



Introduction

When a casual engagement has been initiated the approver has the options to approve the individual engagements or bulk approve multiple engagements.

3. From the Pending Approvals screen you have two choices of how to bulk approve :

You can either click on the tick boxes next to the individual engagements that you need to approve or ;

click on the tick box at the top to select all of the engagements .

You can refine your list of engagements by Requester or date by clicking on the filter icon.

4. Once you have made the selection click Approve .

5. The Mass Approve pop up box will appear. Add a comment if required and click Submit .