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

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**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 Pre-award applications you want to approve.

**Step 3:**
Move your mouse cursor over the Status button. The status dialogue box opens with the Selected items only 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.