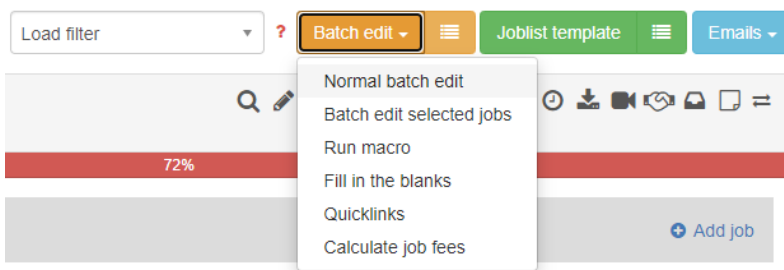


Batch editing joblists

Once a joblist is created, powerful batch editing tools allow you to apply changes to multiple jobs. Any setting you can apply to a job can be applied to many. With a joblist for a project open, select "Batch edit" to see the options.

- Normal batch edit
 - With "normal" batch editing, you first need to select which jobs to change. This is done in the top section.
 - You can click "Open job list" to see exactly which ones would be affected by the current options.
- Batch edit selected jobs
 - With this mode, you filter the joblist *first*. You can then apply a batch edit to the selected/visible ones. Saving joblist filters is especially handy for this kind of work, if you find yourself often applying the same type of change to a certain kind of job. For example a specific target language and job type.
- Run Macro
 - Macros are also applied to all visible/selected jobs. You can create new macros when batch editing.
- Fill in the blanks
 - This special feature is used for one thing: to assign people to an existing joblist. It takes another look at every unassigned job, and its criteria, and tries to select a user. This is typically done after makes some changes in the user database under People, giving the system a better chances to find the right person for the job.
- Quicklinks
 - Quickly create quicklinks for all visible jobs in the joblist
- Calculate job fees
 - Use a Resource matrix to quickly fill in Custom job fees for all visible jobs in the joblist
 - Or specify a custom fee per unit for all visible jobs

Entering batch edit mode from a joblist



Batch editing in "normal" mode: first select which jobs to affect.

Filter jobs

Part number

Confirmation status

Label

Comment contains

Language

Swedish ✕

Status

Parent job ID

Delivery date contains (e.g. "2015-05")

Job type

Delivery method

File upload ✕

Assigned to

Shark Tank

— N/A —

Open job list

Reset filters

Select what to change. Fields and options left alone will remain unaffected. Confirm by clicking "Batch".

Batch edit

Save as macro

Batch

Cancel

General

Editor settings

Casting

Job Fee

File settings

Confirmation status

Awaiting confirmation

Do not change

Awaiting confirmation

Confirmed

Preliminary

Denied

Confirmation deadline (hours) ?

Decline / no reply

Do not change

Delivery method

Do not change

Job type

Do not change

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