



# GLOBALECS®

KNOWLEDGE BASE

## BULK UPDATE

You can edit multiple batch job, job records or multiple event definition records using the Bulk Update feature. First, select multiple records by highlighting or by pressing the Shift or Control keys while clicking on the records. Next, right click on the selected record and select "Bulk Update". All the selected records will be updated, but only the fields you modify will be changed

When using the bulk update feature, only the fields that you enter information into will be changed. To BULK UPDATE JOBS From your Jobs list, highlight multiple job records, right click and select the 'Bulk Update' option.

The screenshot shows the Vinzant Software interface. On the left is a navigation pane with a tree structure: Home, Jobs (expanded), Agent Jobs, All Jobs, Complete Jobs, Job Sentry, On Hold Jobs, Pending Jobs (selected), Running Jobs, on demand jobs, Batches, SLA Monitor, Job Templates, and Studio Worksheets. The main window has a menu bar (File, Edit, View, Timer, Help) and a toolbar with buttons for 'Add New Job', a refresh icon, a clock icon, a delete icon, and a search icon. Below the toolbar is a 'Jobs' table with columns: Job, Status, Date, and Time. The table contains five rows: 'SAMPLE\_BATCH.C' (Late, 01/16/2018, 12:08:04), 'DAILY.9AM' (Pending, 01/31/2018, 12:21:22), 'DAILY.11AM' (Pending, 01/31/2018, 12:21:22), 'DAILY.1PM' (Pending, 01/31/2018, 13:18:41), and 'DAILY.5PM' (Pending, 01/31/2018, 17:23:14). A right-click context menu is open over the 'DAILY.5PM' row, showing options: 'Delete Selected Items', 'Pending' (with a right arrow), and 'Bulk Update' (highlighted with a blue background and a red arrow pointing to it).

Job	Status	Date	Time
SAMPLE_BATCH.C	Late	01/16/2018	12:08:04
DAILY.9AM	Pending	01/31/2018	12:21:22
DAILY.11AM	Pending	01/31/2018	12:21:22
DAILY.1PM	Pending	01/31/2018	13:18:41
DAILY.5PM	Pending	01/31/2018	17:23:14

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Make changes to the appropriate fields as shown in the example below.

The screenshot shows the 'Job Detail: Bulk Update' window. The 'Update Selected Jobs' button in the toolbar is highlighted with a red box and a red arrow. The window contains various fields for job configuration, including Job Title, Command Line, Command Line Type, Credential Name, Schedule Type, Next Run Time, Estimated Time, Overrun Percentage, Start In Directory, Execute, Mark complete after finished, Show Activity, Keep, Keystrokes 1-4, and Comments. A warning dialog box is displayed in the foreground, asking for confirmation to update 3 fields in 3 selected jobs. The 'Yes' button in the dialog is highlighted with a red arrow.

Click the “Update Selected Jobs” toolbar button to make your update. Click the “Reset All” toolbar button to undo your bulk update changes. You will have to verify you want to make changes by clicking the “Yes” button.