



# Bulk Value Updater

This tool facilitates mass updating records of various types (People, Certifications and Addresses). The **Bulk Value Updater** can be accessed either within a Games or globally from the **User tools** panel.

**Best Practices: We recommend that you make a backup of GMS before performing a Bulk Value Update to guarantee a restore point in case you update unintended data.**

## How to Implement a Bulk Update

1. Select the **item type** to be updated from the dropdown menu.

The screenshot shows the 'Bulk value updater' interface within the GMS 7 (64 bit) application. The window title is 'GMS 7 (64 bit)' and the breadcrumb is 'GMS 7 (64 bit) > Bulk value updater'. A 'Back' button is visible in the top right corner. The interface is divided into several sections:

- Settings:** Includes 'Clear' and 'Load/save settings' buttons.
- Items to update:** Contains a dropdown for 'Item type' (set to 'Certifications'), an 'Action' dropdown (set to 'Update records'), and a checkbox for 'Test mode (no changes will be saved)'. Below this is a 'Source criteria' section with a 'Types of certifications' dropdown and several checkboxes: 'Only those not expired', 'Only most recent', and 'Only those with specific effective dates'. There is also an 'Attached scanned images' dropdown (set to '(no filter)') and an 'Exclude people with these flags' dropdown (set to '11 items selected'). At the bottom of this section are checkboxes for 'Filter entrants by gender', 'Filter entrants by age', 'Filter entrants by group', 'Hierarchical groups' names', and 'Filter entrants by type', along with an 'Add another filter' link.
- Changes to be made:** A section with a link '(add field to be changed)'.

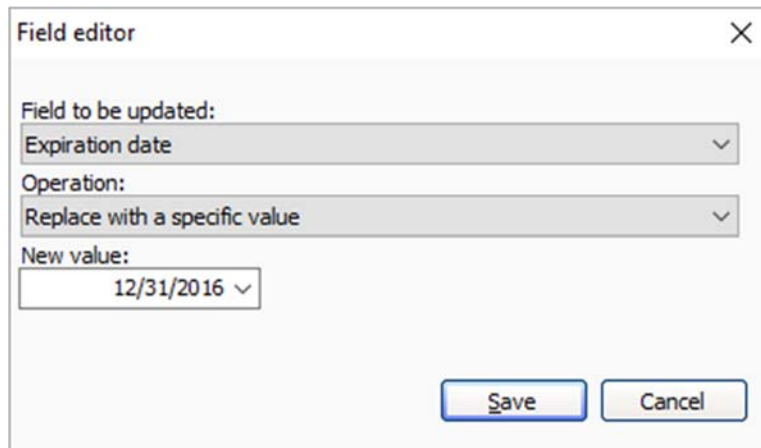
At the bottom of the interface are two buttons: 'Get items to update' and 'Run'.

2. If **Certifications** or **Addresses** are selected, then the **action** must be selected from the next dropdown (**Update records** or **Delete records**). **People** can only be updated.

**Note:** At this point **Test mode** can be selected in order to test the update.

3. Enter the **criteria** which determine the records to be affected. The details of the criteria differ depending on the item type previously selected.

4. Specify the **Changes to be made** by selecting **add field to be changed**, to select a field to be updated and then the operation to be applied to that field. The operation options depend on the type of data each field contains.



Field editor

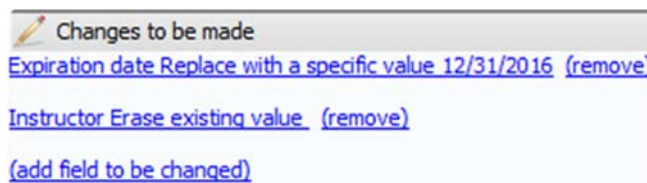
Field to be updated:  
Expiration date

Operation:  
Replace with a specific value

New value:  
12/31/2016

Save Cancel

**Note:** You can make changes to multiple fields in a single **Bulk Value Update** simply by adding more fields to be changed. Bear in mind that changes are made sequentially in the order in which you select the fields.



Changes to be made

Expiration date Replace with a specific value 12/31/2016 (remove)

Instructor Erase existing value (remove)

(add field to be changed)

5. Select **Get items to update**. GMS will present all of the records which meet your criteria.

6. Review the results, and then select which should be updated. Use the **All/None/Reverse** tools on the right-click menu to do this in bulk.

7. Select **Run**