



WISCONSIN
INTERACTIVE
NETWORK

Wisconsin Agency Content Management System

How to Perform Bulk Approvals

Version 2.0

Bulk publish and approval of pages and/or documents

Please note, the user will need to have Approval privileges in order to utilize this functionality.

1. **If you would like to use the Bulk Approval functionality, please contact your WIN Project Manager to have it enabled.**
2. Access the bulk approvals shortcut link page at [http://\[agency\].wi.gov/Pages/BulkApprovals.aspx](http://[agency].wi.gov/Pages/BulkApprovals.aspx). NOTE: ***This page should never be published, as it is for internal usage as a shortcut only.***

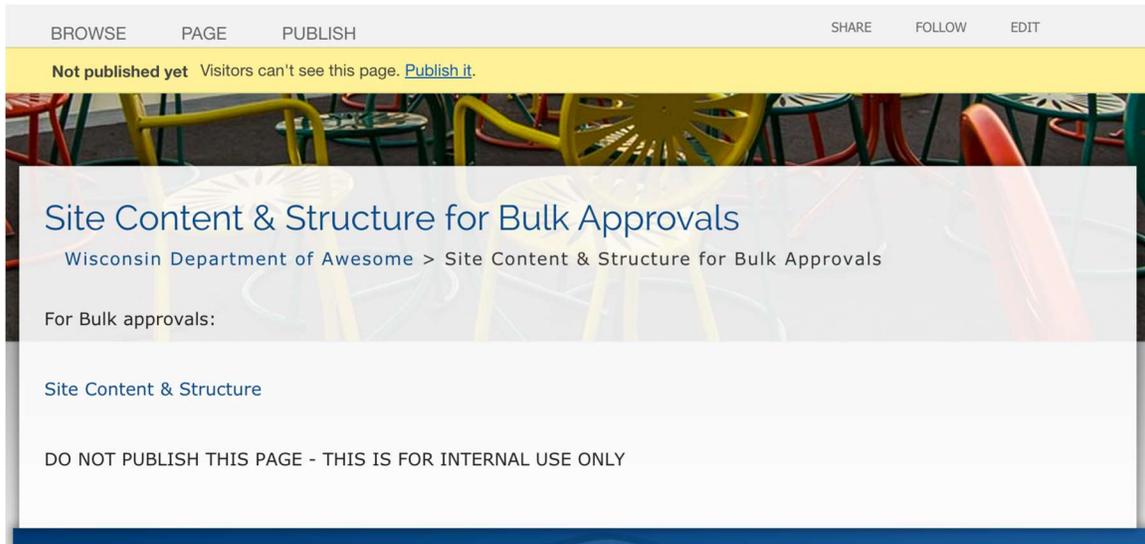


Figure 1 Bulk Approvals Shortcut Link

3. Click the "Site Content & Structure" link to access the Site Content & Structure view of the site.
4. Use the left hand navigation tree to open the directory or library containing the documents you want to approve.
5. Select the documents individually by clicking the checkbox to the left of the document name, or click the checkbox to the left of the column heading "Type" to select all documents in the directory/library.
6. Use the Actions submenu to choose the action you want to take for those documents (publish, approve, move, delete). See screen capture on the next page of this document.

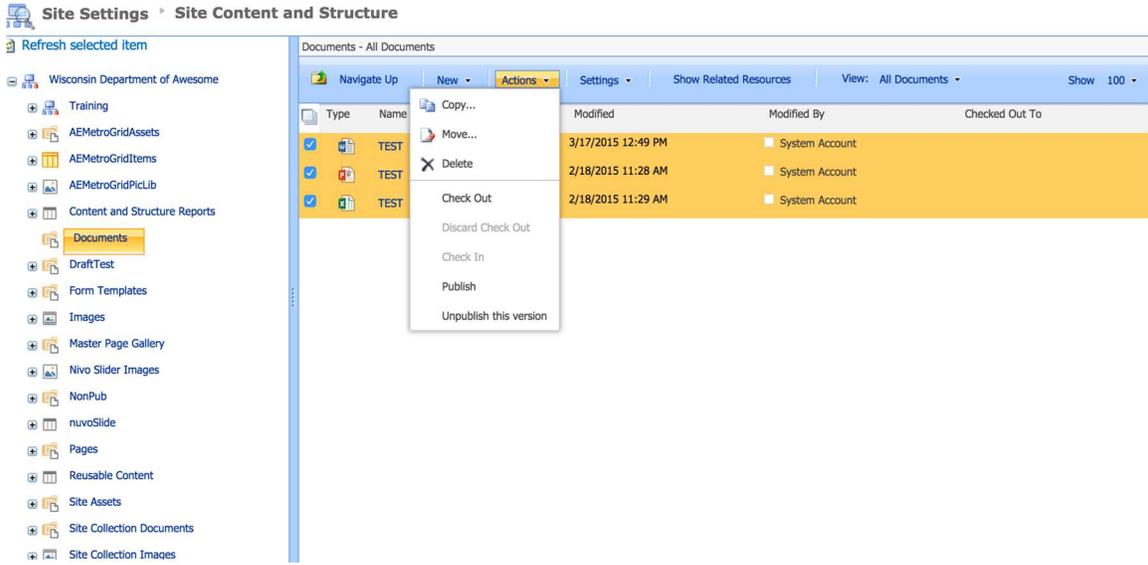


Figure 2 Content and Structure