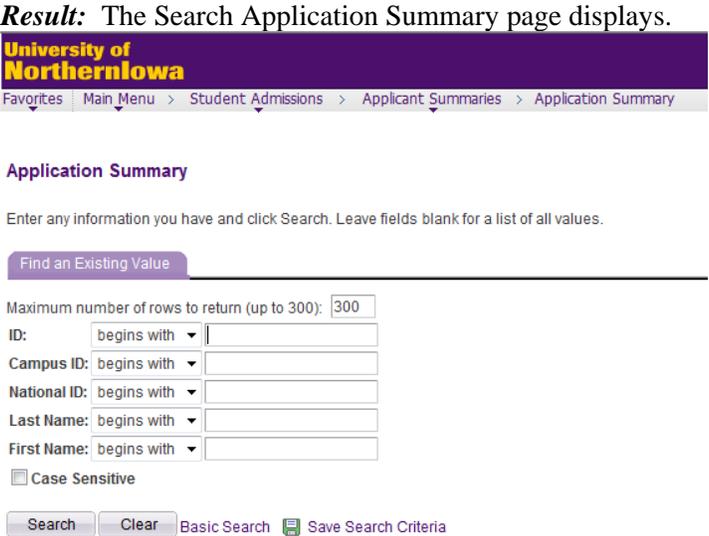


CS - Viewing Application Summary Pages

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.	<p>Navigate to the Application Summary page. Select Main Menu > Student Admissions > Applicant Summaries > Application Summary</p> <p>Result: The Search Application Summary page displays.</p> 														
2.	<p>Enter applicable search criteria. Click the Search button.</p> <p>Result: The Application Summary page for matching records displays.</p>  <table border="1" data-bbox="365 1396 1412 1501"> <thead> <tr> <th>Appl Nbr</th> <th>Institution</th> <th>Career</th> <th>Acad Prog</th> <th>Admit Term</th> <th>Admit Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Application Data</td> <td>00000054</td> <td>UNICS</td> <td>Undergrad</td> <td>CNSUG</td> <td>2011 FALL</td> <td>New Applicant</td> </tr> </tbody> </table>	Appl Nbr	Institution	Career	Acad Prog	Admit Term	Admit Type	Status	Application Data	00000054	UNICS	Undergrad	CNSUG	2011 FALL	New Applicant
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Step	Action																											
3.	<p>To view the application, click the Application Data link. <i>Note:</i> 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.</p> <p>Click the Application Detail link.</p> <p>Result: The Application Detail displays. Click the Return button.</p> <p>Application Detail</p> <table border="1" data-bbox="354 621 1409 709"> <thead> <tr> <th>Prog Actn</th> <th>Action Rsn</th> <th>Action Date</th> <th>Complete</th> <th>Date</th> <th>Eval Stat</th> <th>Eval Dt</th> </tr> </thead> <tbody> <tr> <td>Applicatn</td> <td>DeptReview</td> <td>06/04/2010</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/04/2010</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p>	Prog Actn	Action Rsn	Action Date	Complete	Date	Eval Stat	Eval Dt	Applicatn	DeptReview	06/04/2010	<input type="checkbox"/>			06/04/2010													
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4.	<p>Test Scores may be viewed using the Academic Test Summary page. Select Main Menu > Student Admissions > Applicant Summaries > Academic Test Summary</p> <p>Result: The search criteria is pre-filled. Click the Search button. The Academic Test Summary page displays.</p> <p>Academic Test Summary</p> <p>Luke Skywalker 0799508</p> <p>Test Summary by ID/Component</p> <p>Test ID: <input type="text"/> Test Component: <input type="text"/></p> <p>Sort By: <input checked="" type="radio"/> Date <input type="radio"/> Score <input type="radio"/> Test <input type="button" value="Search"/></p> <table border="1" data-bbox="362 1241 1409 1383"> <thead> <tr> <th>Test ID</th> <th>Description</th> <th>Score</th> <th>%tile</th> <th>Test Dt</th> <th>Std Admin</th> <th>Acad Level</th> <th>Data Srce</th> <th>Dt Loaded</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ACT</td> <td>Composite</td> <td>30.00</td> <td>02/25/2011</td> <td><input checked="" type="checkbox"/></td> <td>11th Grade</td> <td>SLF</td> <td>06/04/2010</td> </tr> <tr> <td>2</td> <td>CLEP</td> <td>Beginning Spanish I</td> <td>80.00</td> <td>05/06/2011</td> <td><input checked="" type="checkbox"/></td> <td>11th Grade</td> <td>SLF</td> <td>06/04/2010</td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <p>Tip: The test summary results may be sorted (simple sort) by any of the columns. Click the desired column header to sort.</p>	Test ID	Description	Score	%tile	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded	1	ACT	Composite	30.00	02/25/2011	<input checked="" type="checkbox"/>	11th Grade	SLF	06/04/2010	2	CLEP	Beginning Spanish I	80.00	05/06/2011	<input checked="" type="checkbox"/>	11th Grade	SLF	06/04/2010
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5.	<p>Additional summary pages for future use:</p> <ul style="list-style-type: none"> • Applicant Progression • Application Recruiters • Education Summary 																											