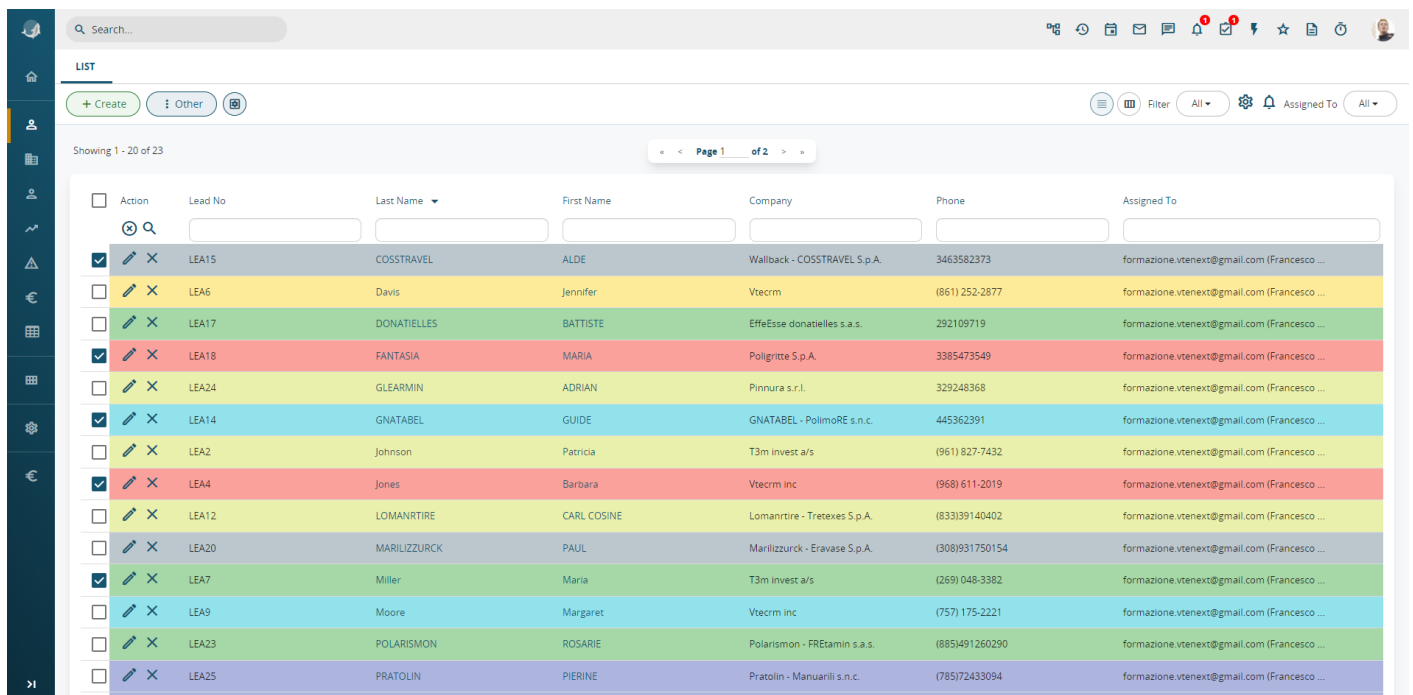


3.6 Mass Edit

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 a toolbar with icons for various actions. Below the toolbar, a navigation bar shows '+ Create', ': Other', and a grid icon. The main area displays a table of leads with columns: Action, Lead No, Last Name, First Name, Company, Phone, and Assigned To. Several rows are selected, indicated by blue checkboxes in the 'Action' column. The table shows 23 records in total, with the current view displaying records 1 through 23.

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

Click on **OTHER > MASS EDIT**

LIST

[+ Create](#) [Other](#) 

Showing 1 - 20 of 20 items

☐	Action	
☐		
☒		
☐		
☐		
☒		
☐		
☒		

Delete

Mass Edit

Mail

Fax

Sms

Select all

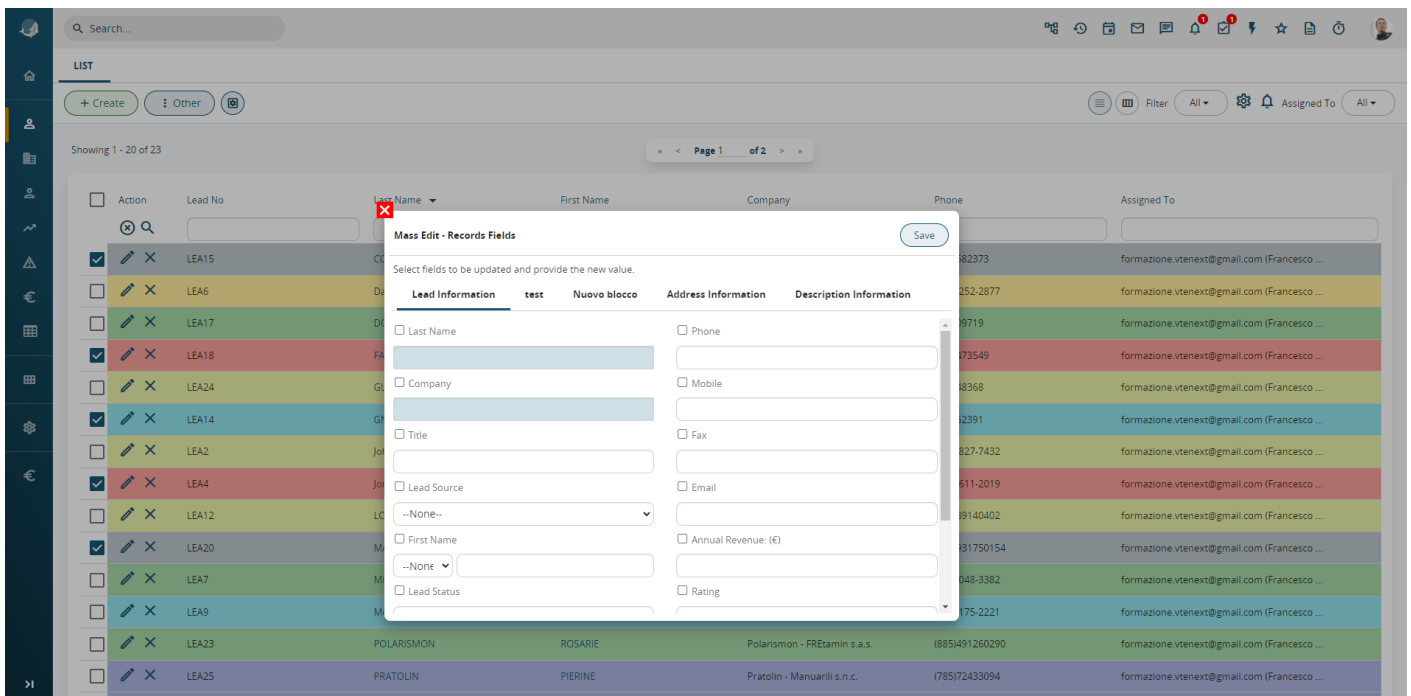
Geolocalization

↓ Import

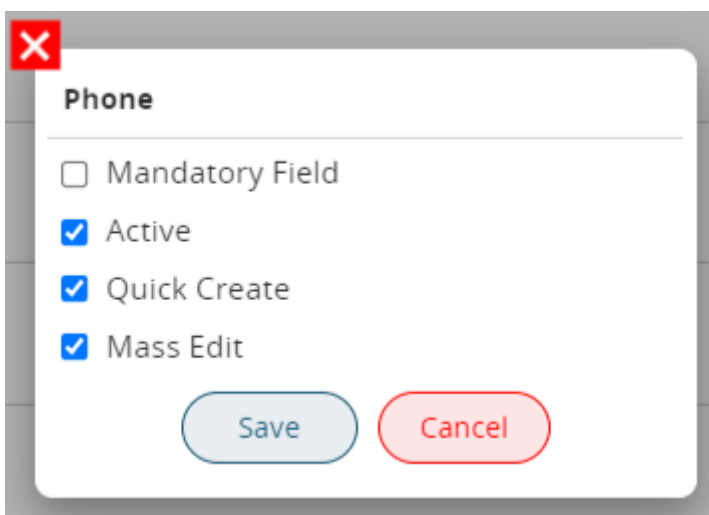
↑ Export

 Find Duplicates

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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