Topic: **MODIFY SETTINGS FOR MULTIPLE ITEMS SIMULTANEOUSLY**

Uniwell Lynx allows the modification of selected item settings across multiple records simultaneously. This is particularly useful if you have a single setting that needs to be adjusted across a large array of existing items in your database.
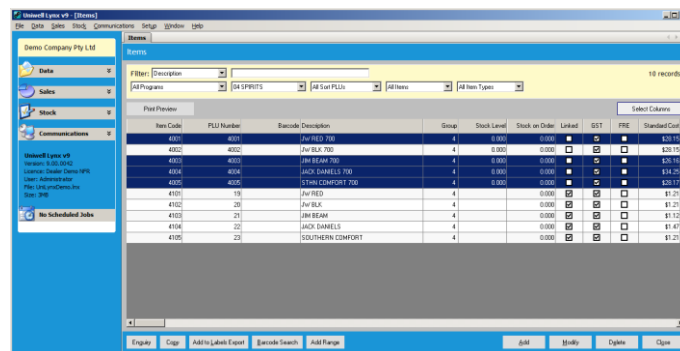*Examples:*
- *You may have added a new Kitchen Printer, and want to 'bulk' select the items that are going to be directed to it*
- *You want to start using Item Custom Lists for advanced reporting, and want to assign items to the Custom Lists en masse*

> **Note:** *Modifying multiple records (also called 'range editing') is also available for Groups, Clerks, Customers & POS Terminals in Uniwell Lynx v9*

FAQ: How do I select multiple items for modification?

- *Open the Item grid in Uniwell Lynx from the Data menu*
- *To select a range of consecutive records, highlight the first record you want to adjust, hold the 'Shift' key down on your keyboard, and then select the last record in the range to be edited*
- *To select a number of non-consecutive (miscellaneous) records, highlight the first record to be edited, hold the 'CTRL' key down on your keyboard, and continue selecting the various records you want to adjust*
- *With the desired selection of items highlighted, click Modify*
  - *Note: You can use the filters and selection options at the top of the Item grid to narrow down the grid contents, before making your multiple selections (see image below)*

FAQ: How do I make the modification of the settings for the selected items?

- *Once in the screen you'll notice (1) the number of items selected for modification, and (2) the instruction in blue at the top of the screen – "Use the ENTER key to select or deselect the fields you wish to modify."*
- *Navigate to the setting you wish to change, use your mouse to click in the field and press ENTER (the setting should turn blue), and then adjust the setting to the changed value you want all of the selected items adjusted to*
- *Once you are ready to save your modification, click 'Ok' – you will be asked to verify "You are about to update the highlighted fields in [X] records. Are you sure?" Select 'Yes' to proceed*