

STLM - Mass Edit Contract Applications

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Assign Purchase Contracts to Scale Tickets.

1. Go to *Utilities / Mass Edit / Split Values*.
2. Select the tickets to edit and choose **Done**.
3. Choose the option and double-click in the field to select the contract if it was previously written to apply to the contracts or create a new contract.
4. The contract selected will display in the *Select Purchase Contract* window and the DPR will automatically change to the disposition of the contract. There is no need to select or change it. Choose **Save**.
5. If the contract units are less than the selected tickets' units, a *Contract Filled* window will appear to determine what to do with the remaining units on the tickets.