

How to Bulk update templates

To bulk update templates from the dashboard, click on the **Bulk update** button in the **Template** tab.



The following fields can be **bulk updated** on existing LabConnect templates:

- Tests
- Contract Number
- Purchase Order Number
- Product Type
- Test Specification

Sample registrations

Quick search **Search** ⓘ

Draft **Organisation drafts** **Submitted** **In progress** **Completed** **Templates**

Date created ▼	Template name	Type	Samples	Tests	Date last used	
3 Jun 2022	Demo Template 1	General	8	20		Edit
3 Jun 2022	Demo Template 2	General	3	3		Edit
23 May 2022	Demo Template 3	General	3	3	3 Jun 2022	Edit
23 May 2022	Demo Template 4	General	2	6		Edit
29 Oct 2021	Demo Template 5	General	4	4		Edit

Showing 1-5 First Page < 1 of 1 pages > Last Page

Create new template **Export to CSV** **Bulk update**

Dashboard

Bulk update templates

Choose a property to bulk update

- ☒ Tests
- ☐ Contract Number
- ☐ Purchase order number
- ☐ Product Type
- ☐ Test Specification

Select the **property** to bulk update and click **Next** to move to the next step

Instructions

Follow the **Next** step, displayed at the bottom of each page, as a guide to assist you throughout the process of bulk updating templates

Next: Select the templates you want to bulk update

[Close](#)

Next



If you have any questions, please contact AsureQuality customer service team on 0508 00 11 22 (NZ) or +64 9 573 8000 (INT)

Example of bulk updating the **Purchase Order Number** on templates

To bulk update the **Purchase Order (PO) number** on templates, click on the **Bulk update** button in the **Template** tab located on the LabConnect dashboard.

Sample registrations

Quick search **Search**

Draft Organisation drafts Submitted In progress Completed Templates

Date created	Template name	Type	Samples	Tests	Date last used	
3 Jun 2022	Demo Template 1	General	8	20		Edit
3 Jun 2022	Demo Template 2	General	3	3		Edit
23 May 2022	Demo Template 3	General	3	3	3 Jun 2022	Edit
23 May 2022	Demo Template 4	General	2	6		Edit
29 Oct 2021	Demo Template 5	General	4	4		Edit

Showing 1-5 First Page < 1 of 1 pages > Last Page

Create new template Export to CSV Bulk update

Select to bulk update the **Purchase order number** on selected templates and click **Next** to move to the next step

AsureQuality Kaitiaki Kai LabConnect Demo User Menu

Bulk update templates

Choose a property to bulk update

- ☐ Tests
- ☐ Contract Number
- ☒ Purchase order number
- ☐ Product Type
- ☐ Test Specification

Next: Select the templates you want to bulk update [Close](#) **Next**

Select the **Organisation**

Select the existing **PO Number** to

Select **Template/s** to update

Enter the new **PO number** to be updated on selected templates

Click **Update**

Bulk update templates

Bulk update AsureQuality testing purchase order number

Organisation: AsureQuality Laboratory Services - Auckland

Purchase Order number: 12345

This purchase order number is used in 3 templates

☒	Date created	Template name	Type	Samples
☒	3 Jun 2022	Demo Template 1	General	8
☒	23 May 2022	Demo Template 3	General	3
☒	29 Oct 2021	Demo Template 5	General	4

Showing 1-3 First Page < 1 of 1 pages > Last Page

3 of 3 templates selected

Update purchase order number to...: 54321

Next: Update [Close](#) [Back](#) **Update**

Bulk update templates

Update the Purchase order number...

From: 12345

To: 54321

In all templates

[Cancel](#) **Confirm**

A summary of the bulk update change will pop up. Select **Confirm** to proceed with changes or **Cancel**

If **Confirm** is selected, a message will appear confirming the selected templates have successfully been updated

You have successfully updated the selected templates. [X](#)