Bulk Edit Gifts

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Gifts can be bulk edited to delete gifts, add/change available fields or remove fields.

Locate the bulk action feature by selecting **Gifts** from the left navigation, and choose **Gift Listing** from the dropdown.

To apply an advanced filter or data range, select Advanced Filter.

Select which gifts you wish to edit by clicking the checkbox next to the gift. Once the gifts are selected, click **Bulk Actions**. From the dropdown choose Delete, Add/Change Field or Remove Field.

Delete

Note: Gifts under type "**Credit Card**" cannot be deleted

To delete a gift, click the checkbox next to the gifts you wish to delete. Select Bulk Actions, choose Delete from the dropdown and click Apply. A popup will appear asking you to confirm the deletion of the gifts. Once selected, a green confirmation will appear in the top right.

Delete Transaction   ✕ CANCEL

You are about to delete **2 transactions**. Are you sure about this?

CANCEL   DELETE PERMANENTLY

Add/Change Field

To add or modify a field, click the checkbox next to the gifts you wish to edit. Select Bulk Actions, choose Add/Change Field and click Apply. Select the field you wish to edit, and select the entry for the field. Field entries can be selected from all available options or a new one can be added by selecting Add New +.

Once complete, click Update. A green confirmation will appear in the top right.

Add/Change Fields   ✕ CANCEL

Select field type to add or change   ⌄

Select fields   ⌄

CANCEL   UPDATE

Remove Field

To remove a field, click the checkbox next to the gifts you wish to edit. Select Bulk Actions, choose Remove Field and click Apply. Select the field you wish to remove, and select the field entry that needs to be removed. Some field types may only have 1 option to select from however fields with multiple options allow for multi-select removal.

Once complete, click Remove. A green confirmation will appear in the top right.

Remove Fields

☒ CANCEL

Campaign	⌄

Capital Campaign ☒ Special Events ☒

Capital Campaign	⌄

CANCEL **REMOVE**

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