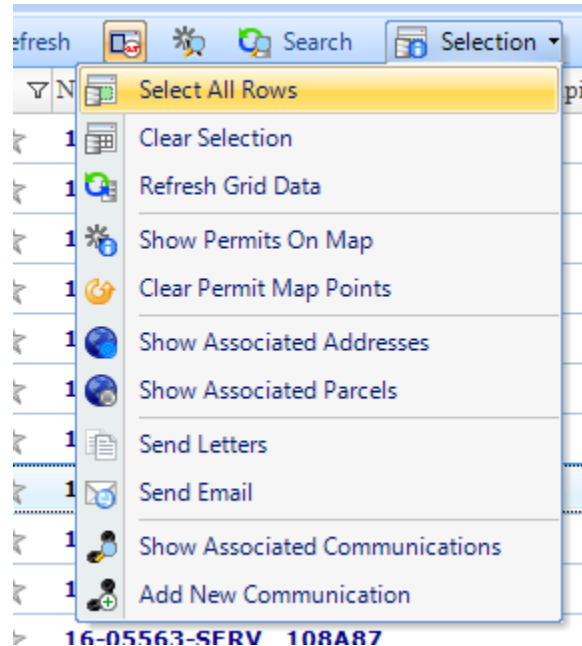


Batch-Processing Events & Reviews

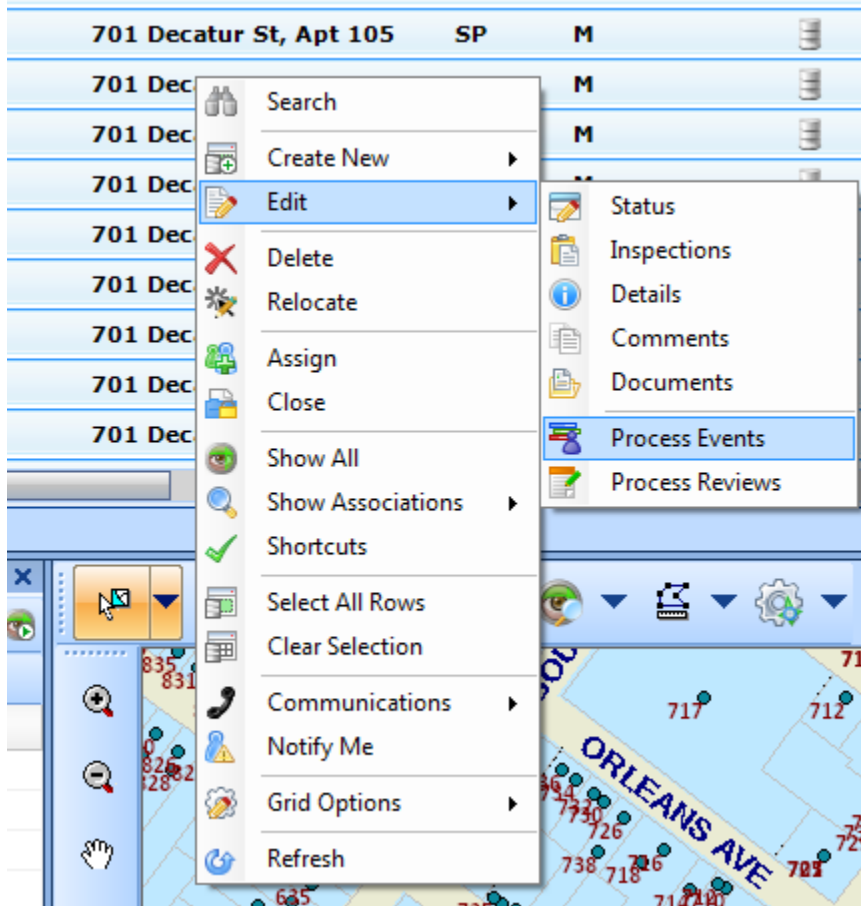
Steps to complete events on multiple permits, licenses, or violations at once.

1. Be sure that all the items you want to batch-process are displayed in the grid.
 - a. If *all* of the items currently in your grid belong to the batch, you can quickly select them all by clicking **Selection** in the menu above the grid, and choosing **Select All Rows**, or by clicking anywhere inside the grid and then pressing **Ctrl** and **A** on your keyboard:

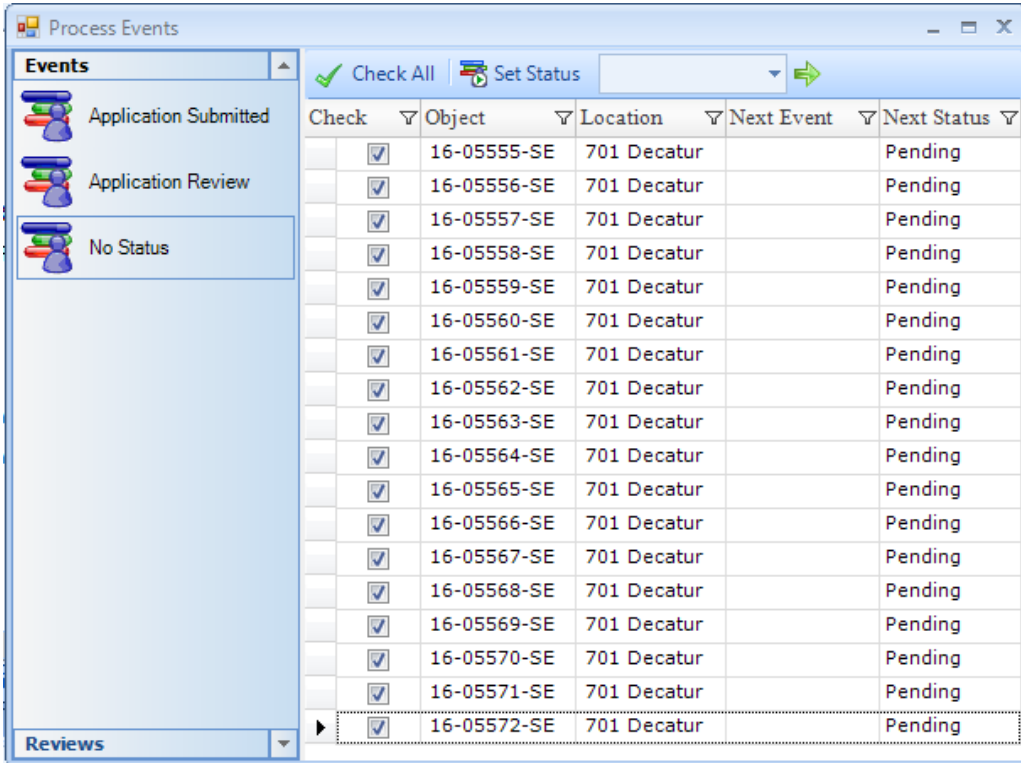


- b. If only some of the items in your grid belong to the batch and they're *all in a row*, you can quickly select the group by clicking on the top item, holding down the **Shift** key on your keyboard, and then clicking on the bottom item.
 - c. If only some of the items in your grid belong to the batch and they're *not* all in a row, you can select them one by one by holding down the **Ctrl** key on your keyboard as you click each one (keep the **Ctrl** key pressed through each click, or you may lose your earlier selections).

2. Right-click anywhere over the selected grid items, and in the context menus that opens, select **Edit** and then **Process Events** (note that you can also process reviews this way):



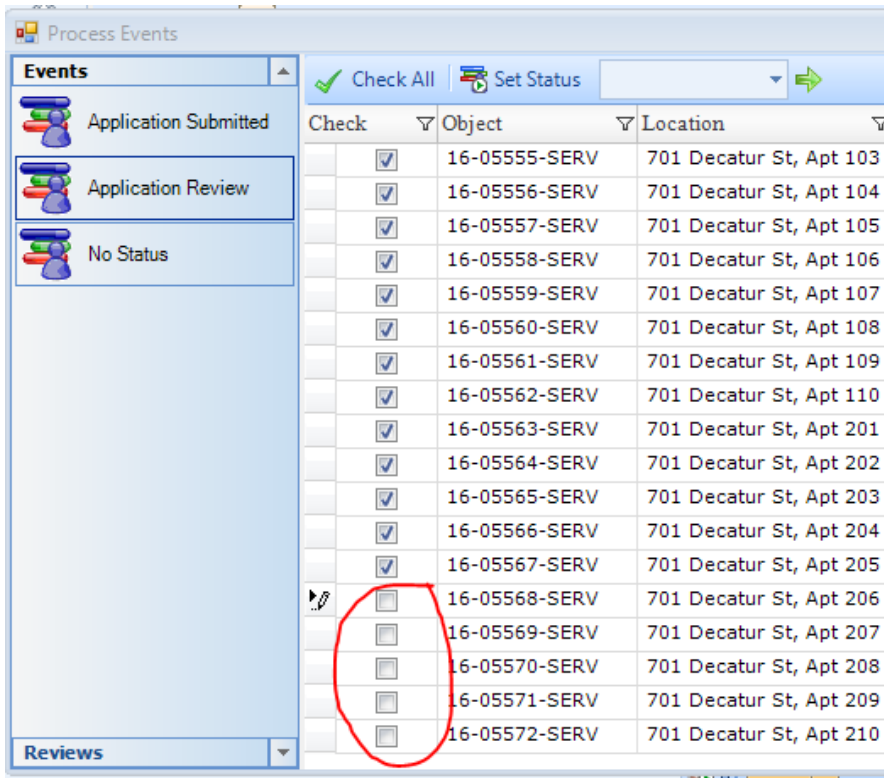
3. The **Process Events** pop-up window will show you the Current Status events for your permit/license/violation selection on the left side. You can select the items at one event at a time to batch-process. In the example below, there are a couple permits in this group that have already had **Application Submitted** or **Application Review** submitted , as well as a number of brand new permits that have no status complete yet at all. Clicking on **No Status** displays all of the selected permits with no complete events in the grid to the right:



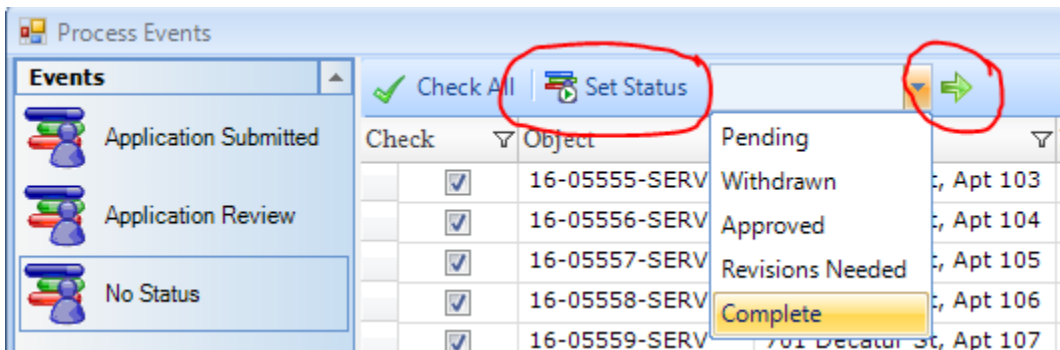
The screenshot shows a window titled "Process Events" with a sidebar on the left and a grid on the right. The sidebar has three event categories: "Application Submitted", "Application Review", and "No Status". The "No Status" category is selected. The grid has columns for "Check", "Object", "Location", "Next Event", and "Next Status". All items in the grid are checked and have a "Pending" status.

Check	Object	Location	Next Event	Next Status
<input checked="" type="checkbox"/>	16-05555-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05556-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05557-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05558-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05559-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05560-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05561-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05562-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05563-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05564-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05565-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05566-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05567-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05568-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05569-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05570-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05571-SE	701 Decatur		Pending
<input checked="" type="checkbox"/>	16-05572-SE	701 Decatur		Pending

4. If there are any items in this group that you *don't* want to update, you can uncheck the box in the first column. Your next steps will only apply to the checked items:



5. Click in the drop-down box next to **Set Status** at the top of the form, and select the status that you want to apply. Then click the green arrow to the right of the drop-down box:



- If the event you're completing has no reviews, checklists, or payment requirements to complete the event, the statuses will be updated all at once. If there are checklists or other requirements to complete the event, LAMA will cycle through each permit's checklists (or other requirements) until reaching the end. You'll have to complete each item individually, but you don't have to search for the next permit, re-open its event, etc.:

The screenshot shows a software interface with a table of permit events and an 'Application Submitted Checklist' pop-up window.

Table Data:

Location	Next Event	Next Status
701 Decatur St, Apt 103		Complete
701 Decatur St, Apt 104		Complete
701 Decatur St, Apt 105		Complete
701 Decatur St, Apt 106		Complete
701 Decatur St, Apt 107		Complete
701 Decatur St, Apt 108		Pending
701 Decatur St, Apt 109		Pending
701 Decatur St, Apt 110		Pending
701 Decatur St, Apt 201		Pending
701 Decatur St, Apt 202		Pending
701 Decatur St, Apt 203		Pending
701 Decatur St, Apt 204		Pending
701 Decatur St, Apt 205		Pending
701 Decatur St, Apt 206		Pending

Application Submitted Checklist Pop-up:

Buttons: Save and Close, Add, Delete, Check All

Title	O	Defici	N/	C
Signed Application Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- The **Process Events** pop-up form will stay open until you close it, so if there are more batch operations you'd like to do, you can continue. For instance, if some of the items could be completed but some need revisions, you could return to the form as many times as needed and apply the changes to the checked items.