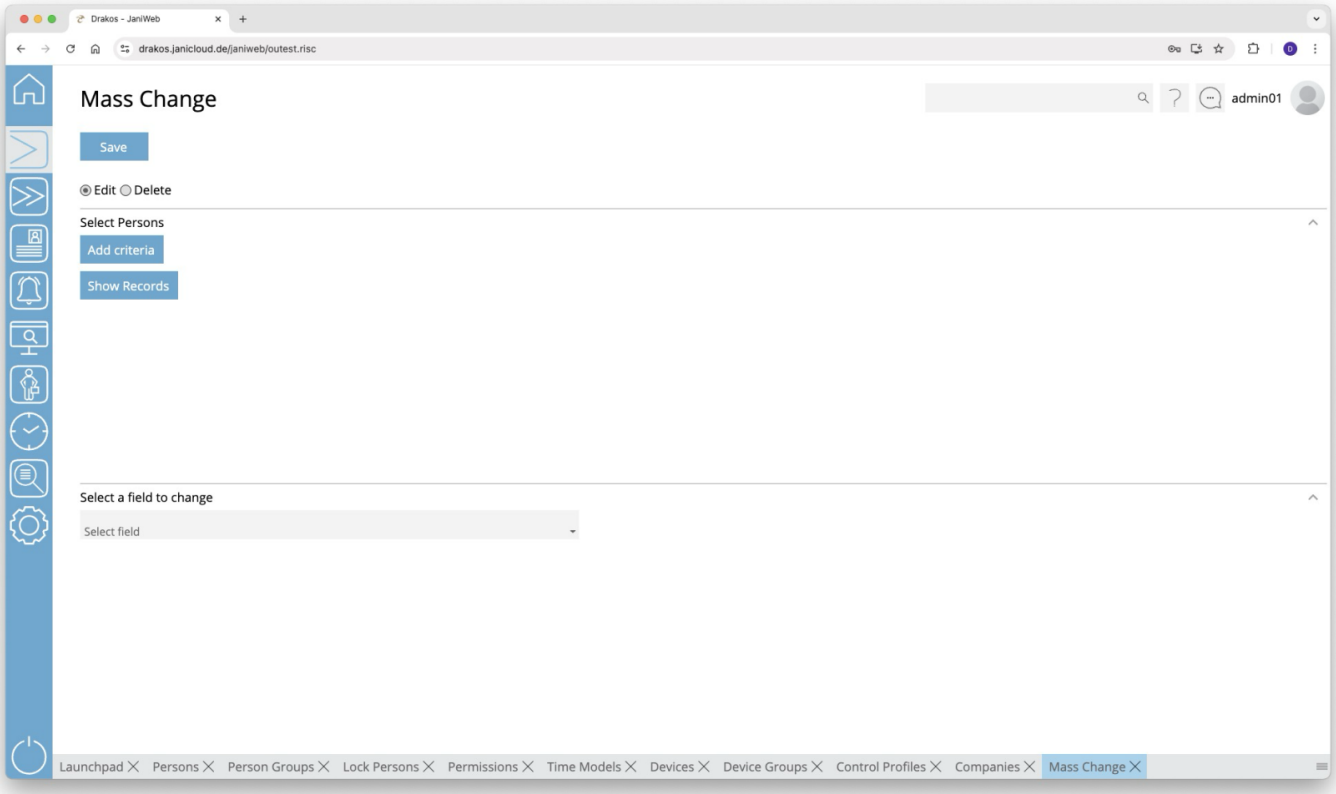
Mass Change

You can edit or delete multiple persons at the same time using the *Mass Change* menu item.



Radio buttons *Change/Delete*

Select whether you want to use the mass change to *Change* or *Delete*.

Area *Select Persons*

Enter the criteria for selecting the persons to be changed or deleted.

1. Press *Add criteria.*
2. Select the required criterion from the list field.
3. Press *Add value*.

4. In the *From* field, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
5. (Optional) Add another criterion with value(s).

> Press *Show Records* to display the master records selected for change or deletion.

Logic of criteria and values

- The values within the same criterion are linked logically by OR (one match is sufficient).
- Different criteria are linked logically by AND (all criteria must be met).

Area *Select a field to change*

This area appears if you have selected *Change* at the top.

1. Select the field whose value you want to change.
2. Enter the new value.
3. Press *Save* to execute the mass change. A confirmation dialog appears.

Area *Delete permissions/master records*

This area appears if you have selected *Delete* at the top.

1. Select what you want to delete:
   - **Access permissions** of the selected persons that have expired by a certain date:
     Select *Access permissions expired before*.
   - **Master records** of the selected persons that have expired by a certain date (the master records are completely removed from the system):
     Select *Master records expired before.*
2. Enter an expiration date.
3. Press *Save* to remove the selected data.

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