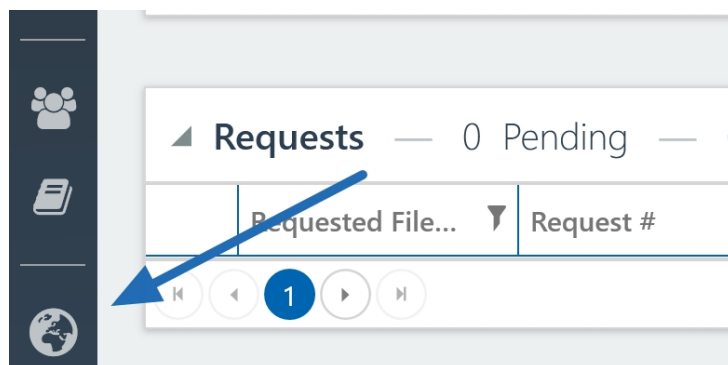


Using the Batch Editor in UNIFI

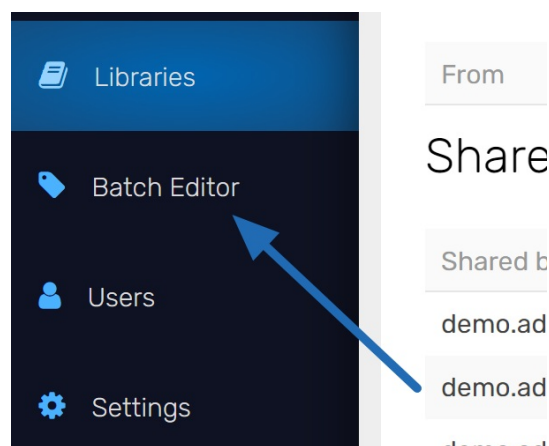
Last Modified on 05/24/2022 7:44 pm EDT

The Batch Editor feature gives you the ability to view all your content stored within UNIFI and manage tags and libraries in bulk.

To access the Batch Editor, click on the globe icon on the left side of the screen in UNIFI.



A browser window will open with the UNIFI Web Portal. Select **Batch Editor** from the left side of the screen.



From here, you can see all of your content.

Batch Editor

Enter search terms...

Q

All Libraries

▼ Default

Filter

Columns

☐

Manage Tags

Manage Libraries

History

Q Search Tags

▼ All Tags

#broken

015200-Construction Facilities

016600-Product Storage and Handling Requirements

031500-Concrete Accessories

032100-Reinforcing Steel

033100-Structural Concrete

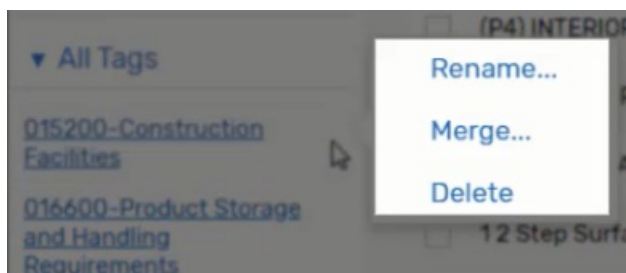
034100-Precast

Filename

<input type="checkbox"/>	(P4) INTERIOR 2X4 WALL	Standard Walls	test
<input type="checkbox"/>	(P6) INTERIOR 2X6 WALL	Standard Walls	test
<input type="checkbox"/>	0.0.0 - TEMPLATE	Template	test
<input type="checkbox"/>	00317-Ruskin-013009-Ver10-MD15 Manual Damper	Div. 23 3300 - Duct Specialties	Mechanical
<input type="checkbox"/>	01 Built In Elevation Existing		
<input type="checkbox"/>	01_REVIT_ELEPHANT		
<input type="checkbox"/>	050_LFTP300	7830	Revit watts
<input type="checkbox"/>	_0ArmlessStool	DIVISION 12	Seating
<input type="checkbox"/>	1-2 Step Surface		

Merge or Delete a Tag

If you ever want to merge or delete a tag, all you have to do is hover over the tag listed on the left side of the screen and select one of those options from the dropdown screen.



To merge, hover over one of your tags and select **Merge**

Merge Tags

Available Tags

Search...

#broken

016600-Product Storage and Handling Requirements

031500-Concrete Accessories

032100-Reinforcing Steel

033100-Structural Concrete

034100-Precast Structural Concrete

035300-Concrete Topping

035400-Cast Underlayment

040500-Common Work Results for Masonry

040513-Masonry Mortaring

040519-Masonry Anchorage and Reinforcing

040523-Masonry Accessories

042000-Unit Masonry

042100-Clay Unit Masonry

042200-Concrete Unit Masonry

042300-Glass Unit Masonry

044000-Stone Assemblies

050500-Common Work Results for Metals

050523-Metal Fastenings

051200-Structural Steel Framing

052100-Steel Joist Framing

053100-Steel Decking

➤

➤

Tags to be Merged

015200-Construction Facilities

Merged Tag Name

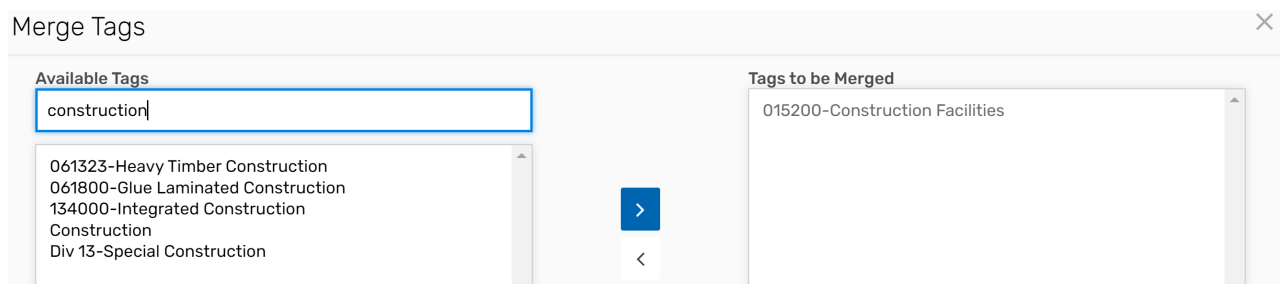
015200-Construction Facilities

MERGE

CANCEL

Let's say that you want to merge Construction Facilities with other construction-related tags, just to clean up a

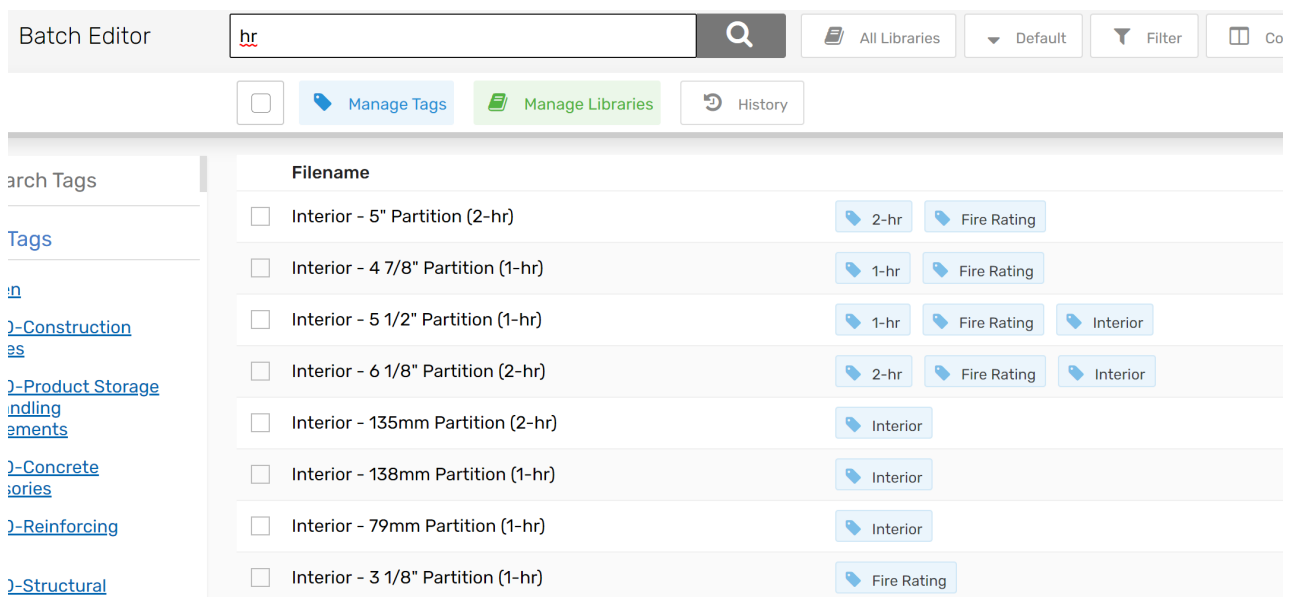
little. You can either search for other construction tags or scroll through the list. Next, you'll select any of the tags that you would like to merge and select the arrow pointing to the right. To remove any tags under the merge section, simply select their names and click on the arrow pointing to the left.



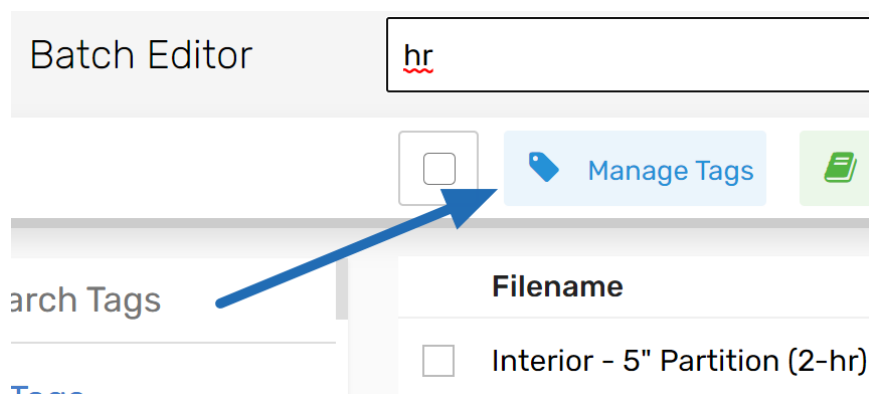
When you're done moving tags over, you can either keep the name of the first tag you selected to Merge or rename it. Then, select **Merge**.

Search by Naming Conventions

The Batch Editor is a great tool because it helps you search by naming conventions. For example, if we search for "hr" here, we can see how this common fire rating name convention is included in the title of various walls and doors. But as you can see here, some of these pieces of content have an "interior" tag, but are not yet given a "fire rating" tag.




What you could do is select whichever pieces of content you want to add a fire rating tag to and then select **Manage Tags**.



You can select from the group of tags here, or you can create a new tag by selecting **+ Create New tag**.

Manage Tags – 2 items selected

 Search Tags...

☒ Interior

☐ #broken

☐ 015200-Construction Facilities

☐ 016600-Product Storage and Handling Requi...

☐ 031500-Concrete Accessories

☐ 032100-Reinforcing Steel

☐ 033100-Structural Concrete

☐ 034100-Precast Structural Concrete

☐ 035300-Concrete Topping

☐ 035400-Cast Underlayment

☐ 040500-Common Work Results for Masonry

☐ 040513-Masonry Mortaring

☐ 040519-Masonry Anchorage and Reinforcing

[+ Create New tag](#)

[✔ Apply Changes](#)

Next, type in the new tag name. You'll see that as you type, some possible options will come up, such as "alarm" or "protection." You can select one of the possible options, if they apply, or type in a new tag name. Then hit **Save**.

Manage Tags – 2 items selected

 Search Tags...

New tag name...

Save

Cancel

Make sure that the new tag is selected and then select **Apply Changes**.

And now all of this content will be tagged within the UNIFI app with that tag.

Manage Libraries

You can also manage your libraries in this section. Let's look at how this works.

For example, let's say that your BIM Manager has finished vetting all Air Terminal tags, and you'd like to move this content out of your Sandbox environment and over to your main libraries.

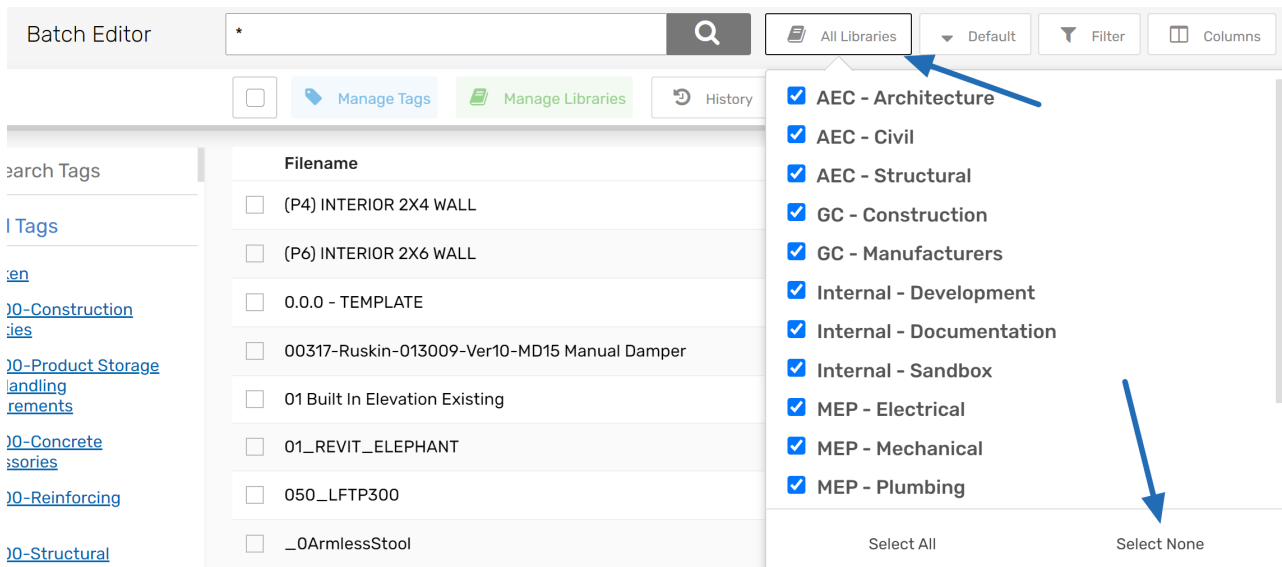
Type the asterisk (*) in the search bar so it searches all of your content and then click on the magnifying glass.

Batch Editor

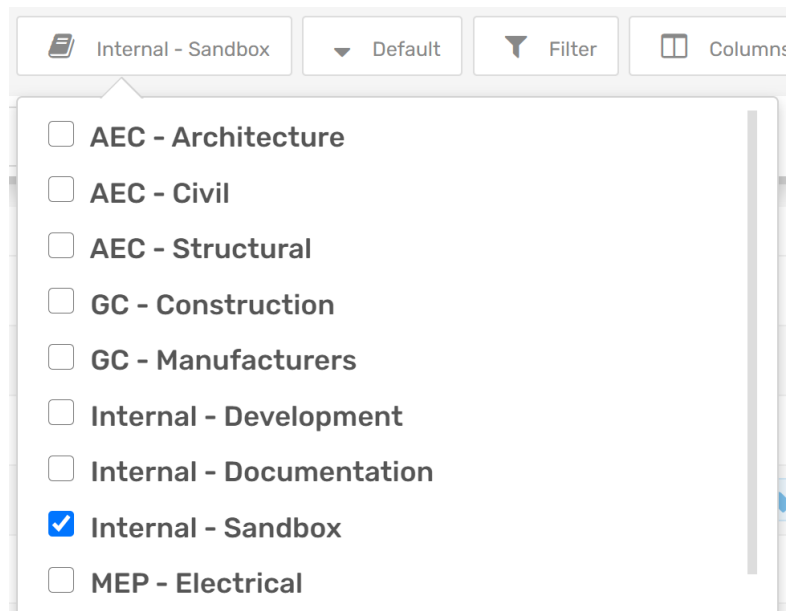
*



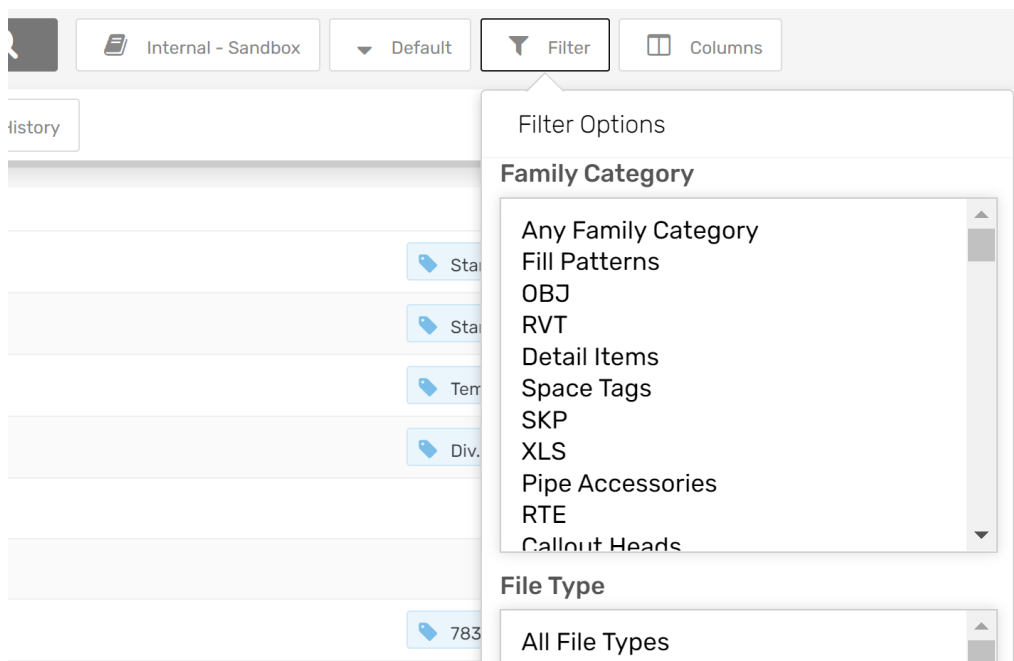
Next, select **All Libraries** and click on **Select None**.



Then just select **Sandbox**.

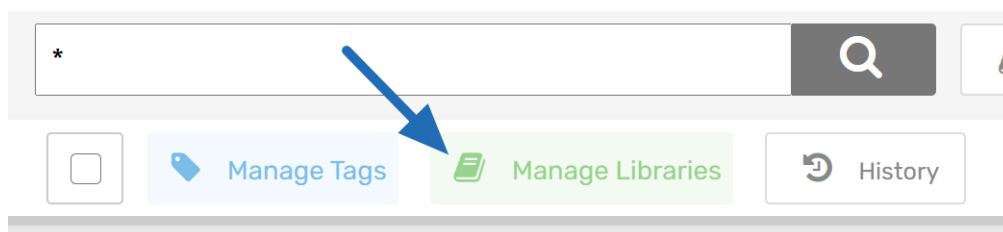


Now click on **Filter**.

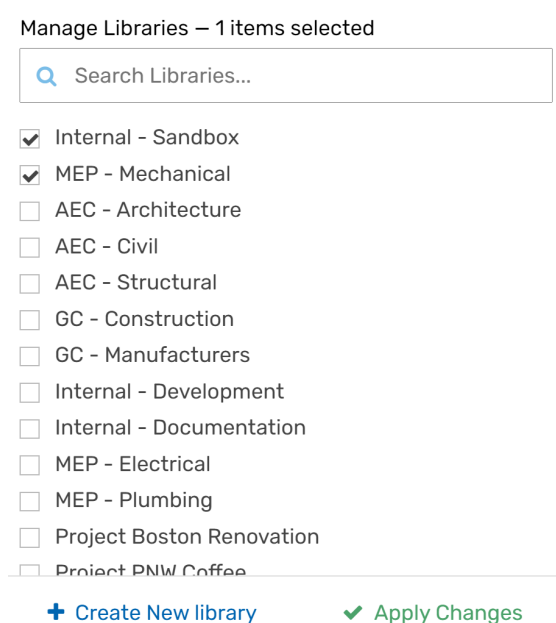


Instead of clicking on Any Family Category, you can click on just Air Terminals and then select **Apply Filters**. You will then be able to see all Air Terminal content in your Sandbox library.

Select the air terminal content you want, and then click on **Manage Libraries**.



Next, simply select the libraries you want to put this into and then click **Apply Changes**.



As you can see, our Batch Editor feature allows you to quickly change libraries or tags for your content. Check out our [Web Portal article](#) to learn about how UNIFI's Web Portal can help you better manage your content.

