



# **Bulk Properties Editor 2.0**

---

## **User Guide**

## **Copyright**

Copyright ©2008-2013 BoostSolutions Co., Ltd. All rights reserved.

All materials contained in this publication are protected by Copyright and no part of this publication may be reproduced, modified, displayed, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of BoostSolutions.

Our web site: <http://www.boostsolutions.com>

---

## Content

1.	Introduction.....	3
2.	Installation.....	4
2.1	Product Files.....	4
2.2	Software Requirements .....	5
2.3	Installation .....	6
2.4	Upgrade .....	7
2.5	Uninstallation.....	7
2.6	Command_Line Installation.....	8
2.7	Feature Activation.....	10
3.	How to use the Bulk Properties Editor.....	11
3.1	Index Multiple Documents .....	11
3.1.1	Bulk Edit Documents Properties .....	11
3.1.2	Group Edit Documents Properties .....	15
3.1.3	Edit All .....	18
3.1.4	Bulk Tag Documents.....	18
3.2	Organize Documents.....	19
3.2.1	Bulk Approve/Reject .....	19
3.2.2	Bulk Check In .....	20
3.3	Import Documents .....	21
3.4	Manage Bulk Properties Editor Settings .....	24
3.5	Configure Auto Complete feature.....	27
4.	Supported libraries or lists.....	29
5.	Troubleshooting & Support.....	30
	Appendix A: License Management.....	31

## 1. Introduction

With Bulk Properties Editor, end users can bulk edit properties and check in documents. Additionally, it is possible to bulk approve/reject documents or list items.

This user guide will guide you to install and configure Bulk Properties Editor on your SharePoint.

For latest version of this copy or other user guides, please visit our document center:

<http://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the Bulk Properties Editor zip file from [www.boostsolutions.com](http://www.boostsolutions.com), you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Bulk Properties Editor_V2_User Guide.pdf	The user guide for Bulk Properties Editor in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.Basic\BoostSolutions.SharePointClassifier.Platform14.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2010 or SharePoint Foundation 2010.

Solutions\Classifier.Basic\ BoostSolutions.SharePointClassifier.Platform15.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Classifier.Basic\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.BulkPropertiesEditor\ BoostSolutions.BulkPropertiesEditor14.2.wsp	A SharePoint solution package containing Bulk Properties Editor files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Classifier.BulkPropertiesEditor\ BoostSolutions.BulkPropertiesEditor15.2.wsp	A SharePoint solution package containing Bulk Properties Editor files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\ Classifier.BulkPropertiesEditor \Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install Bulk Properties Editor, ensure your system meets the following requirements:

### SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

### SharePoint 2013

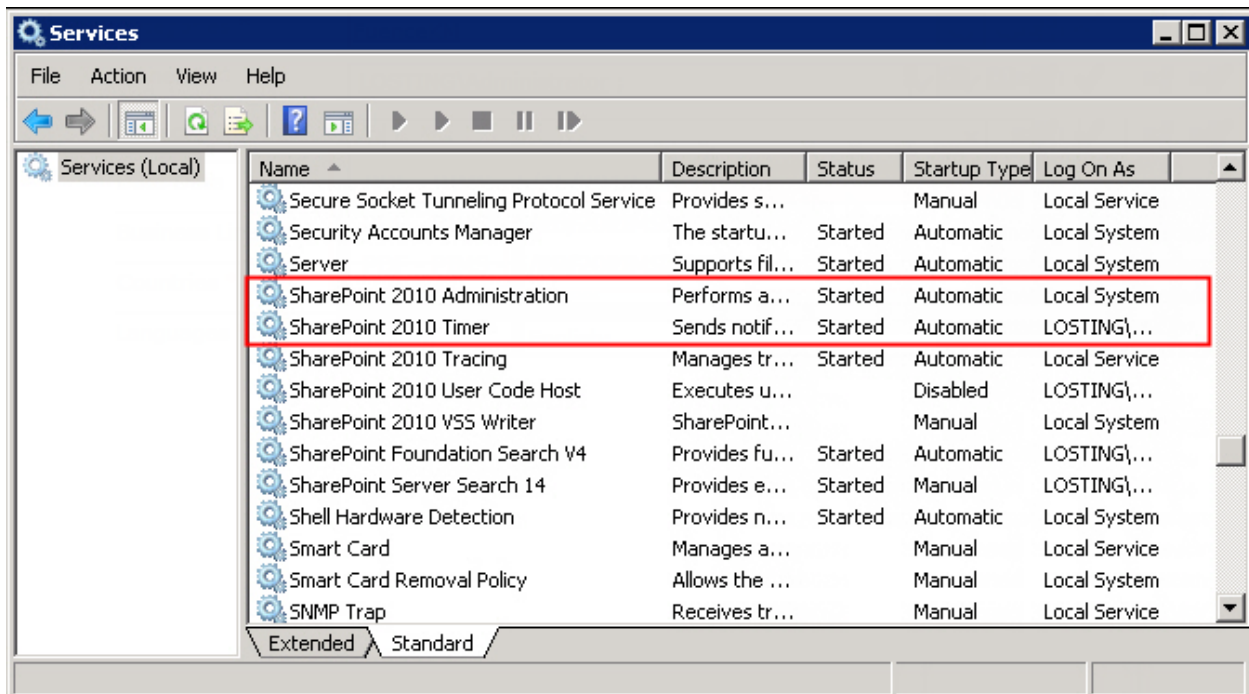
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

## 2.3 Installation

Follow these steps to install Bulk Properties Editor on your SharePoint servers.

### Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer**.



Bulk Properties Editor must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

### Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

### To install Bulk Properties Editor on SharePoint server.

1. Download the zip file (\*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
2. Open the created folder and run the **Setup.exe** file.

**Note** If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

3. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.
4. Review and accept the End-User License Agreement and click **Next**.
5. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

**Note** If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

6. Upon completion of the installation, details are displayed showing which web applications your product has been installed to.
7. Click **Close** to finish the installation.

## 2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

**Note:** if you have installed Classifier 1.0 on your SharePoint servers, to upgrade to Bulk Properties Editor 2.0 or above, you need to:

Download the new version of Classifier (2.0 or above), and upgrade the product.

Or,

Remove Classifier 1.0 from your SharePoint servers, and install Bulk Properties Editor 2.0 or above.

## 2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.



## 2.6 Command\_Line Installation

The following instructions are for installing the solution files for Bulk Properties Editor in **SharePoint 2010** by using the SharePoint STSADM command line tool.

### **Required permissions**

To use STSADM, you must be a member of the local Administrators group on the server.

### **To install Bulk Properties Editor to SharePoint servers.**

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.

1. Extract the files from the product zip pack to a folder on one SharePoint server.
2. Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN

3. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename <full path>\BoostSolutions.FoundationSetup14.1.wsp
stsadm -o addsolution -filename <full path>\BoostSolutions.BulkPropertiesEditor14.2.wsp
stsadm -o addsolution -filename <full path>\BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

4. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment -
url [virtual server url] -immediate

stsadm -o deploysolution -name BoostSolutions.BulkPropertiesEditor14.2.wsp -
allowgacdeployment -url [virtual server url] -immediate

stsadm -o deploysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp -
allowgacdeployment -url [virtual server url] -immediate
```

5. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
stsadm -o displaysolution -name BoostSolutions.BulkPropertiesEditor14.2.wsp
```

```
stsadm -o displaysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

6. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ListManagement -url [site collection url] -force  
stsadm -o activatefeature -name SharePointBoost.ListManagement.BatchEdit -url [site collection url] -force
```

### **To remove Bulk Properties Editor from SharePoint servers.**

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.BulkPropertiesEditor14.2.wsp -immediate -url [virtual server url]  
stsadm -o retractsolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp -immediate -url [virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.BulkPropertiesEditor14.2.wsp  
stsadm -o displaysolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

3. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.BulkPropertiesEditor14.2.wsp  
stsadm -o deletesolution -name BoostSolutions.SharePointClassifier.Platform14.2.wsp
```

### **To remove BoostSolutions Foundation from SharePoint servers.**

The BoostSolutions Foundation is mainly designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, please do not remove Foundation from the servers.

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp -immediate -url [virtual server url]
```

- Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```


The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.



- Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp
```

## 2.7 Feature Activation

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

- On the Site Actions menu  click **Site Settings**.
- Under **Site Collection Administration** click **Site collection features**.
- Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

	<b>BoostSolutions ECM Framework 2.2.702.0</b>	Deactivate	<b>Active</b>
This is the fundamental feature for BoostSolutions ECM solution. (Powered by BoostSolutions)			
	<b>Bulk Properties Editor 2.3.730.0</b>	Deactivate	<b>Active</b>
Enable SharePoint users to index, tag and approve/reject multiple documents or list items. (Powered by BoostSolutions)			

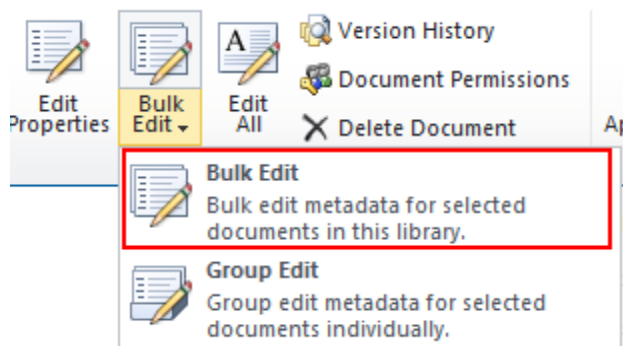
## 3. How to use the Bulk Properties Editor

### 3.1 Index Multiple Documents

#### 3.1.1 Bulk Edit Documents Properties

This function allows you to bulk edit documents properties so documents can be quickly indexed.

1. Select the desired documents and click the **Bulk Edit** button in the Documents tab.



2. A dialog box will appear as follows:

**Bulk Edit**

Edit

Save Cancel Tags & Notes Commit Classify

**Select All**

☒ Title

☒ Categories \*

☒ Owner \*

☒ Project Number

☒ Date Date

☒ Business Lines \*

☐ Append changes to existing value

☒ Countries \*

☒ Languages \*

☐ Append changes to existing value

☒ Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

☐ Append changes to existing value

☐ Preserve Authors and Timestamps ⓘ

☐ Check In after Save

1 Document(s)

OK Cancel

There is a checkbox along the left side of each field. The \* (red asterisk) indicates that this field is required and cannot be left empty once it is checked.

You can retain the existing value by unselect the checkbox.

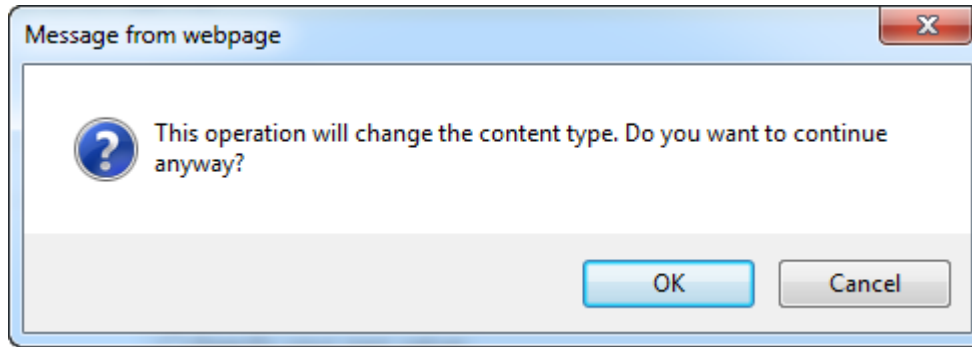
**Content Type:** You are allowed to modify the Content Type of the selected documents or items if you enabled **Allow management of content types** in the List Settings.

☐ Content Type

Document ▼


Create a new document.

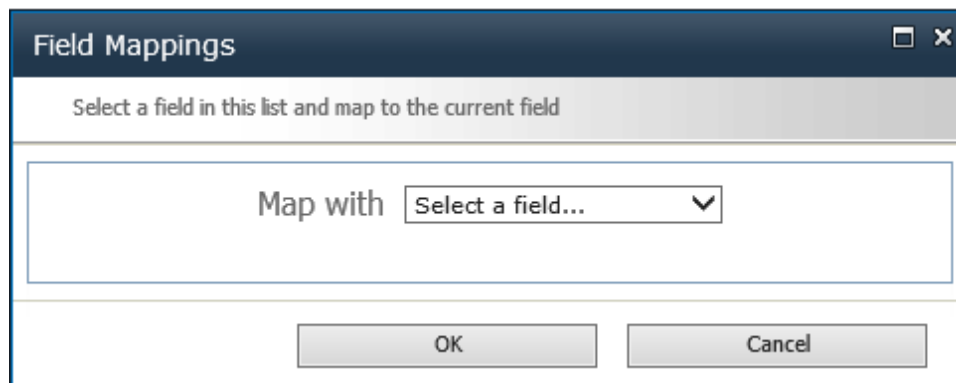
The checkbox is unselected by default, if you want to enable this function, select the checkbox and there is a dialog window telling you that this option will change the content type. Click **OK** to continue.



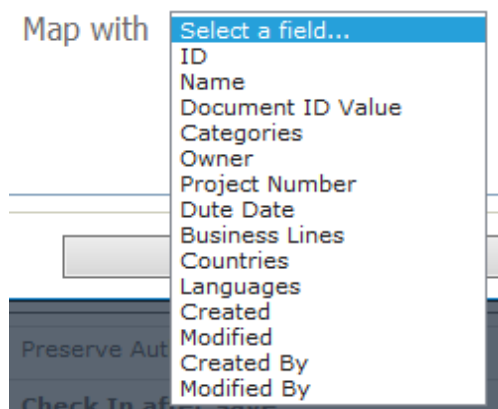
The  icon on the right side of each field indicates the **Field Mapping** function:



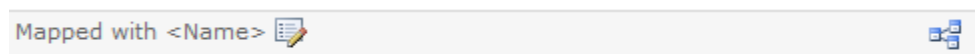
**Field Mapping** is used to dynamically map and assign another field to the current field. When you click this  icon you will bring up the Field Mapping window.





In the **Map with** dropdown menu you can select any available field. Please note that the availability of fields will vary.



Select a field you want to use and click **OK**. The **Field Mappings** window will close and a new  icon will appear on the right side of the field.



The  icon indicates the custom value that you set. If you click on this  icon, the field mapping will be lost and the field will revert back to its original state.



**Append changes to existing value:** Check this option if you want to append changes to an existing value for a respective field.


☒ Business Lines \*




☐ Append changes to existing value

**Note** This option is only available for multiple-value fields, [Person and group] and [Managed Metadata].

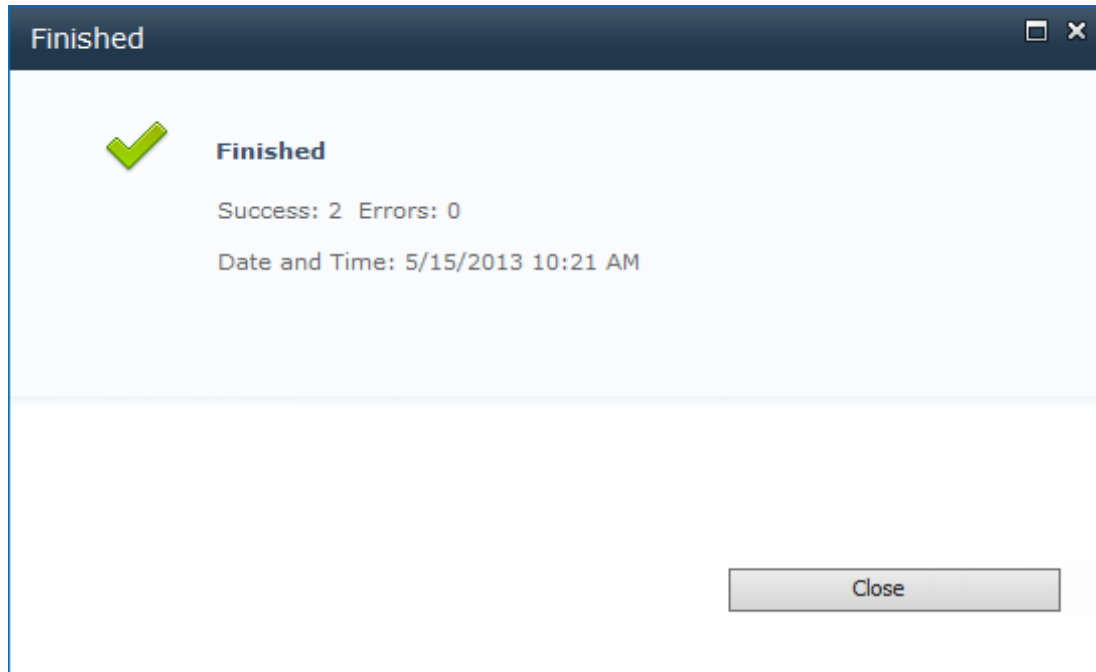
**Preserve Authors and Timestamps:** Preserve the value for system reserved fields (Modified & Modified by)

☐ Preserve Authors and Timestamps 

**Check In after Save:** The selected documents will be checked in after saving.

	<input type="checkbox"/> Preserve Authors and Timestamps 
	<input checked="" type="checkbox"/> <b>Check In after Save</b>
Version	What kind of version would you like to check in? <input checked="" type="radio"/> Minor version (draft) <input type="radio"/> Major version (publish) <input type="radio"/> Overwrite the current minor version
Retain Check Out	Retain your check out after checking in? <input type="radio"/> Yes <input checked="" type="radio"/> No
Comments	Comments: <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>

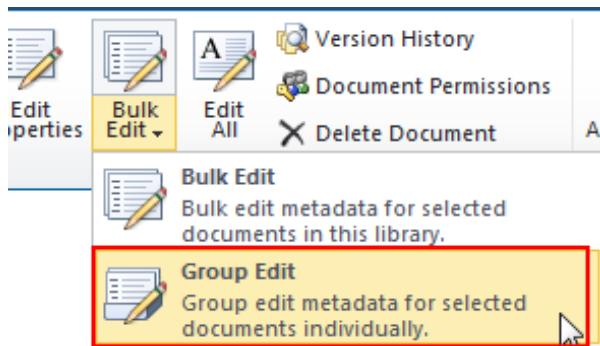
- Fill in these columns and click **OK**. When the bulk edit operation is finished, a window will pop-up as follows:



### 3.1.2 Group Edit Documents Properties

This function gives you the ability to edit multiple documents individually.

1. Click the **Group Edit** button on the ribbon menu to open the **Group Edit** window.



2. A dialog box will appear as follows:



Group Edit - ARB - Quick Start.docx

Edit


Save Cancel Skip Preview Tags & Notes Classify

Commit Actions

Name *	ARB - Quick Start.docx	
Title		✓
Categories *	FuenceKM	✓
Owner *	LOSTING\Administrator ;	✓
Project Number	PDF - PIMS - 5/15/2013	✓
Dute Date		✓
Business Lines *	Drug Safety Research and Development;	✓
Countries *	France	✓
Languages *	English;	✓
Enterprise Keywords	Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse	
	<input type="checkbox"/> Preserve Authors and Timestamps ⓘ	
	<input type="checkbox"/> Check In after Save This document was not checked out.	

1 of 3

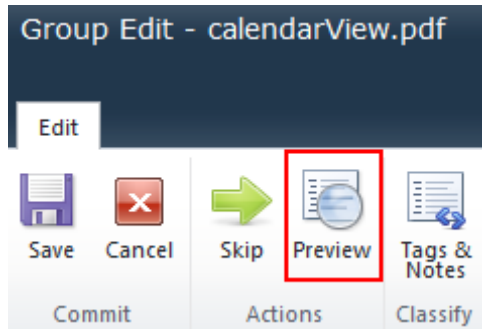
Skip Save & Next Cancel

The  icon on the right side of the field is set as a default value for the next document/list item. When clicked the icon will change to a green checkmark as shown below:

		✓
FuenceKM		✓
LOSTING\Administrator ;		✓
PDF - PIMS - 5/15/2013		✓

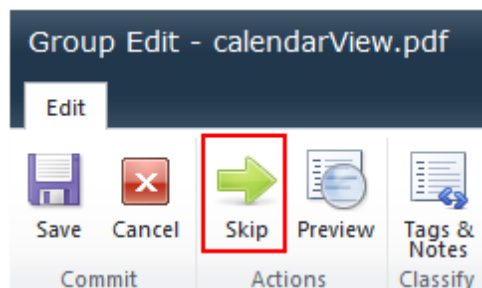
The respective field value will be kept for next document or list item until you manually modify it. This can save you a lot of time, especially if most fields are exactly the same or similar and when only a few items need to be changed.

If you need to preview the document when entering metadata, simply click the Preview button on the ribbon menu and a new window will open.



**Note** Currently only PDF documents and Images are supported. Click the (x) on the upper right-hand corner of the window to close the document preview window.

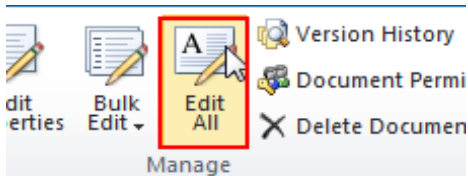
If no fields need to be changed in the current document, simply click the Skip button on the ribbon menu and it will skip the current document or list item.



### 3.1.3 Edit All

This function gives you an easy way to edit all documents in a library or list.

1. Click the **Edit All** ribbon button in the Documents tab.

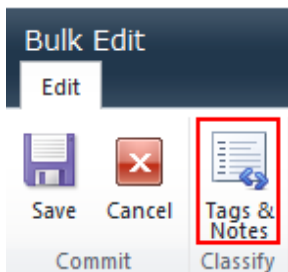


2. When the dialog box appears, follow the steps (starting with step 2) found in Section [3.1.1](#).

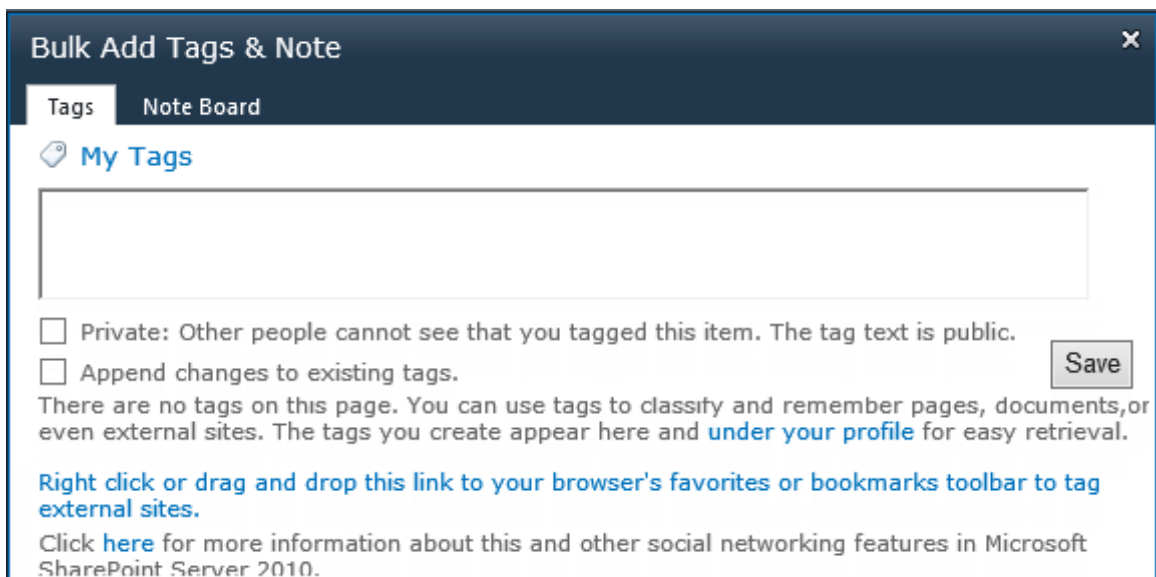
### 3.1.4 Bulk Tag Documents

This function allows you to add **tags & notes** for multiple documents or list items in bulk.

1. Click the **Tags & Notes** button on the Bulk Edit ribbon.



2. A dialog window will open as follows:



In the text field, you are able to enter tags. Click **Save** and the changes will be save to the selected documents or list items.

**Private:** With this option selected, other people cannot see that you tagged this item, but the tag text is public.

**Appending changes to existing tags:** With this option enabled, the original tags will not be overwritten when you click Save and all tags entered in this field will be appended to existing values.

## 3.2 Organize Documents

### 3.2.1 Bulk Approve/Reject

Native SharePoint **Approve/Reject** function does not allow you to approve or reject multiple documents/list items in bulk. However, with **Bulk Properties Editor** this is possible.

1. Select the desired documents or list items which have published. For example, Approval Status is Pending. Then click the **Bulk Approve/Reject** button in the Documents tab.



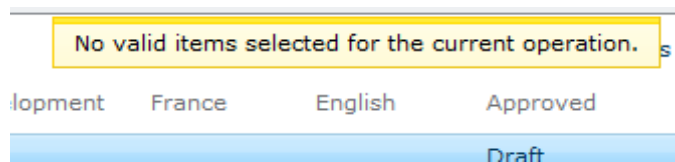
2. You will see the following dialog window:

A screenshot of the 'Approval/Reject' dialog window. The window has a title bar with 'Approval/Reject' and standard window controls. It is divided into two main sections. The top section, titled 'Approval Status', contains three radio button options: 'Approved. These items will become visible to all users.' (which is selected), 'Rejected. These items will be returned to its creator and only be visible to its creator and all users who can see draft items.', and 'Pending. These items will remain visible to its creator and all users who can see draft items.'. The bottom section, titled 'Comment', contains a text area with the instruction 'Use this field to enter any comments about why these items were approved or rejected.' and a vertical scrollbar. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. On the **Approve/Reject** page:

- Select the **Approval Status** in the first selection.
- Enter any comments in the text box below, and then click **OK**.
- The Approval Status for the selected documents or list items will be changed.

**Note** You have to select at least one previously published document before you click the **Bulk Approve/Reject** button or it will display a notice in notification bar similar to the following.

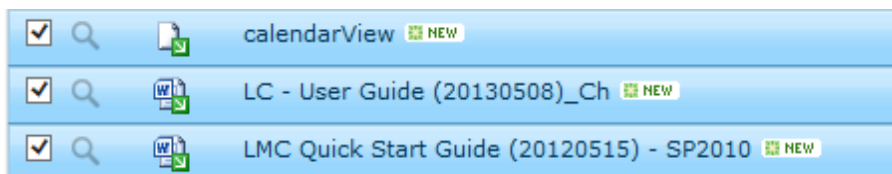


### 3.2.2 Bulk Check In

This function helps users to mass check in documents in a document library.

To check in multiple documents at a time, you need to:

1. Select the documents that you want to check in.



2. Click the **Bulk Check In** button on the ribbon.



**Note** You have to select at least one check-out document or the **Bulk Check In** button will be grayed and not available to click. Furthermore, all documents that are checked out inside folders that you select will be checked in.

3. On the check in page:

- Select the type of version you want to check in.

- Next select whether you want to retain your check out to continue editing.
- Enter any comments in the text box and then click **OK**.

**Check in Multiple Documents**

**Version**  
Select the type of version you would like to check in.

What kind of version would you like to check in?

☒ Minor version (draft)  
☐ Major version (publish)  
☐ Overwrite the current minor version

**Retain Check Out**  
Other users will not see your changes until you check in. If you wish to continue editing, you can retain your check out after checking in.

Retain your check out after checking in?

☐ Yes ☒ No

**Comments**  
Type comments describing what has changed in this version.

Comments

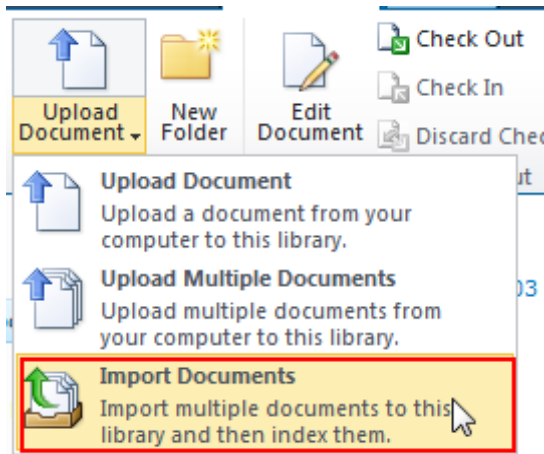
OK Cancel

**Note** You have to select at least one check-out document or the **Bulk Check In** button will be grayed and not available to click. Furthermore, all documents that are checked out inside folders that you select will be checked in. Check In options depend on the versioning settings in your current document library. If no versioning is chosen in the Versioning Settings page then there will not be version selection option in the Check In Multiple Documents window.

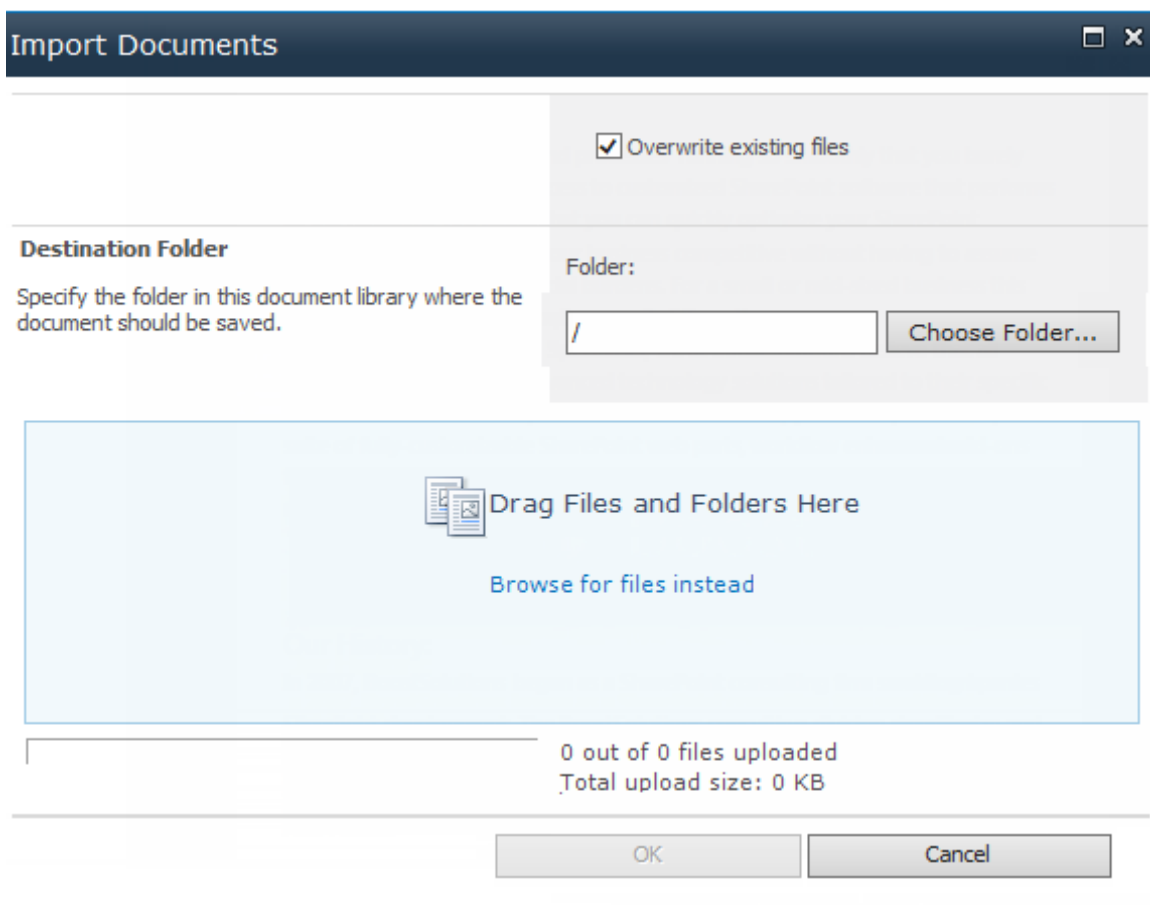
### 3.3 Import Documents

This function allows you to import multiple documents into the SharePoint document library and index them by entering metadata information.







1. Click **Import Documents** in the **Upload Document** menu on the ribbon.

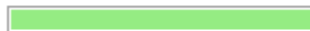


2. You will see the following dialog window:



3. You can browse files on your computer or drag and drop files directly into this window. Click OK and files will be ready to upload.

Type	Name	Size	Status
	PIMS_2214_CLME_PRODUC_PDF_B.pdf	257 KB	Done
	PIMS_2215_CLME_PRODUC_PDF_A.pdf	257 KB	Done
	PIMS_2215_CLME_PRODUC_PDF_B.pdf	257 KB	Done
	PIMS_2216_CLME_PRODUC_PDF_B.pdf	257 KB	 Uploading...
	PIMS_2223_CLME_PRODUC_PDF_A.pdf	257 KB	




3 out of 5 files uploaded  
Total upload size: 1 MB


4. Once the files are uploaded you will be redirected to a new window:

Index Options for Incoming Documents


Click Close button will do nothing for the incoming documents.

☒


**Check In All Documents**  
 The documents you uploaded will be check in.

☐


**Bulk Edit All Documents**  
 Go to next window to bulk edit properties for all documents.

☐


**Group Edit All documents Individually**  
 Go to next window to edit properties individually.

Next

Close

There are 3 options you can use for the documents which you have just uploaded:

- **Check In All Documents:** This option will navigate you to the document check in page where you are able to check in all document in bulk. See section [3.2.2](#) for details.
- **Bulk Edit All Documents:** This option will navigate you to the bulk edit documents properties page. See section [3.1.1](#) for details.
- **Group Edit All documents Individually:** This option will navigate you to the Group Edit page. See section [3.1.2](#) for details.



**Note** The Import Documents function is currently compatible with Internet Explorer only. In all other browsers this button will be grayed.

## 3.4 Manage Bulk Properties Editor Settings

This settings page helps users to configure and edit options when indexing multiple documents or list items.

1. To access this page, go to the **Library Settings – Bulk Properties Editor Settings**.

### General Settings

[Title, description and navigation](#)

[Versioning settings](#)

[Advanced settings](#)

[Validation settings](#)

[Column default value settings](#)

[Document Number Generator Settings \(Powered by BoostSolutions\)](#)

[Rating settings](#)

[Audience targeting settings](#)

[Metadata navigation settings](#)

[Per-location view settings](#)

**Bulk Properties Editor Settings (Powered by BoostSolutions)**

[Auto Complete Settings \(Powered by BoostSolutions\)](#)

[Form settings](#)

2. You will see the following settings:

### General Settings

<b>General Settings</b> Specify edit options when users index multiple documents or list items in this list.	<input type="checkbox"/> Force input if list contains required fields <i>In bulk edit page, users are not allowed to SKIP all required fields if this option is enabled.</i>
	<input type="checkbox"/> Fill in empty metadata fields only <i>In bulk edit page, only empty fields should be replaced with the value that users entered.</i>
	<input type="checkbox"/> Expand <b>Check In After Save</b> option <i>Users will always see this option expanded whenever in metadata bulk edit page.</i>
	<input checked="" type="checkbox"/> Mark all fields as checked by default <i>In bulk edit page, the checkboxes for all fields will be checked by default.</i>

- **Force input if list contains required fields:** In the bulk edit page, users are not allowed to SKIP all required fields if this option is enabled.
- **Fill in empty metadata fields only:** In the bulk edit page, only empty fields are replaced with the value that users entered
- **Expand Check In After Save:** Users will always see this option expanded whenever in the metadata bulk edit page.
- **Mark all fields as checked by:** In bulk edit page, the checkboxes for all fields will be checked by default.

## Enable Edit All

In this section, you can specify if the **Edit All** command is available and who can access this function in document library or list.

<b>Enable Edit All</b> Specify whether you want to enable the Edit All function and which users can use this function.	<b>Make the Edit All command available on the ribbon</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No  <b>Specify users who can use this function:</b>  <input checked="" type="radio"/> Allow all users <input type="radio"/> Allow specified users <input type="radio"/> Block specified users
---	--

To make the Edit All command available on ribbon, click **Yes**; otherwise, click **No**. Once you select No, the Edit All command will not appear on the ribbon.




Then specify which users can access this feature:

- Allow all users

All users can use this feature in this document library or list.

- Allow specified users

Only the specified users can access this feature in this document library or list. You can input any user, SharePoint groups and domain group.

<input checked="" type="radio"/> <b>Allow specified users</b>
<div><input type="text" value="Product Center Members ;"/></div> <div>  </div>

- Block specified users

All users except the specified users can access this feature in this document library or list. You can input any user, SharePoint groups and domain group.



## Preserve Options

In this section, you can specify if the **Preserve Authors and Timestamps** available and who can access this function in document library or list.

To make the **Preserve Authors and Timestamps** available on Edit Properties window, click **Yes**; otherwise, click **No**. Once you select No, the **Preserve Authors and Timestamps** will not appear on the Edit properties window.

Then specify which users can access this feature:

- Allow all users

All users can use this feature in this document library or list.

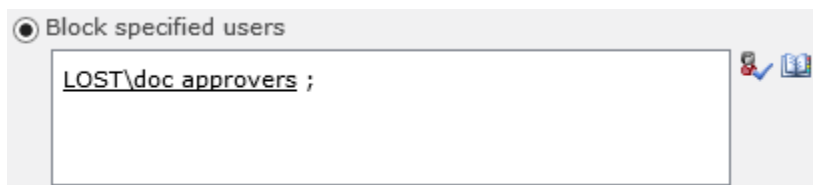
- Allow specified users

Only the specified users can access this feature in this document library or list. You can input any user, SharePoint groups and domain group.



- Block specified users

All users except the specified users can access this feature in this document library or list. You can input any user, SharePoint groups and domain group.



## 3.5 Configure Auto Complete feature

This feature allows you to see the relevant records as you type when editing SharePoint records.

1. To access the Auto Complete Settings page, go to the **Library Settings – Auto Complete Settings**.

### General Settings

[Title, description and navigation](#)

[Versioning settings](#)

[Advanced settings](#)

[Validation settings](#)

[Column default value settings](#)

[Document Number Generator Settings \(Powered by BoostSolutions\)](#)

[Rating settings](#)

[Audience targeting settings](#)

[Metadata navigation settings](#)

[Per-location view settings](#)

[Bulk Properties Editor Settings \(Powered by BoostSolutions\)](#)

[Auto Complete Settings \(Powered by BoostSolutions\)](#)

[Form settings](#)

2. You will see the following settings:

Select the desired column you want to see the relevant records when editing properties.

### Select Fields

Select the fields which you want to enable Auto Complete function. Once the function is enabled, there will be suggestions when you are typing in specific fields.

☐ **Select All**



















☒ Title

☒ Project Number

☐ Business E-mail address

**Note** The Auto Complete function currently supports column type as a **Single line of text ONLY**.

3. When you edit the selected properties in the bulk edit page, it will auto display the relevant records in drop-down list.

Categories *	<input type="text" value="FuenceKM"/>	  
Owner *	<input type="text" value="LOSTING\Administrator ;"/>	   
Project Number	<input type="text" value="PD"/>	 
Dute Date	<div>PDF - PIMS - 5/15/2013</div>	 
Business Lines *	<div>PDF - PIMS - 5/16/2013</div>	 
Countries *	<div>PDF - PIMS - 5/17/2013</div>	 
Languages *	<input type="text" value="English;"/>	  

**Note** Auto display will display at most 30 relevant records from the current library or list.

## 4. Supported libraries or lists

Bulk Properties Editor can work on following lists and document libraries.

**Libraries:** Asset Library, Document Library, Picture Library, Slide Library, Dashboard Library, Form Library, Report Library and Site Pages Library

**Lists:** Announcements, Tasks, Contacts, Calendar, Custom List, Issue Tracking, Links, Project Task and Agenda

## 5. Troubleshooting & Support

### **Troubleshooting FAQ:**

### **Contact Info:**

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

### **Live chat:**

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix A: License Management

You can use Bulk Properties Editor without entering any license code for a period of 30 days from when you first use it.

To use the product after expiration, you will need to purchase a license and register the product.

### Finding License Information

1. Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
2. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

**Choose a license type**

☒ Server License  
Server Code: e4c9171bd1aa49cea8903e0a7e0e812643f8360be  
a74459ca3bf6b2e0240f194

☐ Farm License  
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}  
Number of Users: 24 user(s)

☐ Site Collection License  
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e Change  
Site Collection: http://pro-mac

Download Close

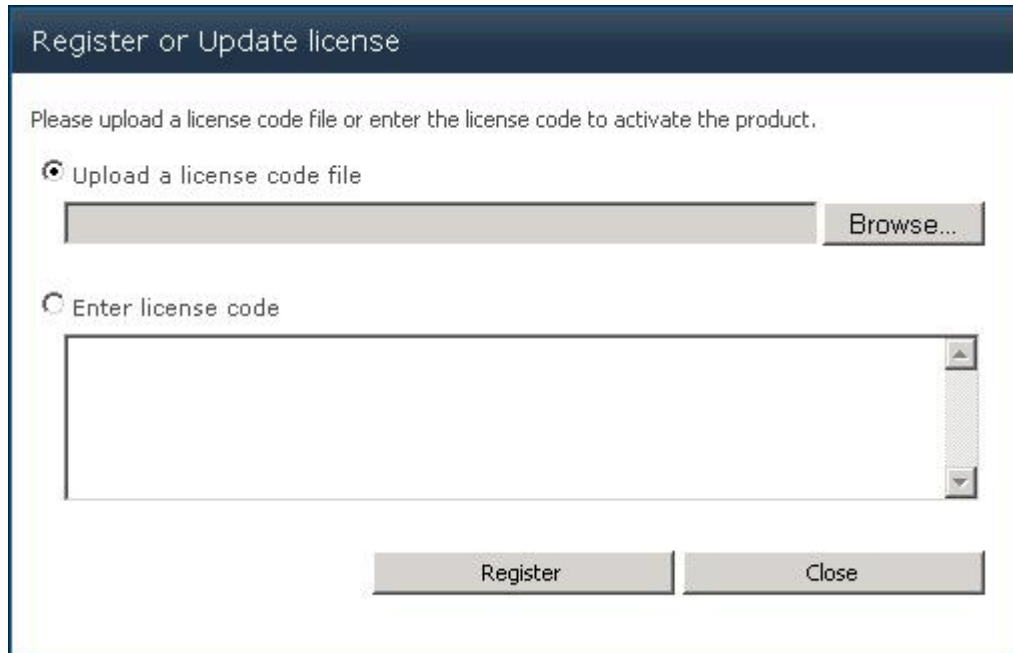
In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

3. Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.



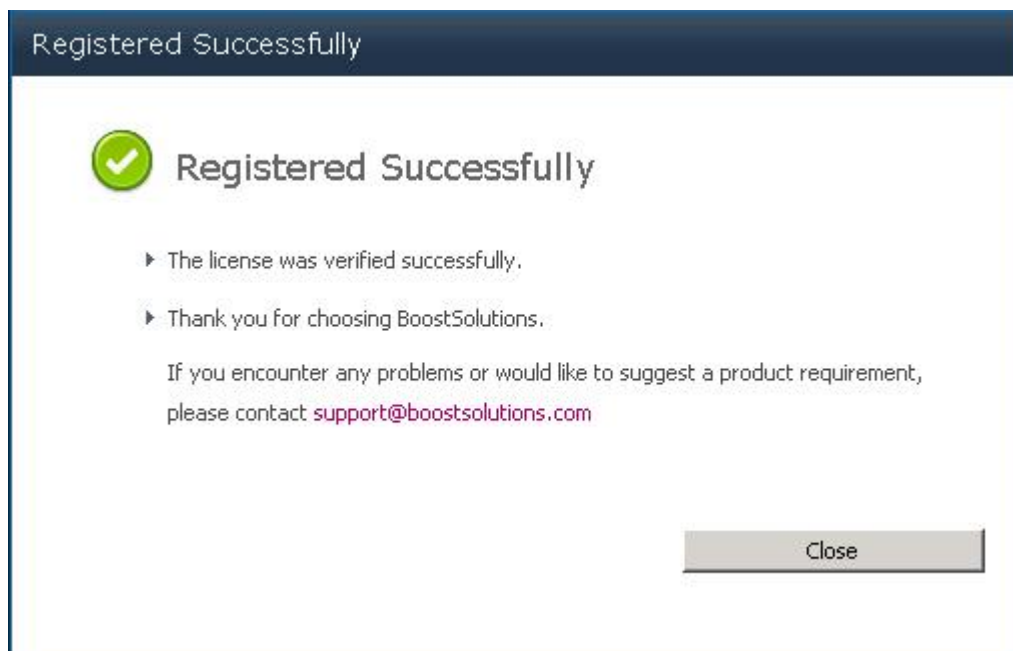
## License Registration

1. When you receive a product license code, enter the **License Management Center** page.
2. Click **Register** on the license page and a **Register or Update license** window will open.



The dialog box has a dark blue header with the title "Register or Update license". Below the header, the text "Please upload a license code file or enter the license code to activate the product." is displayed. There are two radio buttons: "Upload a license code file" (selected) and "Enter license code". The "Upload a license code file" option has a text input field and a "Browse..." button. The "Enter license code" option has a large text input field. At the bottom, there are two buttons: "Register" and "Close".

3. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



The dialog box has a dark blue header with the title "Registered Successfully". Below the header, there is a green checkmark icon followed by the text "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions.". Below the bullet points, there is a paragraph: "If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)". At the bottom right, there is a "Close" button.

For more details on license management, see the [BoostSolutions Foundation](#).