



DigitalXC Ai

Introducing Bulk Requests

Streamline high-volume ordering with ease

The Bulk Requests feature empowers users to place dozens—or even hundreds—of catalog orders at once using a single upload. Designed for speed and efficiency, this feature is ideal for teams that frequently place repetitive or large-scale requests.



Microsoft
Active Directory

☒ Bulk Order

Choose File

No file chosen

Upload the file in .csv, .xls, or .xlsx format.

Active Directory - Delete User

This catalog deletes a user from Windows Active Directory

[Detailed description](#)

Users can download a predefined template, populate it with the required order details, and upload it directly into the system.

[Download template file](#)

HIGHLIGHTS



Bulk Request Add-On

Enable bulk requests for any catalog without changing underlying scripts.



Master-Child Orders

One master order auto-generates child orders per entry for better traceability and error handling.



Dynamic System Groups

Real-time system list fetched from ServiceNow CMDB based on tags — no manual input needed.



Order # 83789

Active Directory - Delete User

Ordered on 4/8/2025, 5:49:35 pm

In Progress



Order # 83792

Active Directory - Delete User

Ordered on 4/8/2025, 5:49:38 pm

Submitted



Order # 83791

Active Directory - Delete User

Ordered on 4/8/2025, 5:49:37 pm

Submitted

Once uploaded, the system validates and processes all entries in real time, triggering multiple orders instantly where users can also follow-up on the order status

KEY BENEFITS

The flexible bulk upload template allows the user to use either a new or existing template for placing bulk requests

Simplify user experience and save 80% of time with bulk requests

100% elimination of manual errors with on-the-spot validation check of uploaded template

SAMPLE USE CASES



Onboarding
&
Offboarding



Access
Management



Patch
Management



System
Maintenance



Health
Checks



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