

# Quickly Edit Multiple Opportunity Records

## Please Note!

If you need to update the win or loss stage of a list of opportunities and you are requiring a win or loss reason to be entered by the sales rep, the opportunities will not update! Please review [step 4 of this article](#) to learn more about win/loss requirements. You will need to set the **Require Win/Loss Reason?** to **No**

### Win & Loss Stages

Win Stage:

Win Reasons:

Require Win Reason? Yes  No

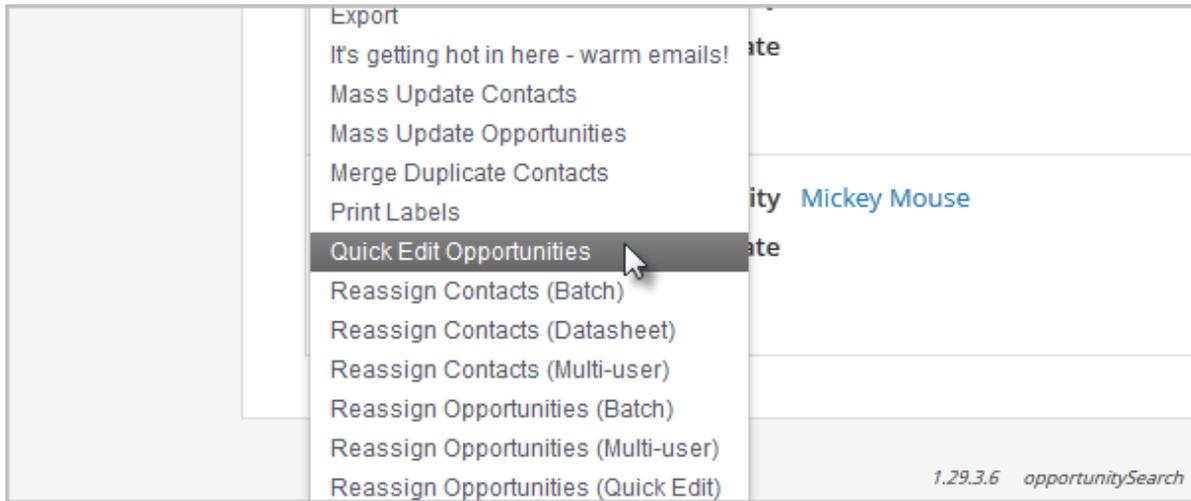
Loss Stage:

Loss Reasons:

Require Loss Reason? Yes  No

1. Go to **CRM > Opportunities** in the main navigation menu.
2. Search for the records you would like to update.

3. Click on the **Actions** drop-down and select **Quick Edit Opportunities**.



4. Update the *opportunity title*, next *action date*, and/or *stage*.

Results

Id	Opportunity title	Next action date	Stage id
	<input type="text" value="New Opportunity"/>	<input type="text" value="05-10-2013"/>	<input type="text" value="New Opportunity"/>
	<input type="text" value="Joe Blow"/>	<input type="text"/>	<input type="text" value="Working"/>
	<input type="text" value="Mickey Mouse"/>	<input type="text"/>	<input type="text" value="New Opportunity"/>

5. Click the **Save** button to apply the updates.

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