

Group feature

06/2025

For easier operation, items can be grouped together to apply an action to several items at the same time.

There are several grouping options here:

1.) Article selection with Ctrl key and mouse:

- a) Select the first item with the mouse until it is highlighted in yellow.



- b) Add further items by holding down the Ctrl key and clicking on the selection. (Items then turn red.)



Possible in all views:



- c) Every action that is now applied to the yellow item is also transferred to the red items. (It may be necessary to click again in the view so that the articles are also dragged along).



2.) Article selection with selection frame:

- a) Select the first item with the mouse until it is highlighted in yellow.



- b) Add further items to the selection by holding down the Shift key and using the selection frame (move the mouse!). (Items then turn red.)



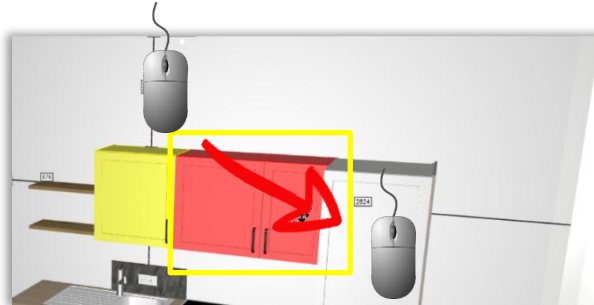
Possible in all views:



A movement from **top left to bottom right** creates a **yellow** selection frame, here all items are added that are **completely within the frame**.



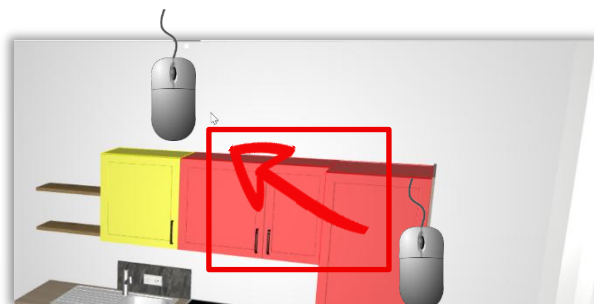
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A movement from **bottom right to top left** creates a **red** selection frame, here all items are added that are **partially touched by the frame**.



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- c) Every action that is now applied to the yellow item is also transferred to the red items. (It may be necessary to click again in the view so that the articles are also dragged along).

