

Bulk Edit / Delete Database Entries

To bulk edit database entries, go to the Home Page of the Database Module. Click the three dot icon opening the database context menu.

Databases

Database > Home

Create Database

Filter

☐ Show databases in groups

Title		Entries
[KAStrack] Locations	...	0
Main Branch Admin Closet	...	8
Stock Database	...	
Stock Supplies	...	
Unique Identifier Database	...	

View Database

Add Entry

Manage Entries

Fields

Rules

Upload CSV

Database Properties

Copy Database

Delete Database

Select “Manage Entries” opening the Entries for database (DatabaseName) Page.

○ Entries for database 'Main Branch Admin Closet' ...

[Add Entry](#)[Import Entries](#)[Export Entries](#)☐ Compact View☐ Enable Bulk Edit Mode

Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
10 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin4
9 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3
7 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin2
6 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:30 PM	Shelf2	Bin1
5 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin4
4 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin3
3 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin2
2 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin1

Select the “Enable Bulk Edit Mode” checkbox. A delete selected button appears. A checkbox now shows to the left of every Entry ID. Selecting checkboxes allows for the bulk deletion of entries.

○ Entries for database 'Main Branch Admin Closet' ⋮

[Add Entry](#) [Import Entries](#) [Export Entries](#)

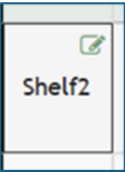
 [+](#) [-](#) ☐ Compact View

☒ Enable Bulk Edit Mode [Delete Selected](#)

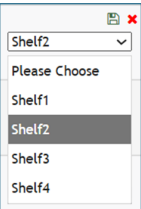
Warning: Deleting or modifying entries will affect historical data if they are referenced by a database, or used in an inventory.

☐ Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
☐ 10 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	 Shelf2	Bin4
☐ 9 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3

Hovering the cursor over any field entry will show an edit icon.



Click the edit icon, and the form field will now open for edits.



Click the disc icon for your changes to be saved by the system.