Bulk Creation

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Bulk Creation lets you add new module details for all selected contacts in a single operation.

Like all Express Actions based on bulk changes, this action CANNOT be undone.

- After you choose the module, the corresponding module fields appear for you to edit.
- Use Target Group filter to search for the specific contact records who'll have these new module items added.
- Complete the details for the module item(s) you want to add, making sure to fill in all mandatory fields.
- If you're adding items that have an inventory, such as Accommodation or Functions, you can select the Check Inventory button to make sure you have adequate inventory before creating your new items.
- Once you have defined the new items and are happy with the target group list, press the Start button to bulk add the items to the attendee records.

Selected Records tab

After filtering, you can look under the Selected Records tab to see a complete list of the attendees this Express Action will be applied to.

	ID	NAME	ORGANIZATION
☑	1	Santos, Aditya	Aurora Foundation
☑	2	Lee, Aditya	Global Horizons Initiative
☑	3	Khan, Ahmed	Momentum Ventures
☑	5	Tanaka, Aaliyah	Pinnacle Ventures
☑	7	Ma, Aditya	Blossom Innovations
☑	9	Silva, Aditya	Rising Sun Technologies
☑	10	Takahashi, Aditya	Evergreen Alliance
☑	11	Gonzalez, Aaliyah	Spectrum Solutions
☑	12	Blanco, Aditya	Harmony Enterprises
☑	13	Ma, Aaliyah	Phoenix Foundation
☑	14	Costa, Ahmed	Phoenix Foundation
☑	16	Wu, Aditya	Bright Future Foundation
☑	18	Ma, Ahmed	Phoenix Foundation
☑	19	Yamada, Aaliyah	Evergreen Alliance

Total Records: 435

Save As Data Snapshot   Export To Excel   Cancel   Change

You may see slightly different buttons underneath the list as those that appear in the image above, depending on the Express Action you're using.

- You can use all the Selected Records, or just pick out some from within that list.
- To exclude individual records, manually deselect them. You can select them again to include them if you change your mind.

When you're happy with the list, press the "Start" button to start the Express Action (you can also do this from the Details tab).

Save as Data Snapshot

You'll see this option under the Selected Records tab.

A Data Snapshot captures, or "remembers" the results of a search or report filter so you can re-use the data later. (If you want to save the filter itself, to search on it again later, use the save filter function.)

Read more about using Data Snapshots in this article.

Note: Save As Data Snapshot saves the results, not the selection criteria. Any Attendees added *after* you made this selection are NOT included, even if they match your original filter criteria. If you want to save the *Selection Criteria* (instead of the *results*), use the **Save** button inside the Filter screen.

Create Data Snapshot

○ **Create New**

Name

Remove After   3 DAYS

○ Append to existing   Please select...

○ Replace existing   Please select...

Clear   Save