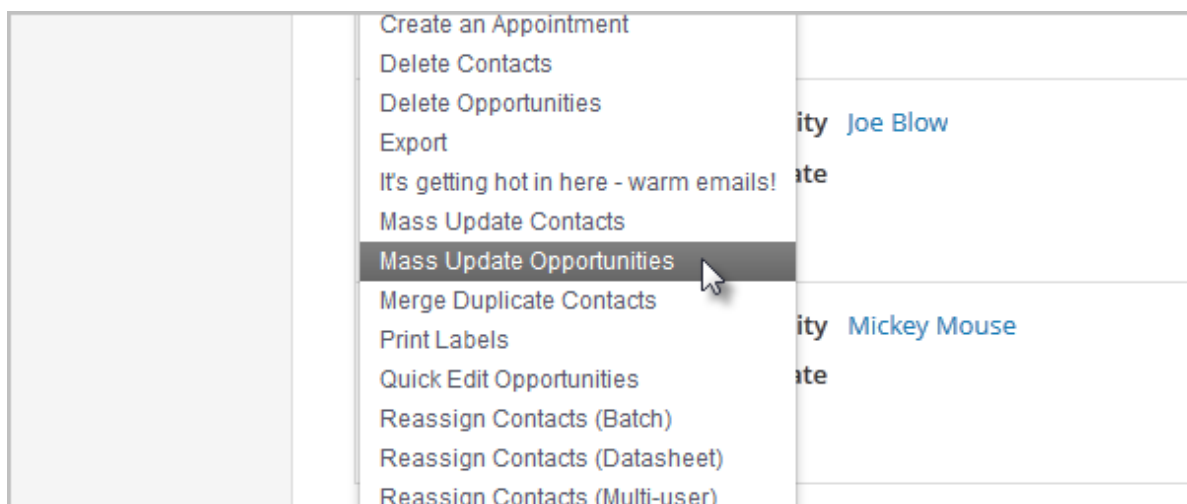


Mass Update Multiple Opportunity Records🔗

You can mass update the following information for a list of opportunity records:


- Opportunity Title
- Owner (e.g. Sales Rep)
- Next Action Date
- Next Action Notes
- Stage ID
- Estimated Close Date
- Include in Forecast
- Win Reason
- Loss Reason
- Projected Revenue High
- Projected Revenue Low
- Free Trial Days
- Pay Plan ID
- Offer Expires
- Opportunity Record Custom Fields

1. Go to **CRM > Opportunities** in the main navigation menu
2. Search for the opportunity records you want to update
3. Click on the **Actions** button and select **Mass Update Opportunities** from the drop-down



4. Mark the checkbox beside the field(s) you need to update, and enter the new value for that field

Note: The new value will override any existing values for these opportunities.

Update?	Field	Value
<input type="checkbox"/>	Opportunity Title	
<input checked="" type="checkbox"/>	Owner	<div>Please select an owner </div> <div><div>Please select an owner</div><div>Martin Cash</div><div>Mike Bast</div></div>
<input type="checkbox"/>	Next Action Date	
<input type="checkbox"/>	Next Action Notes	
<input type="checkbox"/>	Stage ID	

5. Click on the **Process Action** button to permanently update the opportunities
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