To bulk authorize all requests from the Idle, Auth Manual section of the Work Queue:

1. Click the Bulk Action Select All button, then the Bulk Action button.

   - If you want to authorize some but not all of the requests in the list, you can select them by ticking their individual check boxes.

2. You are presented with the Bulk Action/Authorization screen where you can decide which action or authorization status to apply to all the requests selected.

   - You can also add more requests to take the same action on, if you know their request numbers.

In this example, you will want to choose the Authorization Status of Authorized for all the requests, and then click the Action button.
Bulk Action / Authorisation

Enter ILL numbers, separated by blanks or commas

ILI Numbers

20348, 20665

Select either an action, authorisation status or process status for all the requests

Action

Authorisation Status
Authorised

Action
Reset Form

The system informs you whether the bulk action was successful or not for each request.

Bulk Action/Authorisation Report

Successful

20348 20665