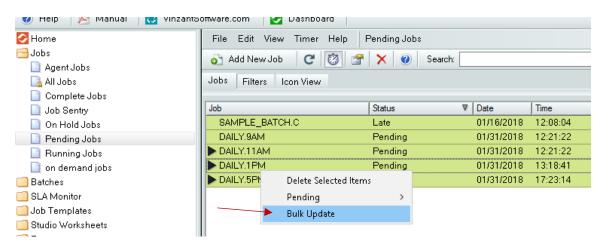# BULK UPDATE

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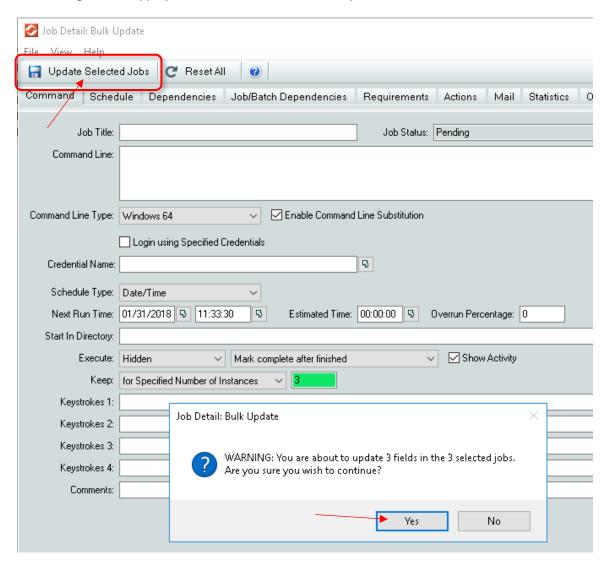
When using the bulk update feature, only the fields that you enter information into will be changed. To BULK UPDATE JOBS From your Jobs list, highlight multiple job records, right click and select the 'Bulk Update' option.

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

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.