

# Inventory Bulk Actions

On the Inventory Landing Page accessed via [Inventory](#) on the sidebar-navigation, a list of inventory will be displayed with check boxes to the left of each of them (and one at the top in the headings that will select all inventory visible on this page).

Clicking on these checkboxes will popup a bar at the bottom of the page that allows you to perform certain actions in bulk. Within this bar will be three dropdowns (drop-ups I suppose) will be shown.

## Select Bulk Action

Anything from here is available in the Select Bulk Action dropdown when pressed. This list may change, but for now it contains the ability to.

**Print Barcodes**

**Enable Stock Sync**

**Disable Stock Sync**

**Remove Ghost Assets**

**Set as Archived**

**Pause Stock Sync Until**

**Create Stock Take Schedule**

**Delete**

This will **delete** the selected items, ensure that only the items wanted to be removed are selected. I would recommend [applying filters](#) where possible and still double, triple checking that everything is correct.

**Clear Tags**

Selecting this will remove all tags from the selected items.

## Add Tag

This will add a new tag to each of the selected items tag-lists.

- Click Add Tag
- Fill out the textbox
- Press Submit

## Categories

Similar to the Add Tag functionality, but with the ability to add or remove categories from the items categories lists.

This requires inventory categories to be set, this can be done following our [Create Inventory Categories](#) page.

- Click Categories
- Select Add/Remove Categories from the first dropdown
- Search for and select the category from the second dropdown
- Press Submit

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