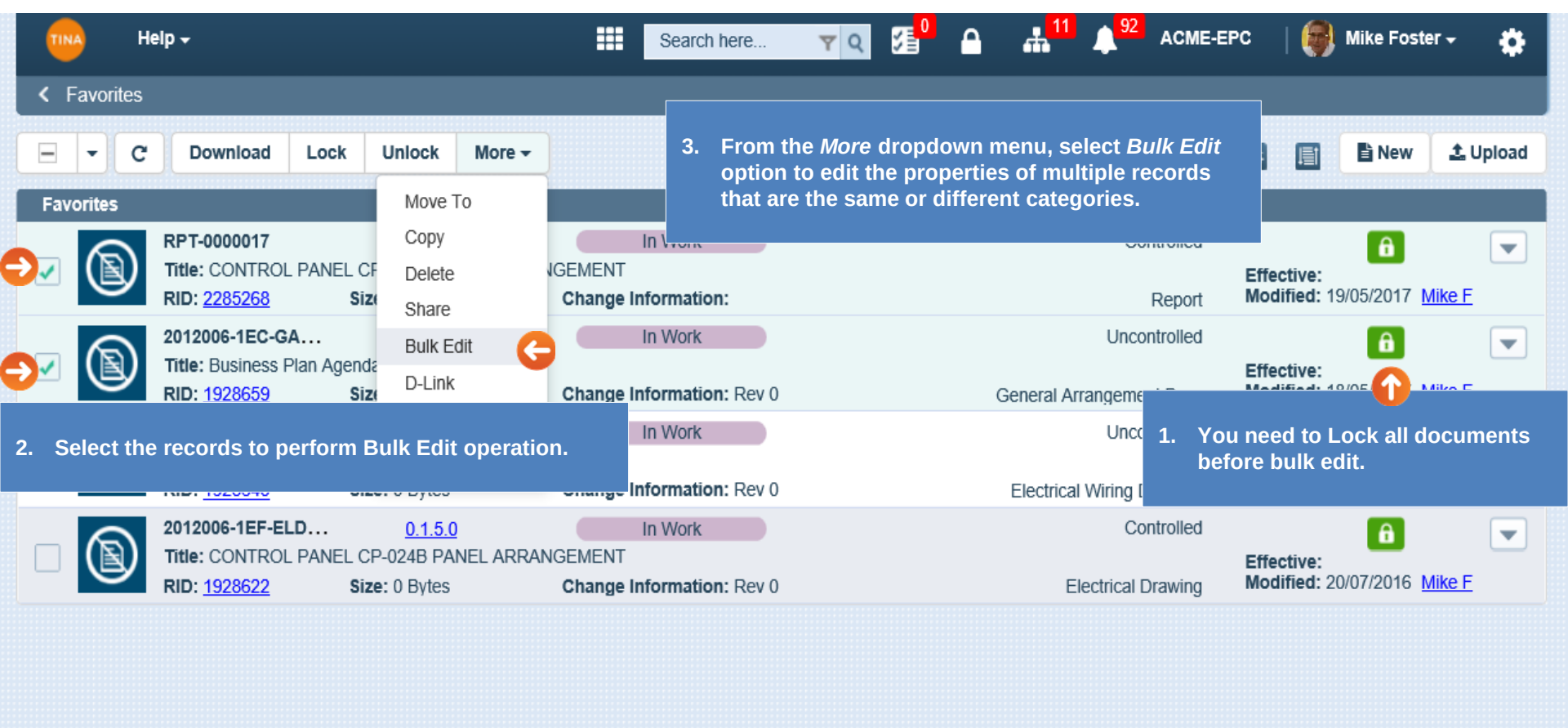
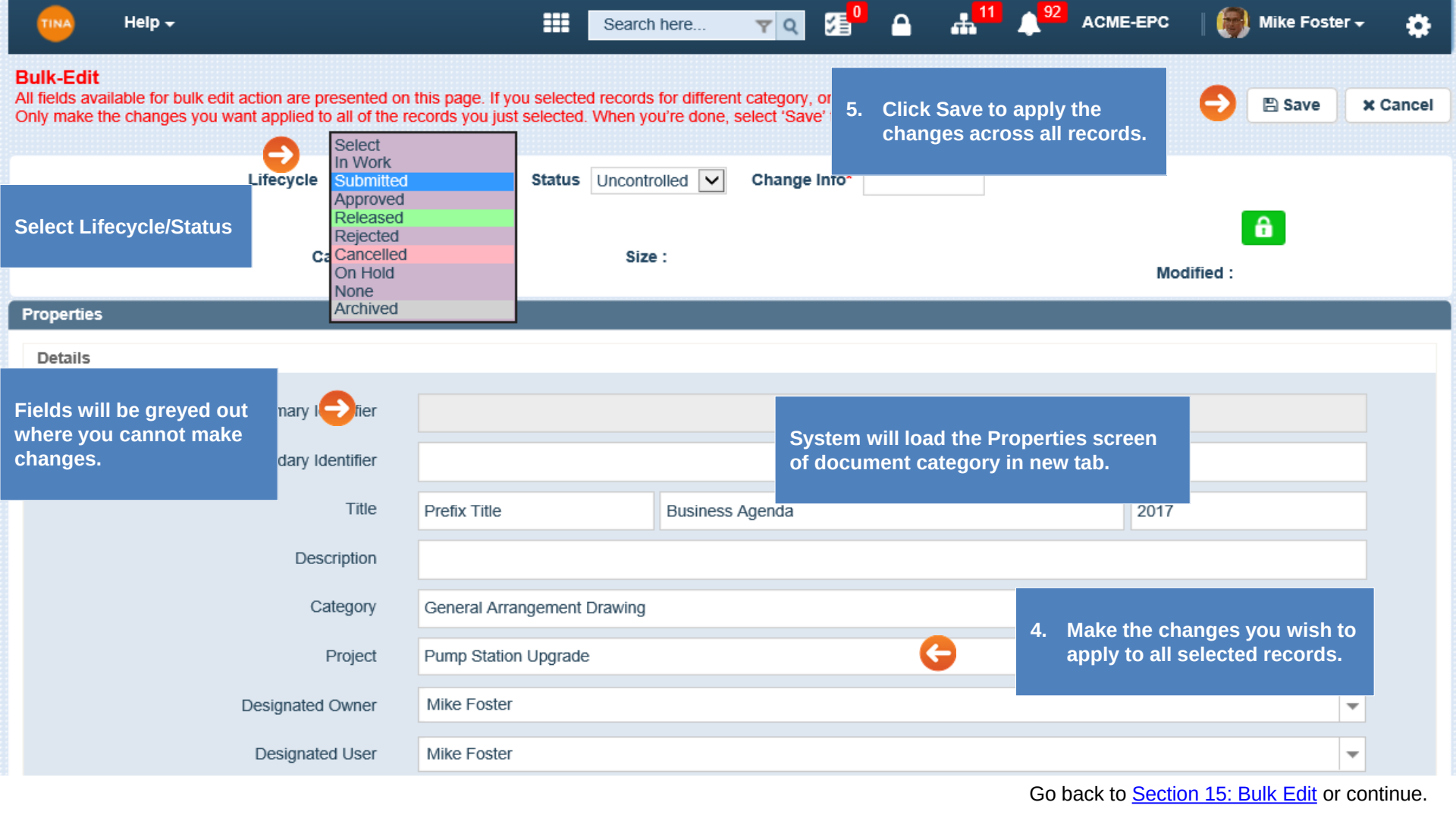
Section 15

Bulk Edit

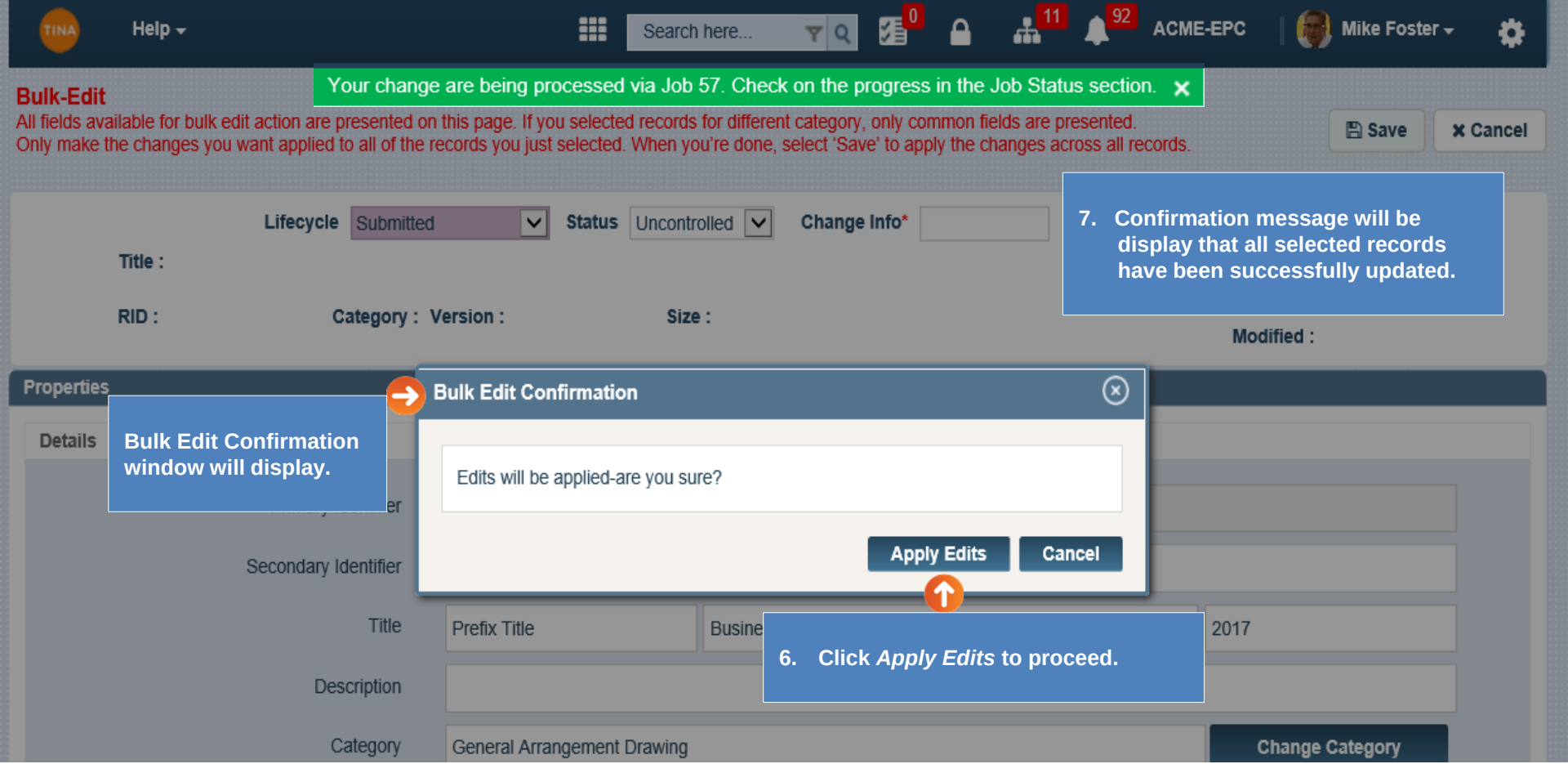
Select Categories for Bulk Edit
Bulk Edit Screen
Apply Edits

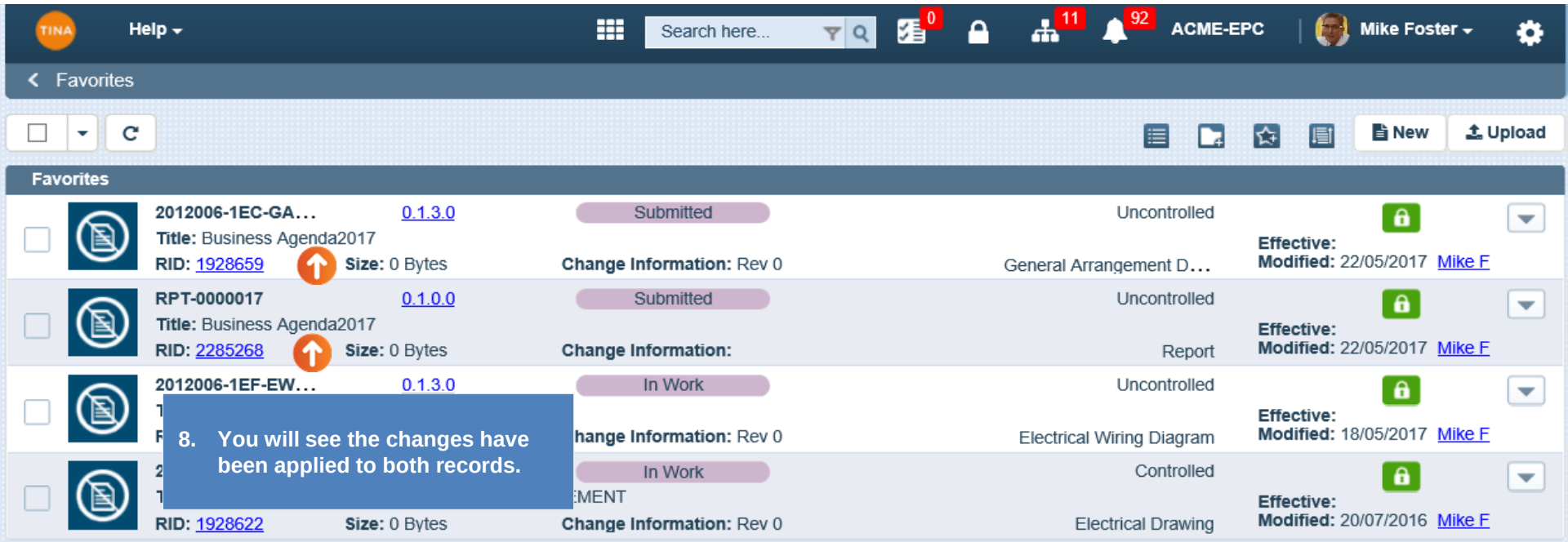


Go back to Section 15: Bulk Edit or continue.



Go back to Section 15: Bulk Edit or continue.


Help
Search here...
ACME-EPC
Mike Foster
Bulk-Edit
All fields available for bulk edit action are presented on this page. If you selected records for different category, only common fields are presented.
Only make the changes you want applied to all of the records you just selected. When you're done, select 'Save' to apply the changes across all records.
Your change are being processed via Job 57. Check on the progress in the Job Status section.
Save
Cancel
Lifecycle
Submitted
Status
Uncontrolled
Change Info*
Title :
RID :
Category :
Version :
Size :
Modified :
7. Confirmation message will be display that all selected records have been successfully updated.
Properties
Details
Bulk Edit Confirmation window will display.
Bulk Edit Confirmation
Edits will be applied-are you sure?
Apply Edits
Cancel
6. Click *Apply Edits* to proceed.
Secondary Identifier
Title
Prefix Title
2017
Description
Category
General Arrangement Drawing
Change Category



By performing any bulk action, Job number will be created, and notification sent. *Job Status Report* will be available on the header navigation.

Go back to Section 15: Bulk Edit or continue.

9. You will see the report of records in job status grid.

Export

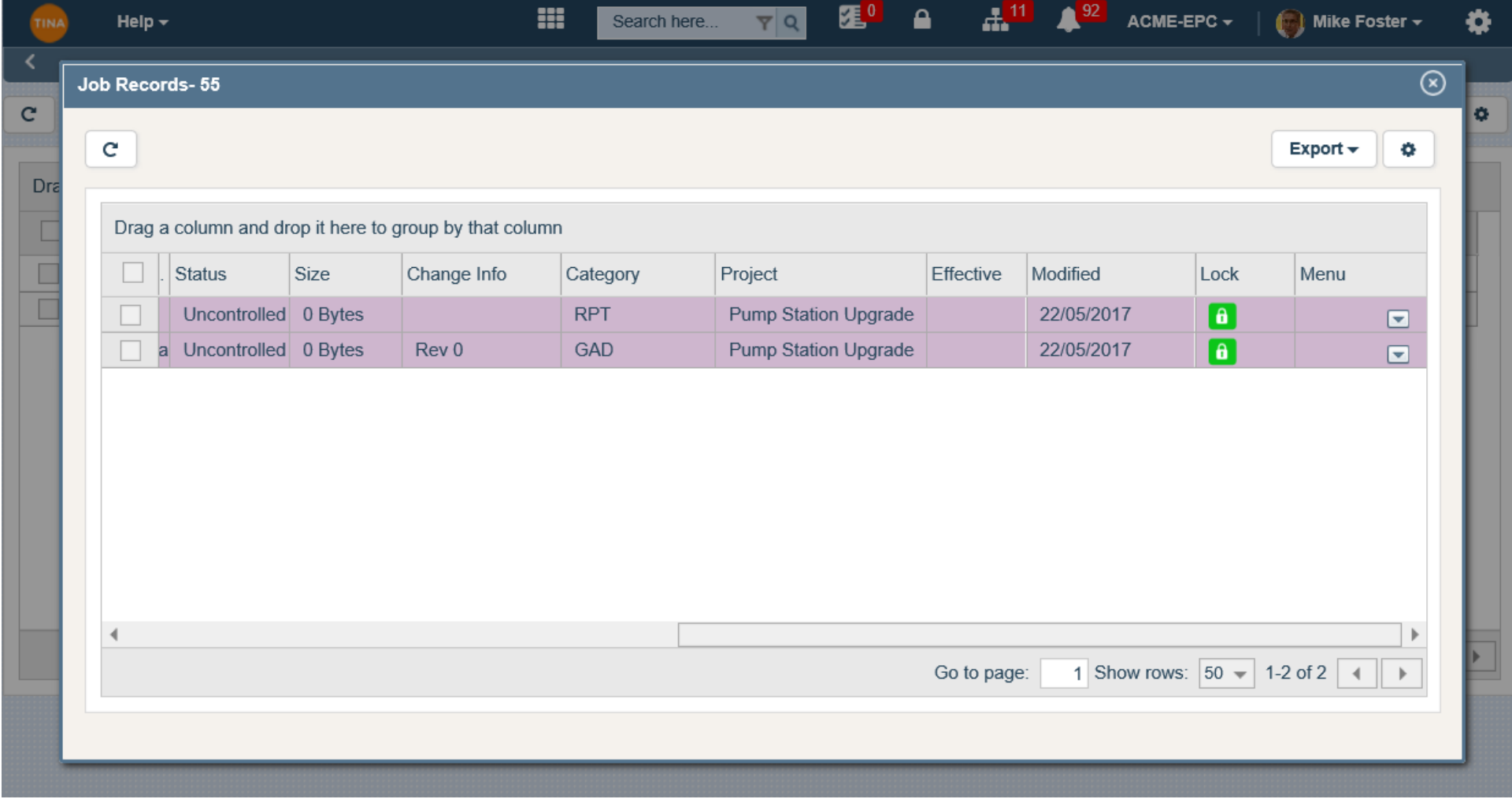
Drag a column and drop it here to group by that column

Job Id	Action	Rids	Job Status	Job Submitted	Job Completed	Notes
55	Bulk Edit	2	(2/2)-Completed	22/05/2017	22/05/2017	
47	Bulk Edit	2	(2/2)-Completed	18/05/2017	18/05/2017	

11. Click on the Rids link will open a popup where user can see the records which has been selected for bulkedit.

10. Click on job status link will open popup where user can see the status of bulkedit records.

Go to page: 1 Show rows: 10 1-2 of 2


Help
Search here...
0
11
92
ACME-EPC
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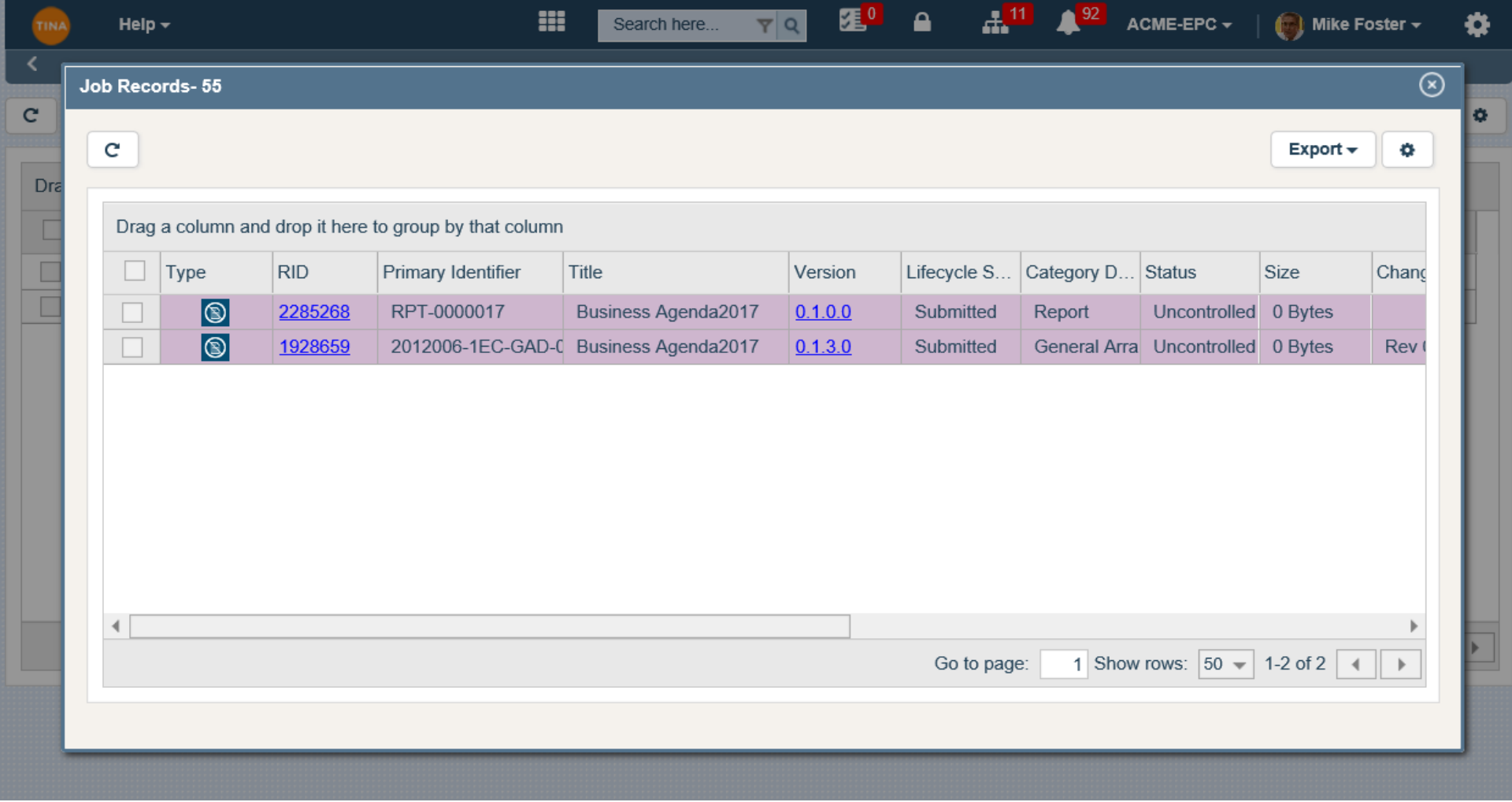
Job Records- 55
Export
Drag a column and drop it here to group by that column
Status
Size
Change Info
Category
Project
Effective
Modified
Lock
Menu
Uncontrolled
0 Bytes
RPT
Pump Station Upgrade
22/05/2017
Uncontrolled
0 Bytes
Rev 0
GAD
Pump Station Upgrade
22/05/2017
Go to page:
1
Show rows:
50
1-2 of 2



Go back to Section 15: Bulk Edit.