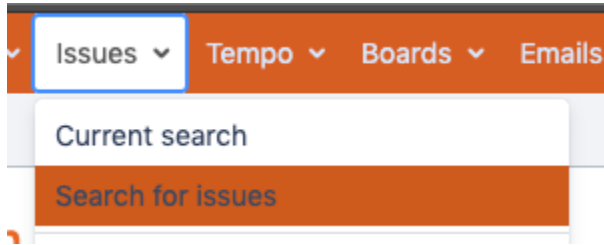


# Edit Multiple Issues with Bulk Change

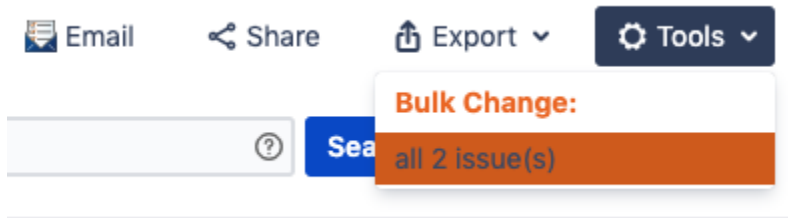
This feature lets you modify the attributes of multiple issues at one time. This feature allows you to edit the following types of operations:

- Edit Issues
- Move Issues
- Transition Issues
- Delete Issues
- Watch Issues
- Stop Watching Issues

First, under the **Issues** pull-down, use the **Search for Issues** to refine the search results so that you can see all the issues you would like to edit.



From the top-right corner, click on the **Tools** button and then under **Bulk Change**, select the **all X issues** link



From here you will follow a four step process:

Choose the issues you want to edit. Selecting the top checkbox will select all issues in the view.

## Step 1 of 4: Choose Issues



Next, choose the operation you want to perform. You can choose between Edit, Move, Transition, Delete, Watch, or Stop Watching.

Note: You'll need the appropriate project-specific and/or workflow permissions to make these changes

## Step 2 of 4: Choose Operation

Choose the operation you wish to perform on the selected 2 issue(s).

<input checked="" type="radio"/>	Edit Issues	Edit field values of issues
N/A	Move Issues	<b>NOTE:</b> You do not have the permission to move one or more of the selected issues.
<input type="radio"/>	Transition Issues	Transition issues through workflow
N/A	Delete Issues	<b>NOTE:</b> You do not have permission to delete the selected 2 issues.
<input type="radio"/>	Watch Issues	Watch all the selected issues. You will receive notifications when any of these issues are updated.
<input type="radio"/>	Stop Watching Issues	Stop watching all the selected issues. You will no longer receive notifications when any of these issues are updated.

Next, select the Operation Details. On this step you'll select the modification you want done. These modifications will depend on the operation you selected in the previous step.

Note: Uncheck the "Send mail for this update" unless you really want to send a message for the operation.

Send mail for this update

By selecting this option, an update notification will be sent for each issue affected by this bulk operation


Next, the last step is the confirmation. This step confirms everything.

## Step 4 of 4: Confirmation

### Updated Fields

Field Name	Field Action	Field Value
Component/s	Add to existing	OrangeTracker

 Email notifications will **NOT** be sent for this update.

 The above table summarizes the changes you are about to make to the following 2 issues. Do you wish to continue?

Key	Summary	Due	Reporter
AASCSYS-1737	Submission for SU Mobile Feedback Form		Brian D Chabot (Admin)
AASCSYS-1702	Answers Test Feedback		Brian D Chabot (Admin)