

## Batch Operations

Batch Operations in Manager allow you to create, update, delete, and view entries in bulk. This functionality is available across many screens in Manager, making it efficient to manage large amounts of data.

To use Batch Operations, click on the **Batch Operations** button located in the bottom-right corner of the screen.



## Batch Create

**Batch Create** is used to create multiple entries at once. This feature is particularly useful when you need to add a large number of entries efficiently.

### Steps to use Batch Create:

1. Click the **Batch Operations** button.
2. Select **Batch Create**.
3. You will be taken to the Batch Create screen, which contains three steps:
  - **Copy to clipboard:** Click this button to copy the columns template.
  - **Paste into your spreadsheet:** Open your spreadsheet program and paste the copied columns.
  - **Fill in data:** Enter your data into the spreadsheet under the appropriate columns.
4. Copy the data from your spreadsheet.
5. Paste the data into the text field provided in the Batch Create screen.
6. Click the **Next** button.
7. Review the entries that Manager will import.
8. Click the **Batch Create** button to complete the process.

**Tip:** The biggest challenge during the batch creation process is preparing your data correctly in the spreadsheet. If you're unsure how to format your data, create a few sample entries within Manager, then use the **Batch Update** function to see how these entries are formatted in the spreadsheet.

## Batch Update

**Batch Update** is used to update multiple entries at once. This feature allows you to modify existing entries in bulk, saving time and effort.

### How Batch Update Works:

- Batch Update works similarly to Batch Create, except the **Copy to clipboard** button will copy the data of the entries you are updating (not just the columns).
- Modify the data in your spreadsheet program.
- Copy the updated data and paste it back into the text field in Manager.
- Click **Next** to review changes.
- Click **Batch Update** to apply the updates.

## Batch Recode

**Batch Recode** is used to update a single field across multiple entries at once. This feature is helpful when you need to change the same field in many entries simultaneously.

### Using Batch Recode:

- Select the entries you wish to modify.
- Click **Batch Operations** and choose **Batch Recode**.
- Select the field and new value to apply.
- Confirm the changes to update all selected entries.

## Batch Delete

**Batch Delete** is used to delete multiple entries at once. This feature is beneficial when you need to remove a large number of entries quickly.

### Steps to Batch Delete:

- Select the entries you want to delete.
- Click the **Batch Operations** button.
- Choose **Batch Delete**.
- Confirm the deletion to remove the entries permanently.

## Batch View

**Batch View** is used to view multiple entries at once. This feature is useful when you need to review or print many entries simultaneously.

### Using Batch View:

- Select the entries you wish to view.
  - Click **Batch Operations** and select **Batch View**.
  - Review the entries in the consolidated view.
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**Note:** Always ensure to back up your data before performing batch operations, especially when deleting or updating records, to prevent accidental data loss.