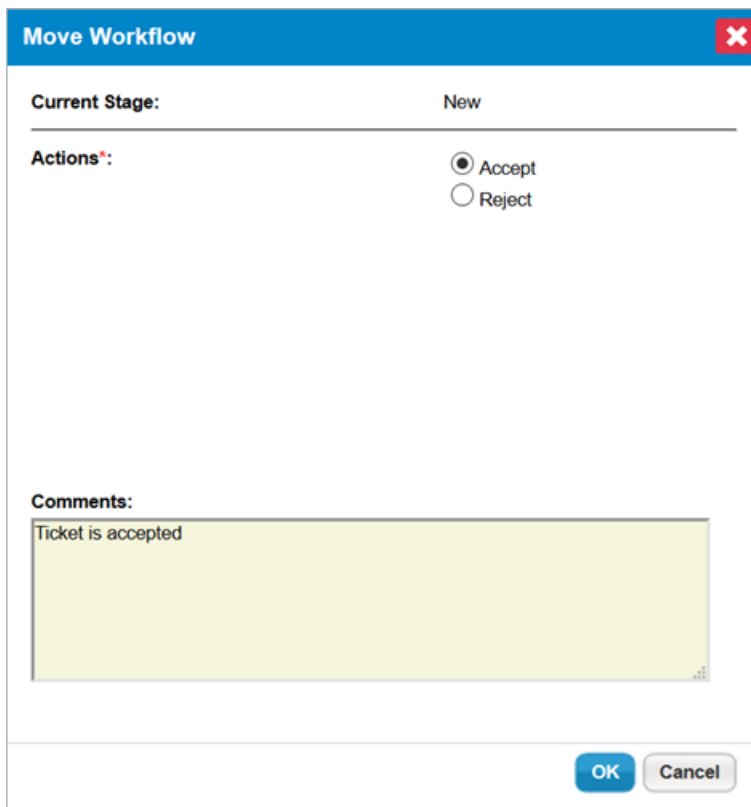


5. Click the **More Actions...** dropdown menu, then click **Batch Workflow Transition** to display the **Move Workflow** window.

The Batch Workflow Transition option in the More Actions... dropdown menu.

6. Select an option in the **Actions** section to transition the objects to another state.
7. Enter any notes in the **Comments** text box as required.



The screenshot shows a dialog box titled "Move Workflow" with a red close button in the top right corner. The dialog is divided into two main sections. The top section, labeled "Current Stage:", shows a transition from "Current Stage:" to "New". Below this, the "Actions*" section contains two radio button options: "Accept" (which is selected) and "Reject". The bottom section, labeled "Comments:", features a text area with the text "Ticket is accepted" entered. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

The Move Workflow window.

8. Click **OK** to complete the transition and refresh your browser to see your changes.