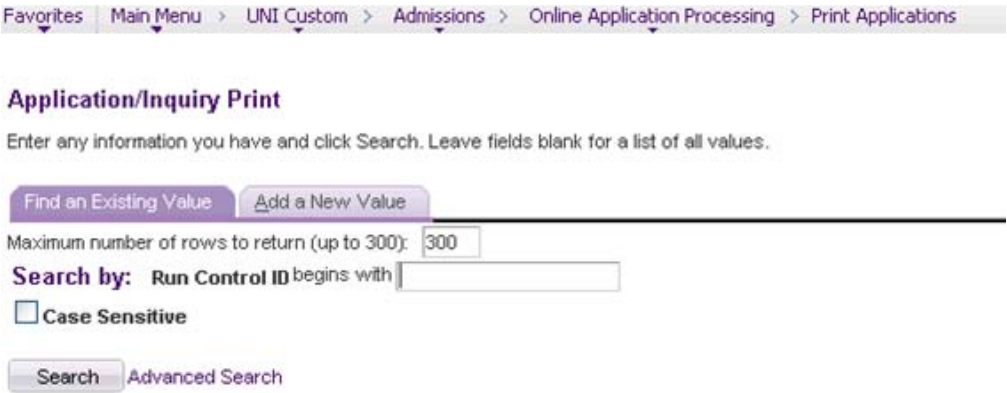
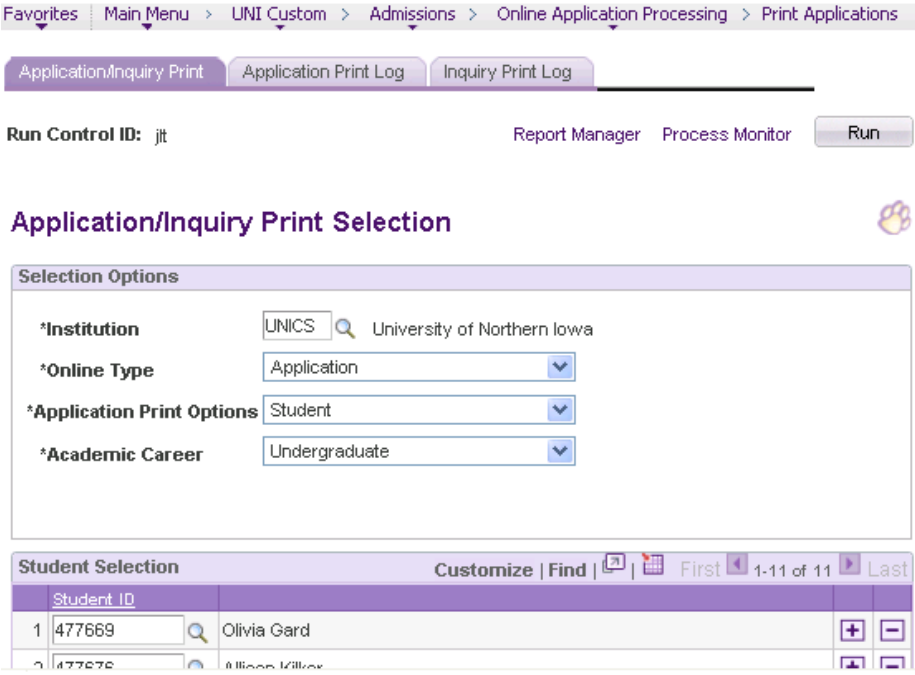
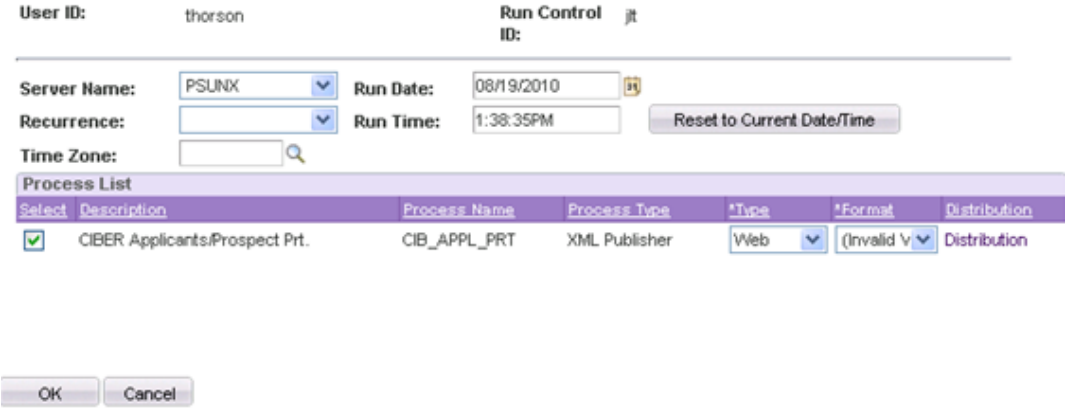
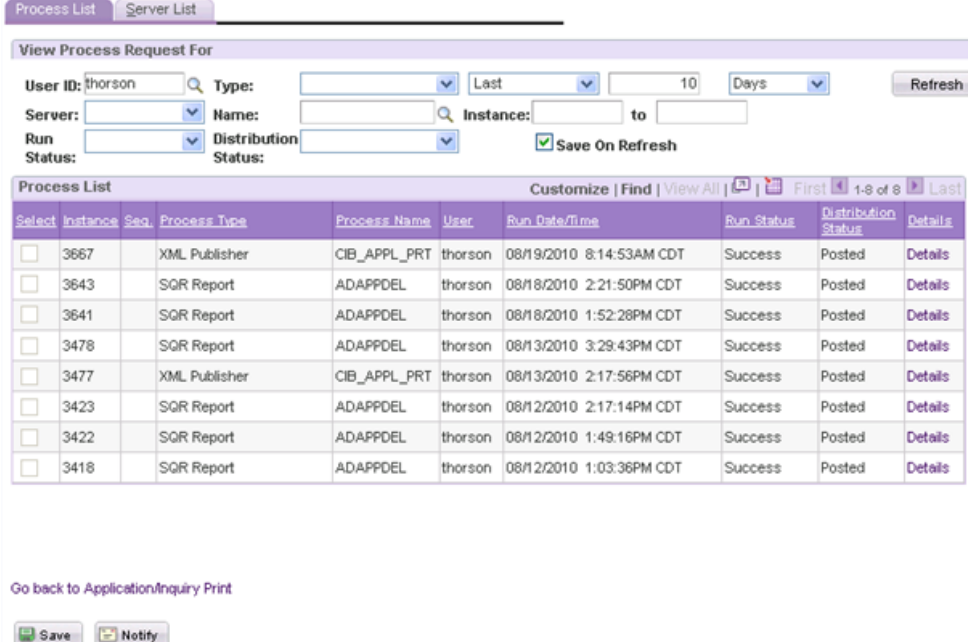

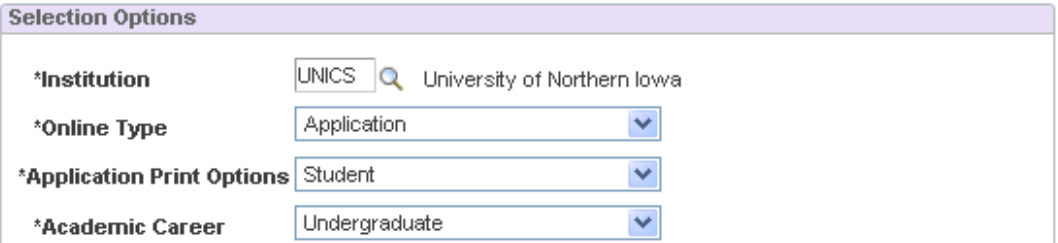
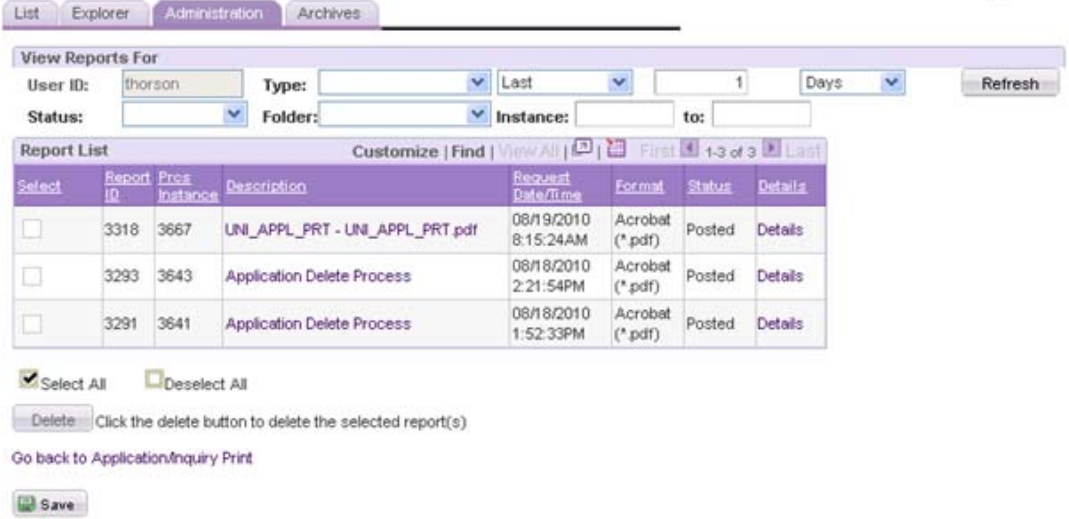


CS – Printing Individual Applications

Purpose: After an application record is created for an individual, you may print the individual's application. The following instructions detail how to print an individual application.

Step	Action
1.	<p>Navigate to the Print Applications page. Select Main Menu > UNI Custom > Admissions > Online Application Processing > Print Applications</p> <p>Result: The Print Applications page displays.</p> 
2.	<p>Enter your initials in the Run Control field. Click the Search button.</p> <p>Result: The Application/Inquiry Print Selection page displays.</p> 

Step	Action
3.	Select the following values: <ul style="list-style-type: none"> • Institution: UNICS • Online Type: Application • Application Print Options: Student • Academic Career: Undergraduate
4.	Enter the Student ID(s) for the applications you wish to print.
5.	Click the Run button. <i>Result:</i> The Process Scheduler Request page displays. Process Scheduler Request 
6.	Click the OK button. <i>Result:</i> The Process List displays. 

Step	Action																																
7.	Click the Refresh button in the upper right of the page unit the <i>Run Status</i> displays “Success” and the <i>Distribution Status</i> displays “Posted”.																																
8.	Click the Go back to Application/Inquiry Print link at the bottom of the page.																																
9.	<p>Click the Report Manger link.</p>  <p>Application/Inquiry Print Selection</p> 																																
10.	<p>Select the Administration tab.</p> <p>Result: PDF files for each of the applications you requested display.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Proc Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3318</td> <td>3667</td> <td>UNI_APPL_PRT - UNI_APPL_PRT.pdf</td> <td>08/19/2010 8:15:24AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3293</td> <td>3643</td> <td>Application Delete Process</td> <td>08/18/2010 2:21:54PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3291</td> <td>3641</td> <td>Application Delete Process</td> <td>08/18/2010 1:52:33PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	3318	3667	UNI_APPL_PRT - UNI_APPL_PRT.pdf	08/19/2010 8:15:24AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	3293	3643	Application Delete Process	08/18/2010 2:21:54PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	3291	3641	Application Delete Process	08/18/2010 1:52:33PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details																										
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11.	Select each file to open. Print the file.																																