# Bulk case edit actions

**This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.**

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

To edit multiple cases at once there is the option to mass edit cases in the Cases tab. You can, for example, assign multiple cases to another user instead of assigning them one by one. You can also delete your cases or update the status for multiple cases at once.

1 **To do this go to the Cases tab.**

2 **In the right top corner, select Filter, if you want to filter on specific cases to bulk edit.**

3 **In the right top corner, select Edit. This creates empty check boxes before each case name in the table.**

4 **Select the cases you want to edit by pressing the empty checkbox before the case and a checkmark will appear in that checkbox. Another possibility is to use the select all option in the bar which appeared at the bottom of the screen.**

5 **Select in the bottom what you would like to edit.**
  - **Assign will open a dialog where a dropdown is displayed. Here you can select a new assignee. Press the Confirm button to assign all selected cases.**
  - **Update status will open a dialog where you can choose the status of a case. Press the Confirm button to change the status of the selected cases.**
  - **Generate reports will generate case reports for the cases you have selected.**
  - **Delete will open a dialog confirming you would like to delete all selected cases.**