

# Mass Edit

In this video, the user will learn how to edit fields on several records at once using the Mass Edit action. Mass Edit can be found under the 'Select Actions' dropdown on the list view page of most modules. If you do not have mass edit permissions and would like them, please contact your site administrator. They can extend these permissions to your user group.

## Mass Edit [Video]

### Notes to Consider:

- The number of records you have selected will display in a blue banner at the top of your list view. Always confirm the number displaying in the banner matches the number you want to select to make sure you do not edit excess records.
- This is the window displayed for mass editing leads. If you are only looking to change the lead's status, there is a quicker way to do this using [change status](#).

The screenshot shows the AMPED CRM interface. The sidebar on the left contains navigation links: Home, Calendar, Messages, Leads (highlighted), Accounts, Contacts, Opportunities, Campaigns, Analytics, and Extend. The main content area is titled 'Leads' and features a table with the following columns: First Name, Last Name, Phone, Email, Owner, Lead Status, and Action. A 'Select Action' dropdown is located at the top left of the table. A blue banner at the top of the table indicates 'Showing 1 - 5 of 5'. The table contains five records:

First Name	Last Name	Phone	Email	Owner	Lead Status	Action
John	Smith	(908) 889-8956	johnsmith@apple...	Brunswick Admin	Hot	[Edit] [Delete] [Share]
Mark	Smith	-	marksmith@email...	Brunswick Admin	Hot	[Edit] [Delete] [Share]
Bill	Gates	(789) 654-1235	testampuser5@...	Brunswick Admin	Hot	[Edit] [Delete] [Share]
Steve	Jobs	(908) 963-5655	testampuser5@...	Brunswick Admin	Hot	[Edit] [Delete] [Share]
Tim	Cook	-	tcCook@mailinato...	Mohammad Shoriful Islam Ronju	Hot	[Edit] [Delete] [Share]

A yellow circle highlights the 'Select Action' dropdown for the first record, John Smith. The bottom of the interface shows a 'Page 1' indicator and a 'Go to Advanced Search' link.