Introduction

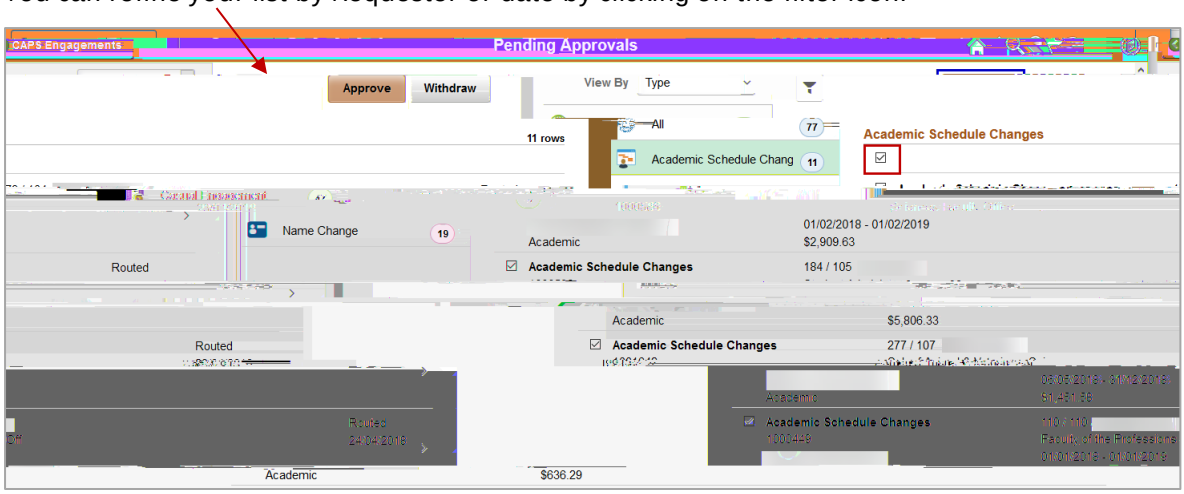
When a casual coordinator has amended an academic schedule the approver has the option to approve either individual

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

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

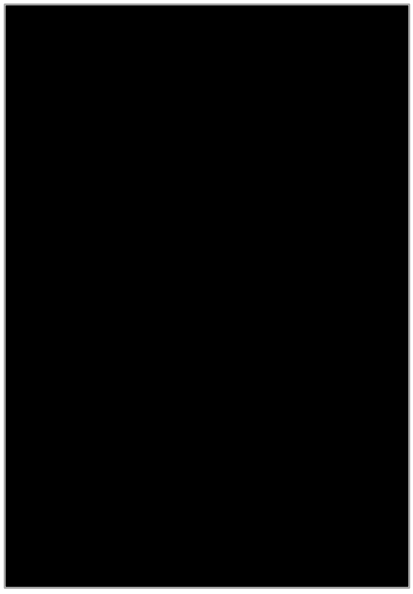
   click on the tick box at the top to select all of the Academic Schedule Changes.

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

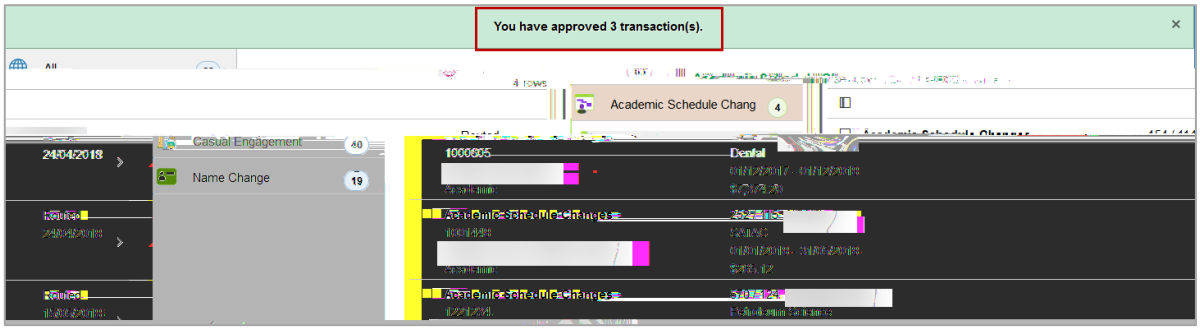


4. Once you have made the selection click .

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



6. 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