









How to bulk edit staff members in SBS Budgets

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You may want to bulk archive some of your staff members who have left so that they are no longer displayed in your staff member list.

To do this, firstly go **Staffing > Staff Members** where you will be able to cherry pick the staff members you wish to bulk edit, as circled in the below image.



Actions	Filters	Hidden	37 items : 1 pages								
											
<input type="checkbox"/>	Employee Number	Sync ID	First Name	Last Name	Date Of Birth	Continuous Service Date	Email	Contracts (current budget)	Total Contracts	Archived	Actions
<input type="checkbox"/>	7837434		Jessica	Alba					2		edit
<input type="checkbox"/>	9836754		Mary	Berry					1		edit
<input checked="" type="checkbox"/>	5437689		Kate	Bush				Contract 1	2		edit
<input type="checkbox"/>	3444785		Eric	Cantona				Contract 1	2		edit
<input checked="" type="checkbox"/>	2975473		Cheryl	Cole				Contract 1	2		edit
<input checked="" type="checkbox"/>	9066543		Craig	David				Contract 1	2		edit
<input type="checkbox"/>	3657990		Steve	Davis				Contract 1	2		edit

Once you have selected the contracts that you wish to bulk edit, click the pencil icon in the top left, as indicated by the red arrow in the above image.

At this point, any amendments you make in the fields will affect all selected staff members once saved.

If you were doing this in order to hide archived staff members, once you have archived the staff members (by bulk editing then ensuring that the toggle next to 'Archived' is black rather than grey, click **Filters** at the top of the Staff Members screen (as circled below), then change the drop-down menu above **Archived** to **No**.

This will filter only non-archived staff members, hiding archived staff members from view.

Actions	Filters	Hidden	37 items : 1 pages								
											
	type to filter	type to filter	type to filter	type to filter	start date	start date	from	to	All		
	type to filter	type to filter	type to filter	type to filter	end date	end date	to	All			
<input type="checkbox"/>	Employee Number	Sync ID	First Name	Last Name	Date Of Birth	Continuous Service Date	Email	Contracts (current budget)	Total Contracts	Archived	Actions
<input type="checkbox"/>	7837434		Jessica	Alba					2		edit