



Articles in this section



How do I edit units I have uploaded previously?

3 years ago · Updated

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- ▼ Bulk and manual edit available for Headquarters, Supervisor, Sales M user access roles only
 - ▼ Manual edit available for Sales Admin user access role only
 - ▼ Not available for Staff, Agent, Basic Siteplan user access roles
- View [User account types](#) for more info

There are 2 ways to edit units in the project

- Bulk edit
- Manual edit (One-by-one)

Projects > (Project Name) > Units

Bulk edit

- Edit any information via excel
 1. Click **Projects** at the Showroom homepage
 2. Click on the specific project you would like to edit
 3. Click **Units** at the top menu bar next to Overview
 4. Click , click **Units Excel** to download total units listing

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5. Open the downloaded excel file and edit accordingly
6. Click **Manage** on the top right-hand side
7. Click **Import Units**
8. Click **Browse File** to attach the completed excel sheet
9. Click **Upload**(Uploaded files can be previewed at the bottom and you may verify the unit listing information)

Manual edit (One-by-one)

- Edit basic information via table or one-by-one (in-app)

1. Click **Projects** at the Showroom homepage
2. Click on the specific project you would like to edit
3. Click **Units** at the top menu bar next to Overview

For Quick Edit

4. Click **Manage** on the top right-hand side
5. Click **Edit**

For Major Edit

4. Click on the specific unit you would like to edit
5. Click **Edit** at the desired section

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