## How to Bulk Edit device attributes

## **Bulk Editing Device Attributes**

Open-AudIT makes it easy to edit the attributes of multiple devices at once.

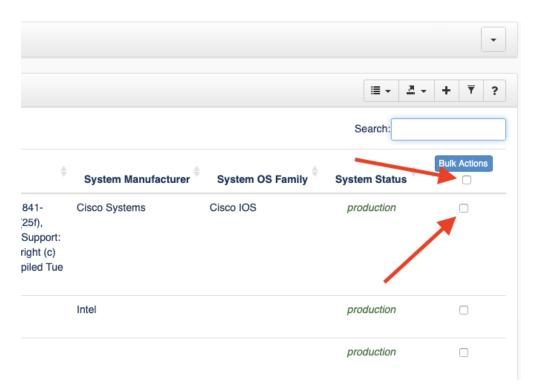
The steps below outline the process (all images can be clicked to be enlarged).

View the Devices list.

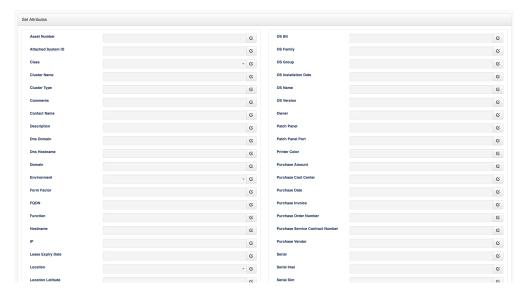
You will need a role with Devices update permission.

You can select individual devices by clicking their check-boxes on the right side or selecting all devices in the Group by clicking the checkbox in the top right of the table (underneath the Edit button).

Once you have chosen your devices to edit, click the "Bulk Actions" button in the top right of the table.

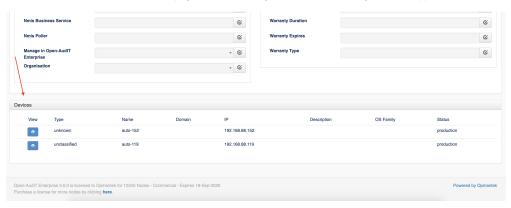


This will show you the Bulk Edit form. Any attributes you set on this form will be applied to all selected devices. You can set multiple attributes at once.



Click the icon to the right of the field you wish to edit. Change the field and click the green icon to submit.

You can also see at the bottom of the page a table showing the devices the changes will be applied to, and even run Discovery upon those devices.



That's it! You have just edited the attributes of as many devices as you need to.

There is absolutely no need to manually edit each individual device  $\ensuremath{ \ \, \ \, }$ 

\*NOTE\* Bulk edit selections won't stay selected after clicking next page

If this occurs then the issue you're seeing is related to the table control being used on the webpage. It only stores in memory the state of the check boxes for the current page being viewed. If you make selections, then page forward/back those selections will be lost. You can, however, accomplish what you want by expanding the number of devices shown on each page. In the top-left corner is a drop-down labeled "records per page"; use this to expand the number of entries displayed until you see all you want to select for Bulk Edit.

