

## CS – Update Application Information

**Purpose:** The instructions below describe how to update application information, as new or corrected information becomes available. To update data, access the application and navigate to the appropriate page. The table below provides the topic/page for each item.

Topic	See page...
Access Application	2
Update Admit Type	3
Update Program Action	5
Update Last School Attended	7
Add/Update Education	8
Add/Update Checklists	12
Add/Update Communications	15

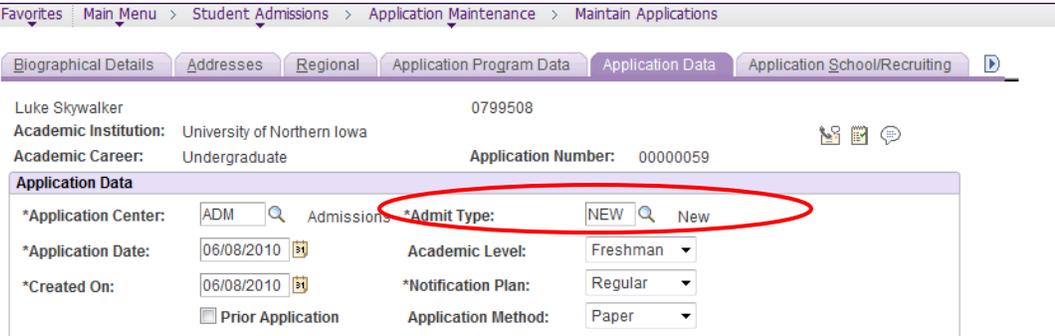
## Access Application

To add/update any part of the application, you must first access the application. Use the steps below to access the appropriate application.

Step	Action
1.	<p>Navigate to the <b>Application Program Data</b> page. Select <b>Main Menu &gt; Student Admissions &gt; Application Maintenance &gt; Maintain Applications</b></p> <p><b>Result:</b> The <b>Maintain Applications</b> page displays.</p> <p><b>Maintain Applications</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a4a8a; color: white; padding: 2px 5px; display: inline-block;">Find an Existing Value</p></div> <hr/> <p>Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/></p> <p>Application Nbr: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Academic Institution: <input type="text" value="="/> <input type="text" value="UNICS"/> <input type="button" value="Q"/></p> <p>Academic Career: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Application Program Nbr: <input type="text" value="="/> <input type="text" value="0"/> <input type="button" value="Q"/></p> <p>Academic Program: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Admit Term: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Application Center: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>

## Update Admit Type

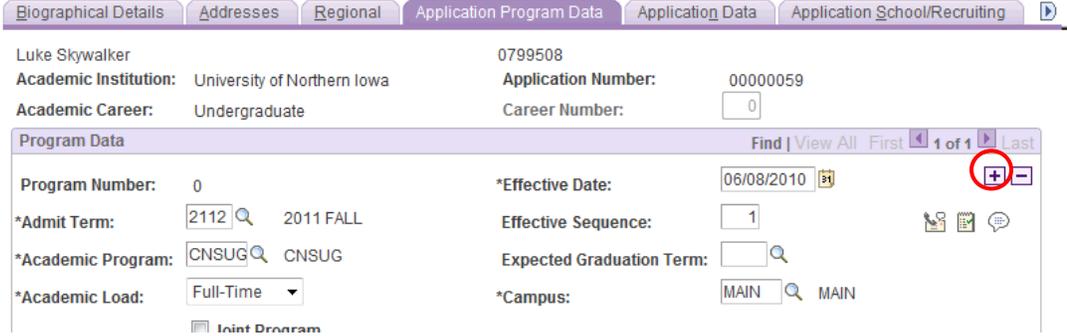
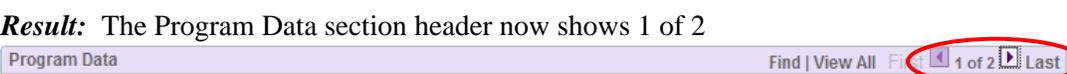
The **Admit Type** is automatically populated for online applications; however there may be a situation where the student requests a change to the Admit Type. For example, the student selected “New Freshman” on the online application and information is received indicating this student has college credits, so the Admit Type is changed to “Freshman with College Credit”.

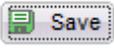
Step	Action
1.	Access the appropriate application. Select the <b>Application Data</b> tab.
2.	<p>On the <b>Application Data</b> tab, use the <b>Look Up</b>  button in the <i>Admit Type</i> field to select the new Admit Type.</p>  <p><b>Result:</b> The <b>*Admit Type</b> field values display.</p>

Step	Action																																																																											
3.	<p><b>*Admit Type</b> field values:</p> <table border="1" data-bbox="354 373 1117 1333"> <thead> <tr> <th>Admit Type</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>CEC</td> <td>Cont Educ - Correspondence</td> <td>CE-Corresp</td> </tr> <tr> <td>CEE</td> <td>Cont Educ - Extension</td> <td>CE-Exten</td> </tr> <tr> <td>CIE</td> <td>Culture/Intensive English Prog</td> <td>CIEP</td> </tr> <tr> <td>CNV</td> <td>CONVERSION - old Uncl-Cont Ed</td> <td>CONV-oldCE</td> </tr> <tr> <td>ICC</td> <td>International CE-Corresp</td> <td>IntCECrrsp</td> </tr> <tr> <td>ICE</td> <td>International CE - Extension</td> <td>IntCEExt</td> </tr> <tr> <td>IDE</td> <td>International Dual Enrollment</td> <td>IntDualEnr</td> </tr> <tr> <td>IFC</td> <td>International Fr w/Coll Credit</td> <td>IntFrCC</td> </tr> <tr> <td>IND</td> <td>International Non-Degree</td> <td>IntNonDeg</td> </tr> <tr> <td>INW</td> <td>International New Degree Seek</td> <td>IntNew</td> </tr> <tr> <td>ISE</td> <td>International Second BA</td> <td>IntSecBA</td> </tr> <tr> <td>ITF</td> <td>International Transfer</td> <td>IntTransf</td> </tr> <tr> <td>ITL</td> <td>International Teacher License</td> <td>IntTchrLic</td> </tr> <tr> <td>ITZ</td> <td>International Transient</td> <td>IntTranz</td> </tr> <tr> <td>NEW</td> <td>New Degree Seeking</td> <td>New</td> </tr> <tr> <td>TNZ</td> <td>Transient</td> <td>Transient</td> </tr> <tr> <td>TRF</td> <td>Transfer</td> <td>Transfer</td> </tr> <tr> <td>UDE</td> <td>Dual Enrollment</td> <td>DualEnroll</td> </tr> <tr> <td>UFC</td> <td>Freshman w/Coll Credit</td> <td>FrCollCr</td> </tr> <tr> <td>UND</td> <td>Non-Degree</td> <td>NonDegree</td> </tr> <tr> <td>UNS</td> <td>National Student Exchange</td> <td>NSE</td> </tr> <tr> <td>URE</td> <td>Regents Exchange</td> <td>RegentExch</td> </tr> <tr> <td>USE</td> <td>Second BA</td> <td>Second BA</td> </tr> <tr> <td>UTL</td> <td>Teacher Licensure</td> <td>TchrLicens</td> </tr> </tbody> </table>	Admit Type	Description	Short Description	CEC	Cont Educ - Correspondence	CE-Corresp	CEE	Cont Educ - Extension	CE-Exten	CIE	Culture/Intensive English Prog	CIEP	CNV	CONVERSION - old Uncl-Cont Ed	CONV-oldCE	ICC	International CE-Corresp	IntCECrrsp	ICE	International CE - Extension	IntCEExt	IDE	International Dual Enrollment	IntDualEnr	IFC	International Fr w/Coll Credit	IntFrCC	IND	International Non-Degree	IntNonDeg	INW	International New Degree Seek	IntNew	ISE	International Second BA	IntSecBA	ITF	International Transfer	IntTransf	ITL	International Teacher License	IntTchrLic	ITZ	International Transient	IntTranz	NEW	New Degree Seeking	New	TNZ	Transient	Transient	TRF	Transfer	Transfer	UDE	Dual Enrollment	DualEnroll	UFC	Freshman w/Coll Credit	FrCollCr	UND	Non-Degree	NonDegree	UNS	National Student Exchange	NSE	URE	Regents Exchange	RegentExch	USE	Second BA	Second BA	UTL	Teacher Licensure	TchrLicens
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4.	Select the desired <i>Admit Type</i> .																																																																											
5.	Click the <b>Save</b>  button.																																																																											

## Update Program Action

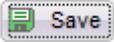
As applicants are denied or offered admission, the **Program Action** field on the **Application Program Data** page must be updated. When a student initially applies, the program action is “Application”. The system automatically decides the program action; however some applications require manual updates after evaluation. The program action can be changed to: Admit, Conditional Admit, Deny, etc.

Step	Action
1.	Access the appropriate application. Select the <b>Application Program Data</b> tab.
2.	<p>On the <b>Application Program Data</b> tab, click the <b>Add Row</b> button in the <i>Program Data</i> section.</p>  <p><b>Result:</b> The Program Data section header now shows 1 of 2</p> 

Step	Action																																
3.	<p>Add the new admit type. In the <b>Program Action</b> field, select the appropriate value. In the <b>Action Reason</b> field, select the appropriate value.</p> <div data-bbox="354 407 1419 758" style="border: 1px solid #ccc; padding: 5px;"> <p>Program Data <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <p>Program Number: 0 <span style="float: right;">*Effective Date: 06/20/2010</span></p> <p>*Admit Term: 2112 2011 FALL <span style="float: right;">Effective Sequence: 1</span></p> <p>*Academic Program: CNSUG CNSUG <span style="float: right;">Expected Graduation Term:</span></p> <p>*Academic Load: Full-Time <span style="float: right;">*Campus: MAIN MAIN</span></p> <p><input type="checkbox"/> Joint Program</p> <hr/> <p>Program Status</p> <p>Status: Applicant <span style="float: right;">Action Date: 06/08/2010</span></p> <p>*Program Action: <input type="text"/> <span style="float: right;">Action Reason: <input type="text"/></span></p> <p style="text-align: right; color: red;">Evaluation</p> </div> <table border="1" data-bbox="354 793 824 1367" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Program Action</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ADM</td><td>Admit</td></tr> <tr><td>ADRV</td><td>Admission Revocation</td></tr> <tr><td>APPL</td><td>Application</td></tr> <tr><td>COND</td><td>Conditional Admit</td></tr> <tr><td>DATA</td><td>Data Change</td></tr> <tr><td>DDEF</td><td>Defer Decision</td></tr> <tr><td>DEFR</td><td>Defer Enrollment</td></tr> <tr><td>DEIN</td><td>Intention to Matriculate</td></tr> <tr><td>DENY</td><td>Deny</td></tr> <tr><td>MATR</td><td>Matriculation</td></tr> <tr><td>PLNC</td><td>Plan Change</td></tr> <tr><td>PRGC</td><td>Program Change</td></tr> <tr><td>RECN</td><td>Reconsideration</td></tr> <tr><td>WADM</td><td>Administrative Withdrawal</td></tr> <tr><td>WAPP</td><td>Applicant Withdrawal</td></tr> </tbody> </table> <p><b>Note:</b> Undergraduate applications with no “Action Reason” are considered for RAI calculation.</p>	Program Action	Description	ADM	Admit	ADRV	Admission Revocation	APPL	Application	COND	Conditional Admit	DATA	Data Change	DDEF	Defer Decision	DEFR	Defer Enrollment	DEIN	Intention to Matriculate	DENY	Deny	MATR	Matriculation	PLNC	Plan Change	PRGC	Program Change	RECN	Reconsideration	WADM	Administrative Withdrawal	WAPP	Applicant Withdrawal
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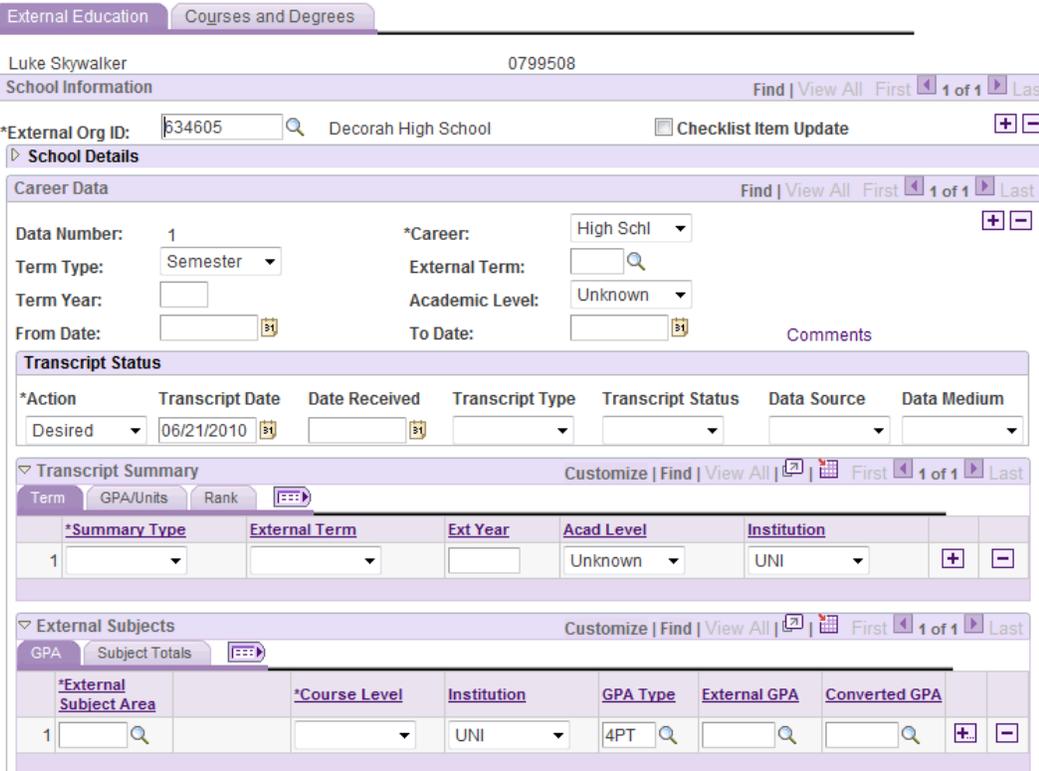
## Update Last School Attended

To update application information for Last School Attended.

Step	Action
1.	Access the appropriate application. Select the <b>Application School Recruiting</b> tab.
2.	<p>On the <b>Application School Recruiting</b> tab, in the School Information section, use the <b>Look Up</b>  button in the <i>Last School Attended</i> field to select the appropriate school.</p> 
3.	Click the <b>Save</b>  button.

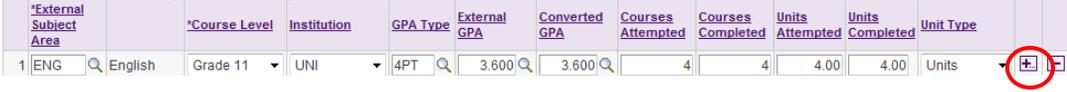
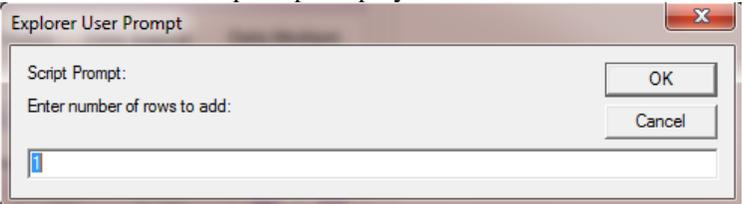
## Add/Update Education

When updated educational information is received, it is added to the application. For example, we receive applications throughout the year, once the school year ends, updated final transcripts are sent. The application must be updated to reflect the new educational information.

Step	Action
1.	Access the appropriate application. Select the <b>Application Program Data</b> tab.
2.	<p>At the bottom of the page, select <b>Education</b> from the <i>Transfer To</i> drop-down field. Click the <b>Go</b> button.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Transfer To:</b> <span style="border: 1px solid gray; padding: 2px;">Education</span> <span style="float: right;">Go</span></p> </div> <p><b>Result:</b> The Education page (External Education tab) displays.</p> 
3.	<p>Use the <b>Add Row</b>  button in the <b>School Information</b> header to add new educational information.</p> 

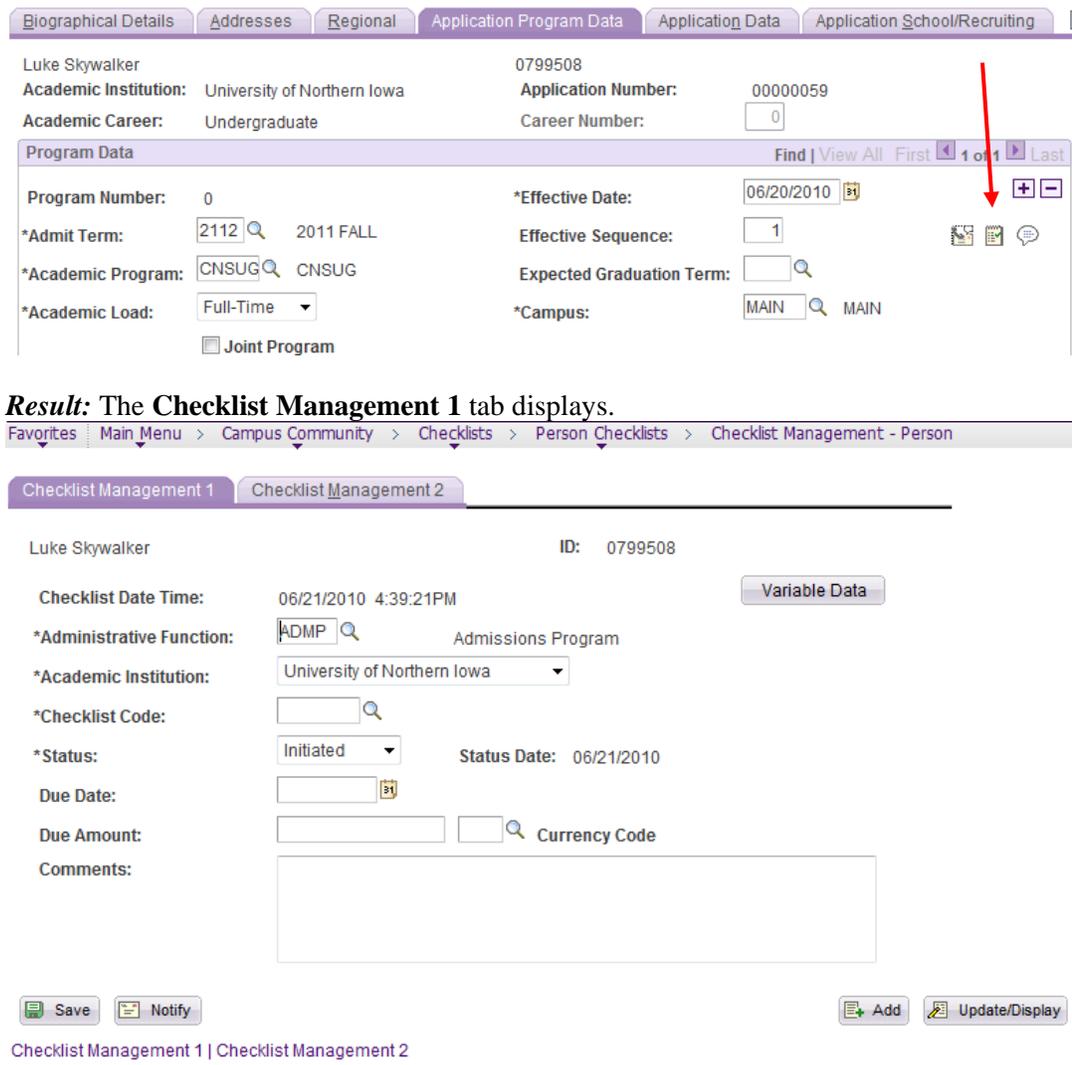
Step	Action																														
4.	<p>Select the appropriate External Org ID using the <b>Look Up</b>  button.</p> <p><i>Tip:</i> Enter alpha text prior to clicking the <b>Look Up</b> button. This will narrow the search results. Otherwise all the values will return. Once you enter alpha information, the Look Up box displays. Use all or part of the description to return fewer matches.</p>																														
5.	<p>In the <b>Transcript Status</b> section, complete the following:</p> <div data-bbox="358 533 1414 632" style="border: 1px solid black; padding: 5px;"> <p><b>Transcript Status</b></p> <table border="1"> <thead> <tr> <th>*Action</th> <th>Transcript Date</th> <th>Date Received</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Data Source</th> <th>Data Medium</th> </tr> </thead> <tbody> <tr> <td>Desired</td> <td>06/21/2010</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>• <b>*Action</b> – Select Received</li> <li>• <b>Transcript Date</b> - Default is today’s date. Enter the correct transcript date or use the <b>Choose a Date</b> button to select</li> <li>• <b>Date Received</b> – Default is to today’s date. Edit if needed.</li> <li>• <b>Transcript Type</b> – Select Official or Unofficial, as appropriate</li> <li>• <b>Transcript Status</b> – Select as appropriate (Final, In Progress, Incomplete, Mid-Year)</li> <li>• <b>Data Source</b> – Select as appropriate</li> <li>• <b>Data Medium</b> – Select Hard Copy or EDI, as appropriate</li> </ul>	*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium	Desired	06/21/2010																					
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6.	<p>In the <b>Transcript Summary</b> section, click the <b>Show all Columns</b>  button and complete the following:</p> <div data-bbox="354 1010 1419 1100" style="border: 1px solid black; padding: 5px;"> <p><b>Transcript Summary</b></p> <table border="1"> <thead> <tr> <th>*Summary Type</th> <th>External Term</th> <th>Ext Year</th> <th>Acad Level</th> <th>Institution</th> <th>GPA Type</th> <th>Ext GPA</th> <th>Conv GPA</th> <th>Unit Type</th> <th>Attempted</th> <th>Completed</th> <th>Rank Type</th> <th>Class Rank</th> <th>Class Size</th> <th>Percentile</th> </tr> </thead> <tbody> <tr> <td>1 Conversion</td> <td></td> <td></td> <td>Unknown</td> <td>UNI</td> <td>4PT</td> <td>4 PT Scale</td> <td></td> <td>Semester</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>• <b>Summary Type</b> – Defaults to RAI – Always select RAI</li> <li>• <b>Ext Term</b> – NOT USED AT THIS TIME</li> <li>• <b>Ext Year</b> – NOT USED AT THIS TIME</li> <li>• <b>Acad Level</b> – NOT USED AT THIS TIME</li> <li>• <b>GPA Type</b> – Defaults to 4PT (or the school’s GPA Type), DO NOT CHANGE</li> <li>• <b>Ext GPA</b> – Enter the student’s GPA</li> <li>• <b>Conv GPA</b> – As you tab, this field automatically populates based on Ext GPA</li> <li>• <b>Unit Type</b> – NOT USED AT THIS TIME</li> <li>• <b>Attempted</b> – NOT USED AT THIS TIME</li> <li>• <b>Completed</b> – NOT USED AT THIS TIME</li> <li>• <b>Rank Type</b> – Leave blank or select “Unranked” if the school does not rank.</li> <li>• <b>Class Rank</b> – Enter as given</li> <li>• <b>Class Size</b> – Enter as given</li> <li>• <b>Percentile</b> - As you tab, this field automatically populates based on Class Rank &amp; Size</li> </ul>	*Summary Type	External Term	Ext Year	Acad Level	Institution	GPA Type	Ext GPA	Conv GPA	Unit Type	Attempted	Completed	Rank Type	Class Rank	Class Size	Percentile	1 Conversion			Unknown	UNI	4PT	4 PT Scale		Semester						
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7.	<p>In the External Subjects section, click the <b>Show all Columns</b>  button</p>  <p>Complete the first Subject Area:</p> <ul style="list-style-type: none"> <li> <b>External Subject Area</b> – Use the <b>Look Up</b> button or enter value.                     <table border="1" data-bbox="409 571 927 785"> <tbody> <tr> <td>ELCT</td> <td>Electives</td> </tr> <tr> <td>ENG</td> <td>English</td> </tr> <tr> <td>FORL</td> <td>Foreign Language</td> </tr> <tr> <td>MATH</td> <td>Math</td> </tr> <tr> <td>SCI</td> <td>Science</td> </tr> <tr> <td>SST</td> <td>Social Studies</td> </tr> </tbody> </table> </li> <li><b>Course Level</b> – Enter current grade level</li> <li><b>GPA Type</b> – Defaults to 4PT (or school’s GPA Type), Do not change</li> <li><b>Ext GPA</b> – NOT USED AT THIS TIME</li> <li><b>Conv GPA</b> – NOT USED AT THIS TIME</li> <li><b>Courses Attempted / Courses Completed</b> – NOT USED AT THIS TIME</li> <li><b>Units Attempted / Units Completed</b> – Enter Units Attempted. As you tab, the Units Completed field auto-populate based on Units Attempted</li> <li><b>Unit Type</b> – Defaults to Semester, DO NOT CHANGE</li> </ul> <p><b><u>IMPORTANT:</u></b> If you change a student’s core units which should cause a new RAI score to be calculated, you must be sure to change the high school’s “transcript received” date to a date later than the date when the first RAI was calculated. Otherwise, CS will not recalculate the RAI score.</p> <p>The formula will only recalculate a score if it thinks a new transcript has arrived (hence the date issue). Once the new score is calculated, CS will add an additional line to the RAI Test Score page with the new RAI score and the current date.</p>	ELCT	Electives	ENG	English	FORL	Foreign Language	MATH	Math	SCI	Science	SST	Social Studies
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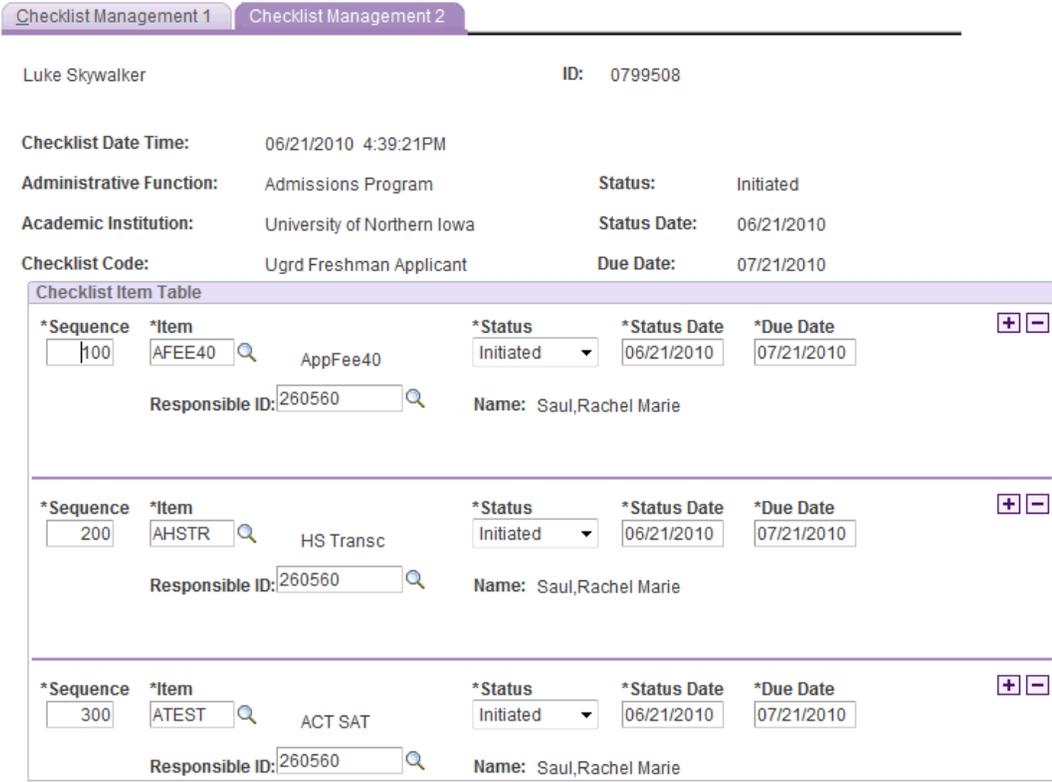
Step	Action
8.	<p>In the first Subject Area just entered, click the <b>Add Multiple New Rows at Row 1</b> button.</p>  <p><b>Result:</b> The below prompt displays.</p>  <p>Enter “5” (There are 6 Subject Areas total and you already have 1). Click the <b>OK</b> button. Now there are 6 lines (one for each Subject Area). The <b>Course Level</b> and <b>Unit Type</b> columns pre-populate for all the Subject Area entry rows. Complete information for each Subject Area.</p> <p><b>Note:</b> Pop-up blocker may need to be turned off in order to receive this prompt.</p>

## Add Checklists

Checklists and communications are automatically assigned based on the **Admit Type**. Checklist items can be manually added as applicable.

Step	Action
1.	Access the appropriate application. Select the <b>Application Program Data</b> tab. <b>Important:</b> Do NOT use the “Transfer To” option to add a checklist.
2.	<p>Click the <b>Add Checklist</b>  icon</p>  <p><b>Result:</b> The <b>Checklist Management 1</b> tab displays.</p>

Step	Action						
3.	<p>The Variable data is now auto-populated (this prevents duplicate checklists from being created).</p> <p>Click the <b>Variable Data</b> button.</p> <p><b>Result:</b> The Variable Data displays.</p> <p><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="00300793"/></p> <p>Application Program Nbr: <input type="text" value="0"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <table border="1" data-bbox="354 898 1333 1100"> <thead> <tr> <th data-bbox="354 898 889 930">If...</th> <th data-bbox="889 898 1333 930">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 930 889 968">The application number is NOT populated</td> <td data-bbox="889 930 1333 968">The system will assign a checklist</td> </tr> <tr> <td data-bbox="354 968 889 1100">The application number is populated</td> <td data-bbox="889 968 1333 1100">The system will NOT assign a duplicate checklist, recognizing a checklist has already been assigned.</td> </tr> </tbody> </table>	If...	Then...	The application number is NOT populated	The system will assign a checklist	The application number is populated	The system will NOT assign a duplicate checklist, recognizing a checklist has already been assigned.
If...	Then...						
The application number is NOT populated	The system will assign a checklist						
The application number is populated	The system will NOT assign a duplicate checklist, recognizing a checklist has already been assigned.						

Step	Action
4.	<p>Select the <b>Checklist Management 2</b> tab to view the associated checklist items.</p> <p><b>Result:</b> The Checklist Item Table displays.</p>  <p><b>Note:</b> Click the <b>Add a New Row</b>  button on the last item to add another item.</p> <p>When adding a new item to an existing checklist, change the <b>Status</b> field to “Notified”. This will generate an email to the student, instructing them to view their checklist online as a new item has been entered.</p>

**To view/maintain an existing checklist:**

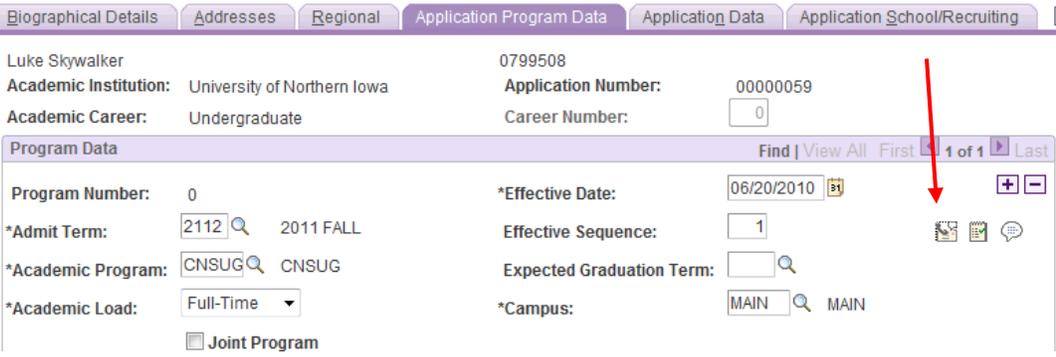
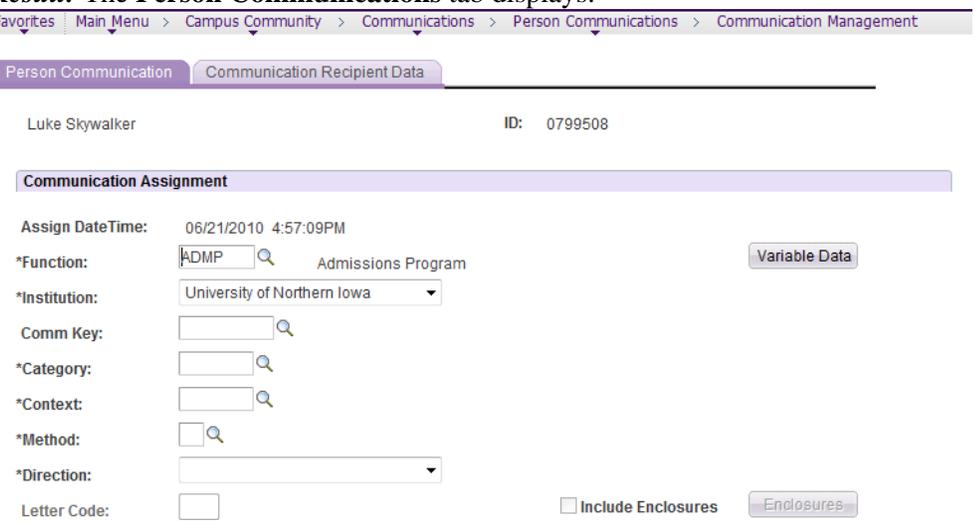
- Select **Checklist** from the *Transfer To* drop-down field at the bottom of the **Application Program Data** tab.

Transfer To:

- Click the **Search** button.
- Select the **Checklist Management 2** tab to view the associated checklist items.

## Add/Update Communications

Checklists and communications are automatically assigned based on the **Admit Type**. Communications can be manually added as applicable.

Step	Action
1.	Access the appropriate application. Select the <b>Application Program Data</b> tab.
2.	<p>Click the <b>Add Communications</b>  icon</p>  <p><b>Result:</b> The <b>Person Communications</b> tab displays.</p> 
3.	<p>Use the <b>Look Up</b> button to select the appropriate <i>communication key</i> in the Comm Key field.</p> <p><b>Result:</b> The subsequent fields are populated.</p>
4.	Complete additional fields as applicable. Click the <b>Save</b> button.