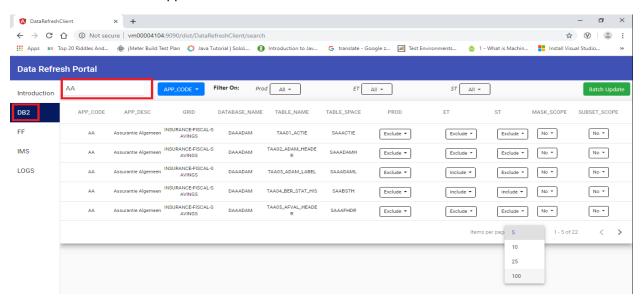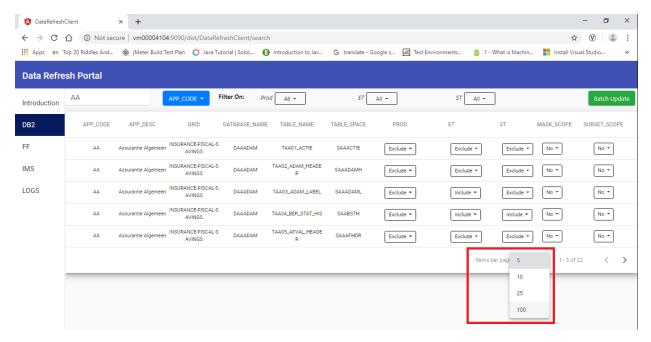# DATA REFRESH PORTAL – USER MANUAL
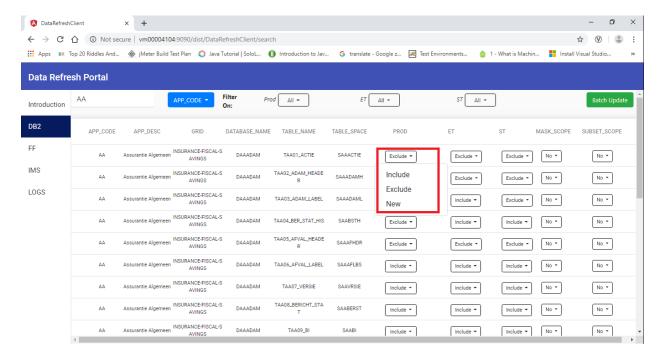
Updating data in the portal

1. Open the portal. Click on desired data source type from the left pane (DB2, IMS, FF)

2. By default, data for application code AA is displayed. For a different application code, perform a search based on App code
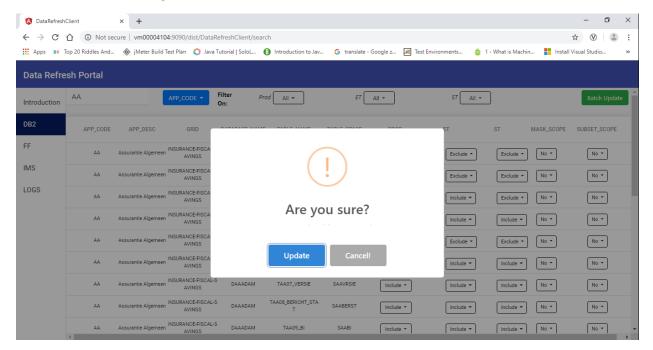

3. By default, 5 rows are displayed. To increase displayed rows, increase items per page as shown below

4. To update status for columns "Copy from Prod", "ET", "ST", "Mask Scope", "Subset Scope" click on the drop down and select values as applicable. Please note that value "New" cannot be selected.

5. Confirm to change the status

6. Once confirmed, status for the database/file will be changed

Performing Batch Updates