# Bulk Edit Function

When an assessor leaves an organisation for example, there is often a need to re-allocate all of their learners to a new assessor.
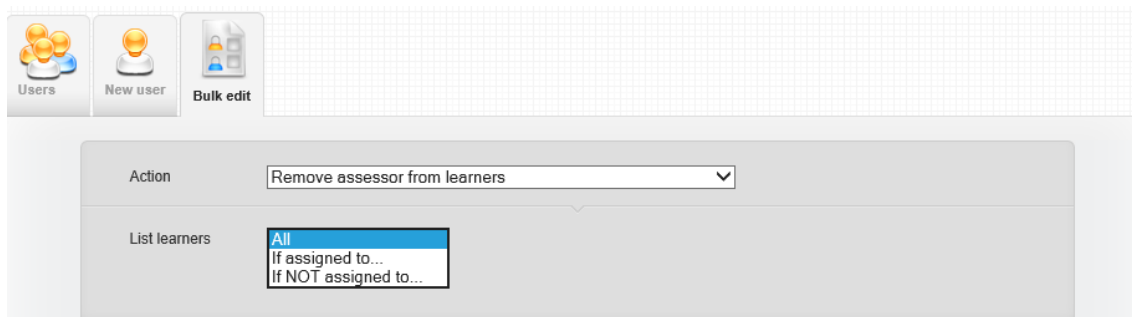
We have created a new interface for the centre admin that allows re-allocation learner to not only assessors but to other user sets as well. We have also created an area to change many learner's status in bulk too. It is located in "Users" top tab and "Bulk edit" subtab.
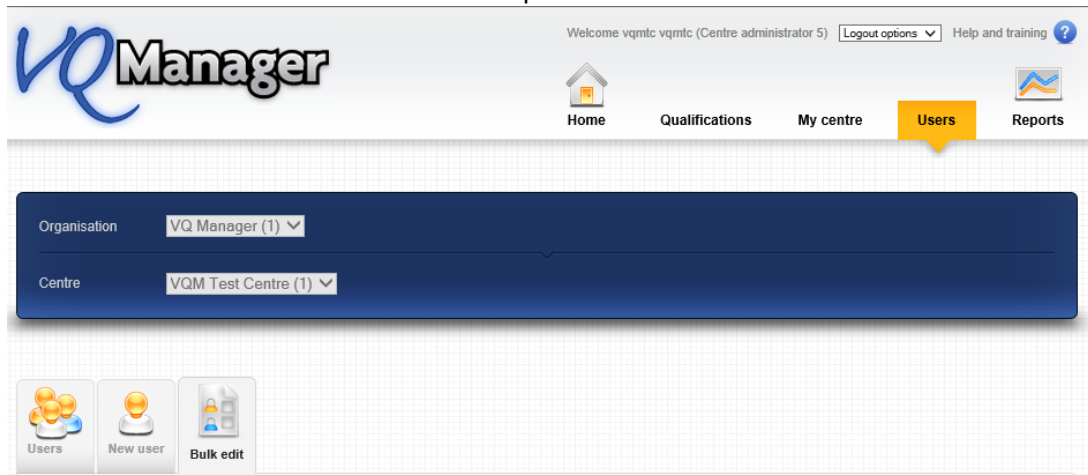
Select the action you should like to do:
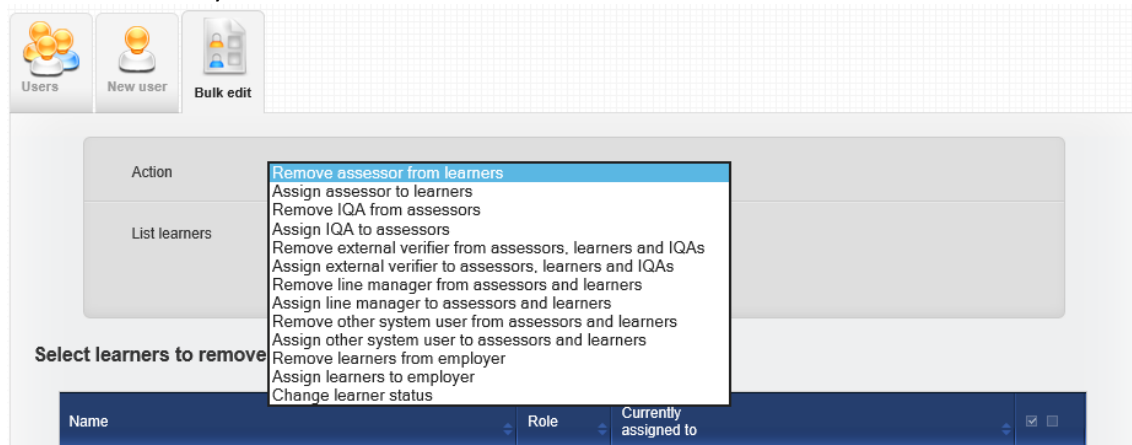
Filters are then displayed depending on the selected action

Select the learners/users this action applies to by ticking the right hand box:

Scroll down and use the dropdown selector at the bottom to choose your action:

Always ensure you select the blue arrow, the message displayed alters slightly depending on the action taken.
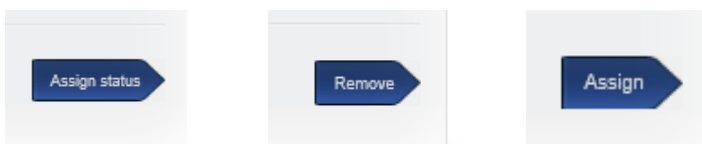
A prompt with always appear to confirm changes, again the message displayed alters slightly depending on the action taken.