

Current column - this column is read only and can't be changed.

To change a selected preference, click on the checkbox in the **New** column to switch the preference on or off.

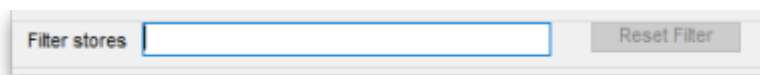
You can apply a setting to all displayed stores with the **All/None** checkbox on the far right panel. If you want to undo what the **All/None** button did then click on the **Reset** button.

Once you're done making changes for this preference, click the **Save Changes** button to write your preference settings to the database. The **Current** column will be updated with the new settings to reflect the saved changes.

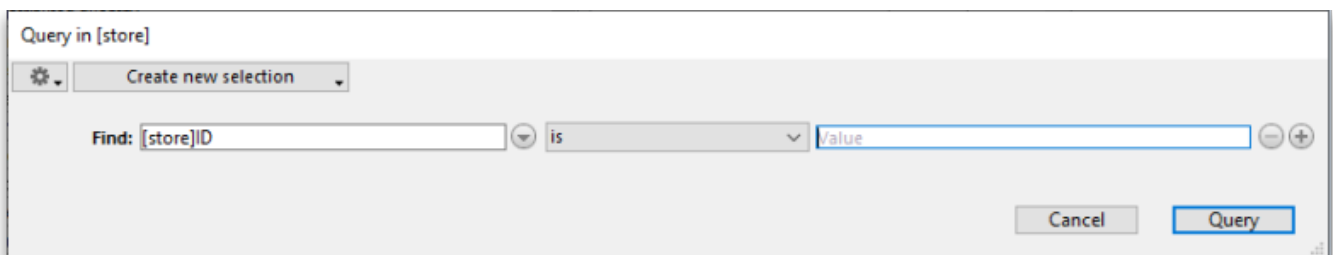
Please note: You *must* save changes before switching to another setting, or your changes will be lost. mSupply won't stop you moving to another preference before saving changes but it will tell you if you lose unsaved changes.

Filtering stores

If you only wish to make changes to a subset of stores, you can filter the Stores list with the *Filter stores* bar in the top panel:



When you click the text entry field, you will be presented with a simple query editor:



Submitting this query will update the list of Stores to match the query you created. Restore the full list of Stores with the **Reset Filter** button.

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https://docs.msupply.org.nz/other_stuff:bulk_store_preferences_editor?rev=1588600293

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