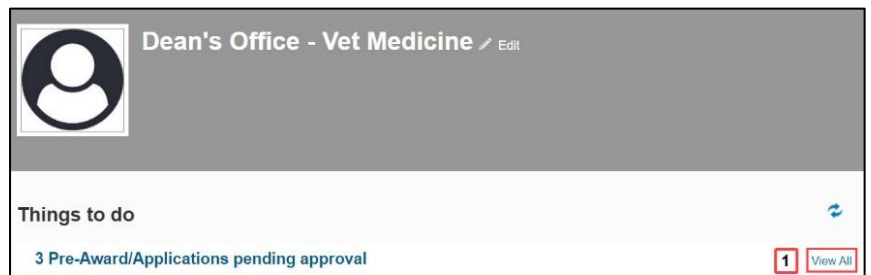# Batch/Bulk Approvals

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**.
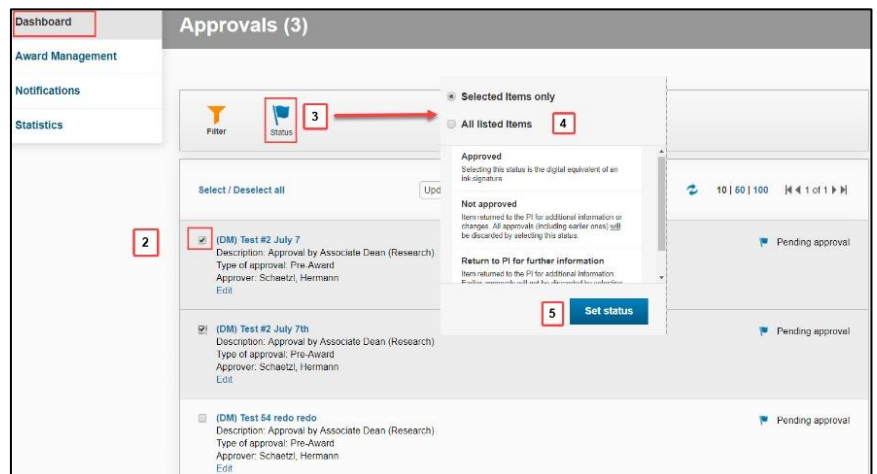
Step 2:
Select the checkboxes beside the Pre-award applications you want to approve.

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.