

## 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.



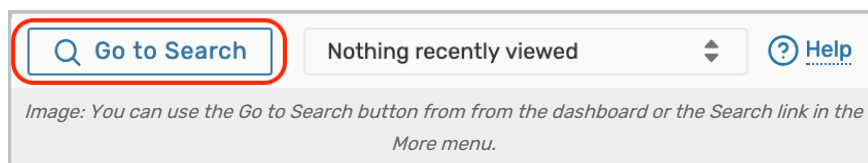
### Security Note

This feature is only available for users with the following permission enabled in [Series25 Group Administration](#):

Administrative: 1.0 *Bulk Editing on Location Assignments*

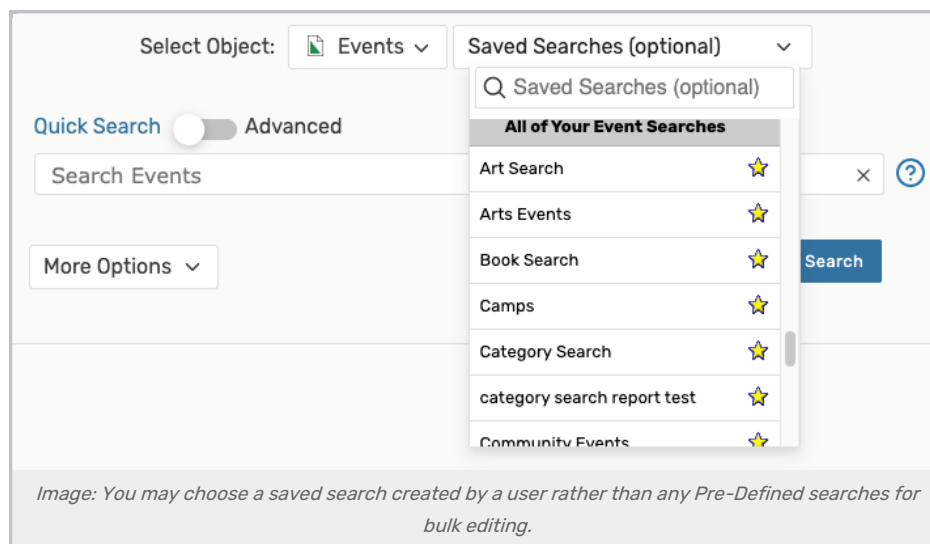
## To Remove Locations From Multiple Events

### 1. Go to the Search Section



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 or Perform a Search



Be sure the **Events** search type is selected, and perform a search or choose the search you want to use from the **Saved Searches** dropdown menu. If selecting a search, 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.



**Reminder: Choose a User Saved Search**

If selecting a 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 [perform a new search](#) or [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

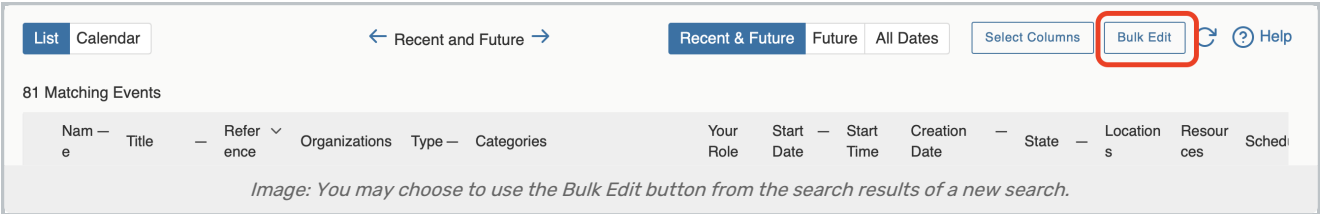


Image: You may choose to use the Bulk Edit button from the search results of a new search.

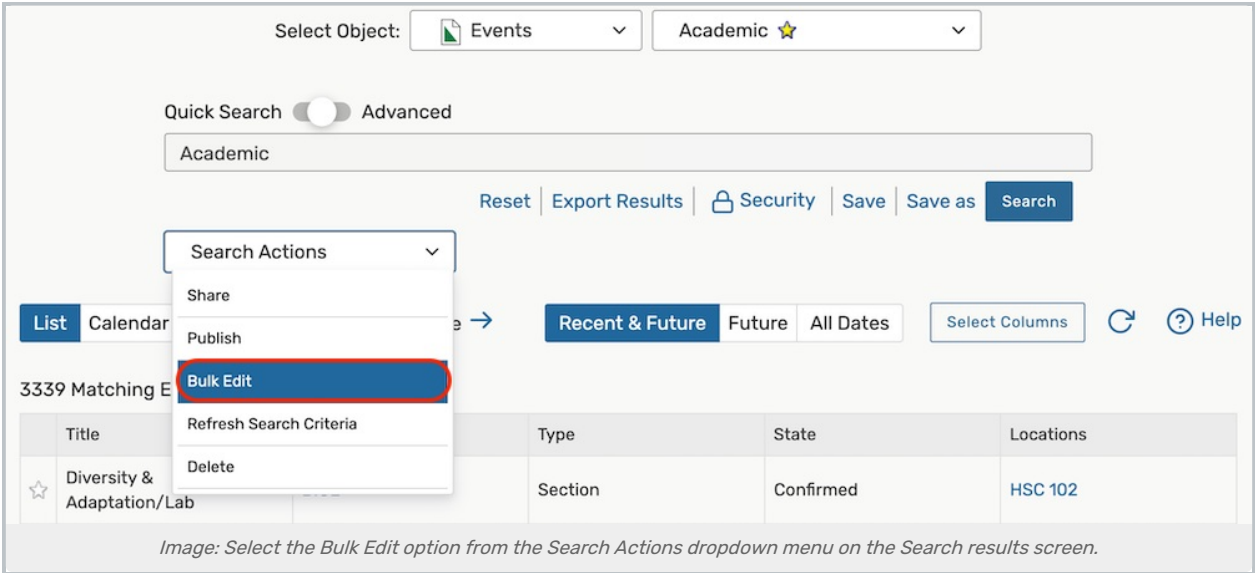


Image: Select the Bulk Edit option from the Search Actions dropdown menu on the Search results screen.

On the search screen, use the **Search Actions** dropdown to select the **Bulk Edit** option. Or, if searching from a newly performed search, use the **Bulk Edit** button above the search results table.



**Note: Event Selection is Limited**

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

Event List

Cancel

Go to Actions

?

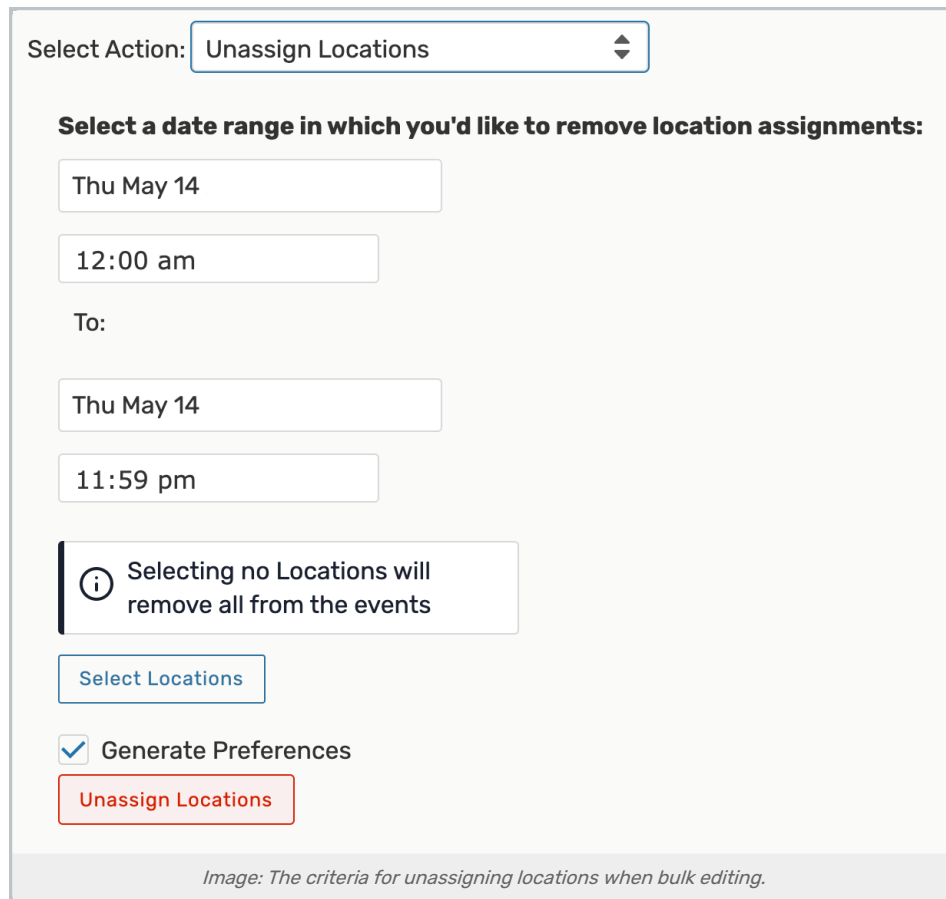
Help

<input type="checkbox"/>	Name	Title	Refer
<input type="checkbox"/>	BIOL 201 61 24255 2024AMSP	Diversity & Adaptation/Lab	2023-
<input type="checkbox"/>	ACCT 210 01 24153 2024AMSP	Intro to Financial Accounting	2023-
<input type="checkbox"/>	ARTH 110 01 24198 2024AMSP	Introduction to Art History	2023-
<input type="checkbox"/>	BLAW 301 01 24314 2024AMSP	Legal Environment/Bus iness	2023-
<input type="checkbox"/>	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



Select Action: Unassign Locations

**Select a date range in which you'd like to remove location assignments:**

Thu May 14

12:00 am

To:

Thu May 14

11:59 pm

*i* Selecting no Locations will remove all from the events

Select Locations

☒ Generate Preferences

Unassign Locations

*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](#).

