

Bulk Review

With **Bulk Review** a **Admin** or **Executive** user is able to view a large number of **Completed Audits** in one modal .

As the **Admin** you are able to **Close** any **Audits** which have a status of “**Ready To Close**”,these Audits will be **Automatically marked**.

In order to use this feature follow the steps below:

1. Navigate to **Reporting > Audits**.
2. You can now add any **filters** to the **list** if you wish.
3. Select the **Checkbox** beside the the **Audit(s)** you wish to **Review** or, you can select the **checkbox** at the **top left** to select **all the Audits** In the list.
4. Select the “**Bulk Action**” button and then “**Bulk Review**”.



In the **Bulk Review** modal you will see all **selected Audits** and the **PDF** beside it, all **Audits** which are “**Ready To Close**” are **marked** with a **green tick**.

You can **Bulk Close** from this view as well :

1. All **Audits** will have a **Toggle** at the bottom right if you **don't want to close** a **Audit** which is **Marked for Close** then Select the “**Close Assessment**” **Toggle**.
2. Once you have done this to the **Audits** you wish select “**Next**”.
3. The **2nd screen** will show a **plain list** of all the **Audits** you have selected to be **closed**. **Review the list** and if you wish to **remove** a Audit from the list simply

select the **Checkbox** beside the Audit.

4. You can also enter in a **Closing Comment** in the Text box below the list.

5. Select "**Finish**".

