## **Update Plan Parameters for Multiple Plans**

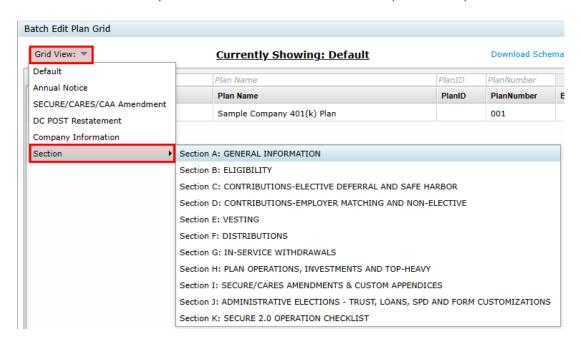
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With the "Batch Edit Grid" link you can update plan parameters for multiple plans on the same on the checklist.

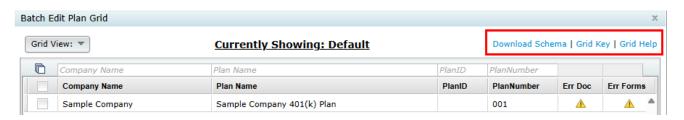
To edit plan parameters - click on the "Batch Edit Plan Grid" link located under the "Batch Options" menu.



From the "Grid View" drop-down select the Section of the checklist you wish to update.



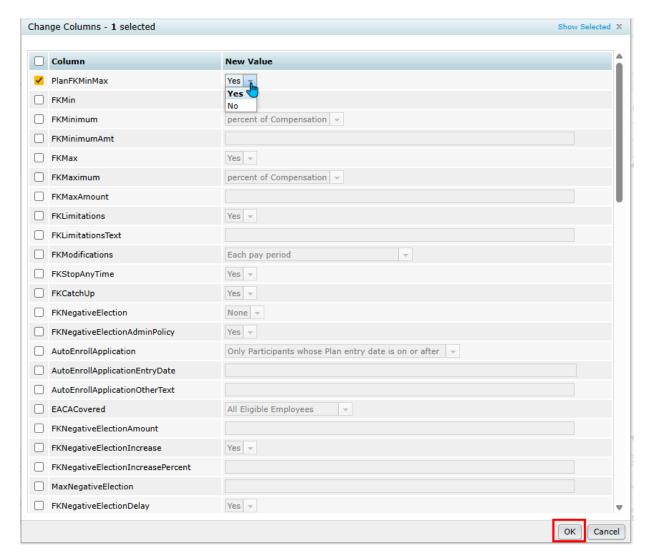
For additional assistance with the grid, you can click on the "Grid Key" in the upper right. This key will provide an explanation of the shading in the grid. For an explanation of the column header and which question is linked to the plan document checklist, you can click on the "Grid Help" link. In addition, you can download the schema for the checklist type of your batch by clicking on the "Download Schema" link.



After you have selected a section, you can make your desired changes in the grid, or you can update certain parameters by clicking on the "Do with selected" button at the bottom and select "Change columns" from the drop down. You will want to first select the plans that you want to update.



Then select the check box for the parameter that you want to update and then click "Ok" at the bottom of the menu. The software will update all plans selected.



After you have updated your desired plan parameters, you can now run edit checks for all or select plans in your batch.

To run the edit checks for all plans in your batch, go to the top of the batch screen and click on the symbol next to "Error".



To run edit checks on select plans from your list, select the plans, then click on the "Do with selected".

