Using Bulk Update to Change Multiple Fields in a List

Last Modified on 08/22/2022 2:07 pm EDT

Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PoliteMail O365

Version: ■ 4.94 ■ 4.97 ■ 5.0+

The Bulk Update feature in PoliteMail allows you to choose multiple columns within a List and add or change them to one common value. This allows for quick editing within Lists.
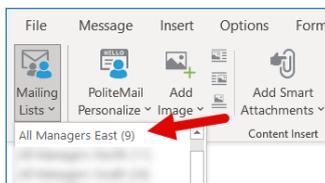
1. Go to **POLITEMAIL**> **Lists** > **Mailing Lists**

2. **Click** on the list you want to update. Holding down the **CTRL** key will allow you to select multiple lists.

3. Go to the **Actions** > **List Operations** > **Bulk Update**
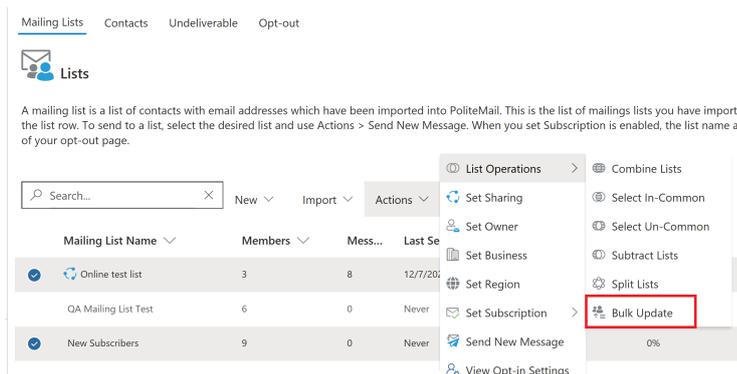
4. From the **Edit Custom Fields** box, choose which field you want to update from the pull-down menu and type in the new information. Click **Add Field** to update multiple columns.

5. Click **Save**

Now when you **double-click** on a List to view it, you will see the columns you edited will all have the same content. If the column is not showing, click on the pull-down menu in any of the columns and check the field you wish to display.

Lists > **All Managers East (9)**

Contacts are created whenever you send a tracked email to someone. You can view a contact profile data record with complete interaction history by se using the 'Add to' menu.

Search...   ⊕ New   Remove   🖂 Add To   Actions ⌄   🗑 Delete

Status ⌄	Name ⌄	Email ⌄	Company ⌄	Region ↓ ⌄
	Joe Smith	joe.smith@politemail.com	PoliteMail	South
	Jill Johnson	jill.johnson@politemail.com	PoliteMail	South
	Barbara Jones	barbara.jones@politemail.com	PoliteMail	South
	Leo Williams	leo.williams@politemail.com	PoliteMail	South
	Jane Brown	jane.brown@politemail.com	PoliteMail	South
	Thom Miller	thom.miller@politemail.com	PoliteMail	South

Lists > **All Managers East (9)**