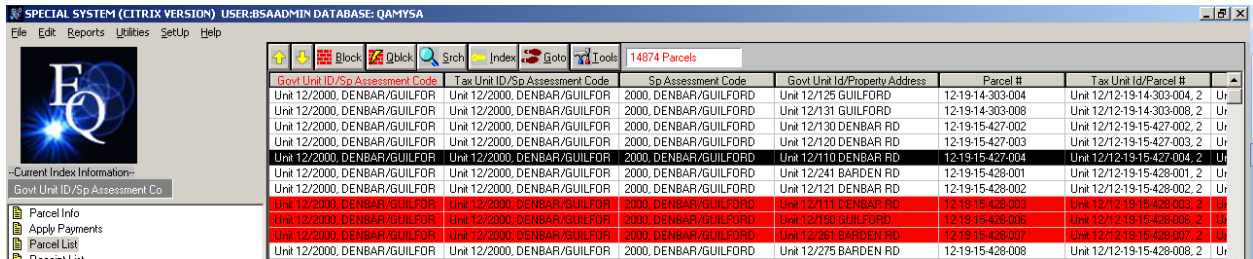


How to Mass Change/Update fields in BSA MYSA system

1. Create a block around the parcels that you want to change.



SPECIAL SYSTEM (CITRIX VERSION) USER:BSAADMIN DATABASE: QA-MYSA

File Edit Reports Utilities Setup Help

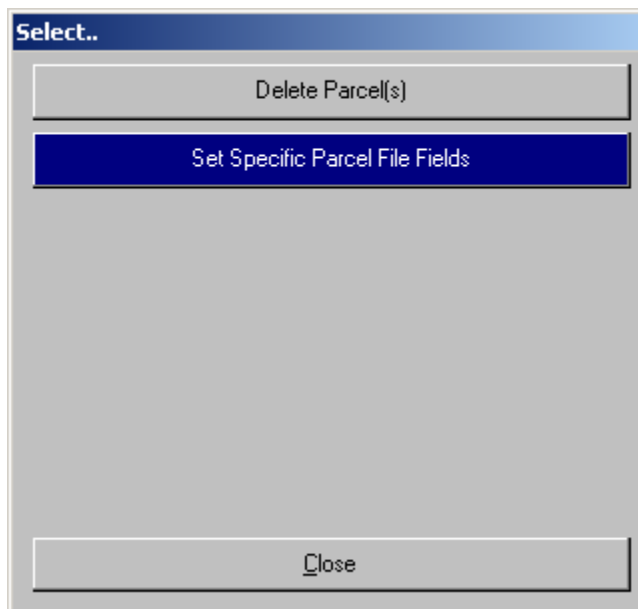
Block Qblock Search Index Spolo Tools 14874 Parcels

Govt Unit ID/Sp Assessment Code	Tax Unit ID/Sp Assessment Code	Sp Assessment Code	Govt Unit Id/Property Address	Parcel #	Tax Unit Id/Parcel #
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/125 GUILFORD	12-19-14-303-004	Unit 12/12-19-14-303-004, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/131 GUILFORD	12-19-14-303-008	Unit 12/12-19-14-303-008, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/130 DENBAR RD	12-19-15-427-002	Unit 12/12-19-15-427-002, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/120 DENBAR RD	12-19-15-427-003	Unit 12/12-19-15-427-003, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/110 DENBAR RD	12-19-15-427-004	Unit 12/12-19-15-427-004, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/241 BARDEN RD	12-19-15-428-001	Unit 12/12-19-15-428-001, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/121 DENBAR RD	12-19-15-428-002	Unit 12/12-19-15-428-002, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/111 DENBAR RD	12-19-15-428-003	Unit 12/12-19-15-428-003, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/150 GUILFO	12-19-15-428-006	Unit 12/12-19-15-428-006, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/261 BARDEN RD	12-19-15-428-007	Unit 12/12-19-15-428-007, 2
Unit 12/2000, DENBAR/GUILFORD	Unit 12/2000, DENBAR/GUILFORD	2000, DENBAR/GUILFORD	Unit 12/275 BARDEN RD	12-19-15-428-008	Unit 12/12-19-15-428-008, 2

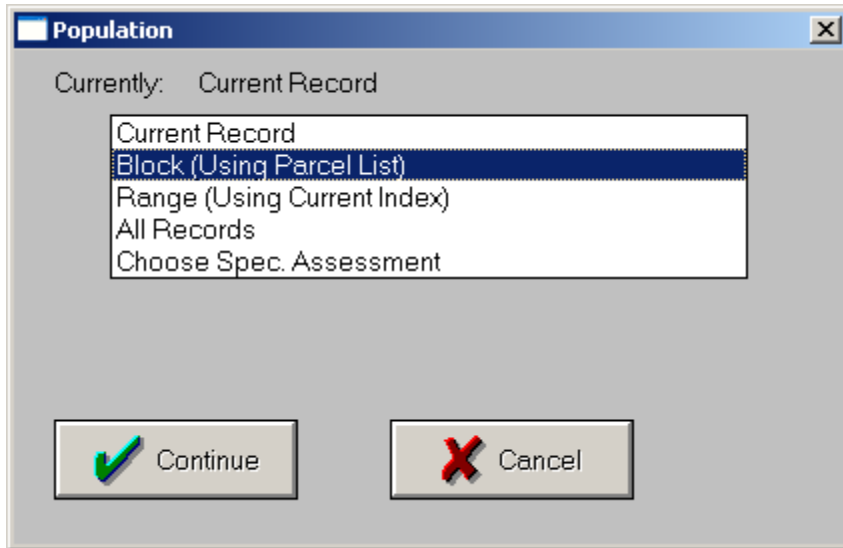
2. Click on the Tools button at the top of the parcel list



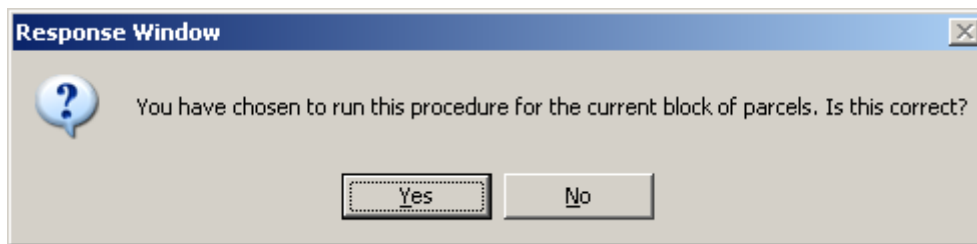
3. The following pop up box will appear. Select Set Specific Parcel File Fields.



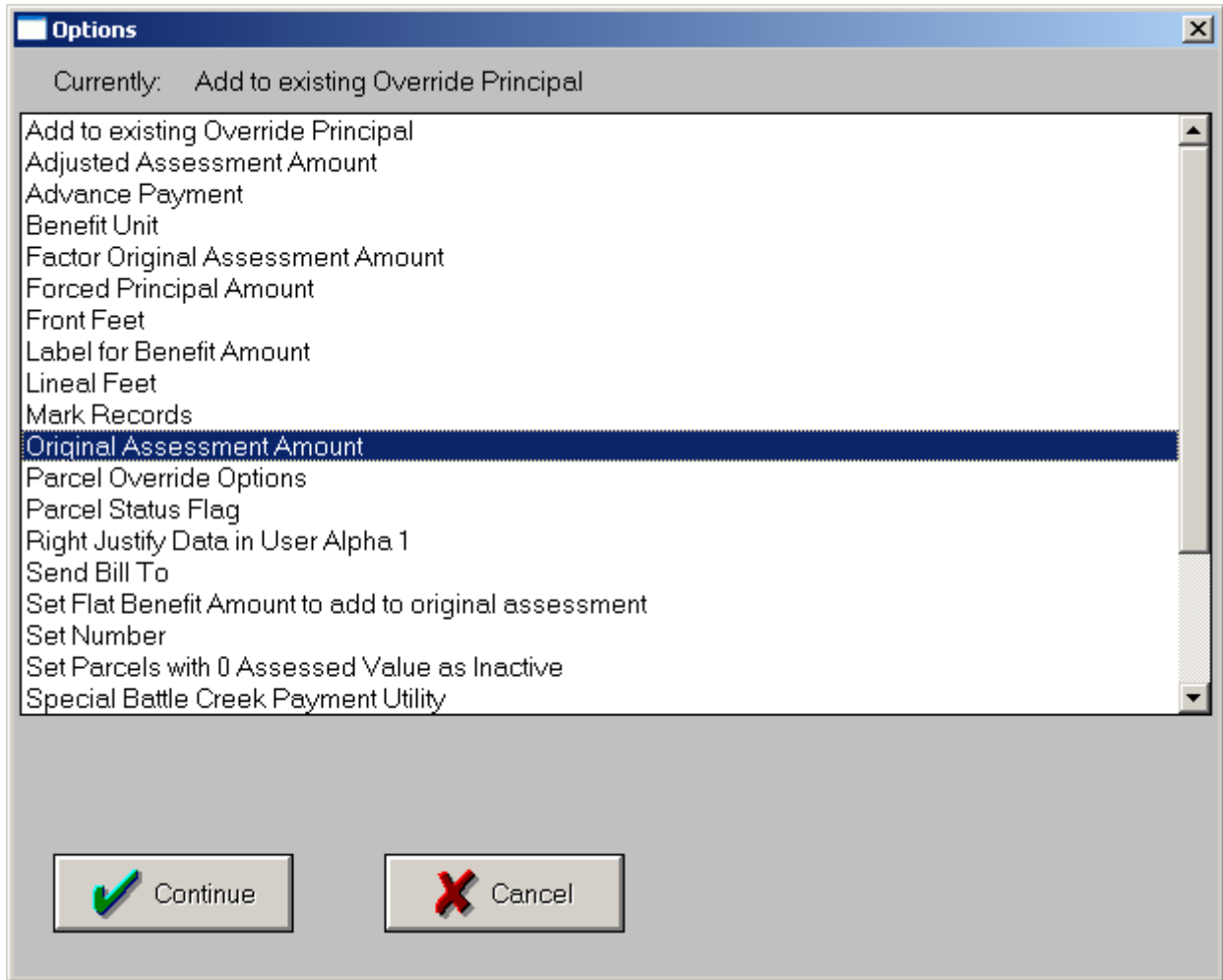
4. When the population pop up window appears double check that you have selected a population of BLOCK.



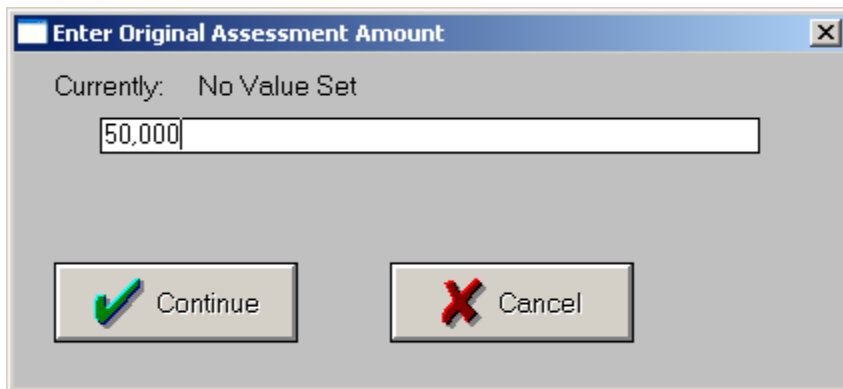
5. You will receive the response window below confirming you have selected block. Click on the Yes button if this message is correct.



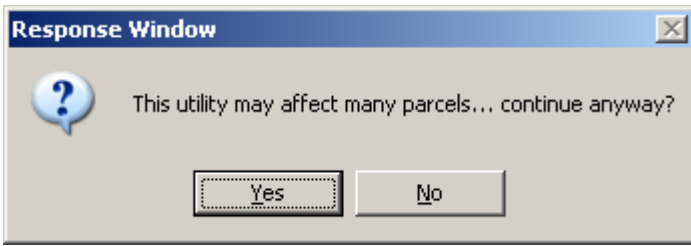
6. This will then present you with the Tools/fields that you have the ability to mass change. Great care should be utilized when using this function. The two most common fields that you will be mass changing is Original Assessment Amount & Mark Records. If you are not sure which field to use please contact the Oakland County Service Center. Once you have selected the correct field click the Continue button.



7. In my example I have requested the system to change the original assessment amount. I receive the following response window. I must enter the assessment amount. Click continue



8. You will receive the following warning message. If you are sure everything is correct click the YES button.



9. The utility will then run through the parcels. You will not receive a verification that this process is completed so you need to make sure that you validate your parcels have been updated.