CS - Viewing Application Summary Pages

**Purpose:** After an application record is created for an individual, you can view a summary of the individual's application data in a single component and select links to access more detailed information. The Application Summary and Academic Summary pages will be used most often; however the Applicant Progression, Application Recruiters, and Education Summary pages will be used in the future.

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| 1.   | Navigate to the Application Summary page. Select Main Menu › Student Admissions › Applicant Summaries › Application Summary  

   **Result:** The Search Application Summary page displays. |

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   **Application Summary**  

   Enter any information you have and click Search. Leave fields blank for a list of all values.  

   ```
   Maximum number of rows to return (up to 300): 360  
   ID: begins with  
   Campus ID: begins with  
   National ID: begins with  
   Last Name: begins with  
   First Name: begins with  
   Case Sensitive  
   Find an Existing Value  
   Search  
   Clear  
  基本搜索  
   保存搜索条件
   ```

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   **Result:** The Application Summary page for matching records displays.  

   **Application Summary**  

   Luke Skywalker  

   0739508  

   **Appl Nbr**  
   **Institution**  
   **Career**  
   **Acad Prog**  
   **Admit Term**  
   **Admit Type**  
   **Status**  

   **00000054**  
   UNICS  
   Undergrad  
   CENG  
   2011 FALL  
   New  
   Applicant  
   Application Detail

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3. | To view the application, click the Application Data link. **Note:** Enter Search Criteria in the new window to view the application. When you have finished viewing the application data, close the new browser window to return to the Application Summary page.

   Click the Application Detail link.

   **Result:** The Application Detail displays. Click the Return button.

4. | Test Scores may be viewed using the Academic Test Summary page. Select Main Menu › Student Admissions › Applicant Summaries › Academic Test Summary

   **Result:** The search criteria is pre-filled. Click the Search button. The Academic Test Summary page displays.

   **Tip:** The test summary results may be sorted (simple sort) by any of the columns. Click the desired column header to sort.

5. | Additional summary pages for future use:
   - Applicant Progression
   - Application Recruiters
   - Education Summary