

## How to Bulk Add Outcomes or Qualifications

The **Bulk Additions** area of Views enables users to add Outcomes and Qualifications to multiple Contacts in a single process. To use this:

- Hover over **Evidence** and select **Bulk Additions**
- Click on the **Eye** icon next to **Bulk Add Outcomes** or **Bulk Add Qualifications** 
- Choose the **Outcome** or **Qualification** from the list and the date of achievement, then click **Next**
- Enter a name in the **Find Participants** field and then click **Search**
- Click on the person's name and then click **Add**. Repeat for any further Contacts that you wish to attach the achievement to
- Set the **Progress** level for each achievement and then click **Commit** to complete the process

