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.
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](image)

**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.

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**