

## Edit Device Info

To modify data in the Holder Name, Device Reference 1 or Device Reference 2 columns, you may either select a single device to edit or multiple devices for “mass edit”. In order to minimize potential errors, a “mouse over” tooltip has been added for these fields during edit mode to indicate any specific format or data requirements (device reference field masking) established for the account.

**Single Update:** Click the EDIT link to the right of the single line item to be modified. The Holder, Device Reference 1 and Device Reference 2 fields will become accessible for modification as shown below. Click the SAVE link to keep the updates. Click CANCEL to return to the View Devices screen without saving changes.

To View Details, SELECT the Device Number. To Edit Reference Information for a single Device Number, Click Edit & Save. To Edit Reference Information for multiple Device Numbers, Click the Check Box for all records that you want to update then Mass Edit Link.

SEARCH for a specific device.

<< <PREV 1 NEXT> >> Page 1 of 1 | Page#:  GO

DEVICE NUMBER	PIN	CAPCODE	SERIAL NUMBER	HOLDER NAME	DEVICE REFERENCE 1	DEVICE REFERENCE 2	SINGLE UPDATE
(866) 200-3991		002192859	56ABAC3359	EMP ACCOUNT TESTING ONLY!	<input type="text"/>	<input type="text"/>	SAVE   CANCEL
(201) 495-0570		9999999999	56ABXSNQ5	EMP KENNETH SMITH	003632107	3632107	EDIT
(888) 200-8642							<input type="checkbox"/>

- Mass Edit:** Select the devices to be updated by clicking the check boxes to the right of each device to be updated - OR – select the checkbox found to the immediate right of the column header for SINGLE UPDATE to select ALL records on the page. Click the MASS EDIT link at the bottom of the screen. The records selected for update will be displayed with the Holder, Device Reference 1 and Device Reference 2 fields accessible for modification as shown below.

**Edit reference information for the selected records.**

DEVICE NUMBER	PIN	CAPCODE	SERIAL NUMBER	HOLDER NAME	DEVICE REFERENCE 1	DEVICE REFERENCE 2
(866) 200-3991		002192859	56ABAC3359	EMP ACCOUNT TESTING ONLY!		
(201) 495-0571 (800) 946-4646	1090401	003348969	M0039516345	EMP PAMELA ROY	NURSING	44556677
(973) 225-6016		002126089	M0041400171	EMP KATIE PIKE	CC 9968	4445489

CANCEL | SUBMIT CHANGES

You may select CANCEL to go back to the VIEW DEVICES screen without saving any changes.

Click **Submit Changes** once all updates are complete. A confirmation screen with all of the updated devices will display.

**Record(s) listed below processed successfully and have been updated.**

DEVICE NUMBER	PIN	CAPCODE	SERIAL NUMBER	HOLDER NAME	DEVICE REFERENCE 1	DEVICE REFERENCE 2
(866) 200-3991		002192859	56ABAC3359	EMP SHEILA TEST	RADIOLOGY	44556789
(201) 495-0571 (800) 946-4646	1090401	003348969	M0039516345	EMP PAMELA ROY	RADIOLOGY	44556677
(973) 225-6016		002126089	M0041400171	EMP KATIE PIKE	RADIOLOGY	4445489

RETURN TO LIST

Click RETURN TO LIST at the bottom of the display to return to the VIEW DEVICES screen.

NOTE: During Device Info Edit, a warning message prompt will appear when the current My Account session is about to expire. Select Y to reset the session timer for an additional 30 minutes. Not responding or selecting N will allow session to expire; you will need to log back in and rekey any changes.