

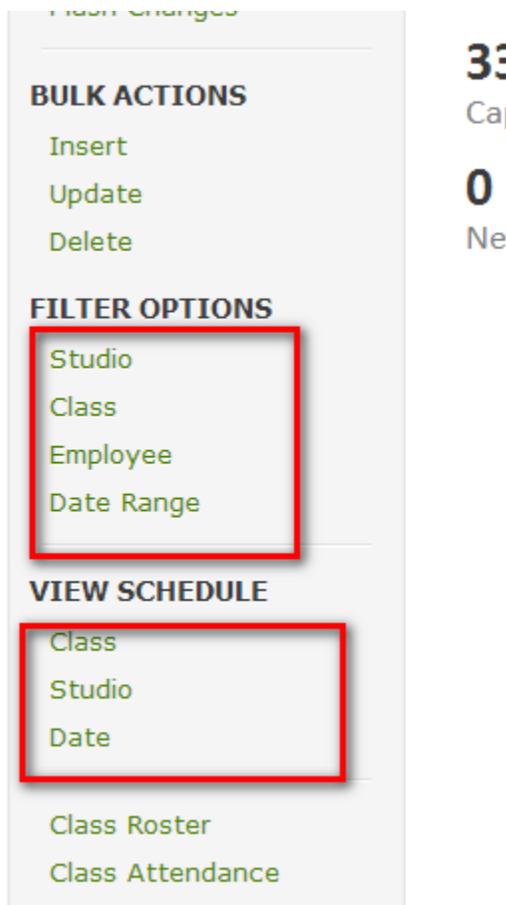
## BULK ACTION - UPDATE

Bulk Action UPDATE is a feature where we can update common changes to single/multiple schedules quickly. Let us consider a situation for BULK ACTION INSERT.

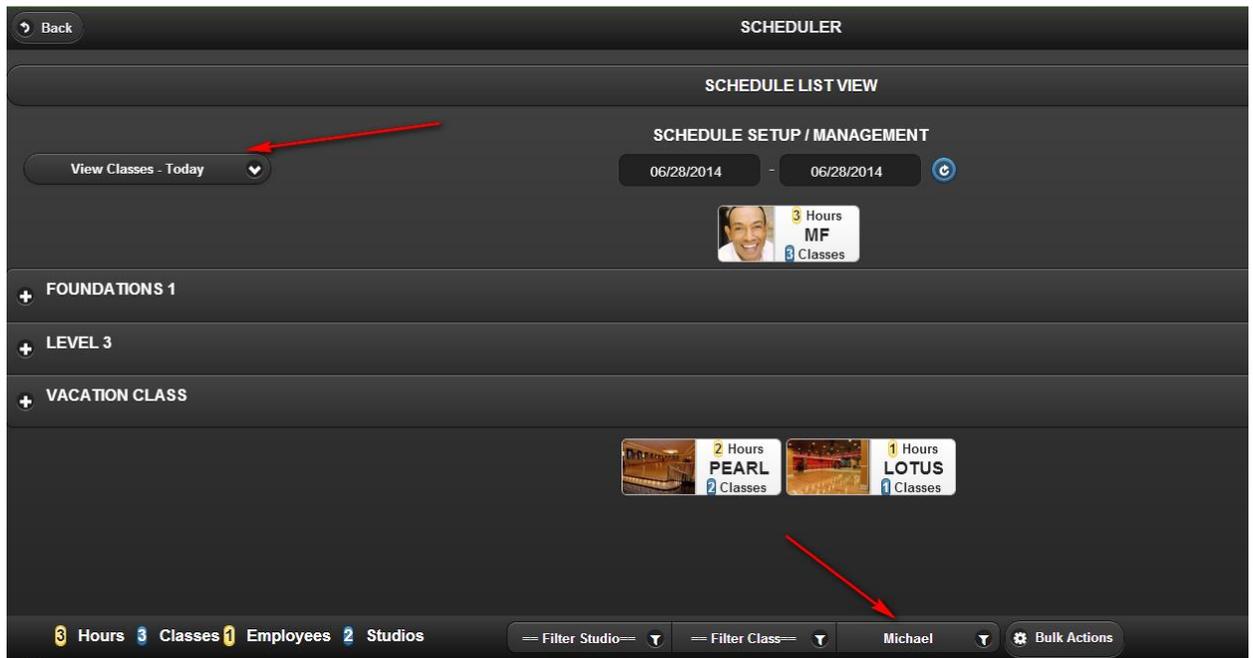
Suppose the instructor Michael did not turn up due to some reason. As a substitute, we are thinking Jo to replace him. We can do this easily through BULK update option.

Steps are as follows:-

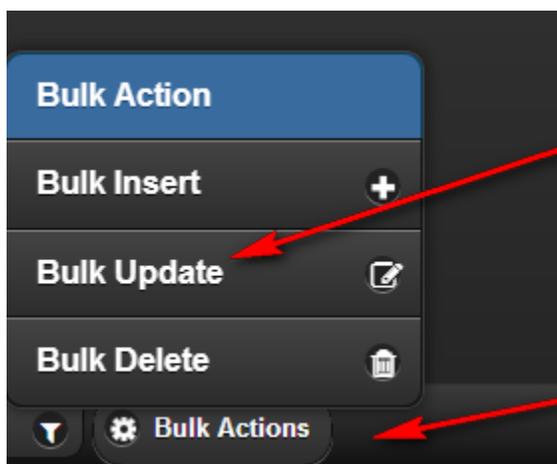
1. Go the scheduler tab.
2. Let us go to the scheduler view page by clicking any option under VIEW SCHEDULE category or any option under FILTER OPTIONS.



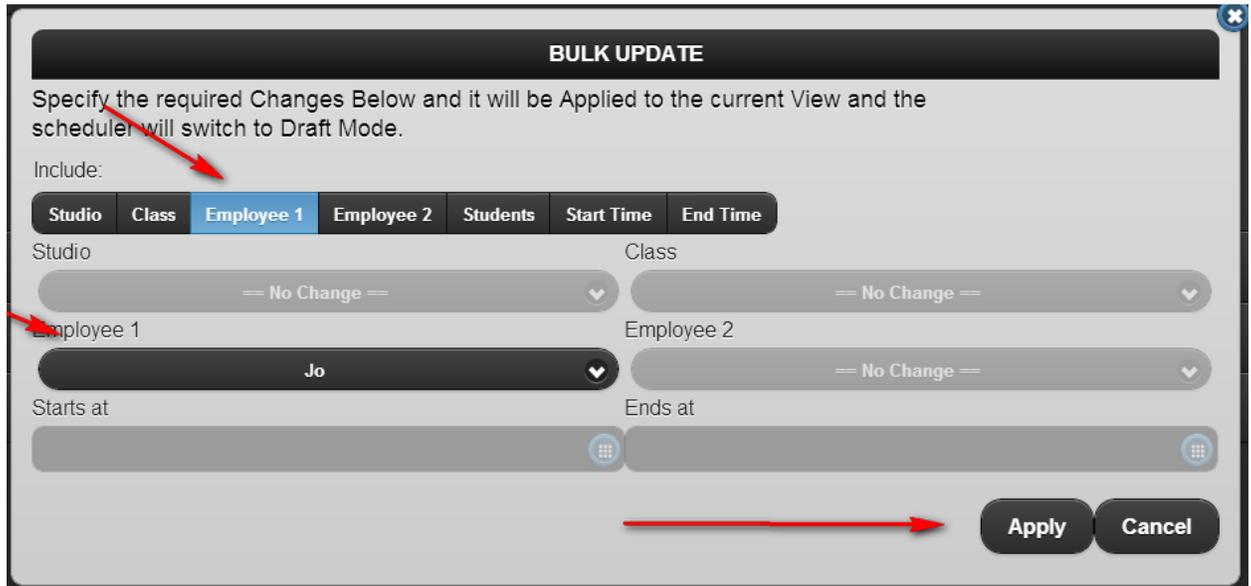
- The scheduler view shows up and we need to filter Michael classes for today. This can be done by the DATE filter in the left top and EMPLOYEE filter in the bottom of the view.



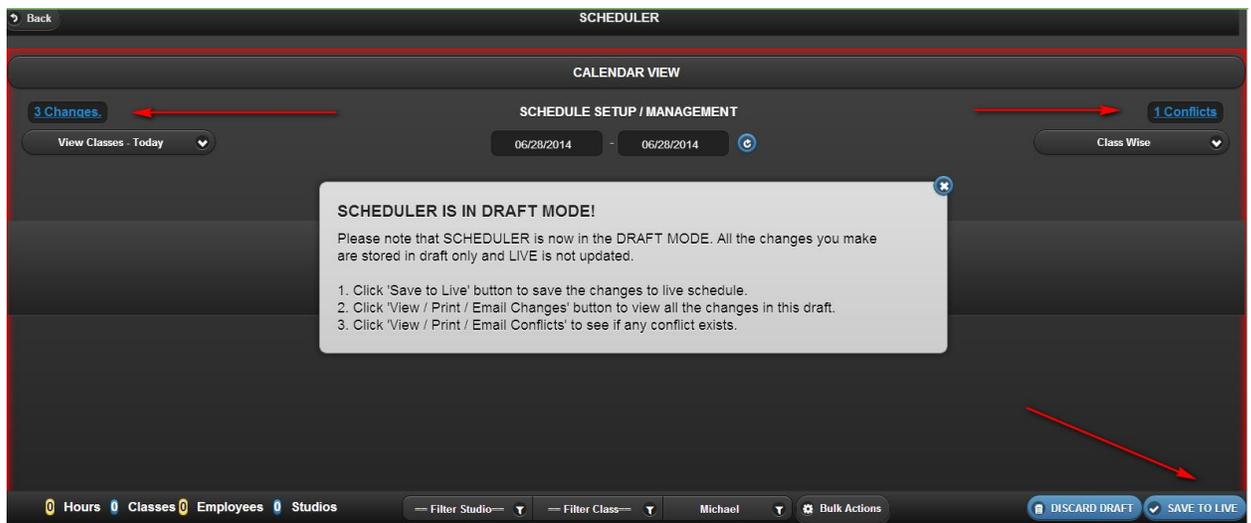
- Next, let us do the BULK UPDATE. Click on the BULK ACTIONS button and further click on BULK UPDATE option.



- On clicking Bulk Update, the bulk update criteria page will show up. The top buttons – STUDIO, CLASS, EMPLOYEE 1, EMPLOYEE 2, STUDENTS, START TIME, END TIME are toggle buttons. We have to press those items which we are going to apply. In this case, we are going to change EMPLOYEE 1 (replacing Michael with Jo).

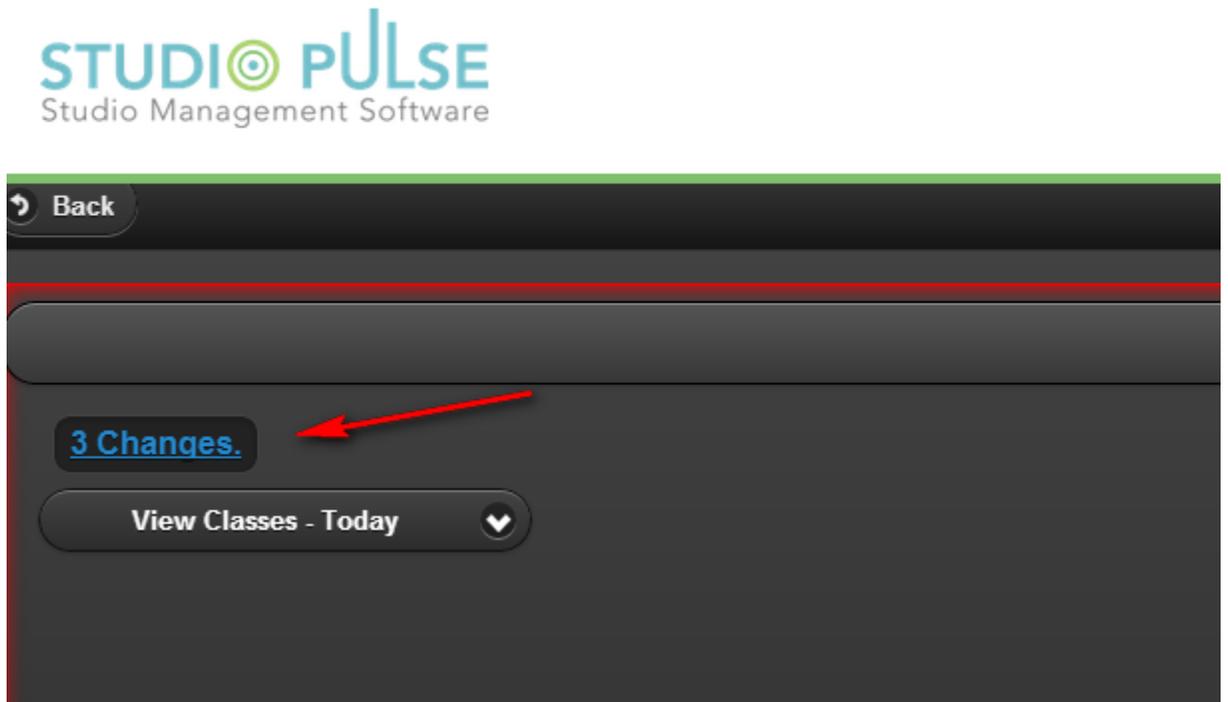


- Clicking on APPLY will replace Michael with Jo. However, the scheduler will go to the DRAFT mode indicated by the red outline.



- The draft mode view also displays the number of changes in a hyper link in the top left. Clicking on that, we can see which the changes are. There is PRINT & EMAIL option as well where we can take printout or email to the logged in employee.

Hi, [jmatos@studiopulse.com](mailto:jmatos@studiopulse.com)! [Logout?](#)



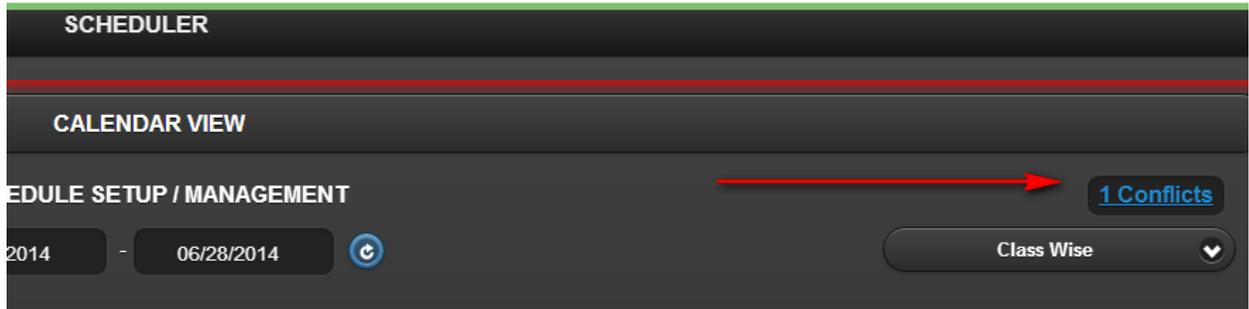
**DRAFT CHANGES**

Following are the changes detected in the system in draft mode

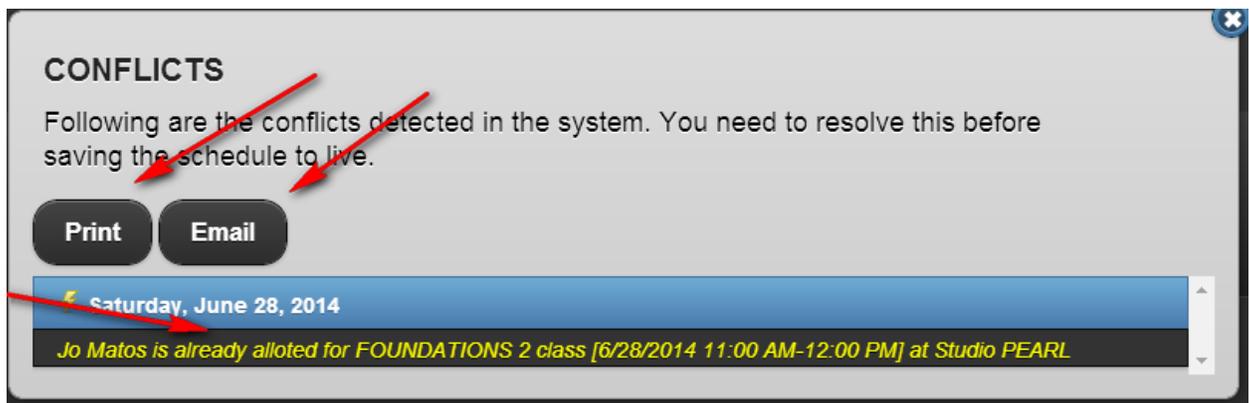
[Print](#) [Email](#)

Date	Studio	Start Time	End Time	Class	Employee 1	Employee 2
06/28/2014	PEARL	8:00 AM	9:00 AM	VACATION CLASS	Jo Matos	Michael Fielder
06/28/2014	LOTUS	11:00 AM	12:00 PM	FOUNDATIONS 1	Jo Matos	Michael Fielder
06/28/2014	PEARL	2:00 PM	3:00 PM	LEVEL 3	Jo Matos	Michael Fielder

- Conflict is also checked during the update process. The number of conflicts is shown on the right top.



Clicking on the conflict count hyper link will show the conflict details. There is PRINT & EMAIL option as well. The email will send the details to the logged in employee.



Conflicts must be resolved to save the changes.

9. We can **either discard the draft or save the changes** by clicking 'SAVE TO LIVE' button.

This way, with few steps we are able to do the substitution of an employee with few clicks. Any schedule parameters, including Students can be changed like this.