# SWAP | Bulk Closure

It allows Vendor Administrators to bulk close PPM work orders that are on status 'No PRA Required' or 'Onsite-Permit Approved' via the portal.

**Who can use it?**
SWAP users with Vendor Administrator access are able to perform Bulk Closure via the web portal. There are 2 ways to perform SWAP bulk closures - via the Bulk Update page and via the CSV upload.

**How it works:**
1. To conduct bulk closure, navigate to the My Work Order tile and use the filter results button to search for the work orders needing to be closed
2. Select the check boxes next to the work orders that need to be closed out and select 'Bulk Update' from the Select Action drop down.
3. Upon clicking Submit, you will be presented with the Bulk Update screen and will be required to fill out all relevant fields for each work order that requires closing.
4. There are 2 options to conduct Bulk Closure:
   1. Manually fill out the template via the portal
   2. Simply download the template via the 'Bulk Upload' button and fill out all the required details.
5. Once filled out, save the file and import it back into SWAP using the 'Bulk Upload' button.
6. Select the red Submit button on the top right, Vendor Admin will be required to acknowledge that all work orders can be bulk closed.

Note: The Bulk Closure function is not available for:
- Work orders are Reactive Maintenance jobs
- Work order that are not PRA exempted or PRA Approved
- Work orders that are not placed on site
- Work orders already closed off in SWAP
- Incorrect work order number entered

**SYSTEM**
Safe Work Assurance Platform (SWAP)

**COMPATABILITY REQUIREMENTS**
- Registered in SWAP
- Approved, Qualified Technicians
- SWAP Application Downloaded

**KEY CONTACTS**
Application Support Team:
1300 149 286 (1)
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SWAP Support NZ:
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**FURTHER INFORMATION**
For user guides and training dates, please visit the Vendor Engagement Portal