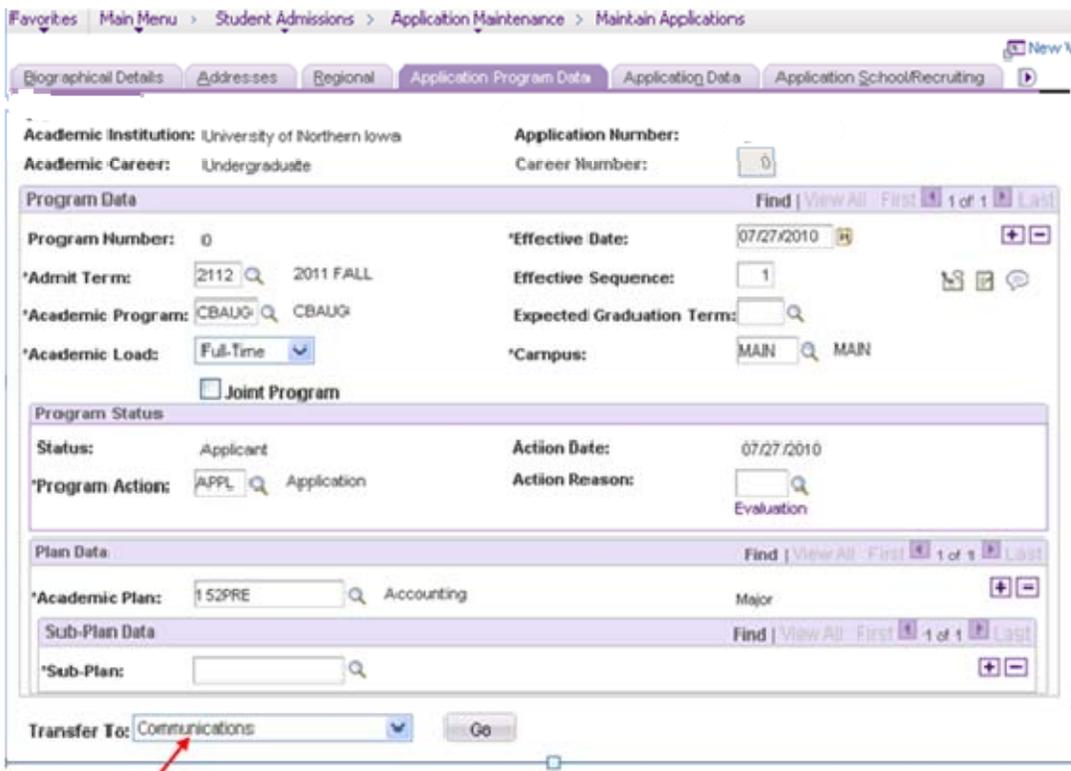


CS – Viewing Communications

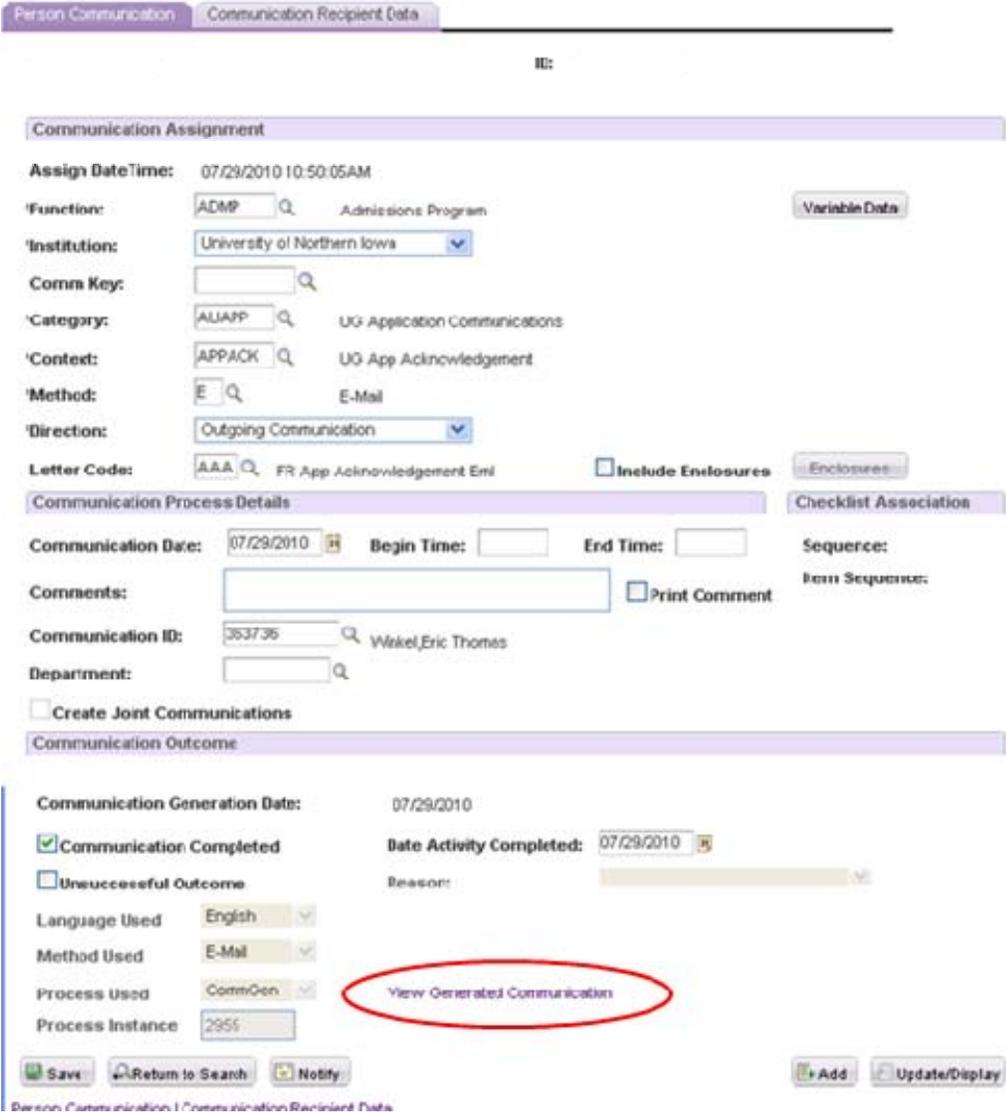
Purpose: Communications sent may be viewed in PDF format. The table below describes how to view communications.

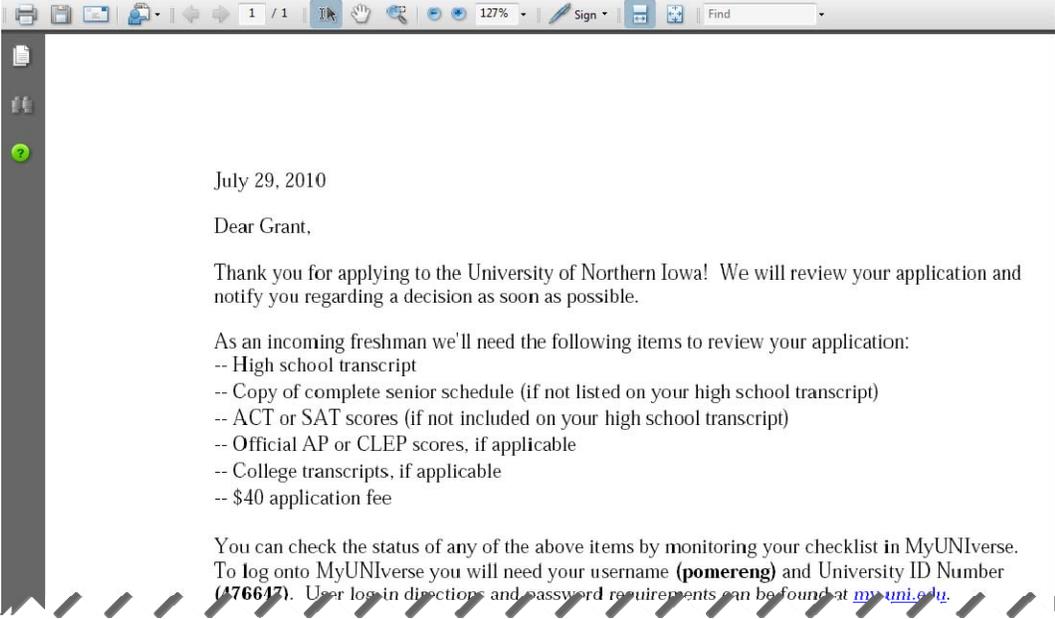
Step	Action
1.	Navigate to the Maintain Applications page. Select Main Menu > Student Admissions > Applicant Maintenance > Maintain Applications
2.	Enter search criteria to find the student’s application.
3.	Select the Application Program Data tab. At the bottom of the page, select Communications in the <i>Transfer To:</i> field.



The screenshot shows the 'Maintain Applications' page with the 'Application Program Data' tab active. The 'Transfer To:' dropdown menu at the bottom is set to 'Communications', and a red arrow points to this selection.

Step	Action
<p>4.</p>	<p>Click the Go button.</p> <p>Result: The Communication Management page displays (with the student ID already populated).</p> <p>Communication Management</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text" value="TR0001"/> <input type="button" value="🔍"/></p> <p>Sequence Number: <input type="text" value="="/> <input type="text"/></p> <p>Communication Date: <input type="text" value="="/> <input type="text"/> <input type="button" value="📅"/></p> <p>Academic Institution: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Administrative Function: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Communication Category: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Communication Context: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus 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"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📄"/> Save Search Criteria</p>
<p>5.</p>	<p>Click the Search button.</p> <p>Result: The Person Communication tab displays.</p>

Step	Action									
6.	<p>Click the View Generated Communication link in the <i>Communication Outcome</i> section.</p>  <p>Result: The View Communication page displays.</p> <p>View Communication</p> <p>Grant Pomerenk ID: 476647</p> <table border="1" data-bbox="370 1791 1344 1906"> <thead> <tr> <th colspan="3">View Generated Communication</th> </tr> <tr> <th>Letter Code</th> <th>Description</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>A,A,A</td> <td>FR App Acknowledgement Em</td> <td>View</td> </tr> </tbody> </table>	View Generated Communication			Letter Code	Description	View	A,A,A	FR App Acknowledgement Em	View
View Generated Communication										
Letter Code	Description	View								
A,A,A	FR App Acknowledgement Em	View								

Step	Action
7.	<p>Click the View button.</p> <p>Result: The communication (email or letter) displays in a separate browser window.</p> 
8.	Once you have viewed the communication, close the browser window.