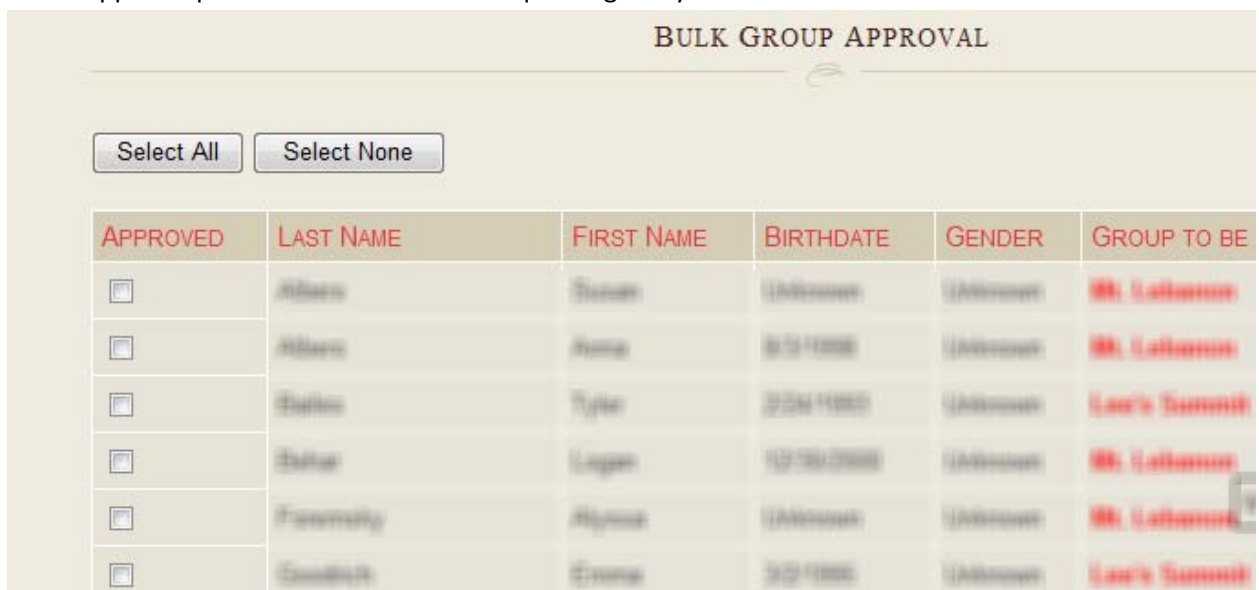


# To Approve a Unit Member With Bulk Approval Function

Permissions Required: Administrative:  Approve Households

1. Remember, whenever a member signs up for the system through the token process, an Administrator with the correct permissions must approve them.
2. Login to your Administrative side.
3. Click on the tab Groups and HH.
4. Under the heading: Manage Directory – Households and Members, click on the red link “**Bulk Member Approval**”.
5. The page return will give you the list of all potential members for your group which you have admin approval permissions for who are requesting entry.



The screenshot shows a web interface titled "BULK GROUP APPROVAL". At the top, there are two buttons: "Select All" and "Select None". Below these is a table with the following columns: APPROVED, LAST NAME, FIRST NAME, BIRTHDATE, GENDER, and GROUP TO BE. The table contains six rows of data, each with a checkbox in the APPROVED column.

APPROVED	LAST NAME	FIRST NAME	BIRTHDATE	GENDER	GROUP TO BE
<input type="checkbox"/>	Albers	Susan	Unknown	Unknown	BB, Lutheran
<input type="checkbox"/>	Albers	Anna	8/2/1988	Unknown	BB, Lutheran
<input type="checkbox"/>	Dallas	Tyler	2/24/1985	Unknown	Lee's Summit
<input type="checkbox"/>	Dallas	Logan	12/16/2008	Unknown	BB, Lutheran
<input type="checkbox"/>	Forsythe	Alyssa	Unknown	Unknown	BB, Lutheran
<input type="checkbox"/>	Goodrich	Chris	3/2/1985	Unknown	Lee's Summit

6. Place a check mark in the box to the left of the name of the person requesting approval if you wish to approve them.
7. You may also click on the “Select All” button which will, as it states, select all by placing a check mark beside everyone in the list. To deselect every line that has a check mark click on “Select None”.
8. Once all are selected as desired; scroll to the bottom of the page and click on the button, “Approve All Checked”.
9. If you decide to back out of this function click on the “Cancel” button.

