Unassigning Locations with Bulk Editing

Included with all of the many bulk editing options for events is the ability to unassign some or all locations from multiple events within a specified time frame.

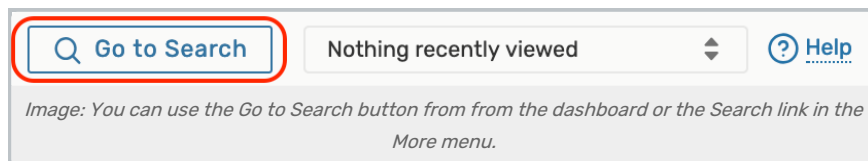> 🔒 **Security Note**
>
> This feature is only available for users with the following permission enabled in Series25 Group Administration:
>
> Admin: 1.0 *Bulk Editing on Location Assignments*

To Remove Locations From Multiple Events

1. Go to the Search Section

Image: You can use the Go to Search button from from the dashboard or the Search link in the More menu.

Navigate to the Search section using the **Go to Search** button in the top navigation bar. There is also a Search link in the **More** menu in the top navigation.

2. Choose a Saved Search

Image: You must choose a saved search created by a user rather than any Pre-Defined searches for bulk editing.
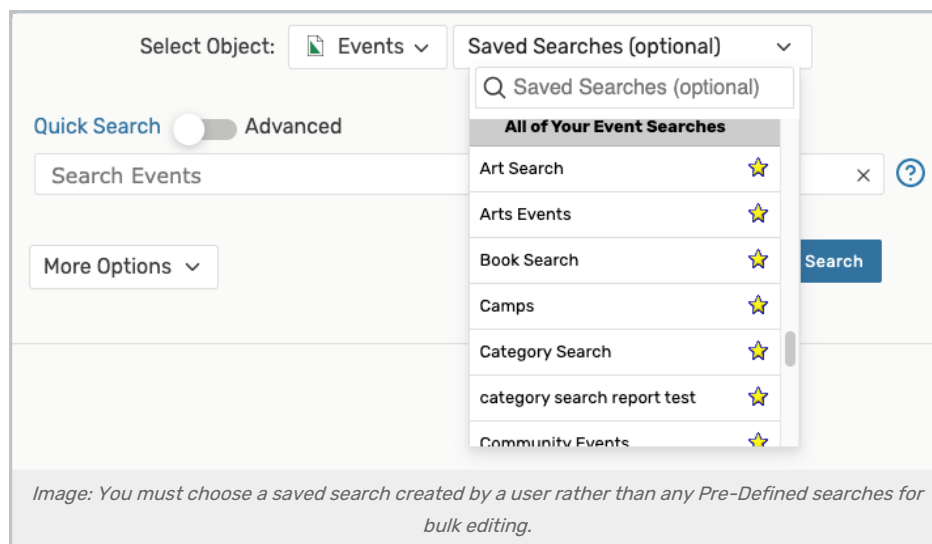
Be sure the **Events** search type is selected, and choose the search you want to use from the **Saved Searches** dropdown menu. You must select a saved search that was created by you or another user, such as those in the **All of Your Event Searches** section of the list.

> ℹ️ **Reminder: Choose a User Saved Search**

You may not choose from the **Pre-Defined Groups** list of searches (such as Your Starred Events) when bulk editing events.

If you don't currently have a saved search available that includes all the events you want to bulk edit, you may create and save a new saved search, then come back to the search screen to begin the steps to bulk edit events.

Use the **Search** button to run the search.

3. Choose From the Event List After Selecting the Bulk Edit Option

Image: Select the Bulk Edit option from the Search Actions dropdown menu on the Search results screen.
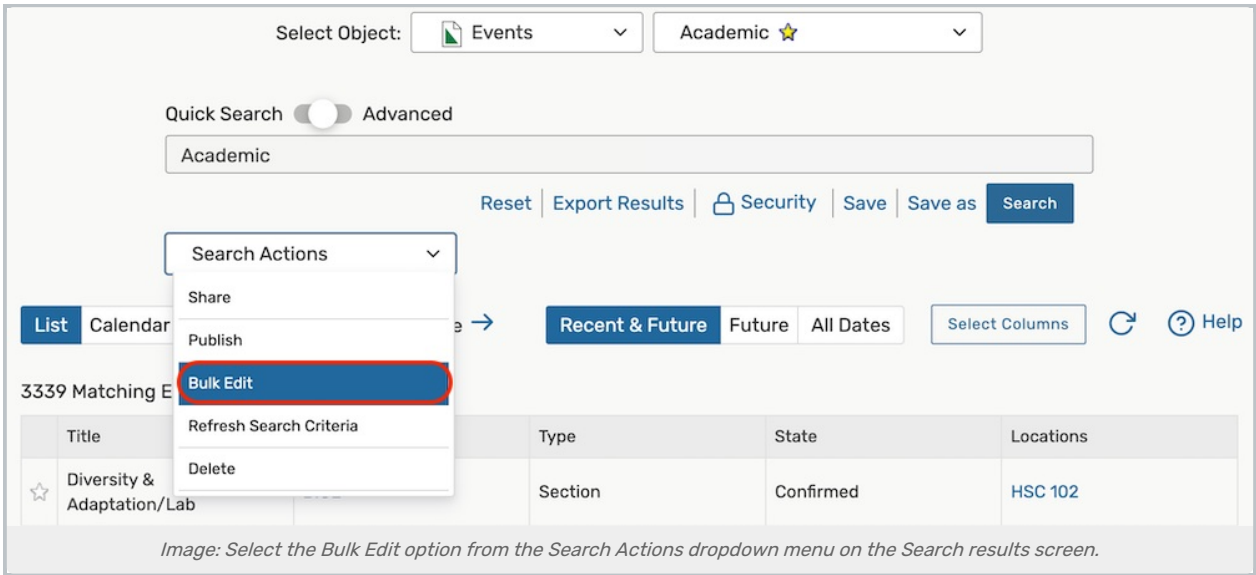
On the search screen, use the **Search Actions** dropdown to select the **Bulk Edit** option.

Note: Event Selection is Limited

Selection for bulk editing is currently limited to 1,000 events or less to optimize performance.
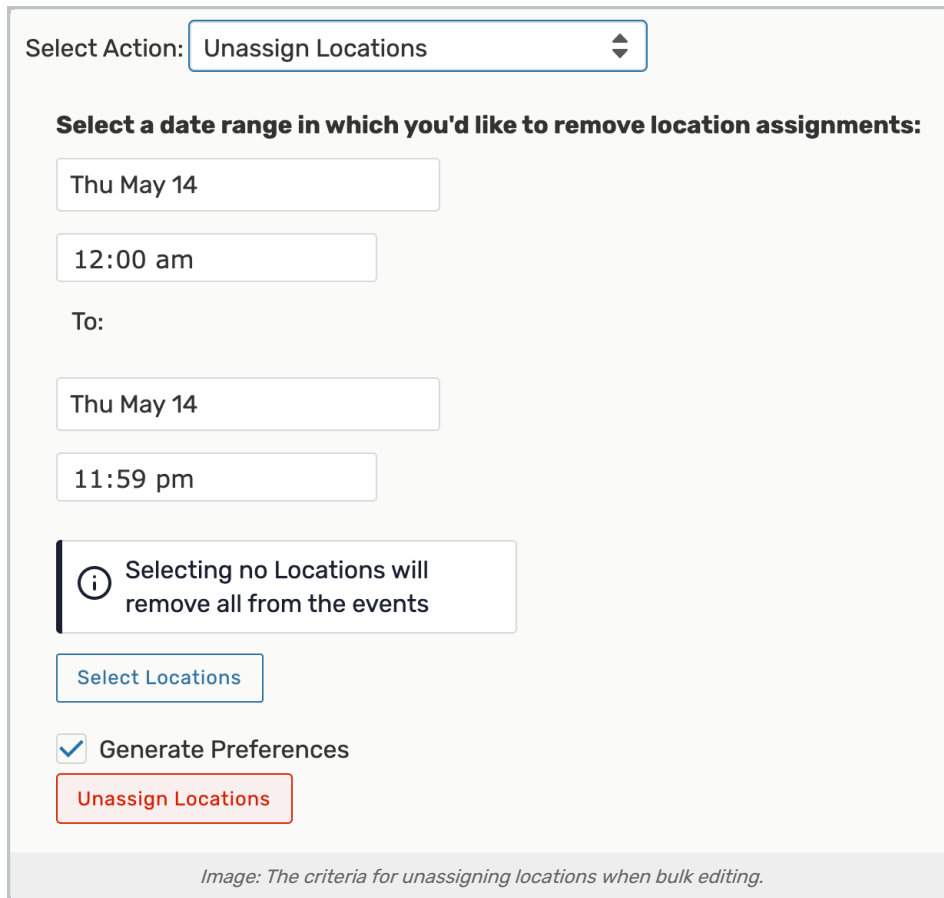
Event List

	Name —	Title —	Refere
☐	BIOL 201 61 24255 2024AMSP	Diversity & Adaptation/Lab	2023-
☐	ACCT 210 01 24153 2024AMSP	Intro to Financial Accounting	2023-
☐	ARTH 110 01 24198 2024AMSP	Introduction to Art History	2023-
☐	BLAW 301 01 24314 2024AMSP	Legal Environment/Bus iness	2023-
☐	BUSN 201 01	Ethics &	2023-

Animation: Bulk editing options.

The **Event List** screen allows you to check which events you want to bulk edit.

4. Select and Run the Unassign Locations Option

Image: The criteria for unassigning locations when bulk editing.

Criteria to Enter

Select an Unassign Locations from the list, then:

- Choose the beginning and end of the date range (including times) in which you want to remove location assignments
- Check the box if you want the unassign action to generate location preferences on the events
- Use the **Select Locations** button to choose specific locations you want to remove
  OR You can choose no locations to allow the action to *remove all locations* from the events you're editing
- After completing the options, be sure to *review your choices*, then use the **Unassign Locations** button to complete the bulk edit.

Action Notes

- This feature is only available for administrators (in the (-1) security group), but it will soon be optionally expanded to other security groups.

5. After Success, Return to Event List or Search

After completing each action, a **Success** message will be displayed. You may also see a **Locked Events List** of events that could not be edited due to a lock or insufficient permissions. You can try to edit those events individually.