

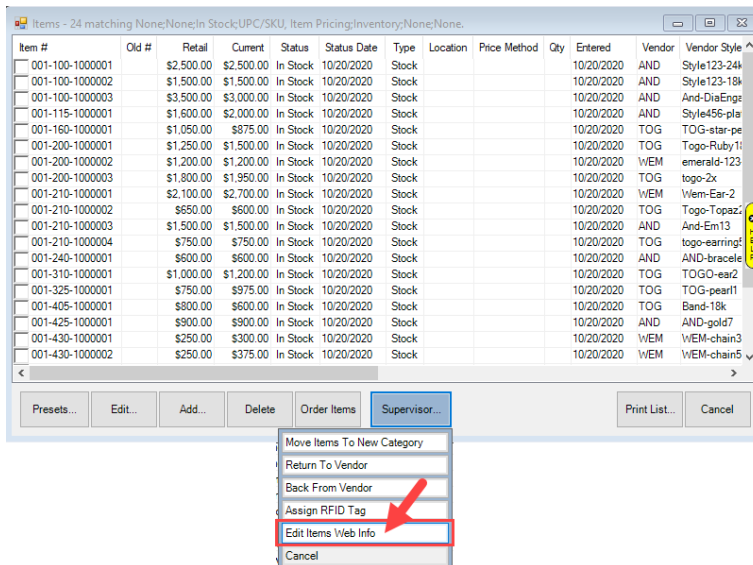
Mass Web Edit

The **Mass Web Edit** feature allows you to update the **Website** tab information of many items at once. It can be used to update:

- Meta Keywords
- Meta Tags
- Product Types
- Collections
- Always/Never Upload Flags

To use it:

1. Click **Inventory > Items > Find** and enter criteria to bring up a list of items.
2. At the bottom, click **Supervisor > Edit Items Web Info**.



3. Checkboxes will appear in the list. Check those items you wish to update, then click **Supervisor > Edit Items Web Info** again. The **Mass Web Info Edit** window will appear.

The 'Mass Web Info Edit' dialog box contains the following fields and options:

- Meta Keywords** (Should be separated with commas): [Text Field]
- Do Nothing (selected) | Append | Overwrite | Clear All
- Meta Tags** (Should be separated with commas): [Text Field]
- Do Nothing (selected) | Append | Overwrite | Clear All
- Product Type**: [Dropdown Menu]
- Do Nothing (selected) | Overwrite | Clear All
- Collections**: [Dropdown Menu]
- Do Nothing (selected) | Append | Overwrite | Clear All
- Upload Flags**: Do Nothing (selected) | Always Upload | Never Upload | Clear All

Buttons: Save, Cancel

4. For each field, you have the option to:

Do Nothing No changes will be made.

Append Changes will be inserted at the end of existing data.

Overwrite Existing data will be cleared and new data saved in its place.

Clear All Existed data will be cleared.

5. For **Upload Flags**, you have the options to set **Always Upload**, **Never Upload**, or clear the flag.
6. Make desired changes and click **Save** to update all selected items.