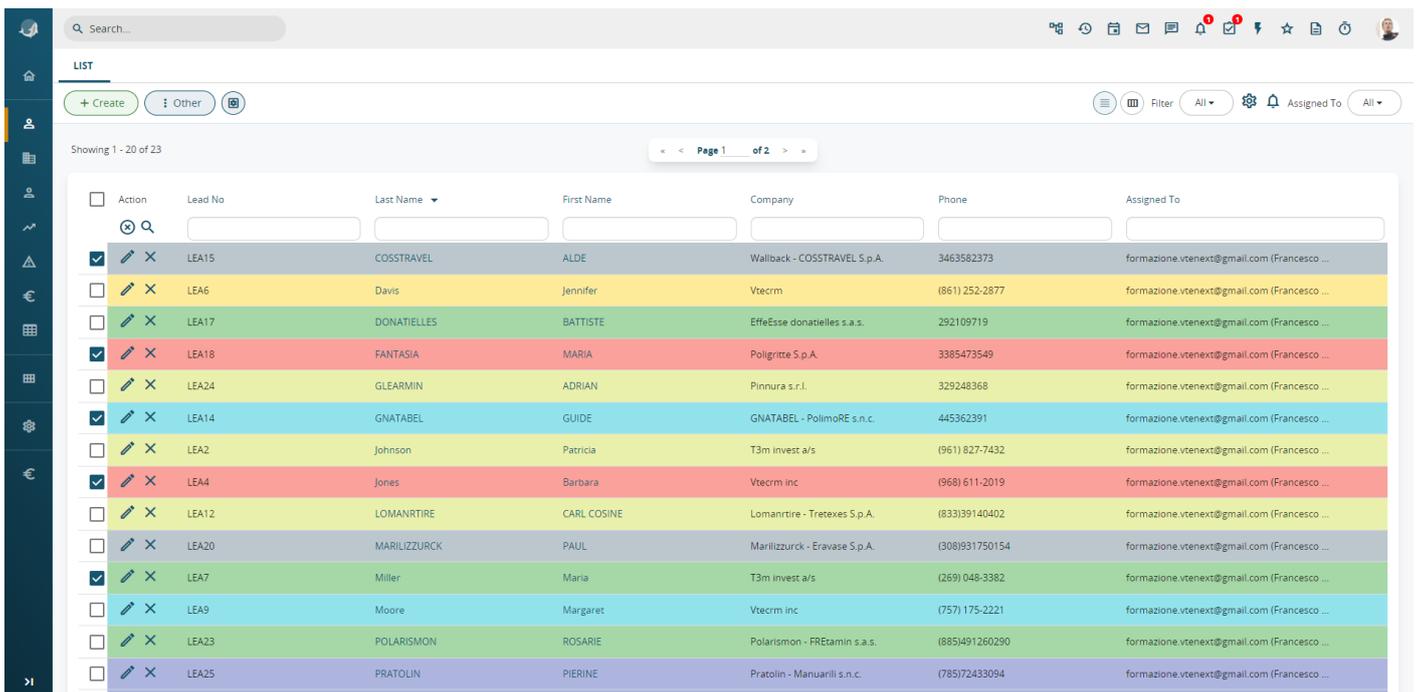


# 3.6 Mass Edit

The **Mass Edit** function is useful for rapid updating of fields in one or more selected records.

For example, if you create a customised field in Leads and you want to edit it across multiple names, this can be done without having to update the individual records.

**The screenshot shows an update of several records selected in the Leads module.**



The screenshot displays the 'LIST' view of the Leads module. At the top, there is a search bar and navigation icons. Below the search bar, there are buttons for '+ Create', ': Other', and a grid icon. The main area shows a table of leads with columns for Action, Lead No, Last Name, First Name, Company, Phone, and Assigned To. Several rows are highlighted in different colors (yellow, green, red, cyan) and have a checkmark in the 'Action' column, indicating they are selected for mass edit. The table is paginated, showing 'Page 1 of 2'.

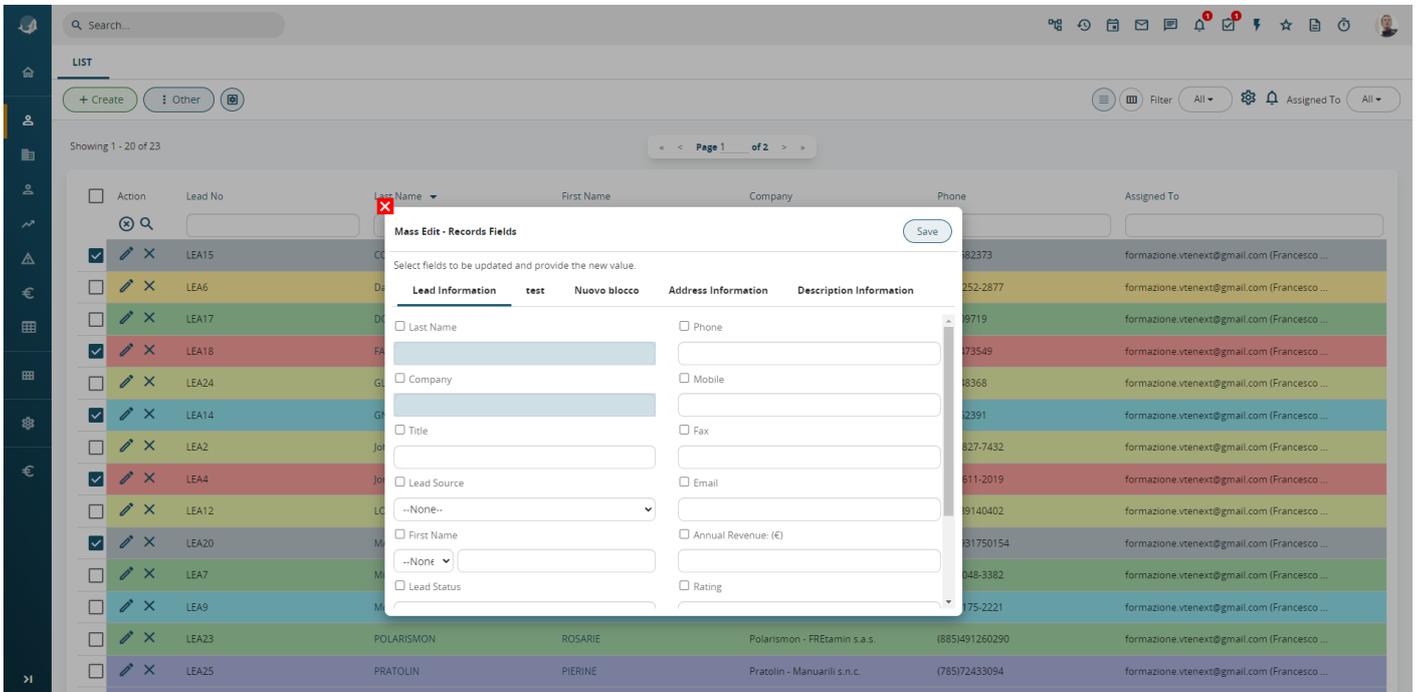
Action	Lead No	Last Name	First Name	Company	Phone	Assigned To
<input checked="" type="checkbox"/>	LEA15	COSSTRAVEL	ALDE	Wallback - COSSTRAVEL S.p.A.	3463582373	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA6	Davis	Jennifer	Vtecrm	(861) 252-2877	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA17	DONATIELLES	BATTISTE	EffeEsse donatielles s.a.s.	292109719	formazione.vtenext@gmail.com (Francesco ...)
<input checked="" type="checkbox"/>	LEA18	FANTASIA	MARIA	Pollgritte S.p.A.	3385473549	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA24	GLEARMIN	ADRIAN	Pinnura s.r.l.	329248368	formazione.vtenext@gmail.com (Francesco ...)
<input checked="" type="checkbox"/>	LEA14	GNATABEL	GUIDE	GNATABEL - PolimoRE s.n.c.	445362391	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA2	Johnson	Patricia	T3m invest a/s	(961) 827-7432	formazione.vtenext@gmail.com (Francesco ...)
<input checked="" type="checkbox"/>	LEA4	Jones	Barbara	Vtecrm inc	(968) 611-2019	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA12	LOMANRTIRE	CARL COSINE	Lomanrtire - Treteves S.p.A.	(833)39140402	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA20	MARILIZZURCK	PAUL	Marilizzurck - Eravase S.p.A.	(308)931750154	formazione.vtenext@gmail.com (Francesco ...)
<input checked="" type="checkbox"/>	LEA7	Miller	Maria	T3m invest a/s	(269) 048-3382	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA9	Moore	Margaret	Vtecrm inc	(757) 175-2221	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA23	POLARISMON	ROSARIE	Polarismon - FREtamin s.a.s.	(885)491260290	formazione.vtenext@gmail.com (Francesco ...)
<input type="checkbox"/>	LEA25	PRATOLIN	PIERINE	Pratolin - Manuarilli s.n.c.	(785)72433094	formazione.vtenext@gmail.com (Francesco ...)

Click on **OTHER > MASS EDIT**

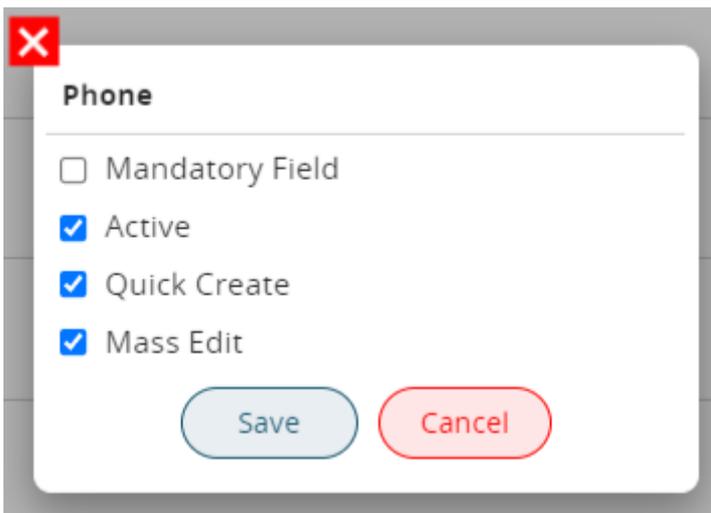
## LIST

The screenshot shows a list management interface. At the top, there are three buttons: a green '+ Create' button, a blue 'Other' button with a vertical ellipsis icon, and a blue gear icon. Below these, the text 'Showing 1 - 20 of' is visible. A table of data is partially visible, with columns for checkboxes and colored edit icons. A context menu is open over the table, listing several actions: 'Delete' (highlighted in red), 'Mass Edit' (highlighted with a red border), 'Mail', 'Fax', 'Sms', 'Select all', 'Geolocalization', 'Import' (with a download icon), 'Export' (with an upload icon), and 'Find Duplicates' (with a magnifying glass icon).

Then choose the field/fields for massive editing.



Mass Edit is available in all vtenext modules under the Other button. The mass edit function is not however applicable to all fields. Among the editable fields, the CRM admin user can enable/disable the availability of effectively editable fields in the mass editing panel using the Layout Editor (see dedicated chapter).



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