

Bulk approve engagements in CAPS

Introduction

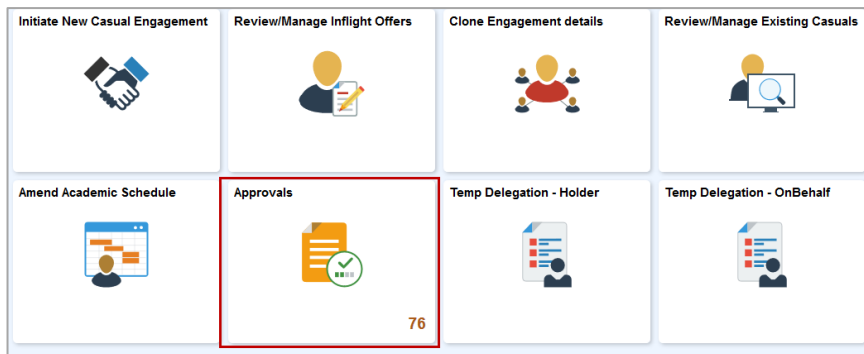
When a casual engagement has been initiated the approver has the options to approve the individual engagements or bulk approve multiple engagements.

The bulk approve process should only be used when you do not need to check all of the other details on the offer of engagement (ie, account code, supervisor, timesheet validator etc).

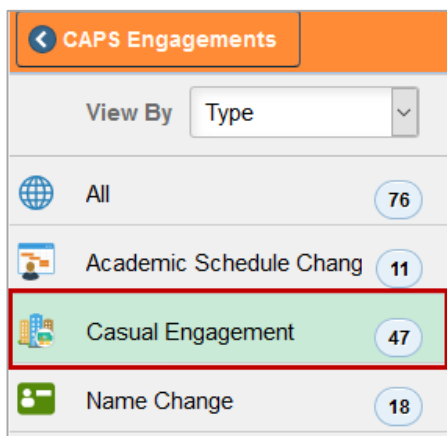
You can also bulk approve changes made to the academic schedule.

Procedure

1. From the CAPS SSO dashboard click the **Casual Engagement** tile, then click the **Approvals** tile.



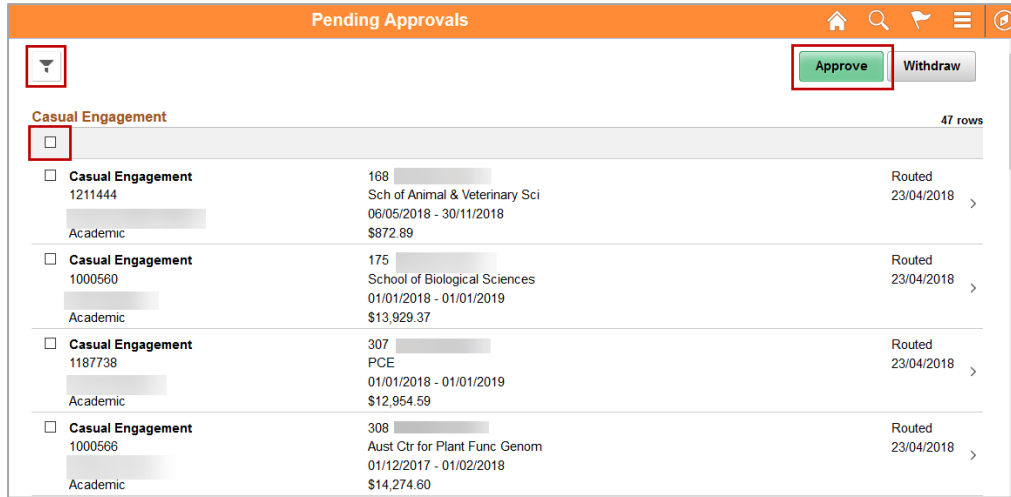
2. Click on **Casual Engagements**



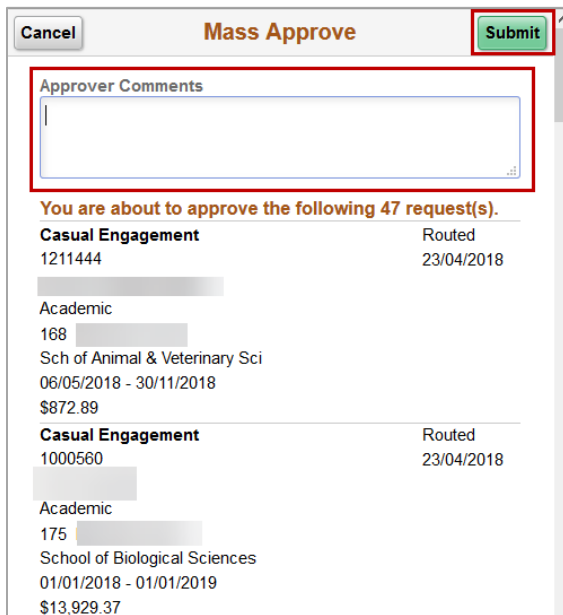
Note: You cannot bulk approve from the **All** section only from **Academic Schedule Changes** or **Casual Engagement**.

- 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.

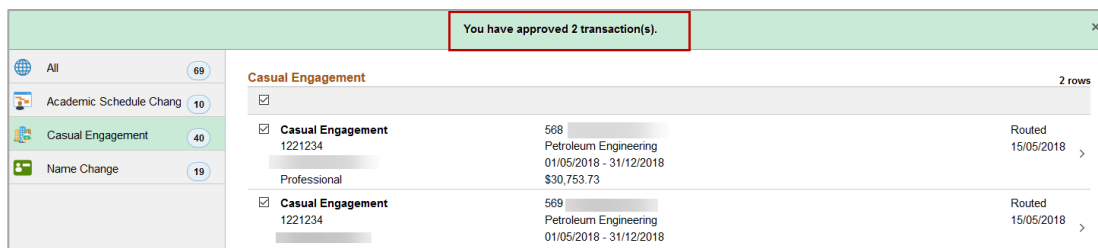
You can refine your list of engagements by Requester or date by clicking on the filter icon.



- Once you have made the selection click **Approve**.
- The **Mass Approve** pop up box will appear. Add a comment if required and click **Submit**.



- A notification will be displayed on the screen confirming the approvals.



Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au