

Activate or Inactivate Masses

You can change the Active/Inactive status for a group of mass records. The Inactive check box displays at the top of the Primary Information window of the mass record.

In the Masses navigation pane, click **Processes > Activate/Inactivate Masses**. Select whether you want to use [automatic updating](#) or [individual entry](#).

This process alters data. We recommend backing up your data before proceeding.

1. Select the automatic updating method option, and click **Next**.
2. Select whether to make masses active or inactive, and click **Next**.
3. [Select which records you want](#) to build a list of masses, then click **Next**.
4. Review your list. To exclude any records from processing, clear the check box.
5. When you're ready to process the selected records, click **Next**.
6. To change the mass statuses, click **Finish**.

This process alters data. We recommend backing up your data before proceeding.

1. Select the individual entry method option, and click **Next**.
2. Select whether to make masses active or inactive, and click **Next**.
3. Select a mass, and click **Add Mass to List**. Repeat this for each mass record you want to process. When you're finished, click **Next**.
4. Review your list. To exclude any records from processing, clear the check box.
5. When you're ready to process the selected records, click **Next**.
6. To change the mass statuses, click **Finish**.

Related Topics

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