



Bulk Edit Numbers

Santiago Garcia - 2024-04-17 - General

Bulk Edit Numbers

Bulk edit is a handy feature when you want to configure or make changes to more than one number all at once.

From the main Switchboard table, you can select one or multiple numbers and update these all at once.

1. Go to Switchboard.
2. From the main table, click on the checkbox to select the numbers to edit. Note, the numbers must all be the same type, eg Voice.
3. Click on **Actions > Edit Settings**.

The screenshot shows a table with columns: NUMBER, PLAN, COST, BILLING GROUP, RESTRICTED, PASSWORD, EXTENSION, CALLER NAME, NOTE, GROUP, and SETTINGS. Three rows are selected, and the 'Edit Settings' dropdown menu is open over the first row.

| NUMBER | PLAN | COST | BILLING GROUP | RESTRICTED | PASSWORD | EXTENSION | CALLER NAME | NOTE | GROUP | SETTINGS |
|---|------------------|------|---------------|------------|----------|-----------|-------------|------|---------|----------|
| <input checked="" type="checkbox"/> 12015100585 | 2talk Local Line | 0.00 | 12015100585 | | | | | | Default | |
| <input checked="" type="checkbox"/> 12018171593 | 2talk Local Line | 0.00 | 12018171593 | | | | | | Default | |
| <input checked="" type="checkbox"/> 12026020105 | 2talk Local Line | 0.00 | 12026020105 | | | | | | Default | |
| <input type="checkbox"/> 12034848135 | 2talk Local Line | 0.00 | 12034848135 | | | | | | Default | |
| <input type="checkbox"/> 12036809261 | 2vfax | 2.99 | 12036809261 | | | | | | Default | |

You will see the same available settings as with an individual number, however, you will see "various" entered where there are individual settings. You can override some of these settings to enable a new global setting however some you can't, for example, you can't change the Number.

Switchboard Cancel number BACK

Editing 3/41 Numbers | 12015100585, 12018171593, 12026020105

ProfileInboundOutboundAdvancedPreferencesMedia

Number Details

Number: - various -

Type:

Plan:

Cost: 0.00

Caller Name:

Caller Email:

Comments:

CANCEL SAVE

Number Settings

Restricted:

Password:

⚠ Weak password

✓ Lower case Numbers ✓ Upper case Min. 8

Extension:

Group:

Billing Group:

CANCEL SAVE

Make your changes to all numbers, and remember you will need to click **Save** for each new setting.