

# Bulk Complete Actions (Routings)

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When working with a large number of assigned actions, users may prefer to complete actions in bulk.

This also has other applications such as completing actions on behalf of another user.

This option must first be enabled under the user's profile.

## Enable

1. From the system menu, select **Users > Manage Users**.
2. Select the pencil icon to edit a user's profile.
3. In the "Access" section, expand the "Permissions" drop-down
4. Select the "Enable bulk action completion" checkbox and save.

## Complete actions

This option is only available in the project **Outstanding Actions** screen. It is NOT available in the **Actions Dashboard**.

1. From the **Outstanding Actions** screen, select a user from the **Users** dropdown to the top left of the grid.
2. Select **Search**.

### Outstanding Actions

The screenshot shows the 'Outstanding Actions' screen. At the top left, there is a 'Users:' dropdown menu with '- Select User -' selected, highlighted by a red box and a red circle with the number 1. To the right of the dropdown is a 'Clear' button and a 'Search' button, with the 'Search' button highlighted by a red box and a red circle with the number 2. Below the search bar is a 'Grid Row Colors' button and a 'Bulk Doc Download' button. The main table has columns: Reference, Card Name(Auto), Doc Code, Doc Code Name, Status (Combined), Location, Routing, Doc Control, Last Comments (Internal/3rd party), and Error note. The table contains two rows of data.

Reference	Card Name(Auto)	Doc Code	Doc Code Name	Status (Combined)	Location	Routing	Doc Control	Last Comments (Internal/3rd party)	Error note
1234	DS_1234	DS	Instrument Data Sheets	XI(*).c	Pending to Internal/3rd party: (*)	.c	Alina Kleinsasser		
1234	INST_1234	INST	Installation Drawings	XI(*).c	Pending to Internal/3rd party: (*)	.c	Alina Kleinsasser		

3. Select all cards for bulk completion.

4. Select **Bulk complete actions**.

The screenshot shows the 'Outstanding Actions' screen with the 'Users IN (Alina Kleinsasser x)' dropdown selected. The 'Search' button is highlighted. Below the search bar is a 'Grid Row Colors' button and a 'Bulk Doc Download' button. The main table has columns: Reference, Card Name(Auto), Doc Code, Doc Code Name, Status (Combined), Location, Routing, Doc Control, Last Comments (Internal/3rd party), and Error note. The table contains two rows of data. The first row is highlighted in blue, and the second row is also highlighted in blue. A red box and a red circle with the number 3 highlight the first row. A red box and a red circle with the number 4 highlight the 'Bulk Complete Actions' button.

Reference	Card Name(Auto)	Doc Code	Doc Code Name	Status (Combined)	Location	Routing	Doc Control	Last Comments (Internal/3rd party)	Error note
1234	DS_1234	DS	Instrument Data Sheets	XI(*).c	Pending to Internal/3rd party: (*)	.c	Alina Kleinsasser		
1234	INST_1234	INST	Installation Drawings	XI(*).c	Pending to Internal/3rd party: (*)	.c	Alina Kleinsasser		

5. Select **Confirm** on the popup that appears. After this, the cards will disappear from the grid unless they have other pending routings. Record is saved in the card history of which user bulk completed the routings if this was done on behalf of another user.

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