

# Bulk Complete Actions (Routings)

09/16/2024 1:33 pm MDT

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. Expand the **System access** section.
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 top of the 'Outstanding Actions' screen. At the top left, there is a 'Users:' dropdown menu with '- Select User -' selected, highlighted with a red box and a red circle '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 '2'. Below the dropdown is a 'Grid Row Colors' section with a 'Bulk Doc Download' button. The main table has the following data:

Reference	Card Name(Auto)	Doc Code	Doc Code Name	Status (Combined)	Location	Routing	Doc Control	Last Comments (Internal/3rd party)	Error note
<input type="checkbox"/>	1234	DS_1234	DS	Instrument Data Sheets	X(*)..c	Pending to Internal/3rd party: (*)	.c	Alina Kleinsasser	
<input type="checkbox"/>	1234	INST_1234	INST	Installation Drawings	X(*)..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)' header. The 'Users:' dropdown is set to '- Select User -'. The 'Search' button is highlighted. The 'Grid Row Colors' section shows the 'Bulk Complete Actions' button highlighted with a red box and a red circle '4'. The main table has the following data:

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