

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.

Step	Action
1.	Navigate to the Application Summary page. Select Main Menu > Student Admissions > Applicant Summaries > Application Summary Result: The Search Application Summary page displays. University of Northernlowa Favortes Main Menu > Student Admissions > Applicant Summary
	Application Summary Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 D: begins with • Campus ID: begins with • National ID: begins with • Last Name: begins with • First Name: begins with • Case Sensitive Save Search Criteria
2.	Enter applicable search criteria. Click the Search button. Result: The Application Summary page for matching records displays. Application Summary Luke Skywalker O799508 Find [View All First 1 of 1] Last Appl Nbr Institution Career Acad Prog Admit Term Admit Type Status Application Data 00000054 UNICS Undergrad CNSUG 2011 FALL New Applicant Application Detail Save Return to Search IN Notify Refresh
	Save A Return to Search E Notify A Refresh



Step	Action
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. Application Detail Prog Actn Action Date Complete Date Eval Stat Eval Dt Applicatin DeptReview 06/04/2010 06/04/2010
4.	Test Scores may be viewed using the Academic Test Summary page. Select Main Menu > Student Admissions > Applicant Summaries > Academic Test Summary <i>Result:</i> The search criteria is pre-filled. Click the Search button. The Academic Test Summary page displays.
	Academic Test Summary
	Test ID: Q Test Component: Q Image: Component in the second secon
	Customize Find View All 🖉 🔠 First 💶 1-2 of 2 🕨 Last
	Test ID Description Score %tile Test Dt Admin Acad Level Data Scree Dt Loaded
	1 ACT Composite 30.00 02/25/2011 ✓ 11th Grade SLF 06/04/2010
	2 CLEP Beginning Spanish I 80.00 80.00 05/06/2011 📝 11th Grade SLF 06/04/2010
	Save Return to Search Notify Tin: 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