Searching for Applicants by course

The Applicants by course screen enables you to search for applicants by their programme of study.

- Click here to select year of entry
- Select your school and department
- Select the course you wish to search for – School and Department must be selected first
- Click on any of the option buttons to sort by that category (e.g. App No, Name etc)
- Click on applicant’s name to select record
- Click here to select application type (e.g. PG, UCAS, Summer School)
- Click Clear to clear the search criteria to requery
- Click the Exit button to leave the screen and return to the main menu
- Deselect Live Only to include applicants who have been rejected
- Click on buttons to get further information
Using the Default Option

Use the default option when you want to look at specific information about a set of applicants. The default option will remain in the search criteria until the blank default option is chosen.

Select **Default** option from drop-down list. **Select blank row to clear Default.**

After selecting a default option the list of names will turn into links.

Clicking on an applicants name will take you to their **Addresses** information as this is the current selected default option.