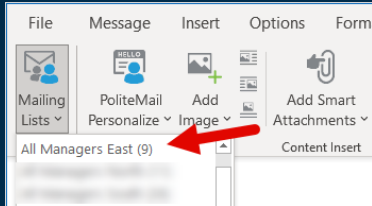


Changing Multiple Fields in a List

Last Modified on 10/20/2025 11:19 am EDT

Version: ■ 4.9 ■ 5.0 ■ 5.1+

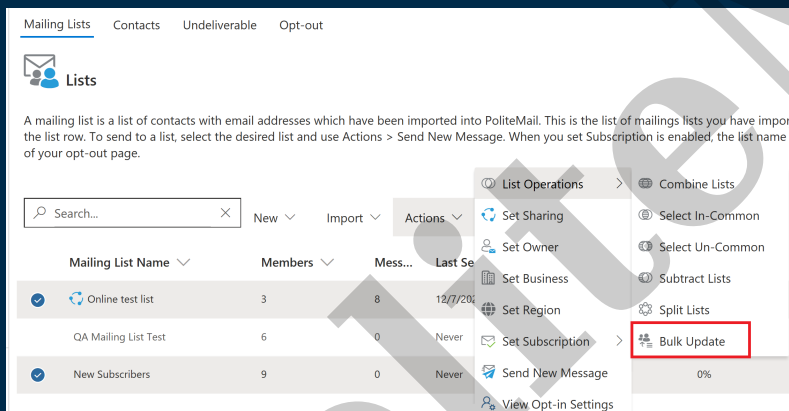
The Bulk Update feature in PoliteMail allows you to choose multiple columns within a List and add or change them to one common value. This allows for quick editing within Lists.



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 selecting the contact and clicking on the 'Add to' menu.

⊕ 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