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**English** 

## **Edit retention bids**

Use these instructions to manually edit existing bids in your retention campaign.

- 1. In your campaign settings, go to the **Countries & Bids** section.
- 2. Select **Adjust rate** to make the bids editable.
- 3. Edit your bids individually or in bulk. Refer to the following sections for instructions for each method.

# **Edit bids individually**

To edit individual bid values, do the following:

- 1. Select the bid value to make the field editable.
- 2. Highlight the existing value and type your new value in the field.
- 3. When you are done editing your bids, select **Save**.

# **Edit multiple bids**

To edit multiple bids at the same time, do the following:

- 1. Select the checkbox next to all countries whose bids you would like to edit.
- 2. Use the dropdown to select your adjustment method. Choose from the following options:

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Adjustment option	Description	Example
Increase by percentage	Increases all selected bids by the specified percentage	If the value is 25%, a \$4.00 bid becomes a \$5.00 bid.
Decrease by percentage	Decreases all selected bids by the specified percentage	If the value is 25%, a \$4.00 bid becomes a \$3.00 bid.
Increase by value	Increases all selected bids by the specified dollar value	If the value is \$1, a \$4.00 bid becomes a \$5.00 bid.
Decrease by value	Decreases all selected bids by the specified dollar value	If the value is \$1, a \$4.00 bid becomes a \$3.00 bid.
Change to value	Sets all selected bids to the specified dollar value	If the value is \$1, a \$4.00 bid becomes a \$1.00 bid.

- 1. Enter your adjustment value in the field next to the dropdown, and select **Apply** to make your changes.
- 2. Select **Save** to close the bid editing options.

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#### **Documentation**

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