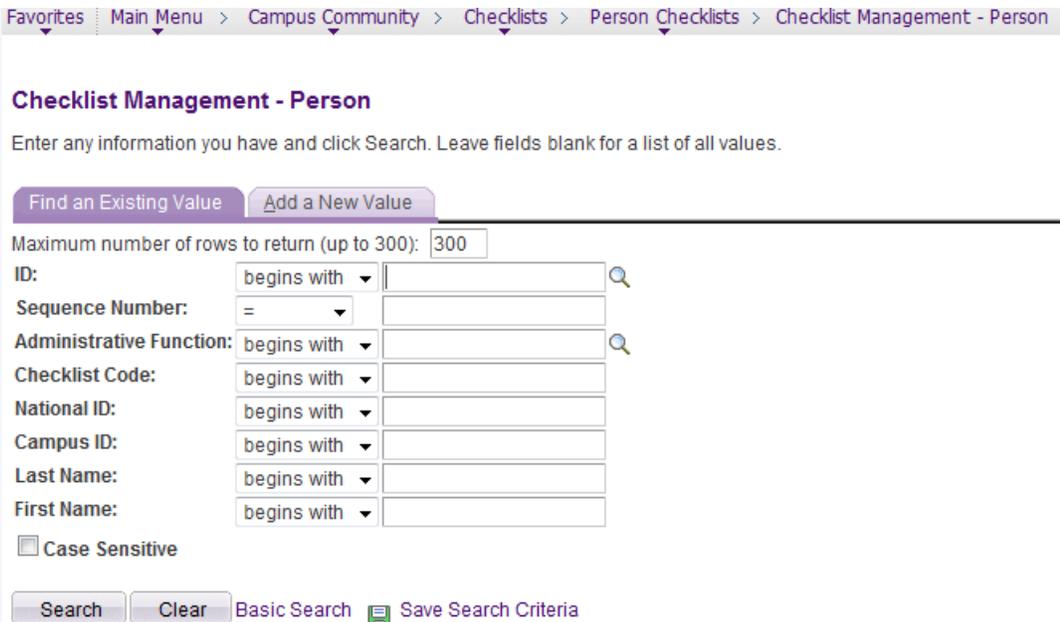
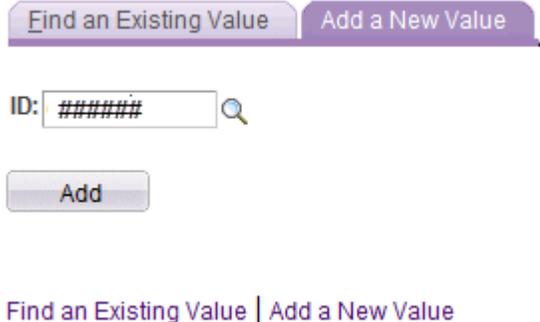
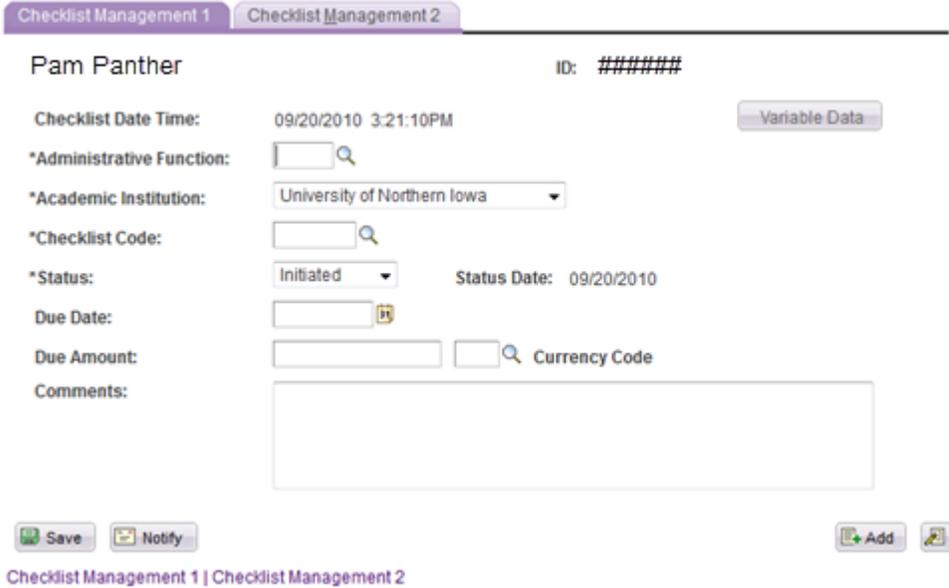


## Adding an Administrative Checklist to a Person

**Purpose:** An Administrative Checklists may be added to a person for various reasons. These instructions show how to add an administrative checklist to a person (AFLREQ) to indicate the requirement for foreign language has NOT been met.

Step	Action
1.	<p>Navigate to the <b>Checklist Management- Person</b> page. Select <b>Main Menu &gt; Campus Community &gt; Checklists &gt; Person Checklists &gt; Checklist Management- Person</b></p> <p><i>Note:</i> You may wish to add this page to your Favorites for easier access.</p>  <p>The screenshot shows the 'Checklist Management - Person' page with a breadcrumb trail: Favorites &gt; Main Menu &gt; Campus Community &gt; Checklists &gt; Person Checklists &gt; Checklist Management - Person. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. A 'Maximum number of rows to return (up to 300):' field is set to 300. Search filters include: ID (begins with), Sequence Number (=), Administrative Function (begins with), Checklist Code (begins with), National ID (begins with), Campus ID (begins with), Last Name (begins with), and First Name (begins with). There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
2.	<p>Select the <i>Add a New Value</i> tab. The ID will auto-populate.</p>  <p>The screenshot shows the 'Add a New Value' tab selected. The 'ID' field is auto-populated with '#####'. There is an 'Add' button below the ID field. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

Step	Action
3.	<p>Click the <b>Add</b> button.</p> <p><b>Result:</b> The <i>Checklist Management 1</i> page displays.</p> 
4.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Administrative Function</b> – Use the Lookup button to select <b>ADMP</b></li> <li>• <b>Checklist Code</b> – Use the Lookup button to select <b>AFLREQ</b></li> <li>• <b>Variable Data</b> – Click the <b>Variable Data</b> button and select the Academic Career and Application Number.</li> </ul> <p style="text-align: center;"><b>Variable Data</b></p> <p>Academic Career: <input type="text" value="UGRD"/> Undergraduate</p> <p>Student Career Nbr: <input type="text" value="0"/></p> <p>Application Nbr: <input type="text" value="#####"/></p> <p>Application Program Nbr: <input type="text" value="0"/></p> <ul style="list-style-type: none"> <li>• <b>Comments</b> – Describe why the student is held (Example: &lt; C- indicates they took foreign language but received less than a C- )</li> </ul>
5.	<p>Click the <b>Save</b> button.</p> <p><b>Result:</b> The Administrative Checklist has been added to this person.                      Note: There is no action required on Checklist Management 2 tab. This tab displays the Checklist Items.</p>