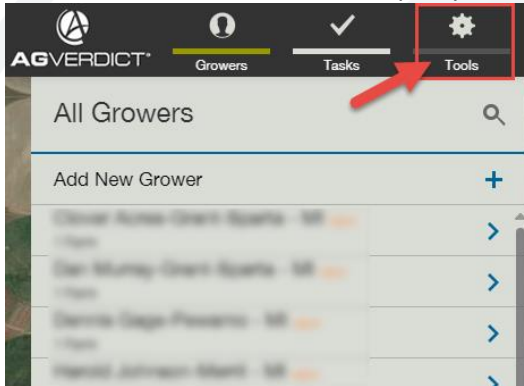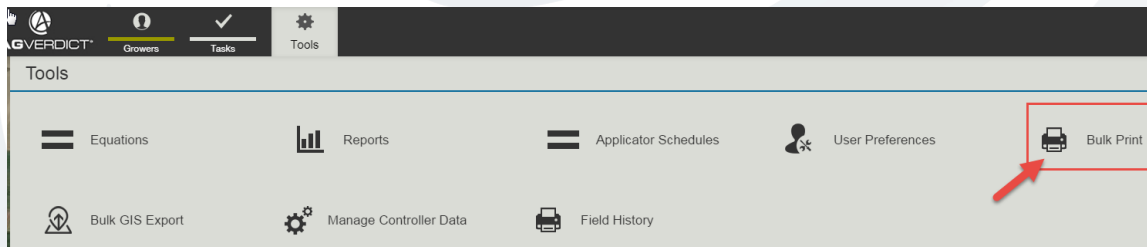# Bulk Print Tool

The bulk print tool allows you to access multiple recommendation reports, product use reports and work orders for a grower. These reports may be opened or printed from the bulk print tool.
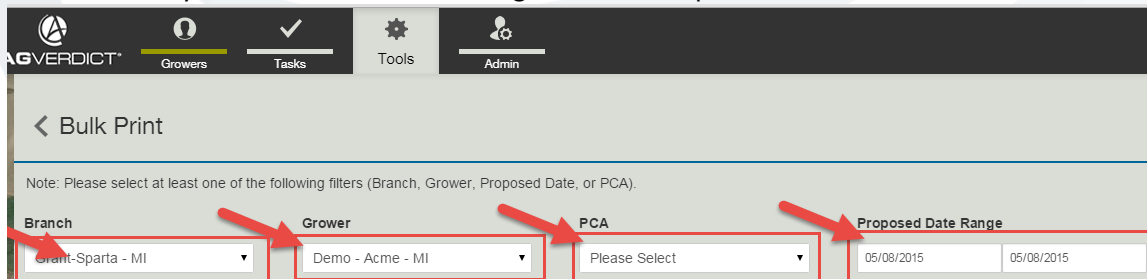
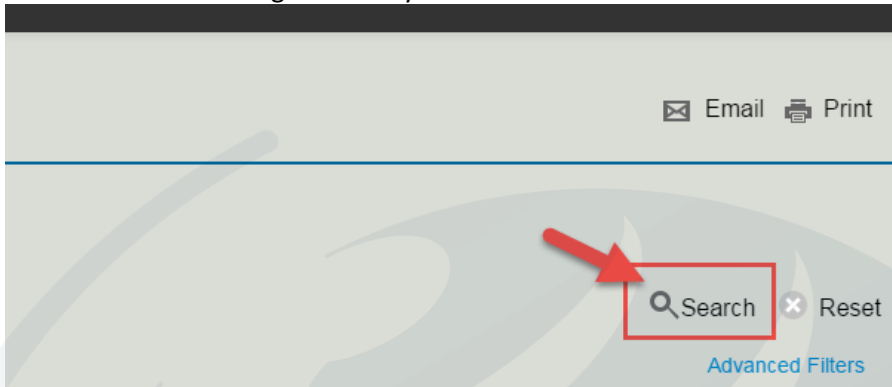1. Select the Tools button on the top of your AgVerdict page.

2. Select the Bulk Print tool.

3. Select your search criteria including at least one option.
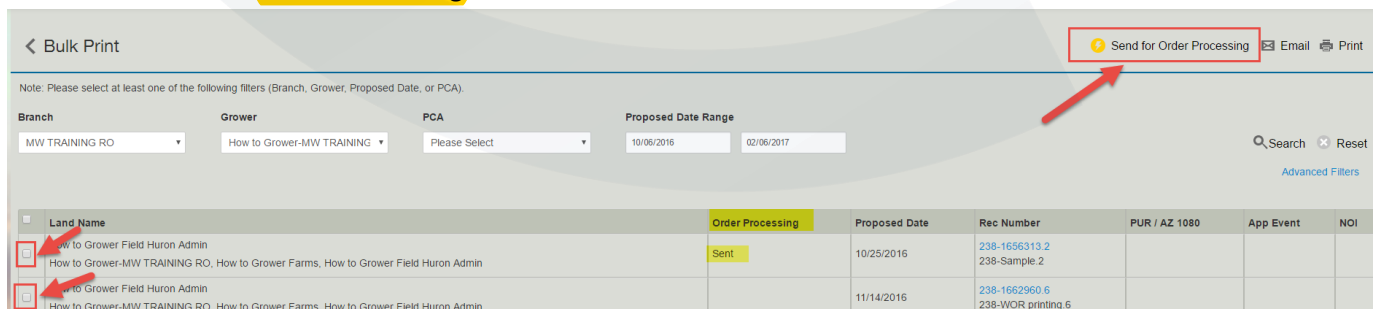
4. Select Search on the right side of your screen.

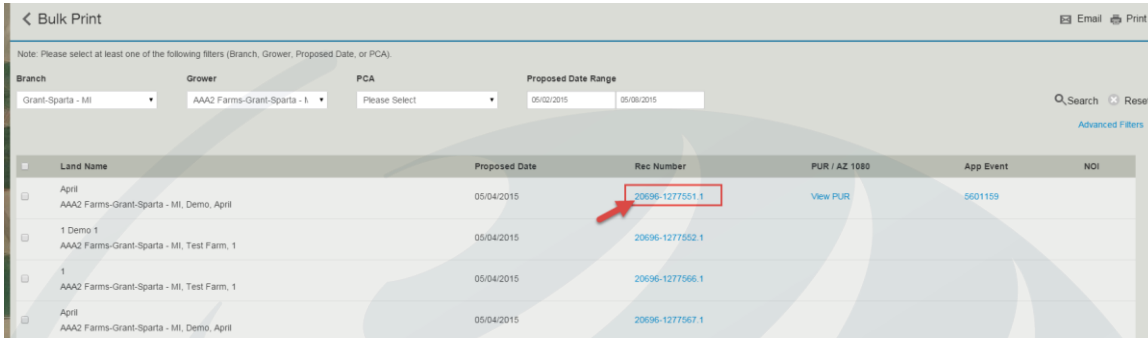5. All of the submitted RECs and completed Application Events will be displayed. From here you can do two things.
   a. To Print or Email multiple RECs or PURs, select the reports you would like to print/email. Then select print or email from the top right corner of your screen. Multiple report options are available. Choose the ones you want and click OK.
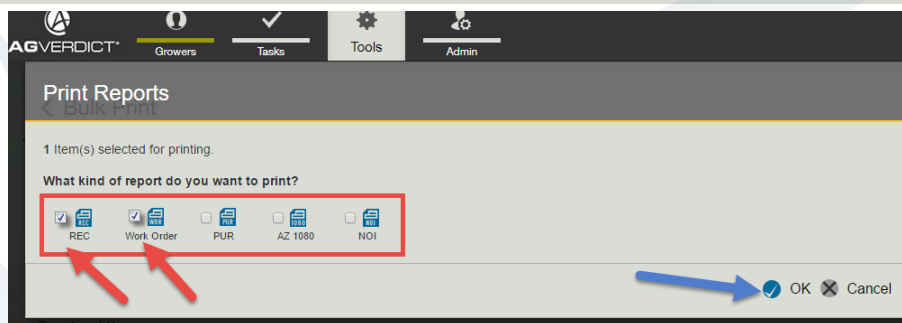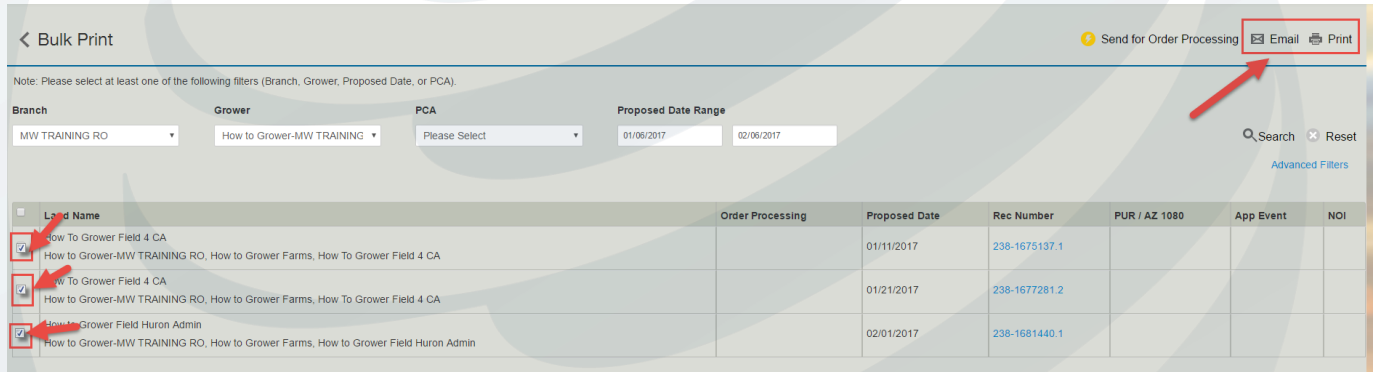
   b. Submitted RECs and completed Application Events can be submitted by clicking Send for Order Processing.   Any RECs and AEs that have already been submitted to JDE with have a status of Sent in the Order Processing column.

c. To view or edit the reports. Select the blue report number. The PUR or REC will open in a new tab.

To use the Bulk Print Tool to quickly convert RECs to Application Events

First follow steps 1-5.

6. Once your REC is open in a new tab, select More, then Application Event.

7. Your REC will be converted into an Application Event. Add your applicator company (if needed) under the Application Details tab.

8. Click on the Work Order Details tab or scroll down. Complete the Application Details for each location. Place a check mark next to each location and click on Complete Event, then Save.