# Bulk Actions

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The Creative space is busy and changes often. Use Bulk Actions to make changes against many work items at once.

Bulk Archiving and Deleting

Do you ever need to archive or delete multiple Campaigns, Projects, Tasks, or Proofs all at once? Use Bulk Archive to keep your workspace clear of work items that are finished or Bulk Delete to remove work items you don't need, all in just a few clicks.

Starting from the Table View (https://guide.lytho.com/help/table-views) within a Project or a work custom view (https://guide.lytho.com/help/custom-views), click the box to the left of each appropriate work item to select and have an activity bar appear at the bottom of your screen. Select Archive, Unarchive, or Delete to effect all selected items at once. You will be asked to confirm your choice after you've clicked your action.
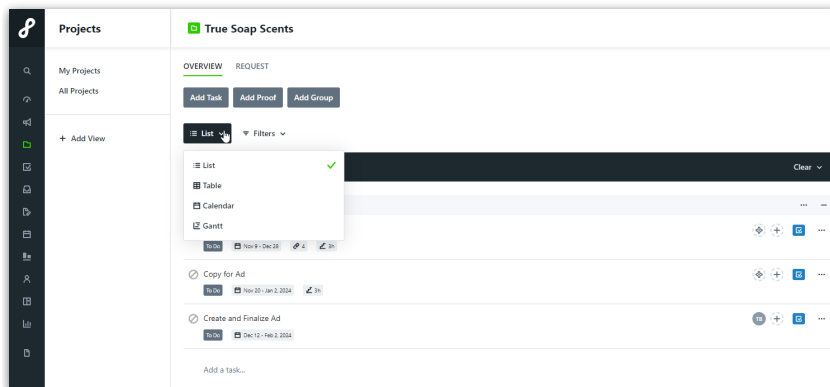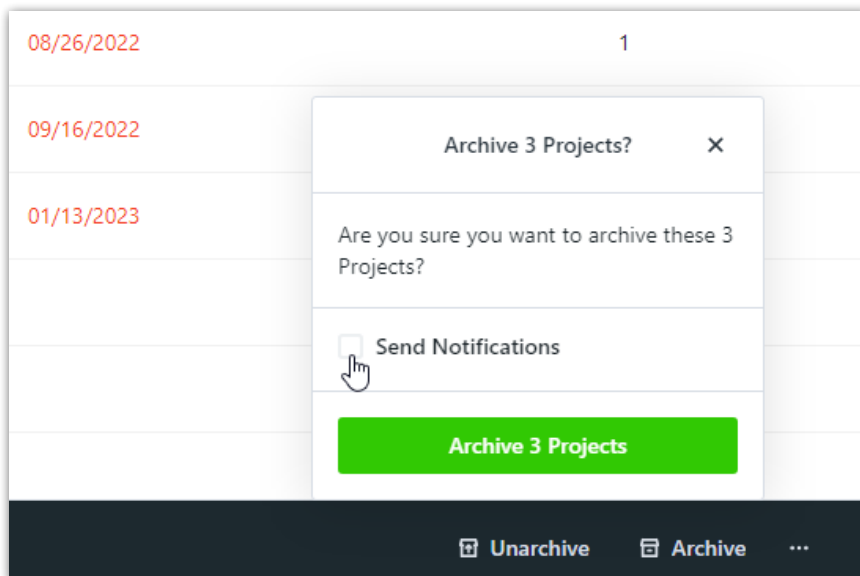

Accessing the Table View from within a project
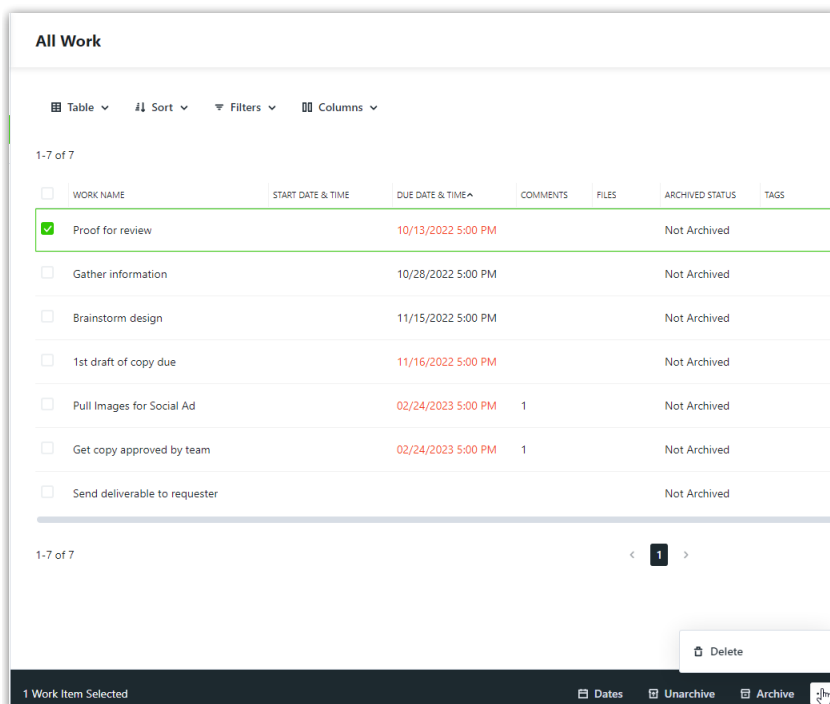
After selecting an action from the activity bar, you will be asked to confirm your choice. From this prompt, you will also have the option to send a consolidated email notification to all users assigned to the selected work items.

Bulk Date Shifting

Project scope is often one of the biggest concerns for a team. If a due date is moved up or down, the individual working steps often need to as well. Instead of modifying each individual work item, use Bulk Date Shifting to shift many days at once.

Similar to Bulk Archiving, Unarchiving, and Deleting, start from the **Table View** of the Project or Work view. Click the box to the left of each appropriate work item. Select **Dates** from the activity bar that appears at the bottom of your screen to open up a panel where you can move either the **Start Dates, Due Dates,** or **both** date values of the selected work items forward or backwards.

By selecting **Days,** you can change the time frame from days to weeks or months.

The **Send Notifications** checkbox will allow you to decide if your work item Assignees will receive email and/or in-app notifications of these date changes.

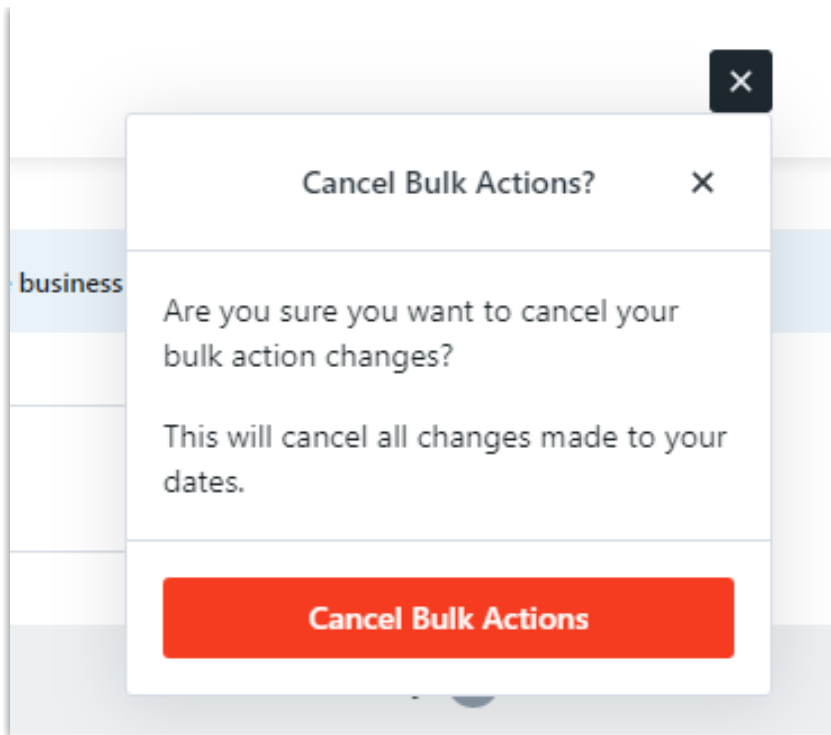Once you have set the values, press **Review** to move forward. This will bring you to a review panel to confirm your changes and alert you to any potential issues with your selection.

In the below screenshot, there are 3 potential issues and 3 notes. The potential issues are warnings that your new shifted date value is a past date and may now be considered overdue. The notes are system considerations to bring your new shifted dates in line with Business Days (https://guide.lytho.com/help/business-days) that have been configured.

Confirm Changes   ×

ℹ If items fell on a non-business day they have automatically been shifted to the next available business day.

Shifting Dates: Moving due date forward by 1 day for 3 work items
☐ Send Notifications

All Items	Potential Issues Only 3

True Soap Spring Campaign   —

WORK ITEMS	CURRENT DUE DATE & TIME	NEW DUE DATE & TIME
☑ 1st draft of copy due	Nov 16, 2022 at 5:00 pm	Nov 21, 2022 at 5:00 pm ⌄ *Please select a time in the future. *Shifted to next business day
☑ Get copy approved by team	Feb 24, 2023 at 5:00 pm	Feb 27, 2023 at 5:00 pm ⌄ *Please select a time in the future. *Shifted to next business day
☑ Proof for review	Oct 13, 2022 at 5:00 pm	Oct 17, 2022 at 5:00 pm ⌄ *Please select a time in the future. *Shifted to next business day

Cancel   **Confirm Changes**

ℹ Though it is not **required** that you resolve the noted potential issues, understanding these can help you make a more informed strategic change.

If at any time you need to cancel these changes and leave the dates as they are, select the **X** or **Cancel** buttons. A message will pop up confirming that you would like to cancel before returning you to the table view.

After you have confirmed your changes, a blue status bar will appear at the top of your screen notifying you that changes are taking place. Once complete, the blue status bar will disappear and a green pop-up toast notification will appear in the bottom-right corner of your screen notifying you that your changes have been completed.
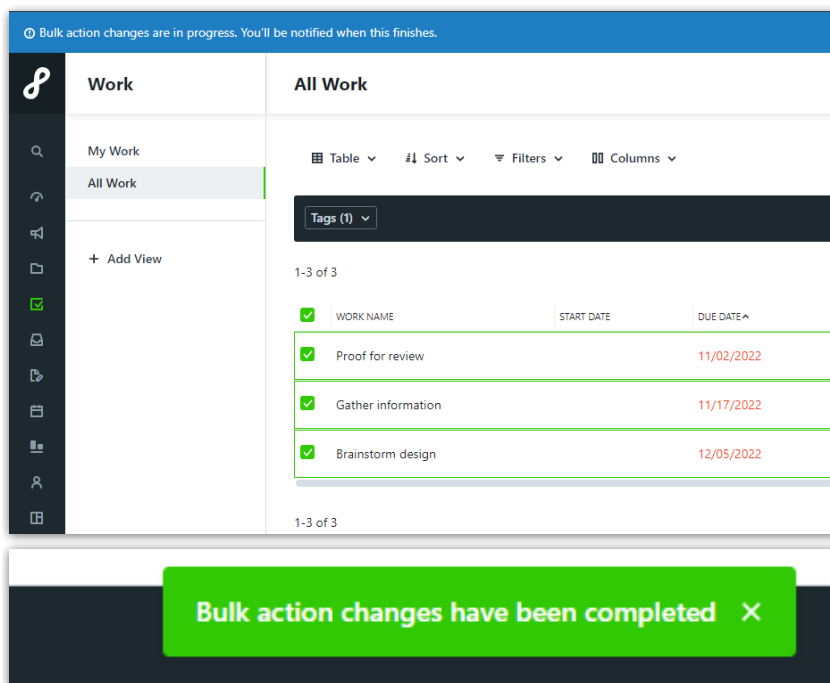
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