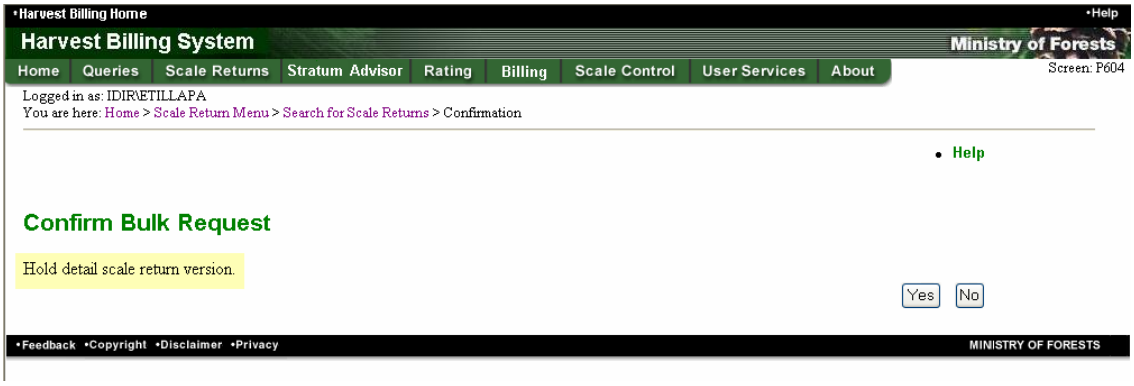
Begin by performing a search for the returns by using the Set of Returns – Details, on the Scale Returns tab. When the search results list is displayed, click the Request Bulk Action button.



Select the action. In this example, HOLD the returns and click Submit. (If the returns are already in HELD status, this step is not required)

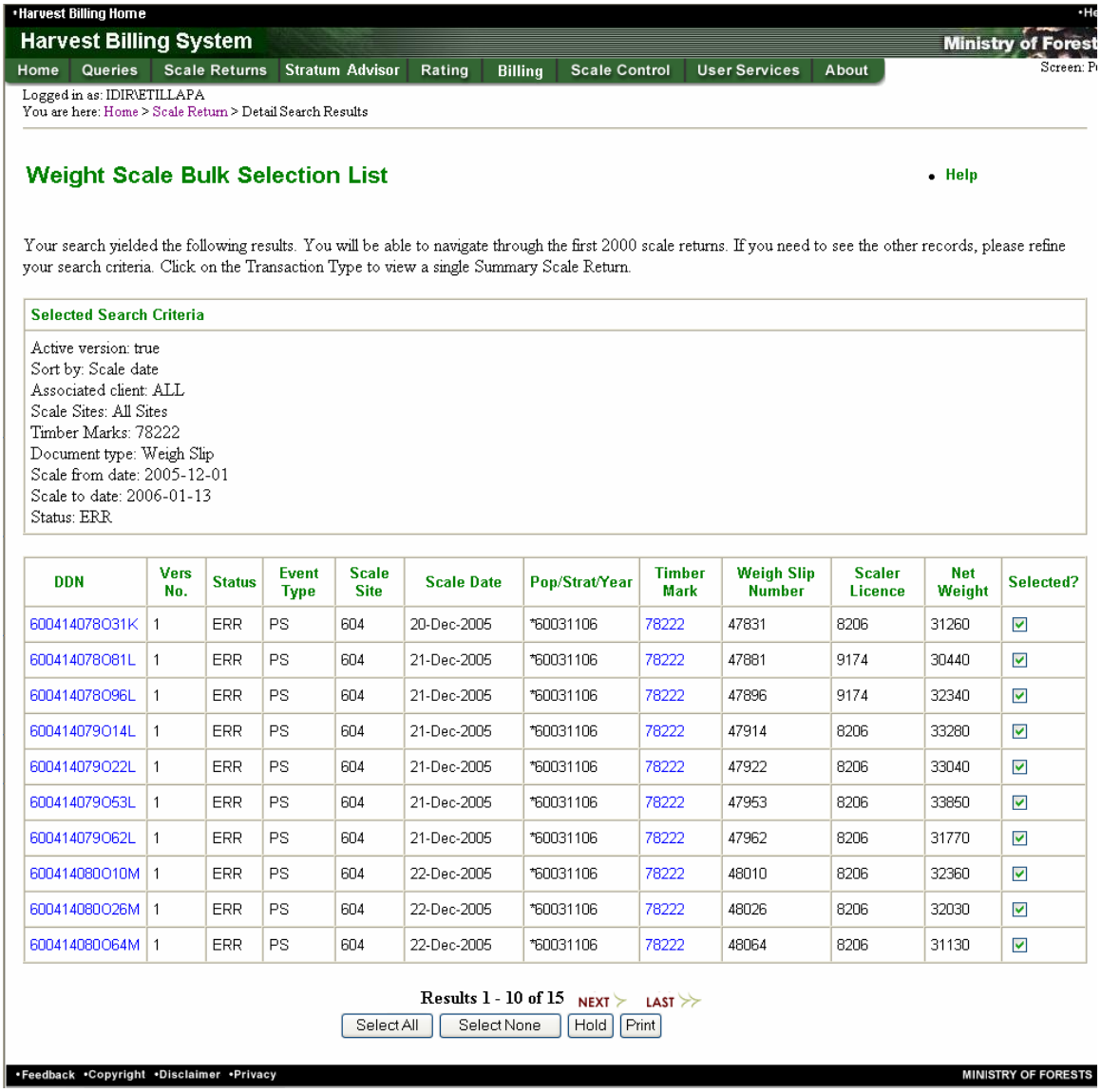


A confirmation screen is displayed. Select Yes.

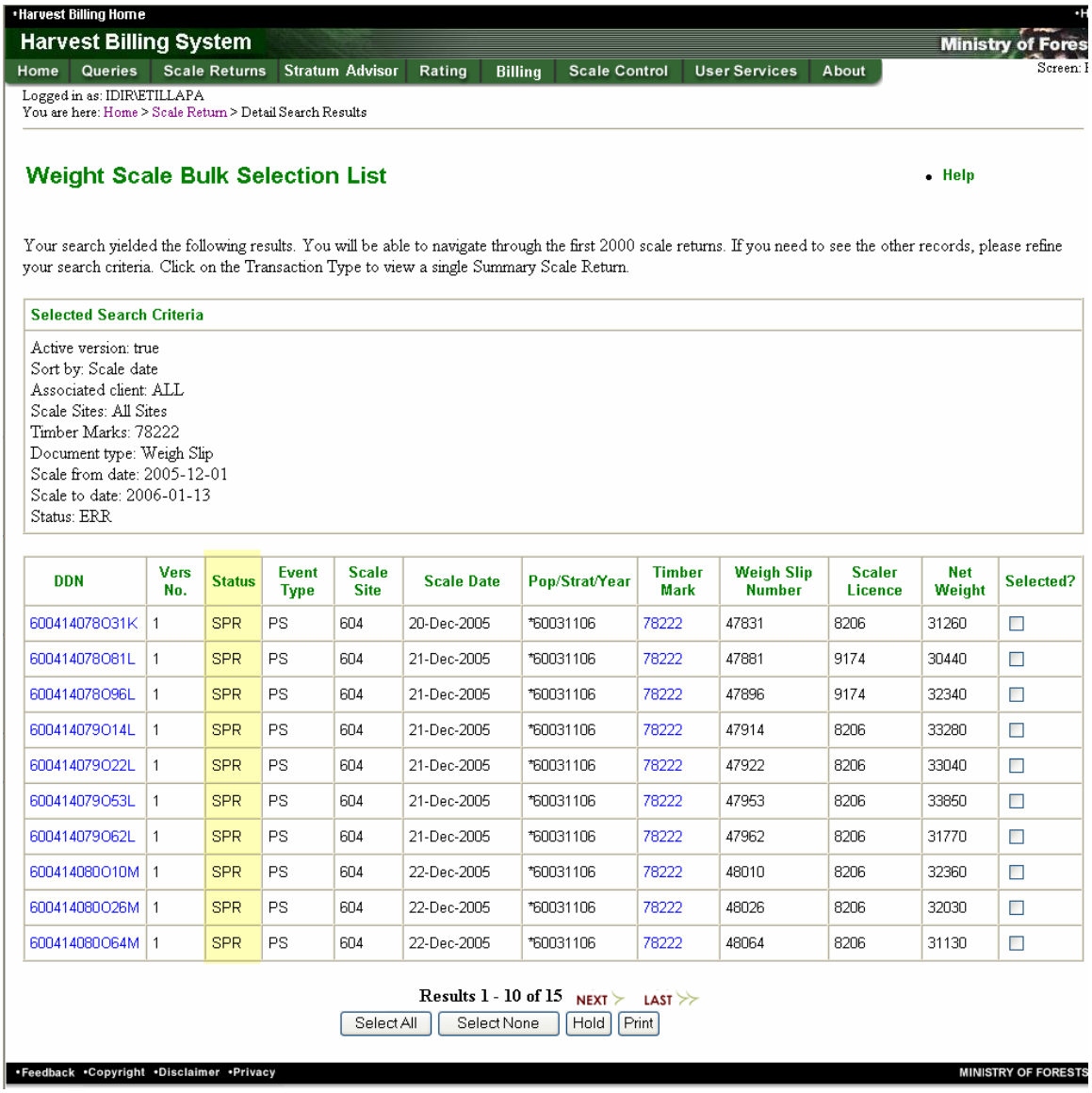


Note the check boxes at the end of each line. Select the returns to be modified by either clicking the check boxes on each line or by using the ‘Select All’ button.

Once the returns are selected, click the ‘Hold’ action button at the bottom of the screen.

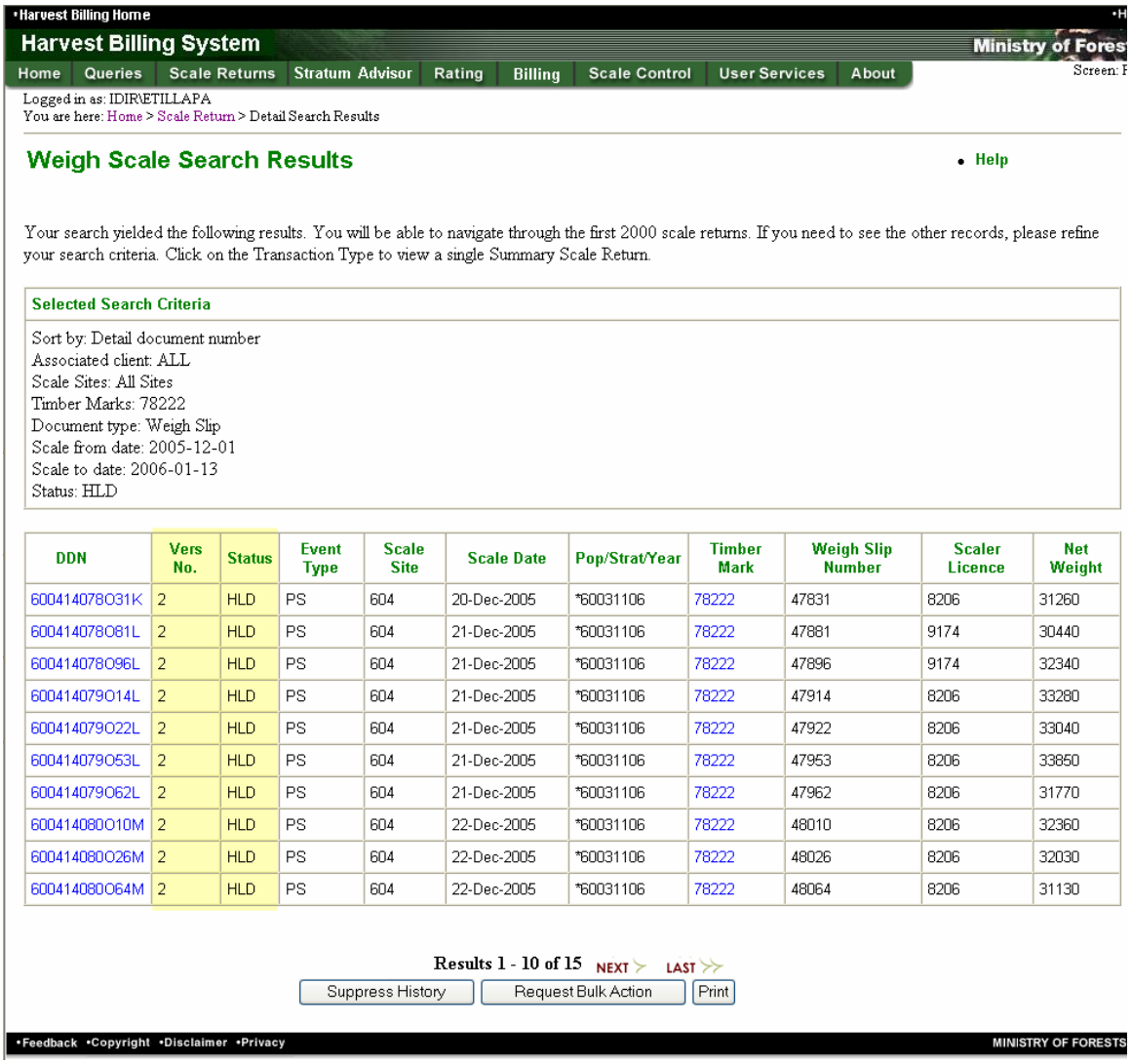


The screen redraws and now the selected returns have a status of SPR



If there are more than 25 returns, click the NEXT button and perform the same steps for the returns on the subsequent pages

When all the returns are held, perform another search off the Scale Returns menu, using the same criteria but search for the returns with a status of HELD.

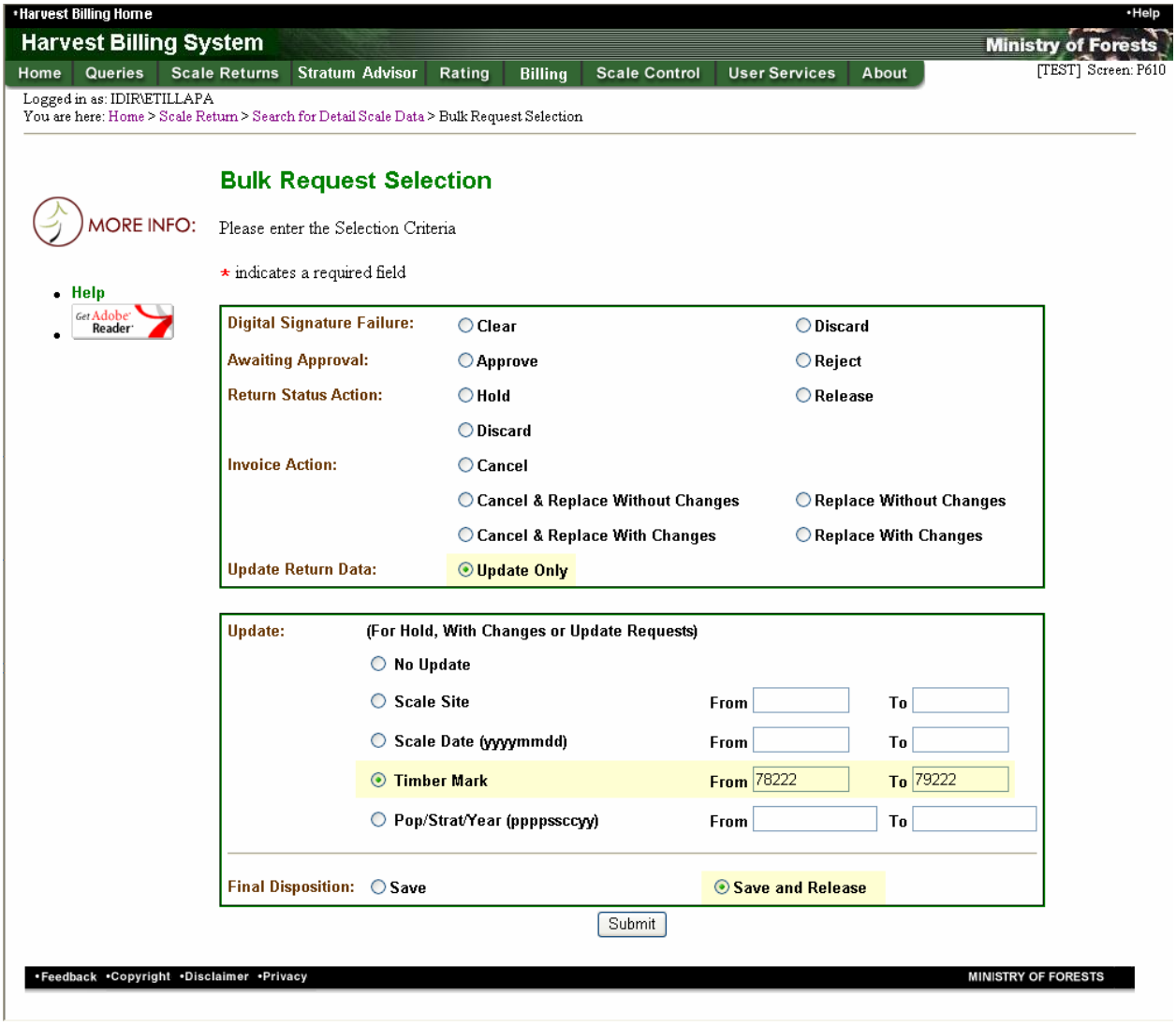


Notice the Version number and Status.

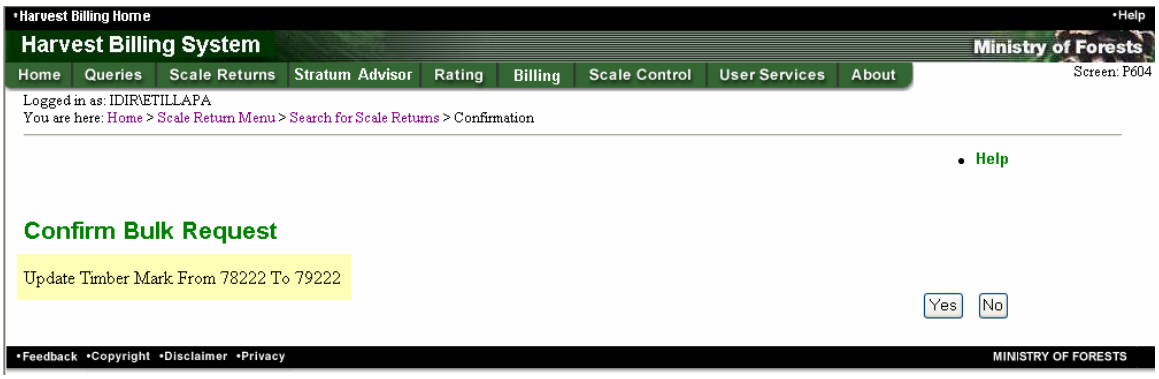
Click the button.

This time the action is to change the timber mark field. To make the change, click the 'Update Only' radio button. Click the Timber Mark radio button and enter the current and new Timber Mark. To release these returns for billing, select the Final Disposition radio button, Save and Release. If the Final Disposition radio button is left on the default: Save, the returns will remain in HELD status.

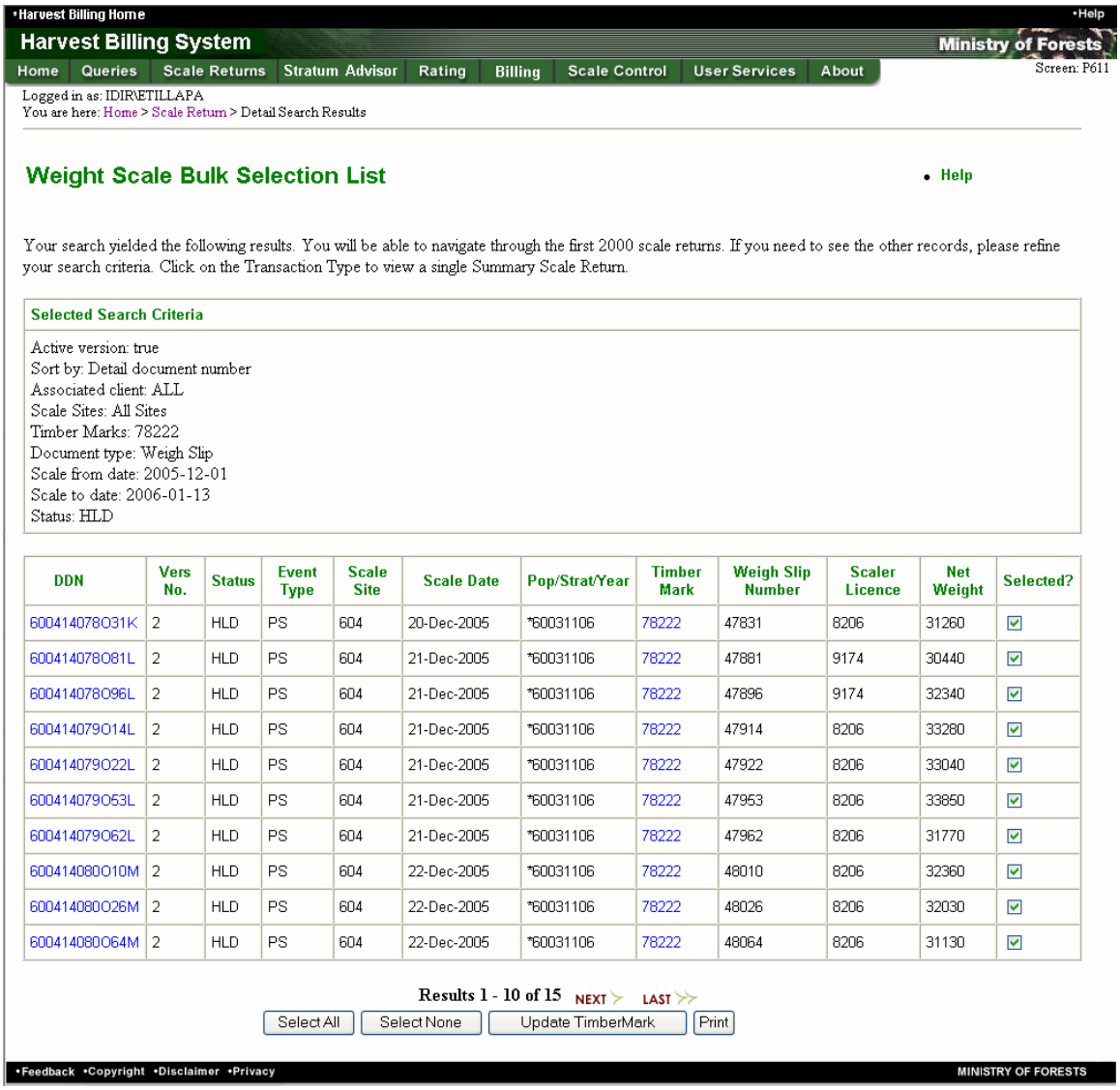
Once the selections are completed, click the Submit button.



Confirm the request

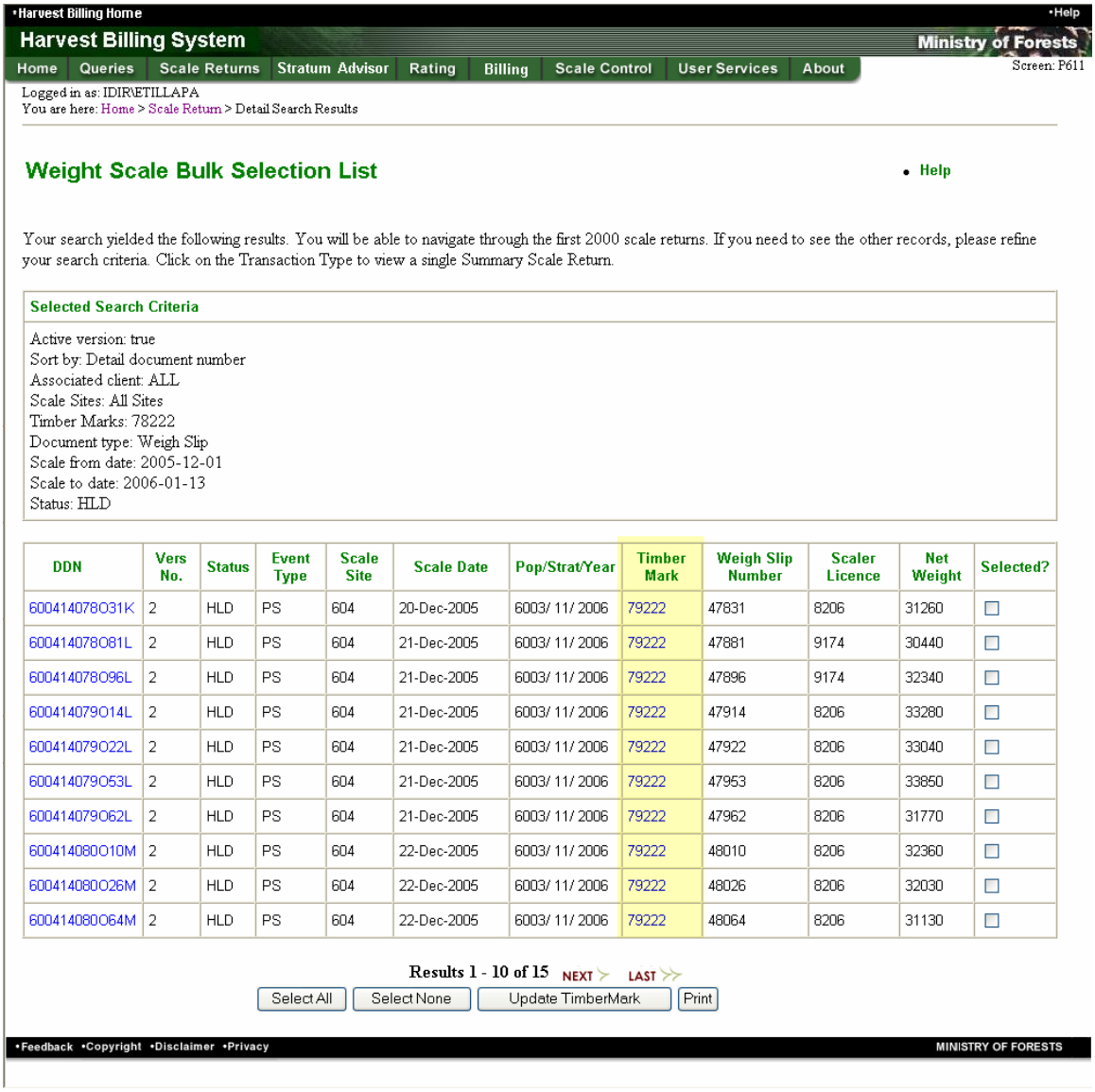


Select the returns to be modified by either clicking the check boxes on each line or by using the ‘Select All’ button. Once the returns are selected, click the Update TimberMark action button.

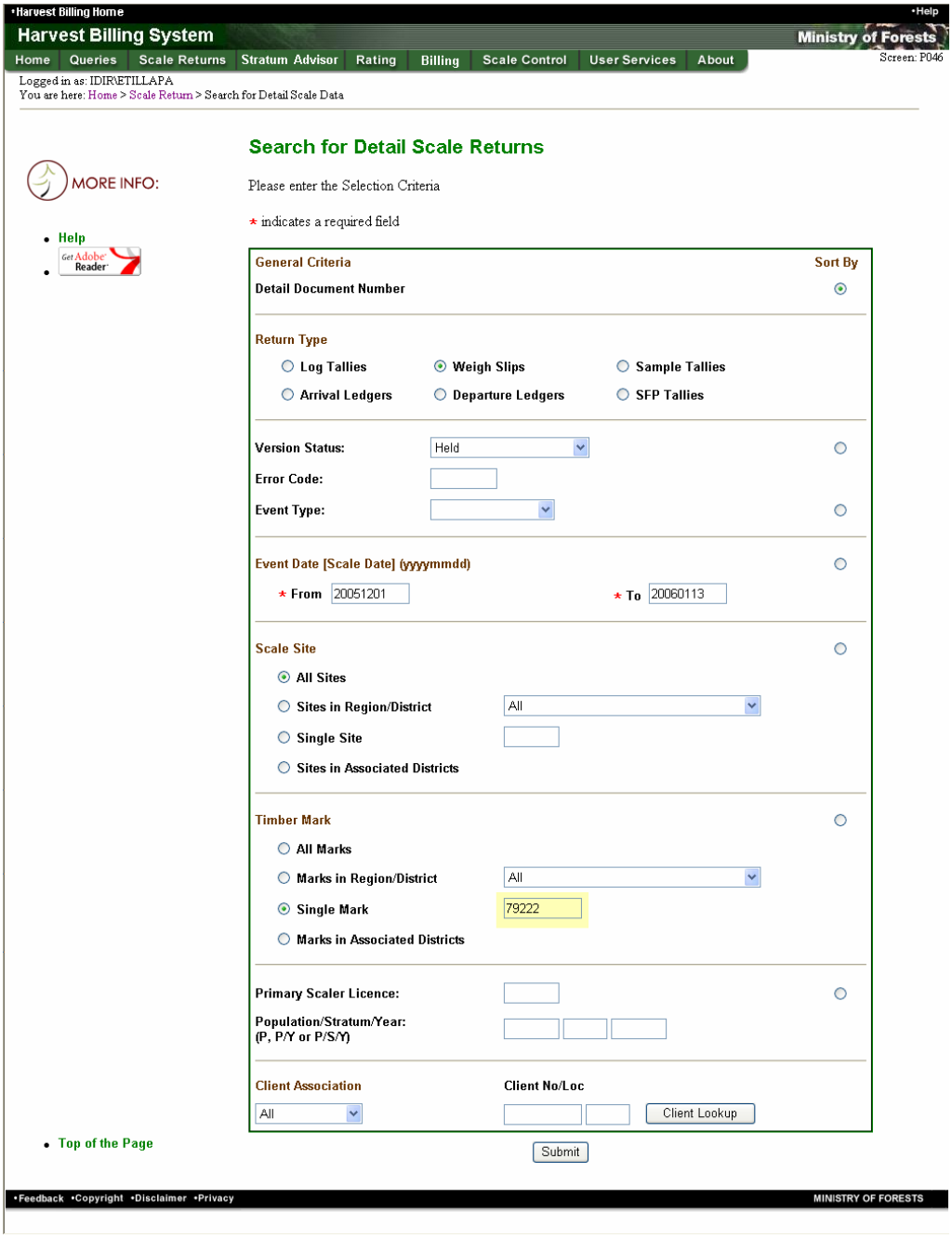


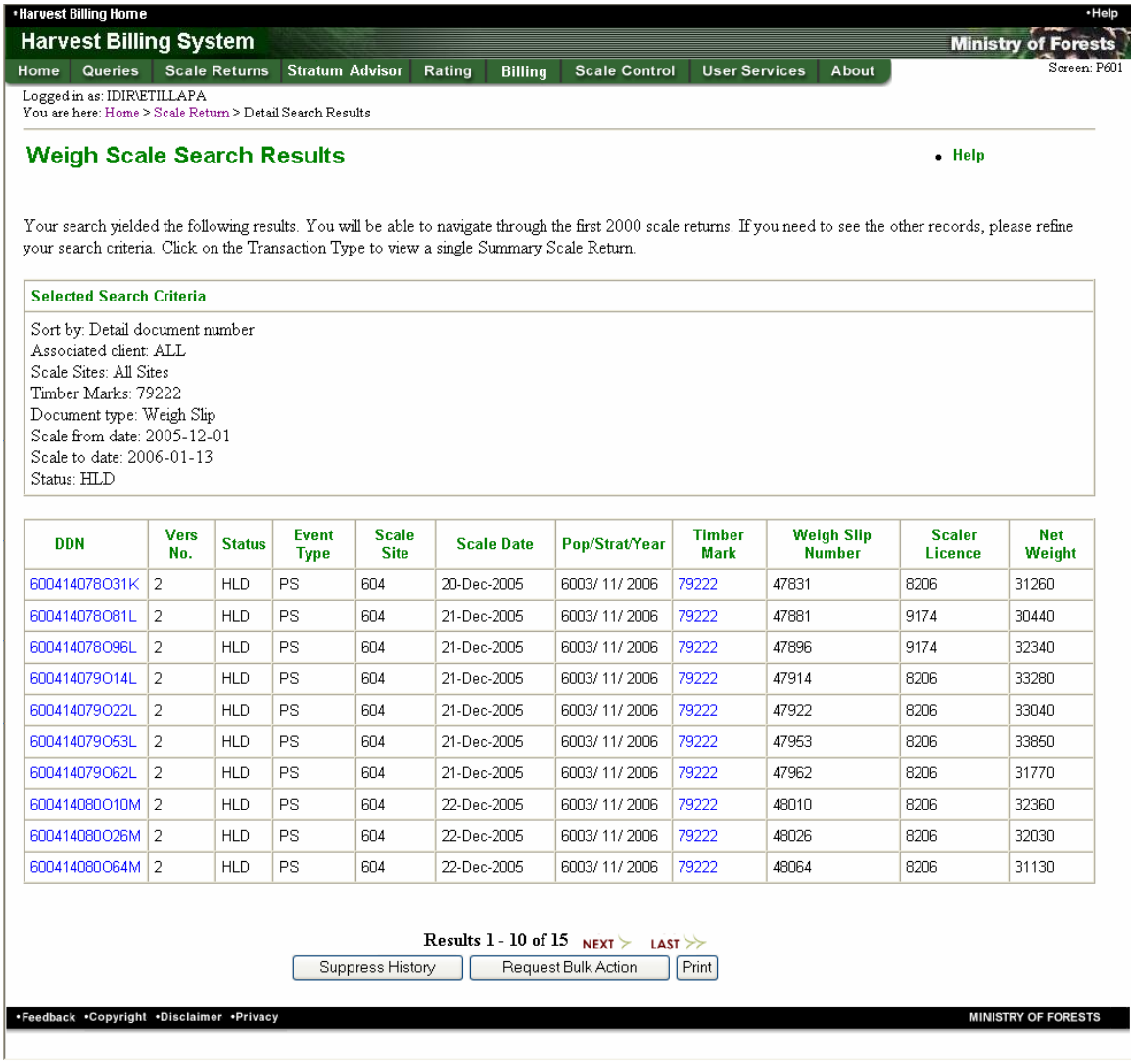
If there are more than 25 returns, click the NEXT button and perform the same steps for the returns on the subsequent pages

The screen redraws with the timber mark changed



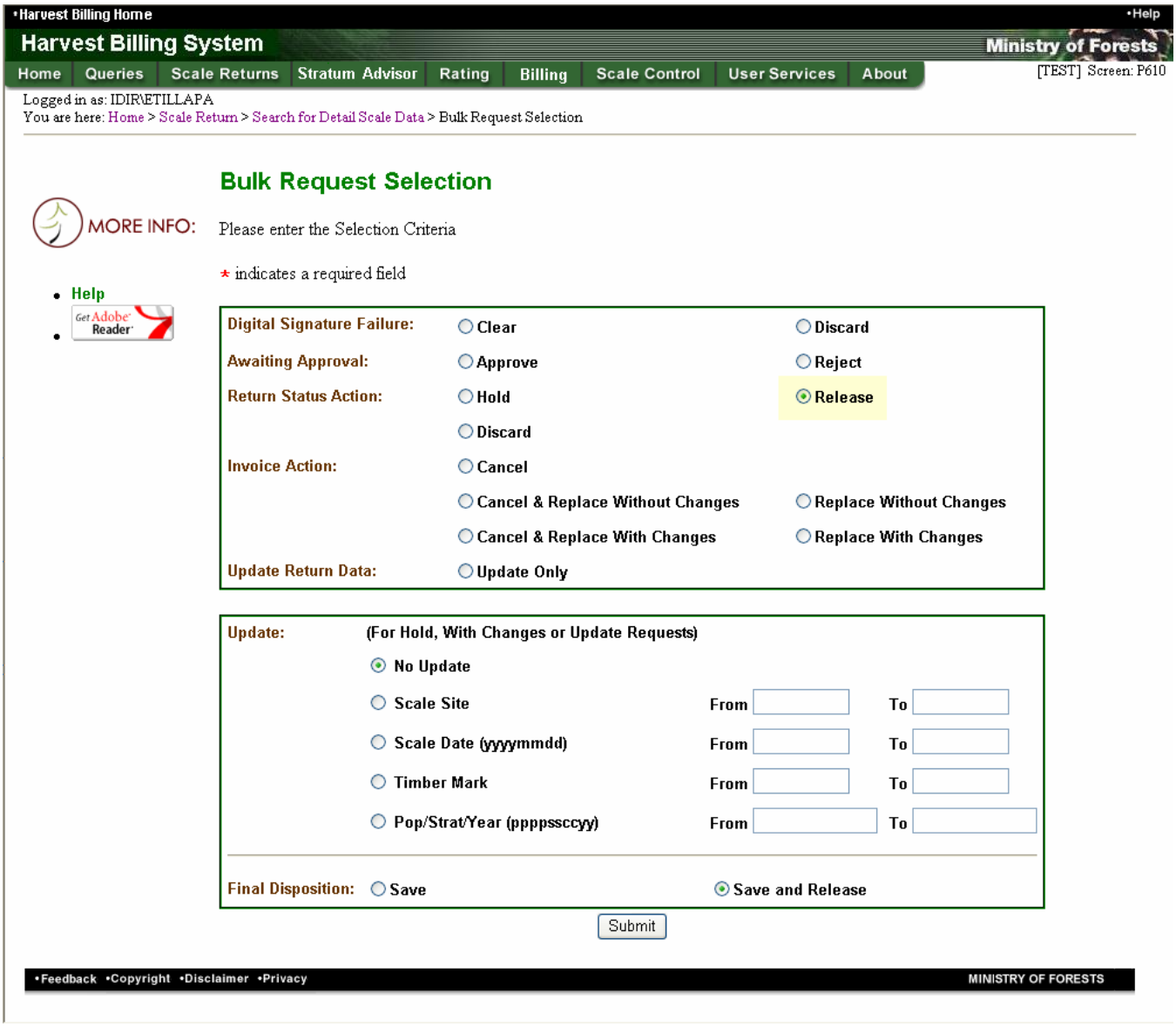
If the Final Disposition was set to SAVE, a search must be performed using the Version Status of HELD and the new Timber Mark to release the returns for processing.



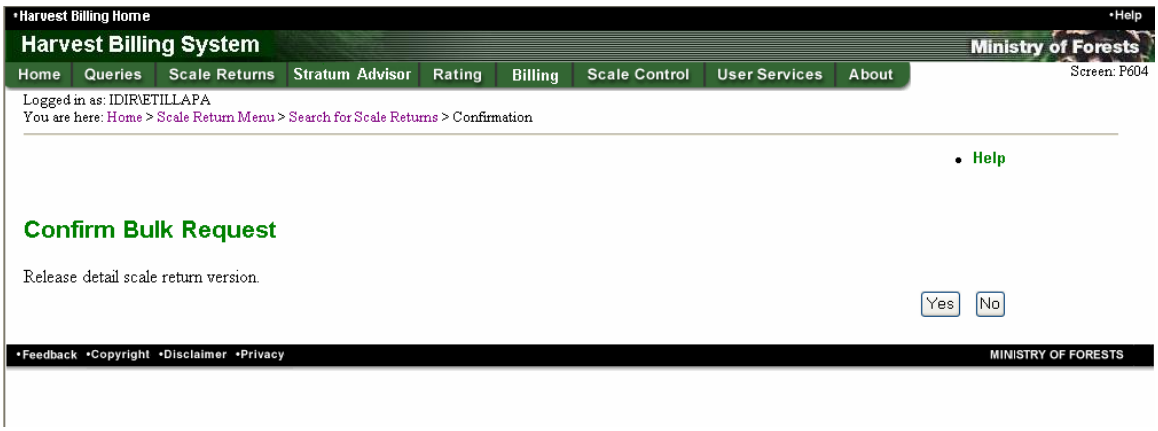


Click the button.

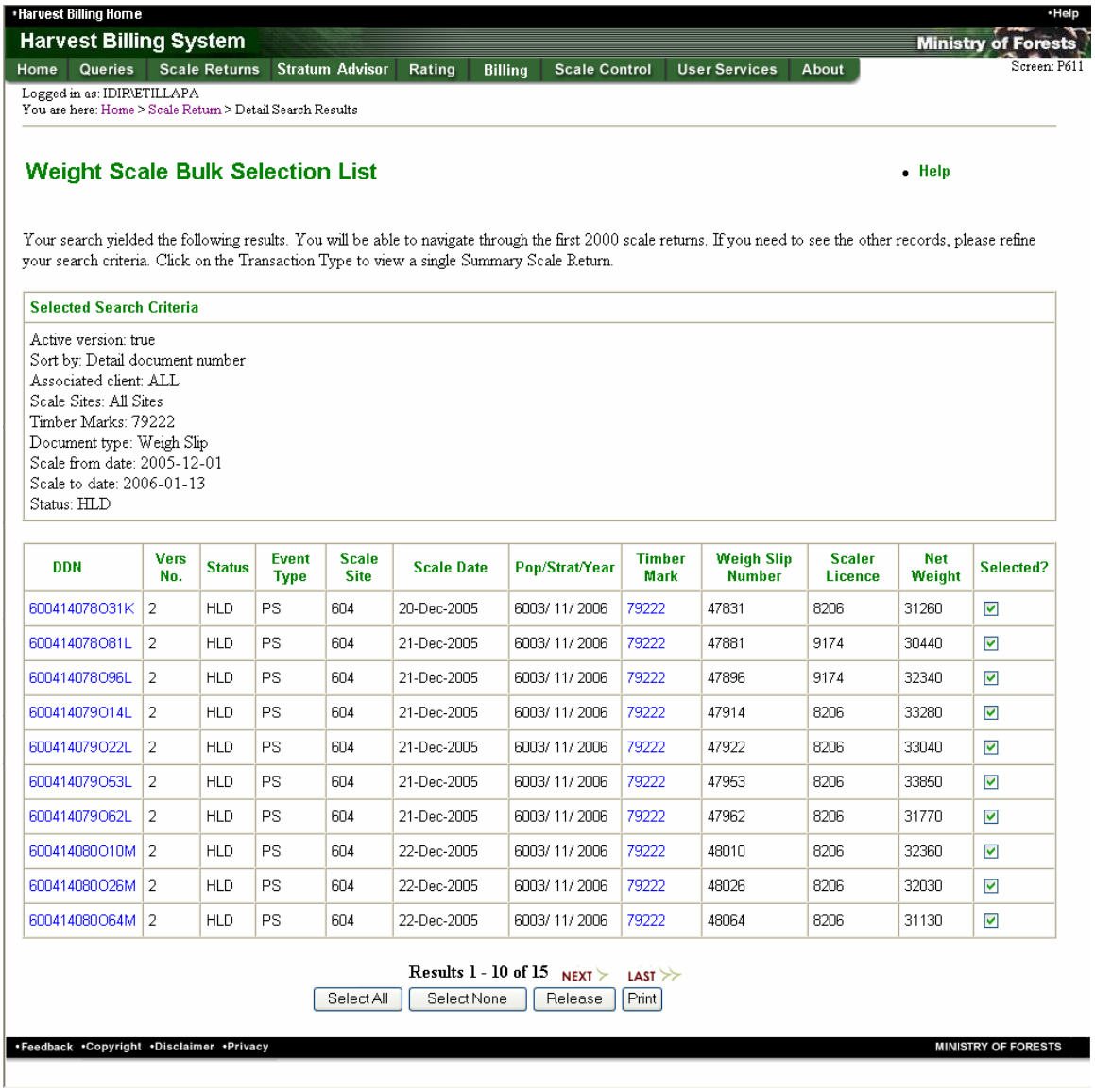
This time the action is to ‘Release’ the returns.



Confirm

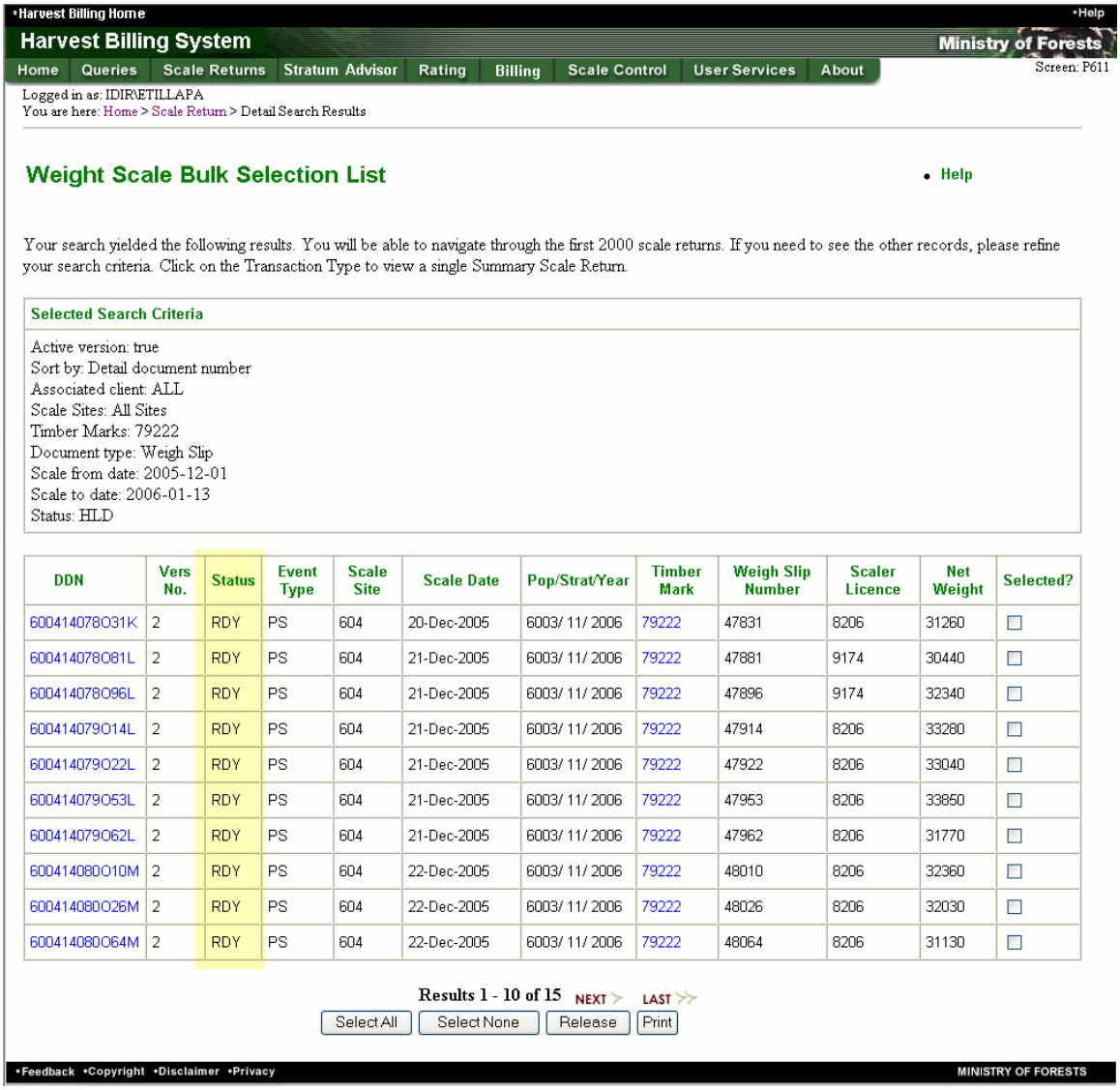


Select the returns to be modified by either clicking the check boxes on each line or by using the ‘Select All’ button. Once the returns are selected, click the ‘Release’ action button.

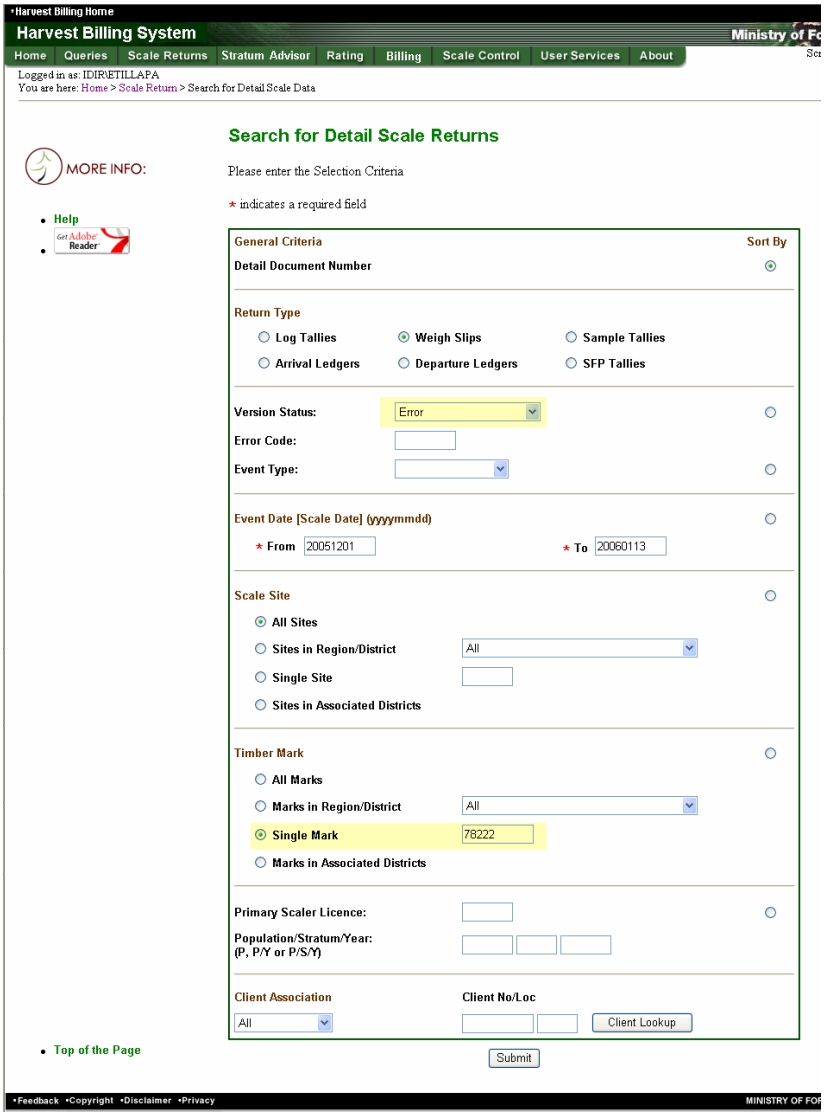


If there are more than 25 returns, click the NEXT button and perform the same steps for the returns on the subsequent pages

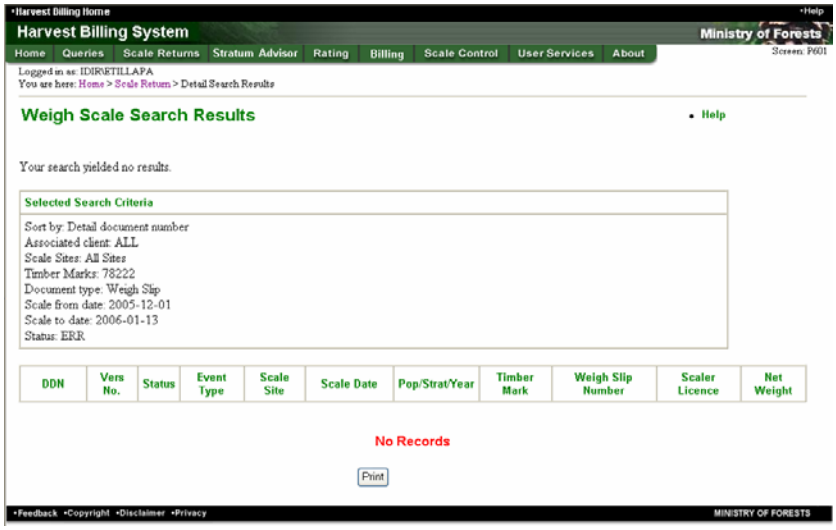
The returns are now in Ready status.



Perform a search for scale returns with the old mark to verify they are all corrected

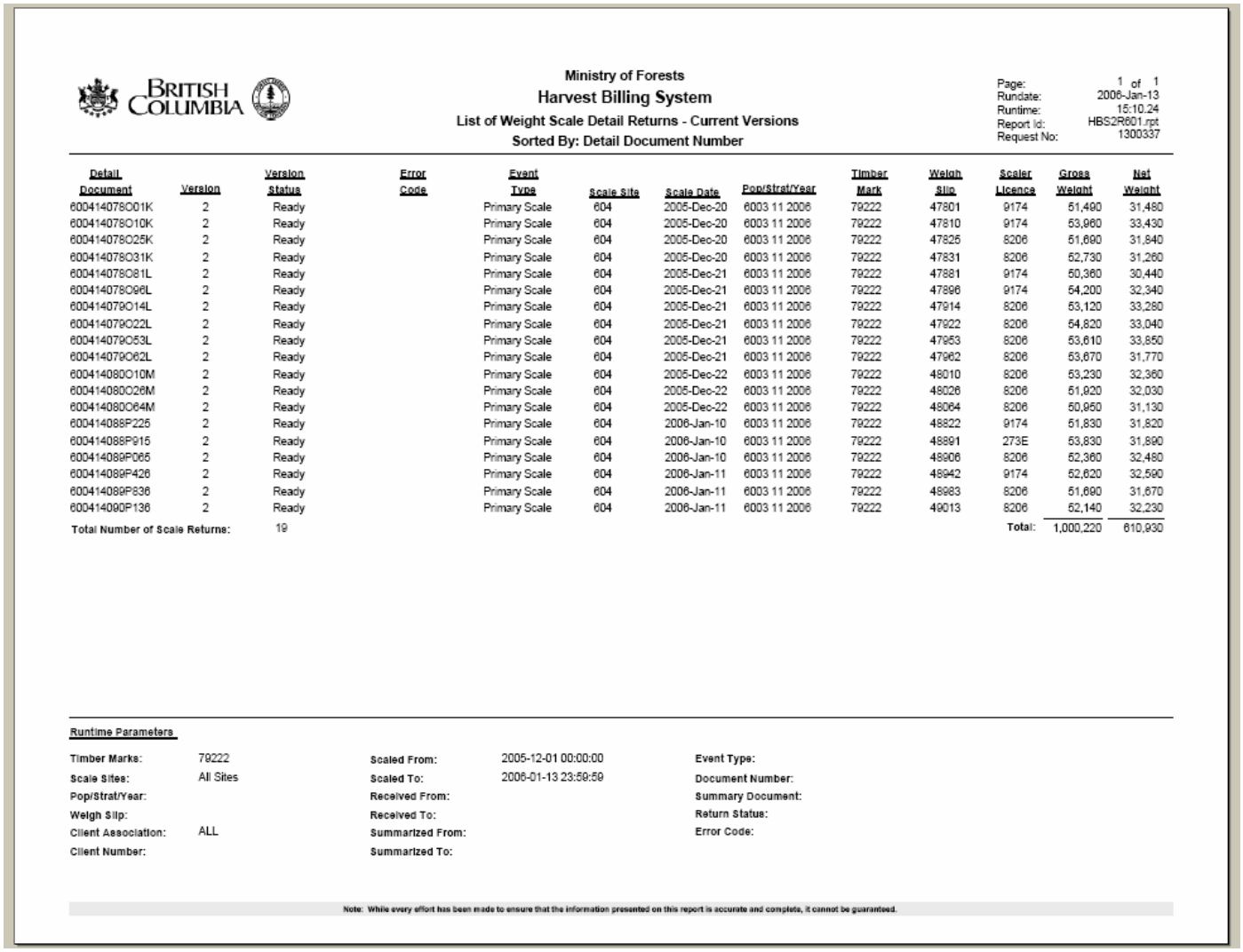


No Records found.



Perform a search using the new Timber Mark

All returns in Ready status for Timber Mark 79222



Ministry of Forests

Harvest Billing System

List of Weight Scale Detail Returns - Current Versions

Sorted By: Detail Document Number

Page: 1 of 1
Rundate: 2006-Jan-13
Runtime: 15:10.24
Report Id: HBS2R601.rpt
Request No: 1300337

Detail Document	Version	Version Status	Error Code	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Weigh Slip	Scaler Licence	Gross Weight	Net Weight
600414078O01K	2	Ready		Primary Scale	604	2005-Dec-20	6003 11 2006	79222	47801	9174	51,490	31,480
600414078O10K	2	Ready		Primary Scale	604	2005-Dec-20	6003 11 2006	79222	47810	9174	53,960	33,430
600414078O25K	2	Ready		Primary Scale	604	2005-Dec-20	6003 11 2006	79222	47825	8206	51,690	31,840
600414078O31K	2	Ready		Primary Scale	604	2005-Dec-20	6003 11 2006	79222	47831	8206	52,730	31,260
600414078O81L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47881	9174	50,360	30,440
600414078O96L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47896	9174	54,200	32,340
600414079O14L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47914	8206	53,120	33,280
600414079O22L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47922	8206	54,820	33,040
600414079O53L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47953	8206	53,610	33,850
600414079O62L	2	Ready		Primary Scale	604	2005-Dec-21	6003 11 2006	79222	47962	8206	53,670	31,770
600414080O10M	2	Ready		Primary Scale	604	2005-Dec-22	6003 11 2006	79222	48010	8206	53,230	32,360
600414080O26M	2	Ready		Primary Scale	604	2005-Dec-22	6003 11 2006	79222	48026	8206	51,920	32,030
600414080O64M	2	Ready		Primary Scale	604	2005-Dec-22	6003 11 2006	79222	48064	8206	50,950	31,130
600414088P225	2	Ready		Primary Scale	604	2006-Jan-10	6003 11 2006	79222	48822	9174	51,830	31,820
600414088P915	2	Ready		Primary Scale	604	2006-Jan-10	6003 11 2006	79222	48891	273E	53,830	31,890
600414088P065	2	Ready		Primary Scale	604	2006-Jan-10	6003 11 2006	79222	48906	8206	52,360	32,480
600414089P426	2	Ready		Primary Scale	604	2006-Jan-11	6003 11 2006	79222	48942	9174	52,620	32,590
600414089P836	2	Ready		Primary Scale	604	2006-Jan-11	6003 11 2006	79222	48983	8206	51,690	31,670
600414090P136	2	Ready		Primary Scale	604	2006-Jan-11	6003 11 2006	79222	49013	8206	52,140	32,230
Total Number of Scale Returns:		19								**Total:**	1,000,220	610,930

Runtime Parameters

Timber Marks:	79222	**Scaled From:**	2005-12-01 00:00:00	**Event Type:**	
Scale Sites:	All Sites	**Scaled To:**	2006-01-13 23:59:59	**Document Number:**	
Pop/Strat/Year:		**Received From:**		**Summary Document:**	
Weigh Slip:		**Received To:**		**Return Status:**	
Client Association:	ALL	**Summarized From:**		**Error Code:**	
Client Number:		**Summarized To:**			

Note: While every effort has been made to ensure that the information presented on this report is accurate and complete, it cannot be guaranteed.