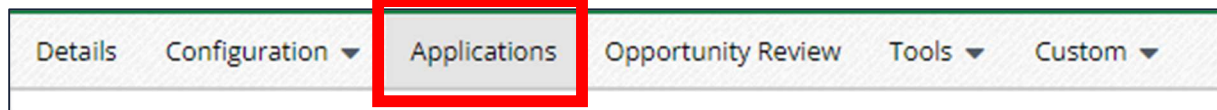


Opportunity Application Workflow Bulk Enroll – How to Use

Navigation: Awards Management > Fund Opportunities > Click Opportunity Title

1 On the selected Opportunity Details Page, click Applications



2 Select All or select the applications to enroll in Workflow (note applications cannot already be enrolled in workflow or in an Approved Status)

Actions					
<input type="checkbox"/> Select All	Organization	Application ID	Application Name	Submission Status	
<input type="checkbox"/>	Grant Seeker Core	9891	Community Improvement Application 1	Approved	
<input type="checkbox"/>	Grant Seeker Core	9893	Community Improvement - Powell	Approved	
<input checked="" type="checkbox"/>	City Name	9894	Improve Stow	Submitted	
<input type="checkbox"/>	Upper Arlington City	10051	Upper Arlington Community Center	Approved	
<input checked="" type="checkbox"/>	AmpliFund Team Recipient 1	13549	Improve Columbus	Submitted	

3 Click the Workflow Action



4 Select the Workflow to enroll and click Add to Workflow

Add Applications to Workflow

Add the selected applications to the selected workflow.

Workflow:

Select Workflow...

Add to Workflow

Cancel