

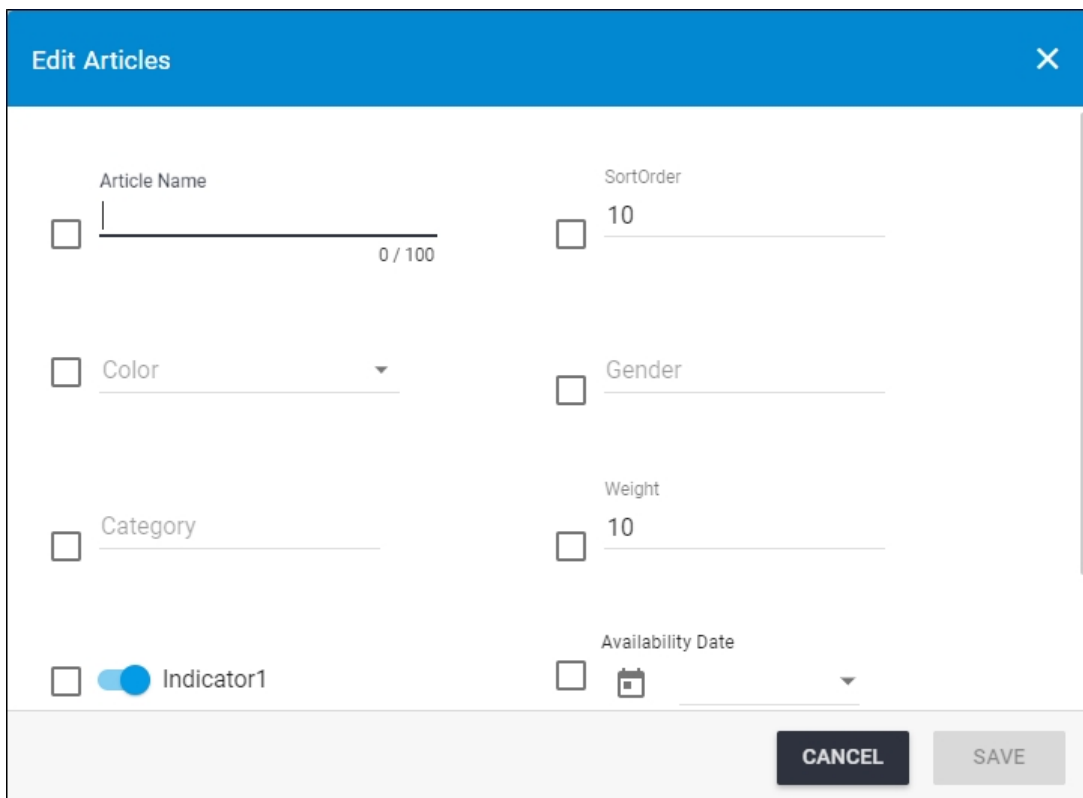


Update bulk articles

This option allows you to update certain fields for multiple articles. To update a group of articles, follow these steps:

1. Select the articles you want to update by following any of these methods:
 - Click the checkbox on top of the records to select all articles then click ,
 - Click the checkbox(es) next to the article you want then click ,

The following window appears:



The screenshot shows a dialog box titled "Edit Articles" with a close button (X) in the top right corner. The dialog contains several fields, each with a checkbox on the left:

- Article Name (text input, 0 / 100)
- SortOrder (text input, 10)
- Color (dropdown menu)
- Gender (text input)
- Category (text input)
- Weight (text input, 10)
- Indicator1 (checkbox with a blue circle)
- Availability Date (calendar icon)

At the bottom right of the dialog, there are two buttons: "CANCEL" and "SAVE".

2. Enter the values for fields you want to update for the selected articles, you will notice that the checkbox next to the field is checked as shown in the below example:



The screenshot shows a form field labeled "Gender" with a dropdown menu. The dropdown menu is open, showing "Male" as the selected option. A blue checkmark is visible in a small box to the left of the dropdown.

Also, the **Save** button is activated. Only checked values are updated.

3. Click **Save**, the progress is displayed as shown below:

The screenshot shows a dashboard interface. At the top, there is a header with the word 'TODAY'. Below the header, the date 'Sunday 5th November' is displayed. The main content area is divided into sections. The first section is titled 'Background Jobs' and contains a single job entry: 'Update Articles' with a progress bar and the text 'Processing 4s'. The second section is titled 'File Uploads' and contains the text 'No files uploading'. At the bottom of the dashboard, the version '2017.01.09' and release '0.9.0' are displayed.

4. Wait until the job is finished then refresh the page, values are updated for the selected articles.

Note:

- Values for attributes that are set as model level attributes for the catalog cannot be updated in the above process. For more information, refer to "[Update via Import \(Model\)](#)".