

Quick Reference Guide

Batch/Bulk Approvals

Purpose:

Batch approvals allow users to approve multiple pending items, including Pre-award applications, rather than approving individual items.

Audience:

ADR and equivalents

Step 1:

After logging into RMS, click View All to expand the **Pre-Award/Applications pending approval** in the **Things to do section**.

Step 2:

Select the checkboxes beside the Preaward applications you want to approve.

Step 3:

Move your mouse cursor over the **Status** button. The status dialogue box opens with the <u>Selected items only</u> selected.

Step 4:

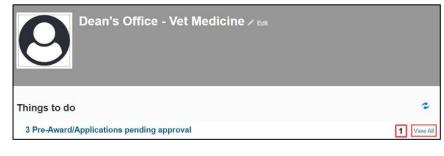
Select Approved from the status list.

Step 5:

Finalize the approval by clicking **Set Status**. The *Set Status* message box displays.

Step 6:

Click Apply. The selected records have been approved.



ashboard	Approvals (3)		
ward Management lotifications tatistics	Piter 3 0 Select / Description Approval (PA sociate Dean (Research)) Type of Approval (PA sociate Dean (Research)) Type of Approval (PA sociate Dean (Research))	Selected Items only All Itested Items Approved Selecting the states in the digital equivitient of an Intel optimum Net approved Net approved Net approved Resures to PF for Additional Information Resures to PF for Addition Resures to PF for Additional Information Resures t	2 10 60 100 4 ≤ 1 of 1 ▶ M Pending approval
	CON CONTRACTOR CONTRACTON CONTRACTON CONTRACTON CONTRACTON CONTRACT	5 Set status	 Pending approval Pending approval

Set status

