

SSTU0153 – Applicants by course

Searching for Applicants by course

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

The screenshot shows the 'Applicants by Course' interface with the following callouts:

- Click here to select year of entry (points to Year: 4/15)
- Click here to select application type (e.g. PG, UCAS, Summer School) (points to App Type: All)
- Click Clear to clear the search criteria to query (points to Clear button)
- Select your school and department (points to School: LifeSci School and Dept: Chemistry)
- Select the course you wish to search for – School and Department must be selected first (points to Course: F1002U - Chemistry (BSC))
- Click on any of the option buttons to sort by that category (e.g. App No, Name etc) (points to the sorting options: App No, Name, Status, etc)
- Click on applicant's name to select record (points to an applicant's name in the table)
- Click on buttons to get further information (points to buttons like Addresses, App Details, etc)
- Click the Exit button to leave the screen and return to the main menu (points to Exit button)
- Deselect Live Only to include applicants who have been rejected (points to the Live only checkbox)

App No	Name	Status	Home/O' seas	Received	Start Date	1+3
212651489	Abdullah, Roshan	ROLLED-FWD	Home		22-SEP-2014	
212644241	Abdullah, Roshan	ROLLED-FWD	Overseas		22-SEP-2014	
212622249	Abdullah, Roshan	ROLLED-FWD	Home		22-SEP-2014	
212635043	Abdullah, Roshan	ROLLED-FWD	Home		22-SEP-2014	
212629983	Abdullah, Roshan	ROLLED-FWD	Home		22-SEP-2014	
212634415	Burnside, James	ROLLED-FWD	Home		22-SEP-2014	
212420014	Buclier, Connor R	ROLLED-FWD	Home		15-SEP-2014	
212636822	Callaghan, William	ROLLED-FWD	Home		22-SEP-2014	
212645787	Chen, Eddie	ROLLED-FWD	Home		22-SEP-2014	
212627266	Chen, Eddie	ROLLED-FWD	Home		22-SEP-2014	
212642498	Chen, Eddie	ROLLED-FWD	Home		22-SEP-2014	

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.

The screenshot shows a web application interface titled "Applicants by Course". At the top, there is a menu bar with "Tasks", "Edit", "Window", and "Help". Below the menu bar, the page title is "SSTU0153 Applicants by Course Dawn Stewart TRAINING Started 21-DEC-2015 10:23". The main content area has a yellow background and contains several search filters: "Year: 14/15", "App Type: All", "Level: All Levels", "Live only" (checked), "School: LifeSci School", "Dept: Chemistry", and "Course: F1002U - Chemistry (BSC)". A "Total: 34" is displayed next to the course filter. There are "Clear" and "Exit" buttons. Below the filters is a table with columns: "App No", "Name", "Status", "Ho/O'seas", "Received", "Start Date", and "1+3". The table lists 12 applicants, all with a status of "ROLLED-FWD" and a start date of "22-SEP-2014" or "15-SEP-2014". Below the table are several buttons for navigating to different sections: "Addresses", "App Details", "Module Choices", "Overview", "Personal", "Progression", "Qualifications", and "Supervisors".

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