

Update Resource Requests in Bulk

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To update resource requests in bulk

1. On the **Requests and Shipments** tab, click **Resource Requests**. The *Active Requests* page opens.
2. Locate one or more requests and, on the left of each row, select the checkbox.
3. On the upper right, click the bulk change status icon. The *Bulk Change Status* window opens.
4. Click to select from the available actions.
5. Click **Next**. A confirmation window opens.
6. Click **Confirm**.