

The following will explain the Web Application Summary and how it applies to Alerts on the online applications. All online applications should have a Process Indicator Status = Appl Processed (Application Processed) enabling the application to continue through the online application process.

1. Click the **Student Admissions** link.



2. Click the **Application Entry** link.



3. Click the **Web Application Summaries** link.



4. Click the **Application Summary** link.



5. If desired, you may enter the specific Term or use the Look up tool. Click the **Look up Admit Term** button. A list of Terms will appear. You may scroll to the applicable Term or enter it directly into the Term field.



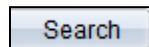
6. For example, enter the Term 2137 for Fall 2013.

Click the **2137** link.



7. If desired, you can enter additional Search Criteria.

Click the **Search** button.



8. A grid will appear with the search results. You can sort any column by clicking on the heading. For FOIP reasons some information has been removed. The Process Indicator will list several different processes:
  - **Appl Prcsd** indicates the application has been processed and alerts have been cleared
  - **OnPS-Alert** indicates there is an alert on the application that needs to be cleared
  - **Rsvd2addID** - indicates Reserved to Specific ID (staff member for manual processing)
  - **MoreRcntAp** - indicates Application has been suspended because another application exists.
  - **HTank** - indicates an application has not been "loaded" and is in the Search/Match Alerts component and must be cleared there (see the lesson on Search/Match Alerts). If an applicant indicates they attended UofC previously the application will trigger this indicator. It will be necessary to perform a Search/Match to see if an existing UCID exists or should be assigned. Also if there exists duplication of last name, birthdate and gender it will also require manual intervention through the Search/Match component.

# Web Application Summary

## SA – Processing an Online Web Application



Search Results

Academic Career	Admit Term	Web Application Reference Nbr	Sequence #	Process Indicator	Last Name	First Name	Middle Name	Date of Birth	Date Application Loaded	Empl ID	Cross Reference Number	Reserved by Operator ID
Graduate	2137	G10020515	1	Appl Prcsd			(blank)	1960/06/18	2012/09/29	10116692	70000108.1	
Graduate	2137	G10020517	1	Appl Prcsd			(blank)	1987/05/18	2012/09/26	10116754	70001015.1	
Graduate	2137	G10020518	1	Appl Prcsd			(blank)	1987/12/23	2012/09/26	10116755	70001013.1	
Graduate	2137	G10020519	1	Appl Prcsd			(blank)	1988/12/23	2012/09/26	10116757	70001017.1	
Undergrad	2137	200000733	1	OnPS-Alert			(blank)	1994/01/01	2012/09/11	10116696	(blank)	
Undergrad	2137	200000734	1	OnPS-Alert			(blank)	1996/01/01	2012/09/11	10116695	(blank)	
Undergrad	2137	200000735	1	Rsvd2addID			(blank)	1994/01/02	2012/09/11	(blank)	(blank)	
Undergrad	2137	200000736	2	Appl Prcsd			(blank)	1994/01/03	2012/09/11	10116697	(blank)	
Undergrad	2137	200000736	1	MoreRcntAp			(blank)	1994/01/03	2012/09/11	10116697	(blank)	
Undergrad	2137	200000746	1	OnPS-Alert			(blank)	1995/01/01	2012/09/18	10116699	(blank)	

- Click on one of the applications to view the details. Click the **desired link**. For this example we will click on an application with the Process Indicated = Appl Prcsd.
- Note the Summary Information Process Ind: Application Processed indicates the Data Alert has been cleared. To view additional tabs use the Show More Columns button.

Summary Information    Academic Program / High School    Prev Education: Postsecondary    High School Courses    Addresses    

Academic Career	Undergraduate Programs	Reference Nbr	V00000003	Seq	1
Admit Term	2137	AB Student Number			
Last Name	Horse	Empl ID	10116769		
First Name	Harry	Middle Name			
Process Ind	Application Processed	APAS Reference Nbr			

Other Identification Information

Preferred Name	Social Insurance Nbr
Former Surname 1	Former Surname 2

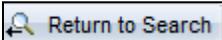
Application Data

Upload Dt	2012/10/04	App Fee	Previous UofC ID	<input type="checkbox"/> Prior Appl
<input type="checkbox"/> Intl Indicator	<input type="checkbox"/> IB Indicator	<input type="checkbox"/> IB Subjects	<input type="checkbox"/> AP Indicator	<input type="checkbox"/> Spec Needs Ind
<input type="checkbox"/> Attended ESL School in Canada				

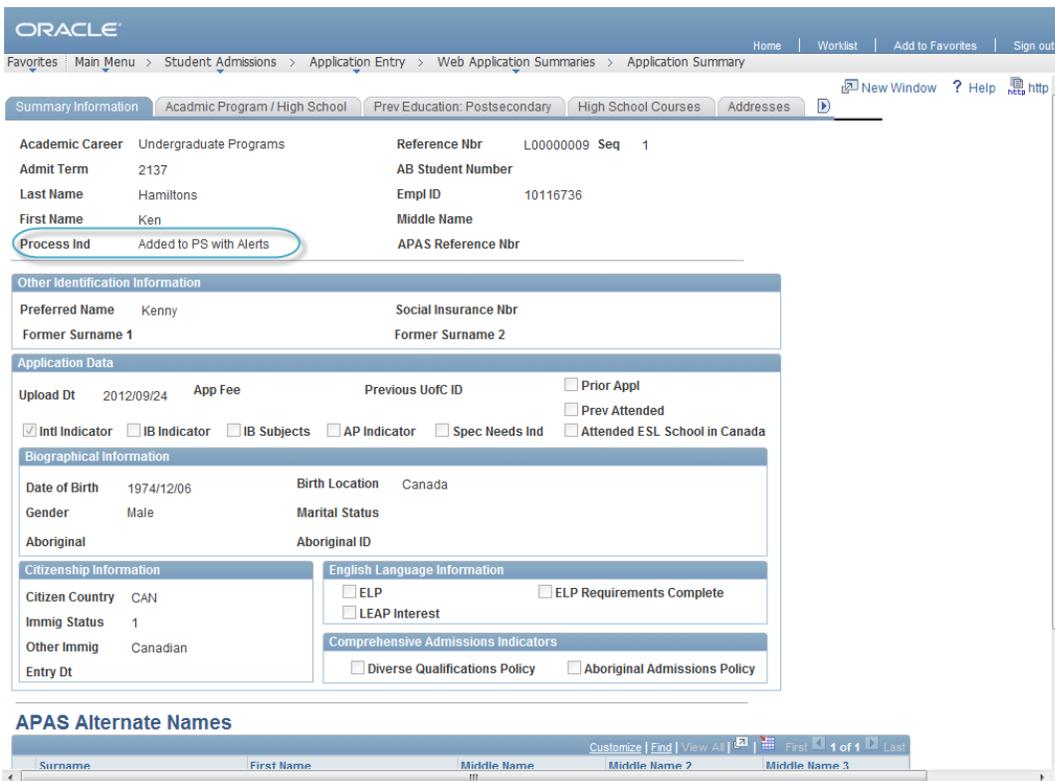
Biographical Information

Date of Birth	1990/10/14	Birth Location	Canada
Gender	Male	Marital Status	
Aboriginal		Aboriginal ID	

- Click the **Return to Search** button at the bottom of the page.



12. For this next example we will view an application that has a Process Indicator = OnPS-Alert indicating something must be cleared on the application in order for it to continue through the process.



**ORACLE** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Student Admissions > Application Entry > Web Application Summaries > Application Summary

Summary Information | Academic Program / High School | Prev Education: Postsecondary | High School Courses | Addresses

Academic Career	Undergraduate Programs	Reference Nbr	L00000009 Seq 1
Admit Term	2137	AB Student Number	
Last Name	Hamiltons	Empl ID	10116736
First Name	Ken	Middle Name	
Process Ind	Added to PS with Alerts	APAS Reference Nbr	

**Other Identification Information**

Preferred Name	Kenny	Social Insurance Nbr	
Former Surname 1		Former Surname 2	

**Application Data**

Upload Dt	2012/09/24	App Fee		Previous UofC ID		<input type="checkbox"/> Prior Appl
<input checked="" type="checkbox"/> Intl Indicator	<input type="checkbox"/> IB Indicator	<input type="checkbox"/> IB Subjects	<input type="checkbox"/> AP Indicator	<input type="checkbox"/> Spec Needs Ind	<input type="checkbox"/> Prev Attended	<input type="checkbox"/> Attended ESL School in Canada

**Biographical Information**

Date of Birth	1974/12/06	Birth Location	Canada
Gender	Male	Marital Status	
Aboriginal		Aboriginal ID	

**Citizenship Information**

Citizen Country	CAN
Immig Status	1
Other Immig	Canadian
Entry Dt	

**English Language Information**

<input type="checkbox"/> ELP	<input type="checkbox"/> ELP Requirements Complete
<input type="checkbox"/> LEAP Interest	

**Comprehensive Admissions Indicators**

<input type="checkbox"/> Diverse Qualifications Policy	<input type="checkbox"/> Aboriginal Admissions Policy
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**APAS Alternate Names**

Surname	First Name	Middle Name	Middle Name 2	Middle Name 3
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13. Check through the tabs to ensure there is no missing information. Alerts can be cleared using the Data Alert component. Refer to the lesson on Data Alerts for these instructions.  
**End of Procedure.**