

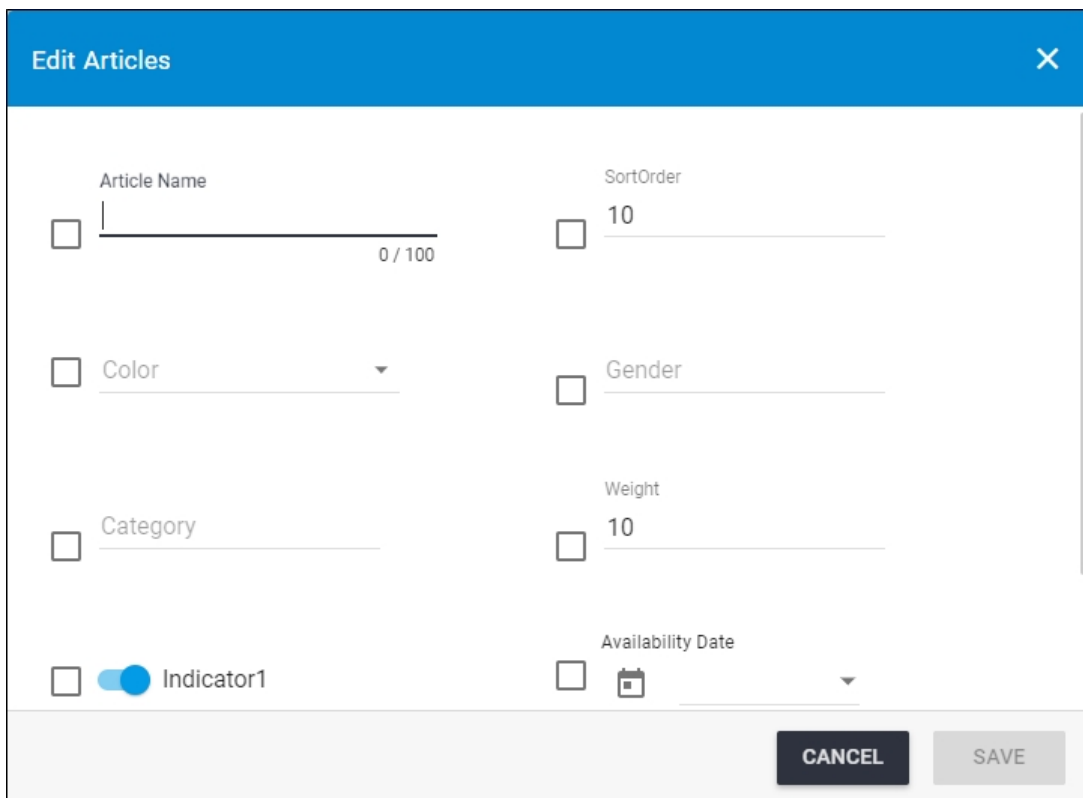


Update bulk articles

This option allows you to update certain fields for multiple articles. To update a group of articles, follow these steps:

1. Select the articles you want to update by following any of these methods:
 - Click the checkbox on top of the records to select all articles then click ,
 - Click the checkbox(es) next to the article you want then click ,

The following window appears:



The screenshot shows a dialog box titled "Edit Articles" with a close button (X) in the top right corner. The dialog contains several fields, each with a checkbox on the left:

- Article Name (text input, 0 / 100)
- SortOrder (text input, 10)
- Color (dropdown menu)
- Gender (text input)
- Category (text input)
- Weight (text input, 10)
- Indicator1 (checkbox with a blue circle)
- Availability Date (calendar icon)

At the bottom right, there are two buttons: "CANCEL" and "SAVE".

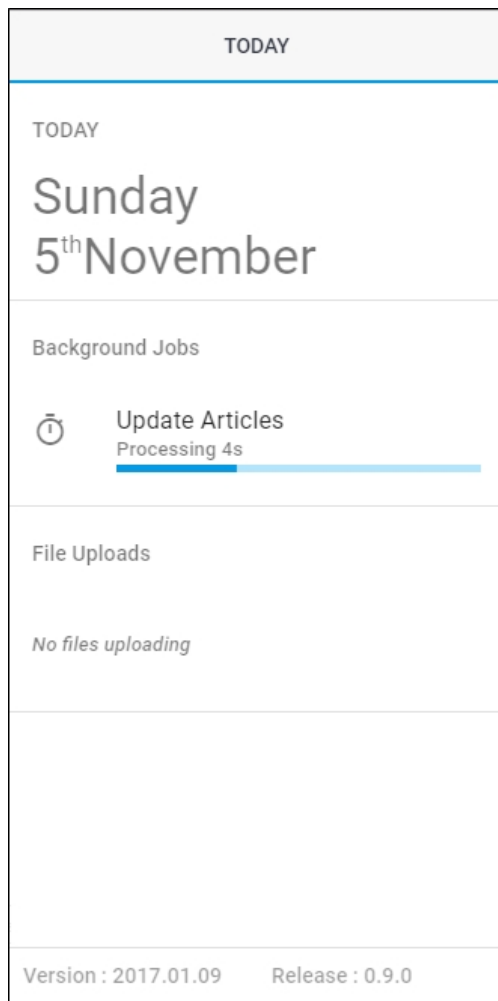
2. Enter the values for fields you want to update for the selected articles, you will notice that the checkbox next to the field is checked as shown in the below example:



The screenshot shows a close-up of the "Gender" field. The field is labeled "Gender" and has a dropdown menu with "Male" selected. A blue checkmark is visible in the top left corner of the field.

Also, the **Save** button is activated. Only checked values are updated.

3. Click **Save**, the progress is displayed as shown below:



4. Wait until the job is finished then refresh the page, values are updated for the selected articles.

Note:

- Values for attributes that are set as model level attributes for the catalog cannot be updated in the above process. For more information, refer to "[Update via Import \(Model\)](#)".