

## Award in Bulk

Awarding in bulk can only be done if awarding the same amount / same award period / same opportunity (scholarship) / same academic year.

### Instructions

Log-on: [https://towson.academicworks.com/users/sign\\_in](https://towson.academicworks.com/users/sign_in)

Opportunity > Portfolios > Opportunities

Enter the Project ID in the Portfolio Proj search box to locate the scholarship.

Click on the View button to the left of the scholarship.

Click on the Applications tab.

Recipient selection can be completed from this grid by:

- Checking the box beside the View field of the recipient; or
- Entering TU IDs in the UID field. Up to fifty (50) UIDs may be entered for one search but they must be separated by a pipe |. Example: 000000|000000|000000. After all IDs have been entered, hit enter on your keyboard. After all recipients appear, select them by checking off the box to the left of the View button.

Scroll to the bottom of the screen and click on the Drop Down box Act on Selected, select categorize, select Program Director Selected, enter the amount and enter the award period. Select Categorize.

Below are instructions and helpful information from the site:

## **Changing Application Categories in Bulk**

To re-categorize applications *en masse*:

- Inside the grid, select and mark the rows of the opportunity applications you wish to update (up to the max 50 applications on the page).
- Select Act on Selected>Categorize.
- In the pop-up window, select the new category for the applications. If this is an encumbering category, administrators may designate an amount of encumbered funds as well as an award period.
- Click Categorize.
- Once the window is dismissed, a message will confirm the action.

**NOTE:** *Because the bulk update of application creates a significant amount of changes throughout your system, **it may take some time** before updates are visible on all applications. The amount of time can vary from a few minutes to up to 4 hours depending on what other background processes are running on your system. The appearance of the green confirmation message ensures that your update is being processed successfully.*