An explanation of the two ways to initiate a bulk action. You may sometimes need to take the same action on a number of requests. The Bulk Action feature allows you to update several requests with one action.

There are two ways to initiate a bulk action.

You can take the action on all or selected records in a results list retrieved either from the Work Queue or from a search.

Also, you can click the **Bulk Action** link from the top of the page and type the request numbers of the requests you wish to update in the box provided. You may have reports with barcoded request number which you can scan into the Bulk Action box.

Select either an **Action** or an **Authorisation Status** not both.