Bulk Update Items

Bulk Update Items

Overview

This guide will help you apply one approved field/value change to a reviewed set of items.

Muhasib changes the chosen field across selected items. The operation may not be atomic and can affect pricing, tax, category, stock policy, or transaction selection.

Who can do this

You need access to Item Bulk Update and needed Item Update rights.

Before you start

Back up the database. Define the exact filter, expected item IDs/count, field, new value, and rollback value. Close related forms.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Items & Advanced Inventory → Item Bulk Update.

Bulk Update Items

Step 1: Filter/select candidate items

Step 2: Export or record selected stable IDs and current values

Step 3: Confirm selected count and company scope

Step 4: Choose one supported field and approved value

Step 5: Preview when available

Step 6: Execute once and preserve the result message

Step 7: Reopen a sample and relevant reports

Check your work

Compare before/after counts and values for every selected ID; check no unselected item changed and test downstream behavior.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Stop if selected count differs from expectation.
- Restore from backup rather than applying an unverified inverse bulk change.

Related guides

- Bulk Edit Items
- Update an Item Safely
- Create and Verify a Manual Backup

What to do next

> **Bulk Edit Items**.

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