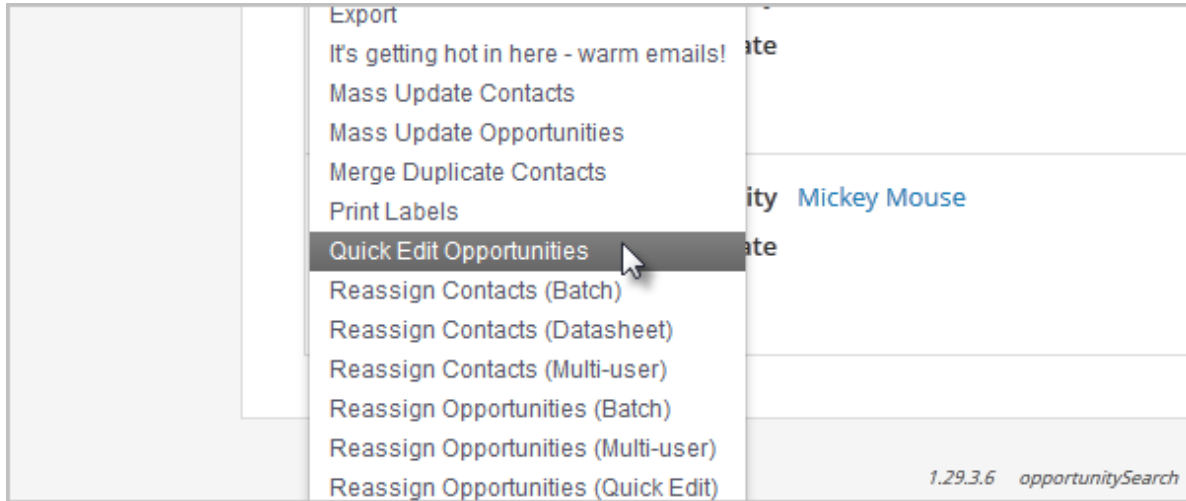





Quickly Edit Multiple Opportunity Records

1. Go to **CRM > Opportunities** in the main navigation menu.
2. Search for the records you would like to update.
3. Click on the **Actions** drop-down and select **Quick Edit Opportunities**.



4. Update the *opportunity title*, *next action date*, and/or *stage*.

Results

Id	Opportunity title	Next action date	Stage id
	<input type="text" value="New Opportunity"/>	<input type="text" value="05-10-2013"/> 	<input type="text" value="New Opportunity"/>
	<input type="text" value="Joe Blow"/>	<input type="text" value=""/> 	<input type="text" value="Working"/>
	<input type="text" value="Mickey Mouse"/>	<input type="text" value=""/> 	<input type="text" value="New Opportunity"/>

5. Click the **Save** button to apply the updates.
-