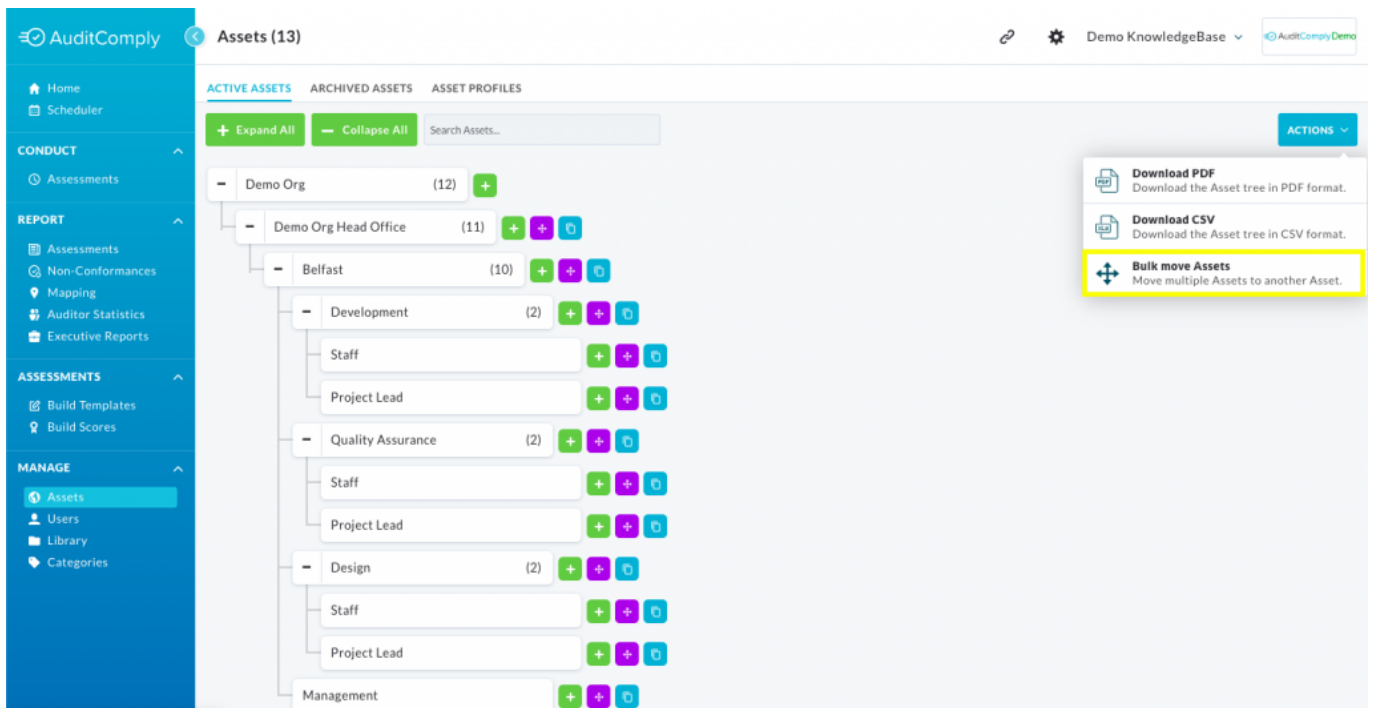


Bulk Move Assets

You no longer have to move individual Assets one at a time, you are now able to bulk move multiple Assets at the same time, with this handy new feature.



Follow the steps below to Bulk Move Assets

1. Navigate to the Assets Page
2. Select the 'Actions' button on the Asset Page
3. Select 'Bulk Move Assets'.
4. After the modal appears select the Assets you wish to move
5. In the 2nd modal select the destination you wish to move the assets to.
6. Select Move.

Bulk Move Assets

Select Assets to be relocated to another Asset (Assets will be relocated below the chosen Asset).

Assets to move

Search

- Internal
 - Boston
 - Development
 - Project lead
 - Staff
 - Quality Assurance
 - Project lead
 - Staff
 - Design
 - Project lead

2 Selected

Destination Asset

Search

- Belfast
 - Development
 - Project lead
 - Staff
 - Quality Assurance
 - Project lead
 - Staff
 - Design
 - Project lead
 - Staff
 - Site 1 archive

Cancel

Move

The Assets should now be in the new location.

PLEASE NOTE:

- You are not able to select a Parent along with one of its children because once you select the parent you automatically select all the children.
- You are also not able to select a destination which is the child or the same asset as on you have selected to move.