

Add or Remove Multiple Items

Add Multiple Items

1. Use the optional filter.
2. Select one or more items from the **Available** list. Select multiple items by holding down the Ctrl or shift keys or by clicking and dragging with your mouse.
3. Select **Add**.
4. **Save**.

Example of adding multiple items.

The screenshot displays a user interface for managing documents. At the top, there is a section titled "Filter Campuses" with a dropdown menu labeled "Campus:" set to "All Campuses". Below this is a light blue box titled "Available Document" containing a list of document titles: "Access Control", "Business Analysis Procedure", "Client Services Procedures", "Patient Care Affidavit", and "QMS01 Quality System". To the right of this list are two buttons: "Add" with a right-pointing arrow and "Remove" with a left-pointing arrow. Further right is a light green box titled "Linked Document" which is currently empty. At the bottom left of the interface, there are "Save" and "Cancel" buttons.

Remove Multiple Items

1. Use the optional filter.
2. Select one or more items from the **Linked** list. Select multiple items by holding down the Ctrl or shift keys or by clicking and dragging with your mouse.

3. Select **Remove**.

4. **Save**.

Example of removing multiple items.

The screenshot displays a user interface for managing documents. At the top left, there is a section titled "Filter Campuses" with a dropdown menu labeled "Campus:" set to "All Campuses". Below this, there are two main panels: "Available Document" on the left and "Linked Document" on the right. The "Available Document" panel contains a list with one item: "QMS01 Quality System". The "Linked Document" panel contains a list with four items: "Access Control", "Business Analysis Procedure", "Client Services Procedures", and "Patient Care Affidavit". The "Client Services Procedures" item is highlighted in blue. Between the two panels are two buttons: "Add" with a right-pointing arrow and "Remove" with a left-pointing arrow. At the bottom left, there is a "Save" button and the text "or Cancel".