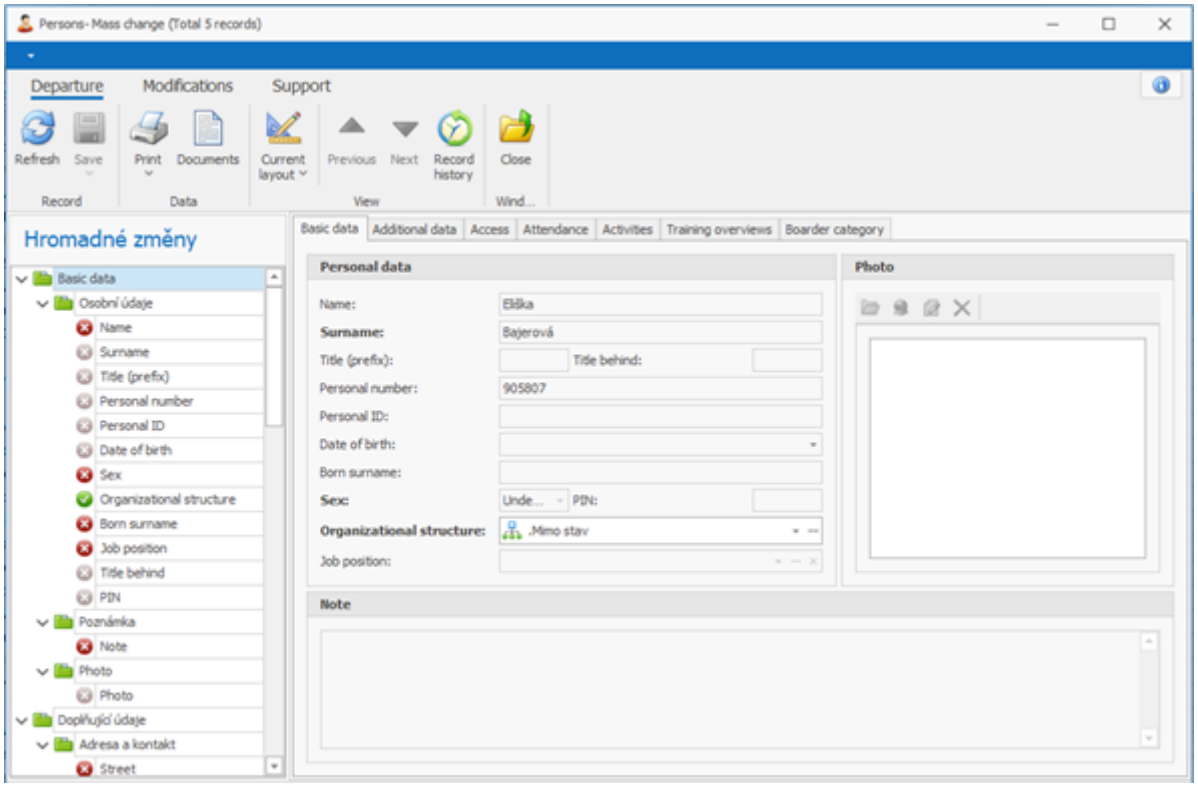
Bulk change

The function allows to perform a bulk change of the set parameters with at least two selected persons. Even if more than one person is selected, the details of the first one will be displayed.



In the left part called Bulk changes there is a tree where you can see what data can be changed in bulk and what cannot. By default, all boxes on the right are inactive. Symbols:

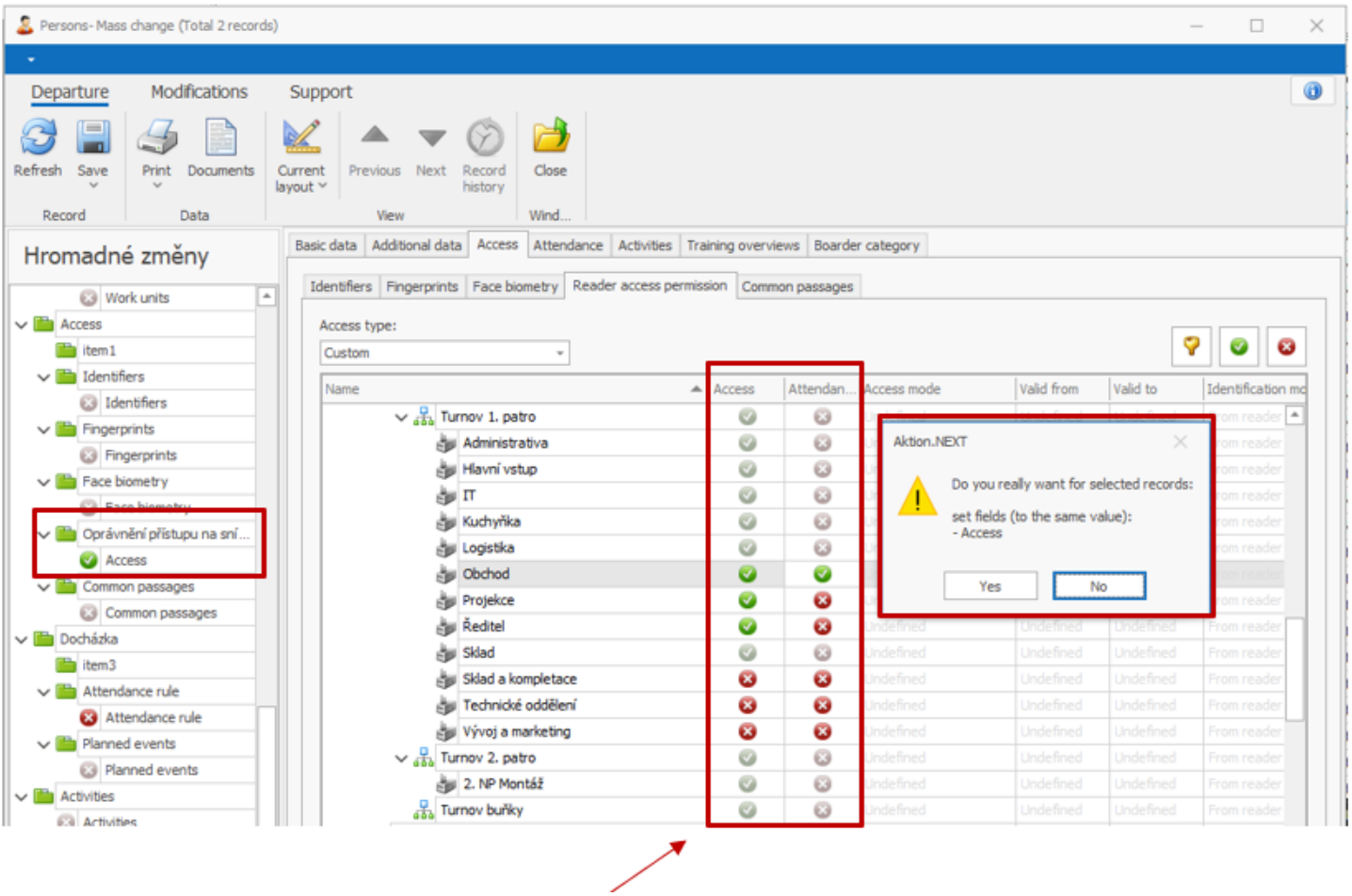
- the data cannot be changed by bulk changes – it is unique for each person
- the data can be changed – clicking on an item or symbol will change it to and the parameter box becomes active (allows you to change the value).
- the data is set for change – enter the required values in the active field (s) and after pressing the save button, the change will take effect for all selected persons.

Example of using a bulk change

Bulk setting of access to the sensor(s).

1. Select the person for which you want to add access rights (attendance) at the sensor/s. In the top menu, click the Bulk Change button, or right-click on the selected records and select Bulk Change.
2. In the left section of the bulk change, select the symbol next to Access , open the Access tab and the sub-tab Reader access permission in the right section.

3. First, select all the sensors / permissions group for which you want to add a right, symbol .
4. Save and confirm the change (before making changes, you will be informed which columns will be set and which will only be partially changed).



Each record will be set for the selected persons in bulk change.

Implemented in version 2.3:

The Bulk Change feature allows you to partially change access from Aktion.NEXT version 2.3 – you can add or remove selected readers / readers groups, while leaving access to other readers / readers groups. Original option of complete access settings was left unchanged. Partial add / remove access is available for the following agendas:

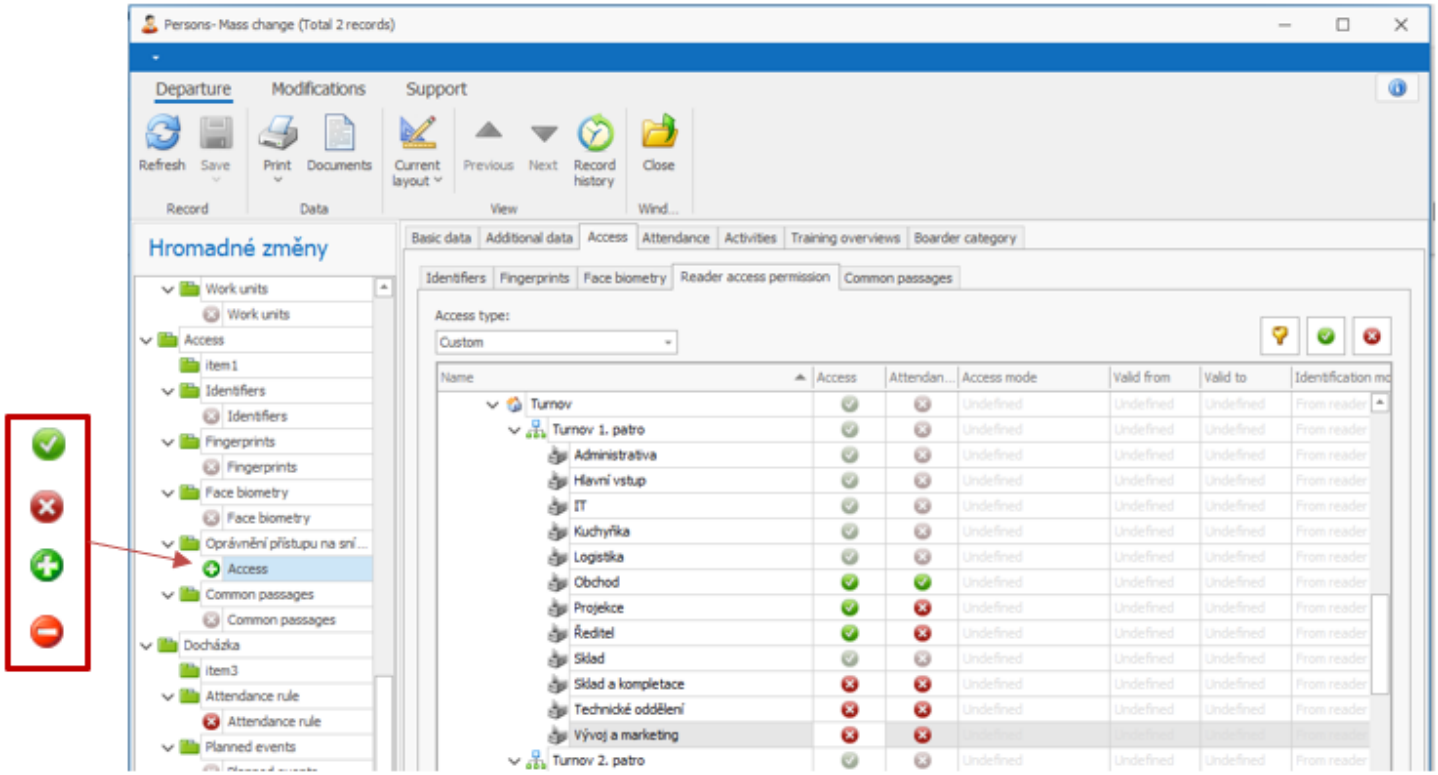
- Persons
- Vehicles
- Organizational structure
- Visit types

Modification adds to the bulk changes to other features.

	Symbol	Function

Original		will change
		will not change
New		add selected
		remove selected

Examples of using partial add / remove access



Adding access

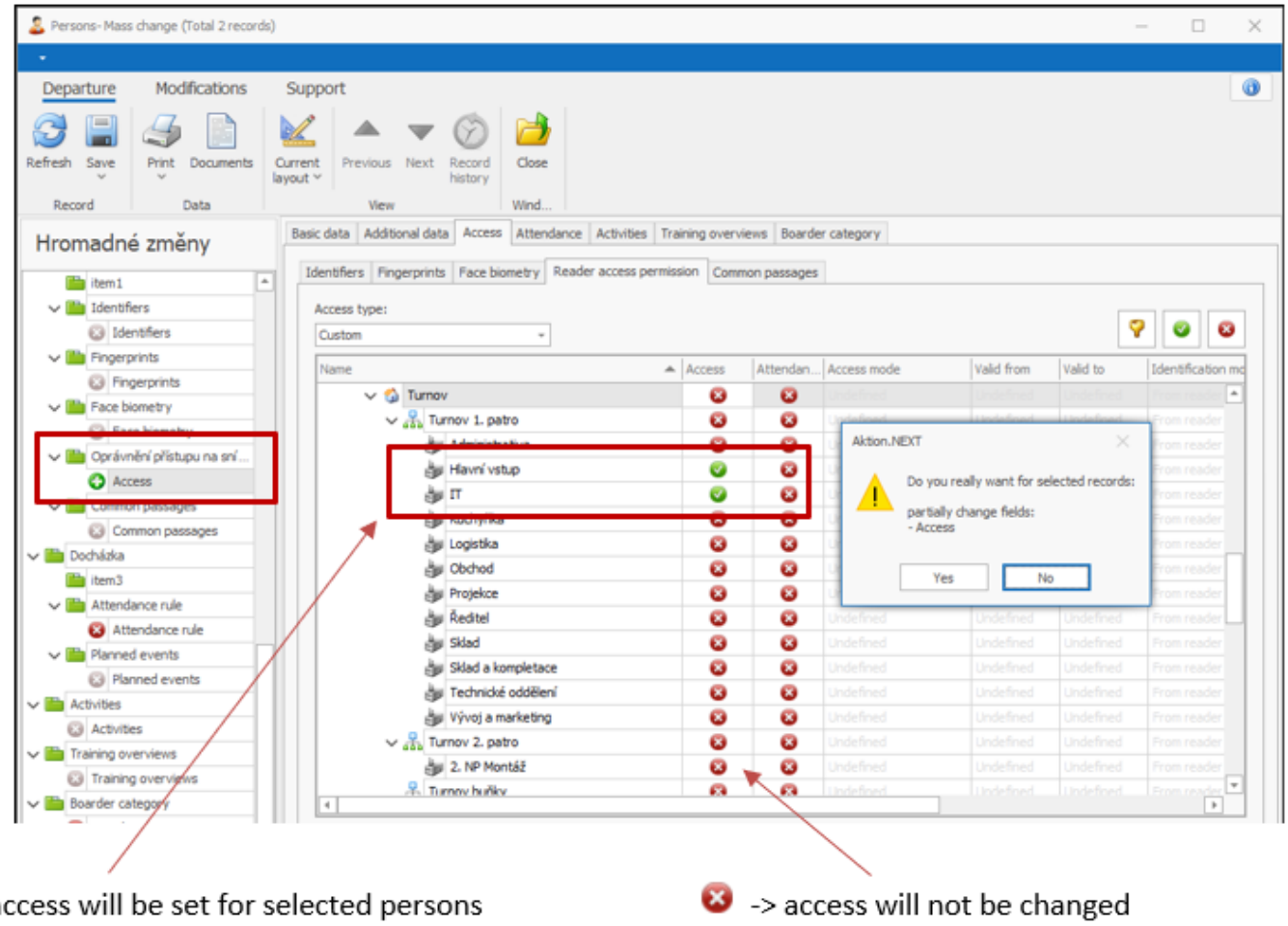
The option adds the specified readers / readers groups to the existing access. Only those readers / readers groups are added that are explicitly checked by the symbol (Access and Attendance column).

The entered access type must be either Custom or Readers Groups. A person's access will not be changed if they have an access type other than the one currently being entered. The user will be notified of any access changes not made by an error after the bulk change has been saved.

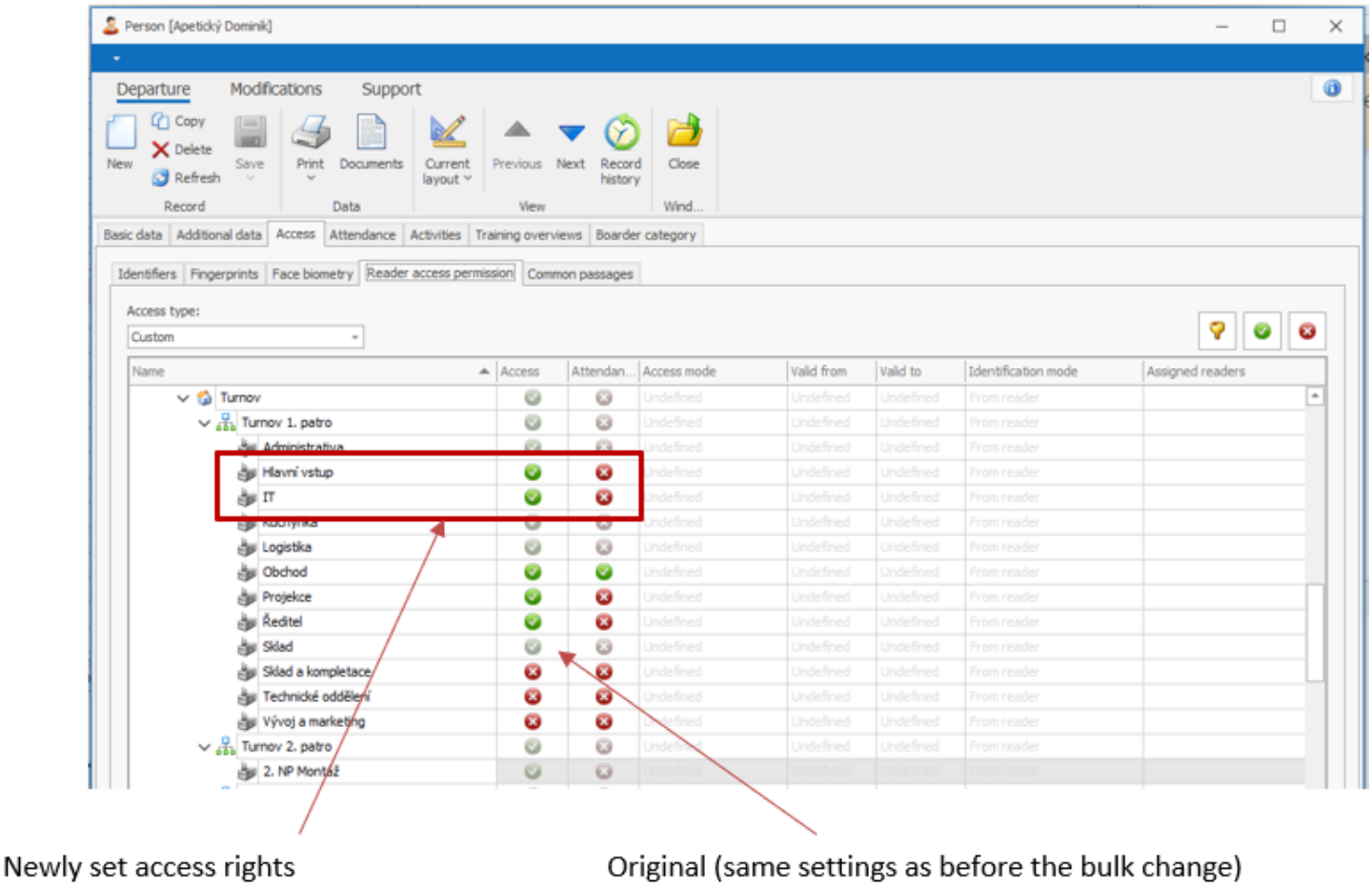
1. **Select** the persons/vehicles/organisational structures/visit types for which you want to change access to the readers/readers group.
2. In the top menu, click **Bulk Change**, or right-click the selected records and select **Bulk Change**.
3. In the left section of the bulk change, select the symbol next to Access, in the right section, open the Access tab and the Reader access permission subtab.
4. First, select all readers/readers groups that **you do not want to change the access rights** with the

symbol (). Then select the readers/readers groups **for which you want to add the right** with the symbol .

5. **Save** and **confirm** the change (you will be informed which columns will be set and which will be only partially changed before making changes).

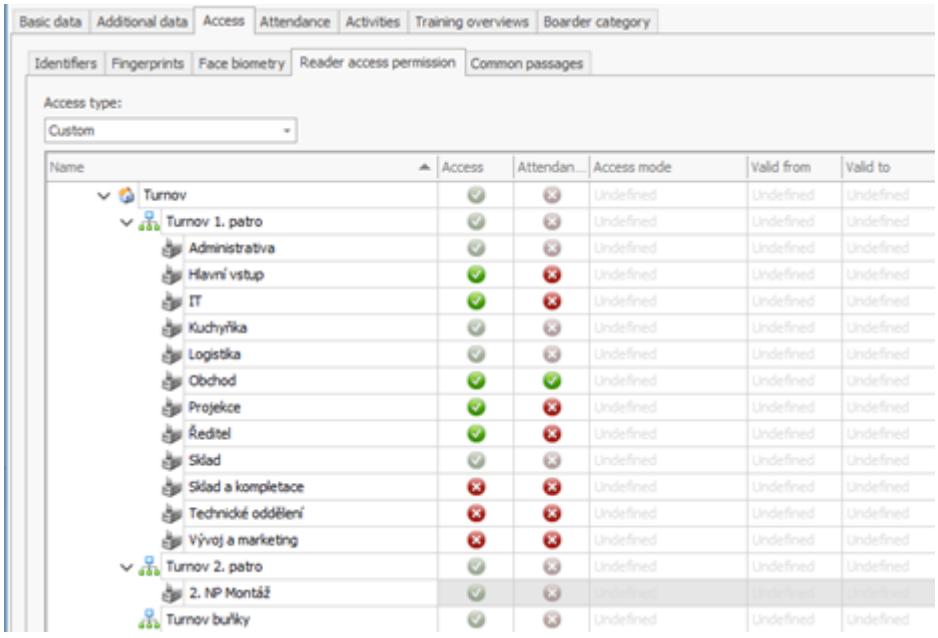


The resulting access and attendance rights of the person will then look like this:



Removing access ⛔

Reader access permission of a person.

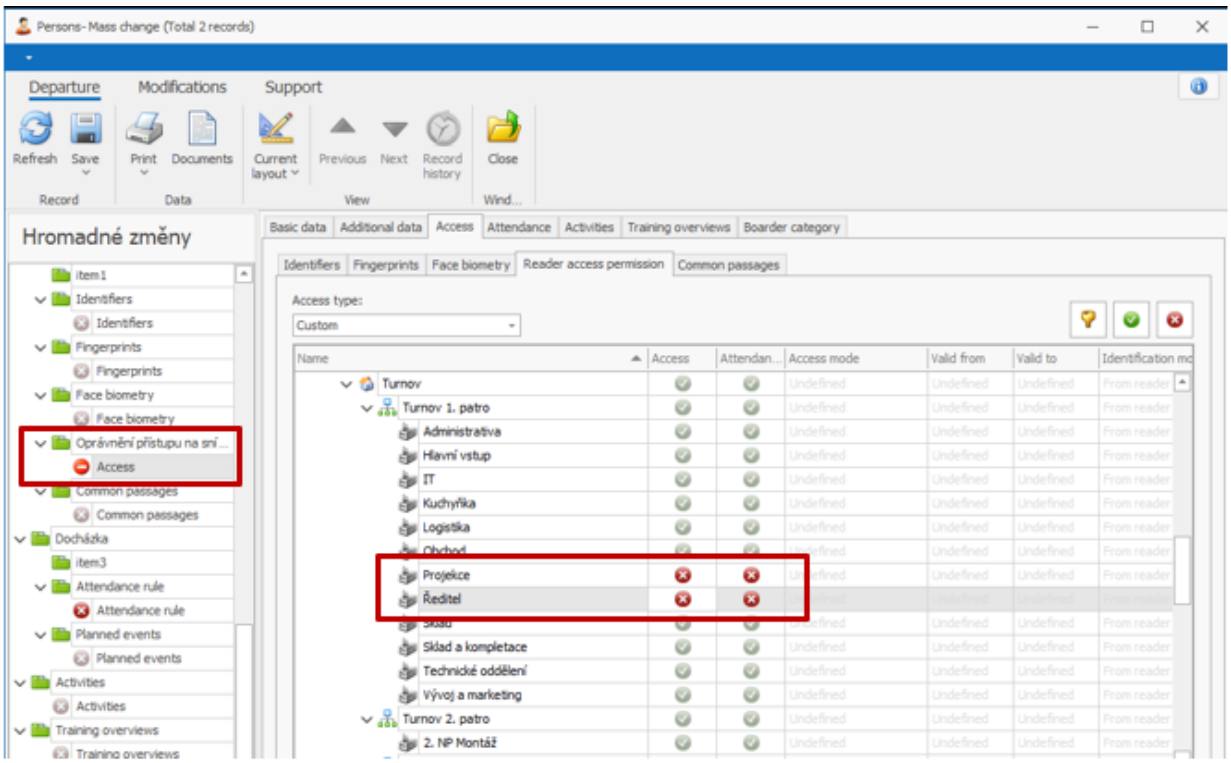


The option ⛔ removes the specified readers/readers groups from the existing access (sets them as disabled). Only those readers/readers groups that are explicitly checked with the symbol ❌ (Access

column) are removed.

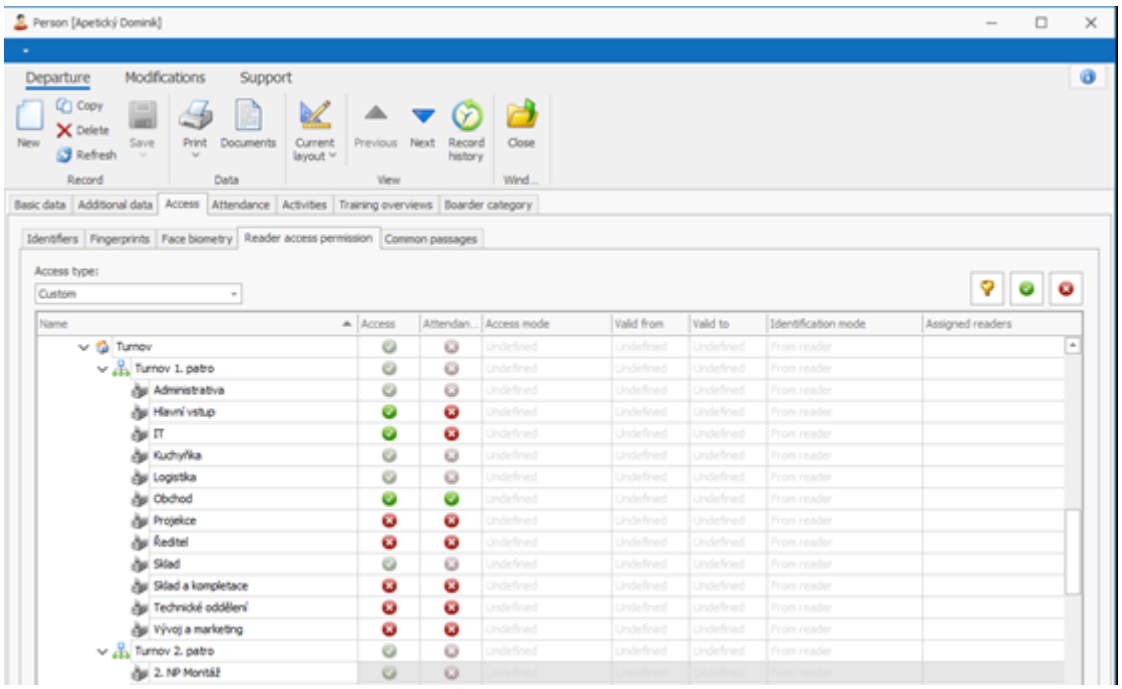
The entered access type must be either Custom or Readers Groups. A person's access will not be changed if they have an access type other than the one currently being entered. You will be notified of access changes not made by an error after the bulk change is saved.

1. Select the persons/vehicles/organisational structures/visit types for which you want to change access to the readers/readers group.
2. In the top menu, click **Bulk Change**, or right-click the selected records and select **Bulk Change**.
3. In the left section of the bulk change, select the symbol next to **Access**, in the right section, open the Access tab and the Reader access permission subtab.
4. First, select all readers/readers groups that **you do not want to change the access rights** with the symbol ( ). Then mark the sensors/sensor groups **you want to remove the right** with the symbol .
5. **Save** and **confirm** the change (you will be informed which columns will be set and which will be only partially changed before making changes).



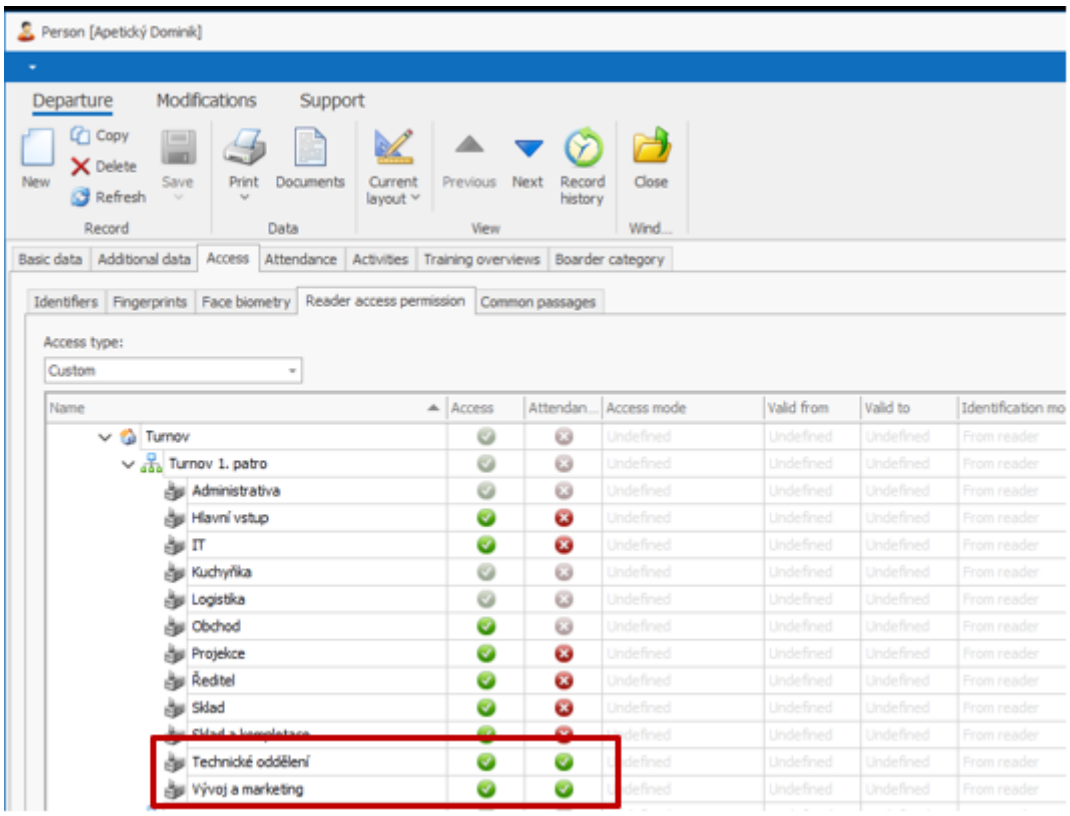
-> access for these readers will be remove for selected persons -> access will not be changed

The resulting access and attendance rights of the person from example will then look like this:

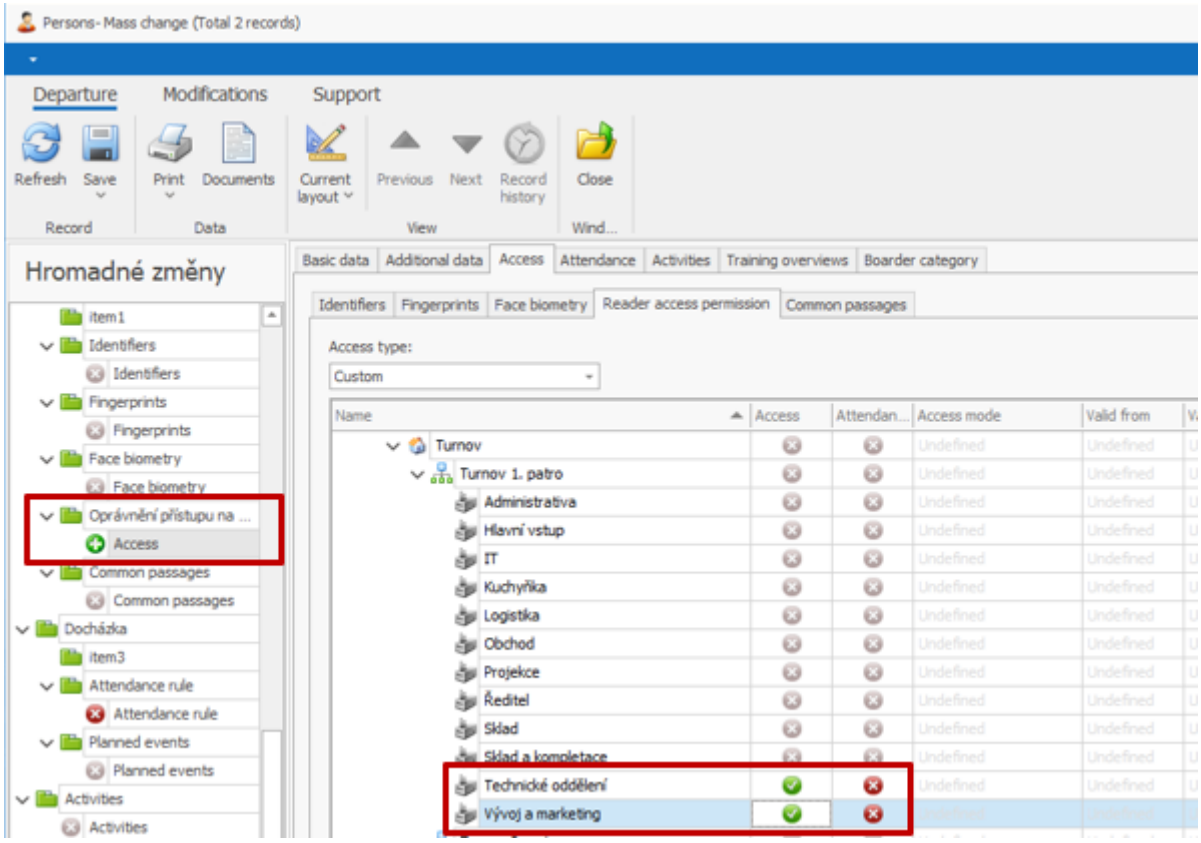


Partial removal/addition of attendance is governed by the Access column in the bulk change, so to remove attendance you must use the add (⊕) function, with the symbol ✓ in the Access column and the symbol ✗ in the Attendance column. To remove both sensor access and attendance, use the remove (⊖) function and select the symbol in the Access column ✗ .

Example of retaining access to the readers and removing attendance pass logging from the sensor:

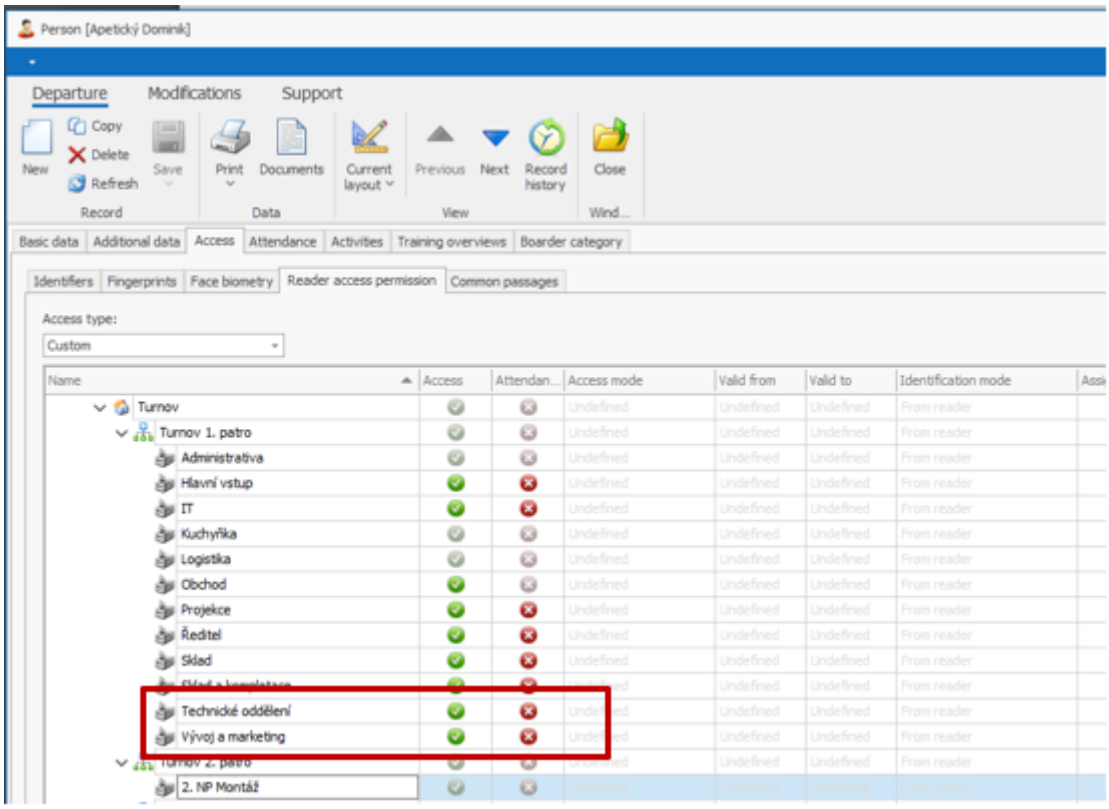


Use the Add function to preserve the right to access the reader.



After a bulk change has been made, the user is informed of any changes that have not been made.

Resulting rights



Summary

Left menu	Acces column	Attendance column	Action
✅	✅	✅	sets access and attendance to the reader/terminal
✅	✅	❌	sets only the access to the reader/terminal
✅	❌	❌	removes access to the reader and attendance/terminal
❌	–	–	–
➕	✅	✅	adds access and attendance to the reader/terminal
➕	✅	❌	adds access to the reader/terminal
➕	❌	❌	does not make any change
➖	✅	✅	does not make any change
➖	✅	❌	does not make any change
➖	❌	❌	removes access to the reader/terminal