

Admissions Applicant Data Entry Screens

Overview

This process was created to shorten the data entry time for entering applications into SIS. It performs the search/match and creates/posts the information to an applicant record in the system.

Security for this screen has been added to the following Admissions base roles: ADMALL, ADM1, ADM2, ADM3, ADM4, ADM5, and ADM6.

Steps

Entering Data for an Applicant

1. Navigate to: **Student Admissions > Application Entry > IU Application.**

The screenshot shows the Indiana University Applicant Data Entry screen. The header includes the IU logo and the text "INDIANA UNIVERSITY". Navigation links include Home, Worklist, Add to Favorites, and Sign out. There are also links for New Window, Help, and Help (HTML). The form fields are as follows:

- First Name:
- Middle Name:
- *Last Name:
- Country:
- Address 1:
- Address 2:
- Address 3:
- City:
- State: County:
- Postal Code:
- Telephone:
- Email Address:
- Date of Birth: Gender:
- National ID:
- *Ethnic Group:
- Citizen of: Citizenship Status: Visa/Permit Type:

A yellow Submit button is located below the form fields.

2. Enter the **First Name, Middle Name, and Last Name.**
3. Enter the **Country** code or click to select from the list.
4. Enter the **Address** information (**Address, City, State, Country** and **Postal Code**). **Telephone, Email Address, and Date of Birth.** You can click to select birth date from the calendar popup.
5. Select the **Gender** from the appropriate drop-down list and enter the appropriate **Ethnic Group** or click to select the **Ethnic Group** from the list.
6. Enter **Citizen of, Citizenship Status** and **Visa/Permit Type** or click to select the appropriate codes from the list.
7. Click to perform the Search/Match process and display the results.

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INDIANA UNIVERSITY

Home Worklist Add to Favorites Sign out

New Window Help

First Name: Ima
 Middle Name: Good
 *Last Name: Student
 Country: USA United States
 Address 1: 800 Waterway Blvd.
 Address 2:
 Address 3:
 City: Indianapolis
 State: IN County:
 Postal Code: 46202
 Telephone:
 Email Address:
 Date of Birth: 04/01/1979 Gender: Fer
 National ID:
 *Ethnic Group: WHITE
 Citizen of: USA Citizenship Status: Native Visa/Permit Type:
 Submit

Number of ID's Found 8
 Search Order Number 80 Name Only

Search Results

Results	Results2	Additional Information	EmplID	Name Type	First Name	Middle Name	Last Name
1	Select Detail		0000001111	PRF	Ima		Student
2	Select Detail		0000001212	PRJ	Ima	G	Student
3	Select Detail		0000001223	PRF	Ima		Student
16	Select Detail		0000001231	PRJ	Ima	R	Student

Create New Emplid

8. If the individual already has a preexisting record click **Select** next to the appropriate row for that individual. The system will display the *IU Application* page listing information which details which campus the student has application data with.

INDIANA UNIVERSITY

Home Worklist Add to Favorites Sign out

New Window Help

ID: 0000001111 Student: Ima Good

*Institution: Academic Career: Admit Term:
 Admit Type: Campus:
 *Application Center: *Application Date: 04/17/2008
 *Program Action: APPL Action Reason:
 Application Method:
 Academic Level:
 Academic Program: Academic Plan:
 Last School Attended: Graduation Date:
 Recruitment Category:
 Recruiter ID:

Fees
 Fee Type: Standard *Fee Status: Pending Fee Date: 04/17/2008
 *Tender Category: Waive
 Amount: Tender Amount:
 Submit

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- Values defined in your *User Defaults* will be inserted as will the default action of “**APPL**”. The current date will also be inserted automatically as the application date. The fee information is held at the bottom of the page.
- If you do **NOT** find a match in the Search/Match results, click **Create New Emplid** to create an entirely new record. This moves you to the application data entry and inserts default information into the appropriate fields as with updates to an existing student. The **ID** field however displays “**NEW**” until the record is saved to the system.

INDIANA UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

New Window | Help

ID: NEW Student,Ima Good

*Institution: *Academic Career: Admit Term:
Admit Type: Campus:
*Application Center: *Application Date: 04/17/2008
*Program Action: APPL Action Reason:
Application Method:
Academic Level:
Academic Program: Academic Plan:
Last School Attended: Graduation Date:
Recruitment Category:
Recruiter ID:

Fees

Fee Type: Standard *Fee Status: Pending Fee Date: 04/17/2008
*Tender Category: Tender Amount:
Waive Amount:

Submit

- Enter the data for this record into the appropriate fields on the page. The fee information is held at the bottom of the page. Once you select a **Fee Status** other than “**Pending**” the fee value fields will be displayed.

INDIANA UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

New Window | Help

ID: NEW Student,Ima Good

*Institution: IUINA *Academic Career: UGRD Admit Term: 4088
Admit Type: FYU Campus: IN
*Application Center: UGRD *Application Date: 04/17/2008
*Program Action: APPL Action Reason:
Application Method: Web Appl
Academic Level: Freshman
Academic Program: BUS1 Academic Plan: BUSBSB
Last School Attended: Graduation Date:
Recruitment Category:
Recruiter ID:

Fees

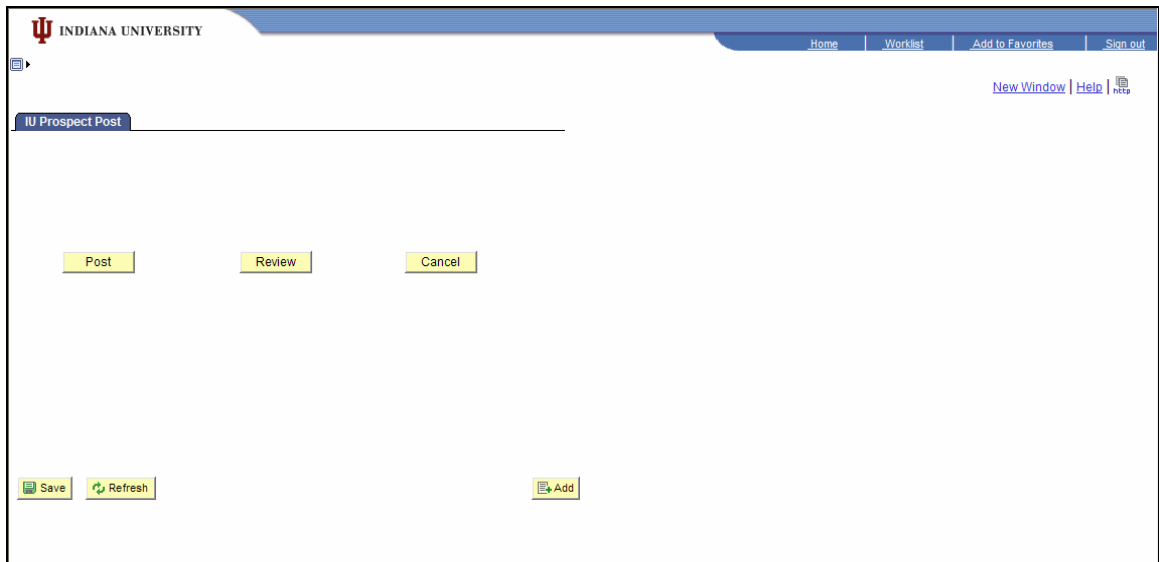
Fee Type: Standard *Fee Status: Received Fee Date: 04/17/2008
*Tender Category: Check Tender Amount: 50.00
Waive Amount:

Submit

- Once all data has been entered and everything is complete, click **Submit** to complete the

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entry process. This displays the *IU Application Post* page.



13. You can click one of three buttons to complete processing.

- Click **Post** to create and save the application record and launch the application fee panel. Once the fee information is confirmed, the operator is returned to the *Bio-Demo* screen to begin the process with the next record.

NOTE: For an existing record, **Name** and **NID** will not update via this process
Updating this information requires that you click **Review** to review the history of the record and update the information via the full *Bio/Demo Data* page.

- Click **Review** to move to the full *Application Record* in SIS to review and update any additional information prior to saving. This should be used when you desire to enter more than one recruiting category for the person.
- Click **Cancel** to cancel all data entry thus far with the record and return to the *Bio/Demo Data* page to proceed with the next record.

NOTE: In the full application record this *IU Application Post* page can be accessed by clicking on the very last tab labeled *IU Application Post*. This option will only appear for those records entered via the data entry screen.

14. Click **Post** to create and save the application record. This will also display the *Application Data Application Fees* page.

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The screenshot displays the 'Application Fees' section of the Indiana University Admissions system. The page header includes the university logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area shows the following information:

- Fee Amount: 50.00 USD
- Fee Paid: 50.00 USD
- Date: 04/17/2008
- *Fee Status: Received
- Waive Amount: USD

Below this information is a table for recording tenders:

*Tender Category	Tender Amount	*Currency	
Check	50.00	USD	Show Tender Details Currency Detail
		USD	Show Tender Details Currency Detail

At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Refresh'.

This allows you to record the reference number and review the fee information. This page will display two rows. However, the second will disappear upon clicking **OK**. The reference number is recorded by clicking the [Show Tender Details](#) link in the same manner as recorded during regular registration processing.

15. Click **OK** to create and save the application record. This will also display the *Application Data Application Fees* page. A Windows Internet Explorer message will be displayed to inform you that the record was saved and it will display the **Emplid** that was created.

