



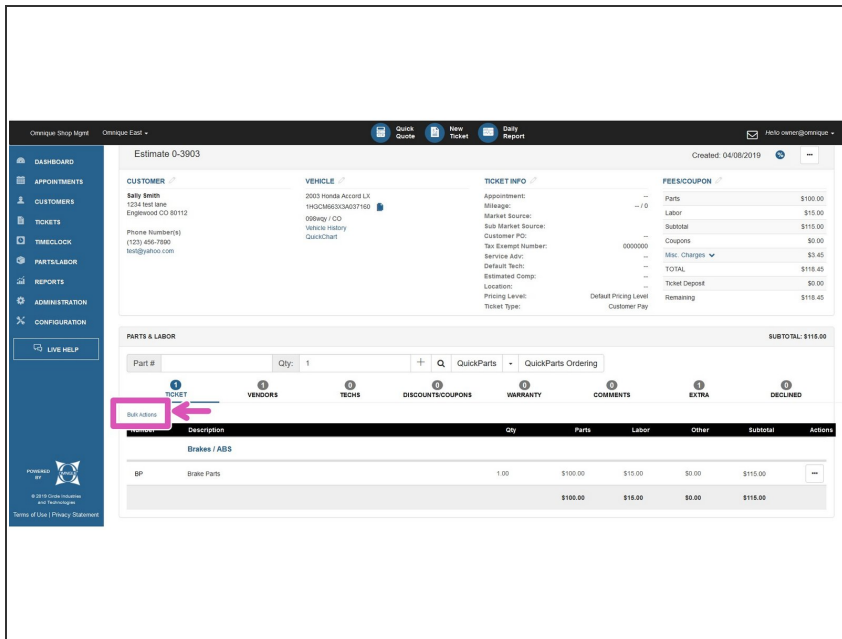
Bulk Editing Line Items

The following guide illustrates how to bulk edit line items on estimates and RO's.

Written By: Jennifer Harding

Bulk Edit

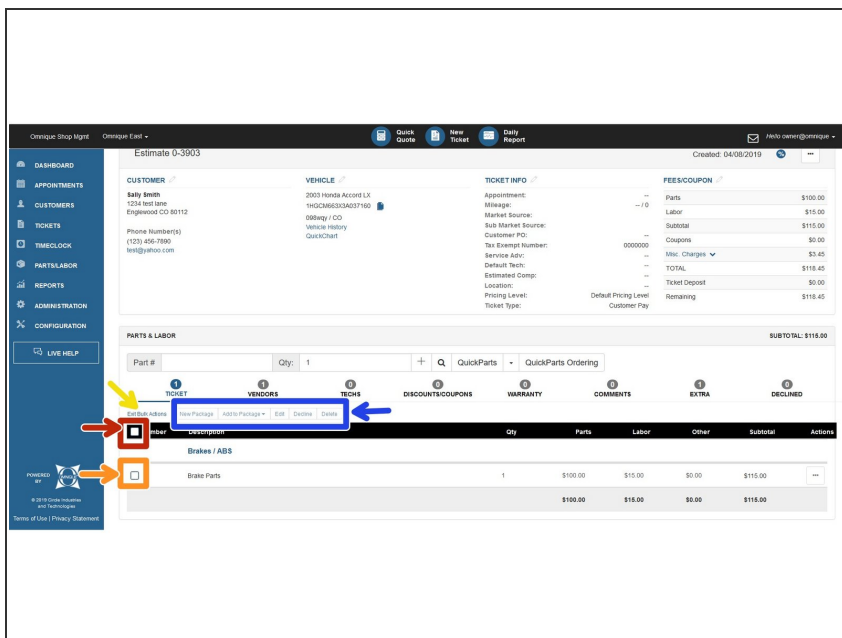
Step 1 — Bulk Editing Line Items



- Inside of an Estimate or Repair Order, click on **Bulk Actions** to edit multiple or all line items at once.

⚠ The bulk edit feature is available to use within any line item tabs. This guide illustrates how the bulk edit feature is used specifically within the Ticket tab.

Step 2 — Bulk Editing Line Items



- To edit ALL line items at once, select the checkbox located within the black bar.
- To edit specific line items at once, select the checkbox next to the specific line items.
- Once the item(s) are checked, bulk edit options will appear.
- Once bulk editing is complete, click **Exit Bulk Actions**.