Bulk Actions List

David H. - 2023-09-28 - FAQs

The Bulk Actions List displays past bulk actions. Bulk actions can happen from the following areas: Member and other lists, Subscription list, and Automations.

Bulk Actions List

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click the **Bulk Actions** link in the **Data Administration** section while in the **Membership & Data** tab.
3. You will see the following search filters:
    - **Date** - The date when the bulk action happened.
    - **Created By** - Who created the bulk action.
    - **Used In** - Where the bulk action was used.
    - **Action Type -** The type of action.
        - **Bulk Action** - The type of bulk action taken. Eg. Bulk Edit, Bundle, Subscription Actions, etc.
        - **Email** - The subject of the email.
        - **Export** - Filters only exports
    - **Description** - The description of the bulk action.
    - **Action Status** - The status of the bulk action.
    - **Number of Records** - How many records were affected by the action.
4. Click **Update Results** to apply the filter to the list.
5. In the list, it displays several column headers
    - **Date** - The date when the bulk action happened.
    - **Used In** -Where it was used.
    - **Type** - The type.

- **Description** - The description of the bulk action or the email’s subject.
- **Created By** - Who created it.
- **Progress** - The process.
- **Total** - The total number of records affected by the action.
- **Status** - The action’s status.
- **Actions**
    - **Download Log** - Exports the Bulk Action’s report of the affected records.
    - **Cancel** - Cancels the pending action
    - **Download Export** - Download the export from the bulk export. This displays for only bulk export.
    - **Download Export Attachments** - Download the export’s attachments (eg. pictures and files) from the bulk export. This displays for only bulk export.