

# **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:

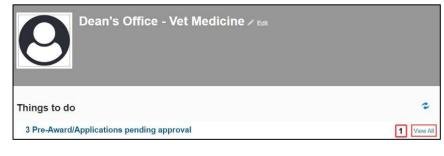
Select Approved from the status list.

### 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.



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#### Set status

