Application Transaction Management

Constituent Staging

In this topic we will examine applications coming from various campus systems (Jazzee, Slate, etc.) that are being held in staging and need to be reviewed. We will review Constituent information, Application information and resolve an error.

Step	Action
1.	From the Main Menu, click the Student Admissions link. Student Admissions Note: Your menu choices will differ based on your access.

2.	Click the Constituent Stag	ing link. Constituent Staging	
	Campus Community		
	Student Recruiting		
	Student Admissions		
	Application Entry		
	Application Maintenance		
	Application Evaluation		
	Processing Applications		
	Application Delete		
	Applicant Summaries		
	3 C's and Event Summaries		
	External Org Summaries		
	Application Fees and Deposits		
	Enrollment Targets		
	External Test Score Processing		
	Application/Transcript Loads		
	▶ OUAC		
	Reports		
	Educational Contracts NLD		
	Base Register NLD		
	Internship Contracts NLD		
	Processing Admissions NLD		
	CFI Snapshot NLD		
	Processing Admissions NZL		
	IAC Processing		
	Processing Studielink NLD		
	▶ UCAS Processing		
	Application Transaction Mgmt Application Transactions		
	Constituent Staging		
	Transaction Management Process		

Step	Action
3.	Click the Constituent Staging link. Constituent Staging



Favorites 🔻 Main Menu 🔻 > Student Admissions 🔻 > Application Transaction Mgmt 🔻 > Constituent Staging	🟫 Home 🔰 Sign out
Berkeley Menu - Search Advanced Search & Last Search Results	
	New Window Help 📰
Constituent Staging	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
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Transaction: begins with 🔽 🔍	
Created Date: = 1	
Constituent Status: =	
Last Name: begins with	
First Name: begins with	
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Search Clear Basic Search 🖾 Save Search Criteria	

Step	Action
4.	You can use different search criteria (e.g. date, status or name/ID). For example, you may wish to see which files are in Error status, or you may want to search to see who was added today.
	In this example, we will search by Status.
	Click the Constituent Status drop-list.

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Step	Action
5.	Select the status you would like to view. For example, select the Loaded item.
	Loaded



Favorites Main Menu Student A	dmissions 🔻 > Application Transaction Mgmt 👻 > Constituent Staging	😭 Home 🛛 Sign out
Berkeley 🔤	nu 🗸 Search 🖉 Last Search	ch Results
		New Window Help 📰
Constituent Staging		
Enter any information you have and click Search. Le	ave fields blank for a list of all values.	
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Search Clear Basic Search 🖉 Save	Search Criteria	

Step	Action
6.	Click the Search button. Search

ravontes *	Main Menu 👻	 Student Admiss 	ions 🗸 🖒 /	Application Transa		 Constituent St 	aging	A Home	Sign o
Berk	keley	Menu 🚽	Search		»	Advanced Search	📮 Last Search R	esults	
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1468	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
1469	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
1470	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
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1473	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
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1478	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
1479	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				
1480	UC_A_APPL 12/02/2015	Loaded	ALSTON		(blank) (blank)				
1481	UC_A_APPL 12/02/2015	Loaded			(blank) (blank)				

Step	Action
7.	The results displayed will be determined by your security access.
	In this example, we want to examine the constituent data for an applicant named Alston. You can click anywhere on that display row to get into the record.
8.	On the Summary Information tab, we can see basic high level information, such as when the application loaded.



					New Window
Summary	Information Constituent	Details Participation Details	Additional Personal Info	Regional	
Temporary	y ID: 1480	Name:	Alston,		
User ID:		Constitu	uent Status: Loaded	\sim	
Created D	atetime: 12/02/2015 2:20	ID:			
Created B	у:		Run Search/Match/Post		
Related 1	Transactions	Personalize Fir	nd View All 💷 🔜	First 🕚 1 of 1 🕑 Last	
Status	Transaction Code	Transaction Name	Status Date Online	Search/Match Results	
		Admissions Application	12/02/2015	Search/Match Results	

Step	Action		
9.	Click the Constituent Details tab to go to the next page.	Constituent Details	

Berkelev	7	enu 👻 Search		*	Advanced S	earch 🔯	Last Se	arch Results		
Summary Information Temporary ID: User ID: Created Datetime:	Constituent Details 1480 12/02/2015 2:20PM	Participation Details Name: Constit ID:	Additiona	Personal Info Alston, Loaded	Regional	V		New Window	Help Personalize	e Page 🧾
Created By:		Expa	Run Search/I nd All Col	Match/Post lapse All]					
 Personal Inform 	ation									
Date of Birth: Birth Country:	04/05/	Birth Location: Birth State:	Bay City	٩						
'Marital Status:	Unknown	*Gender:	Female	\checkmark						
Name Information 'Type of Name: 'Format Using: Prefix: First Name: Last Name:	PRI Q English Ch	ange Format	dle Name:	Find View All	First 🕚	2 of 2 🕐	Last			
Suffix: National ID		V								
Address Informat	ion			Find View All	First 🕚	1 of 1 🕑	Last			
Address Type: Country:	HOME Q USA Q United States					E	+ -			
Address:		Edi	Address							

Step	Action
10.	The Constituent Details page containsBio/Demo data, such as Name, Address, Phone and Email information. This can be edited as needed.



	menu - > Student Admiss		Tome Sign o
Berkele	Y Menu	Search Advanced Search Last Search Resu	lts
*Type of Name:	PRI Q		
*Format Using: Prefix:	English Change F	ormat	
First Name: Last Name: Suffix:	Alston	Middle Name:	
National ID			
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Country:	USA Q United States		
Auuress.	San Francisco, CA	Edit Address	
Phone Detail		Personalize Find View All 🖾 🧱 First 🛞 1 of 1 🕑 Last	
Phone Type Tele	phone	Phone Country Extension Code Preferred	
HOME Q			
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	eferences		
Notification Pre			
Notification Pro	rn to Search t Previous in L	ist 🚛 Next in List 🖃 Notify 😥 Refresh	

Step	Action	Action
11.	Click the Participation Details tab. Participation Details	Click the Participation Details tab.

Favorites 🔻 Main Menu	Student Admissions Application Transaction Mgmt Constituent Staging	🟫 Home 🔰 Sign out
Berkeley	Menu • Search 🔊 Advanced Search Results	
Summary Information Co	onstituent Details Participation Details Additional Personal Info Regional	Ip Personalize Page 📰 🔨
Temporary ID: 1480 User ID: Created Datetime: 12/02 Created By:) Name: Alston, Constituent Status: Leaded ✓ 2/2015 2:20PM ID: Run Search/Match/Post Expand All Collapse All	
Extracurricular Activitie	es	
Honors and Awards		
Work Experience	Find View All First 🕢 1 of 6 🕑 Last	
Employer: *Sequence Number:	Q David Grant 6 Retired	
Work Experience Add	dress	
O None O Location	Country: United States Change Country City: Travis State: CA Q California Phone Type: Y	
Industry Code (SIC):	Q Relevant Work Experience	
Start Date:	09/15/2014 B End Date: B Retirement Date:	
Title Long:	General Surgeon	
Occupation Code (SOC):		
Employment Fraction:	Hours Per Week: 50.00	
Ending Pay Rate:	USD Q *Pay Frequency: Annual	
Comments:	₩.	~



Step	Action
12.	This page can be used to maintain Work Experience. This will be used primary by HAAS Business School.

orites 👻 Main Menu 👻	Student Admissions > Application Transaction Mgmt > Constituent Staging	A Home	Sig
berkeley	Menu 🔻 Search 💿 Advanced Search 💿 Last Search Results		
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Extracurricular Activities			
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Work Experience	Find View All First 🕔 1 of 6 🕑 Last		
Employor	David Grant Medical Center. Travis Air Force Base		
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Work Experience Addres	s		
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	Date:		
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Attachments Audit			
Attached File	View Add Attachment		
	View Add Attachment		

Step	Action
13.	To see the history on an effective dated row, you can click the arrow key which the vertice to move back through the previous Work Experience.



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Berkeley	Menu V Search Search Last Search Results		
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Honors and Awards			
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*Sequence Number:	7 Retired		
Work Experience Add	ress		
O None	Country: United States Change Country City: San Francisco State: CA Q Phone Type: Y Phone:		
Industry Code (SIC):	Q Relevant Work Experience		
Start Date:	08/21/2012 B End Date: 08/20/2014 B Retirement		
Title Long:	General Surgery Resident (post graduate years 4 an		
Occupation Code (SOC):			
Employment Fraction:	Hours Per Week: 80.00		
Ending Pay Rate:	\$61.000.000 USD Q *Pay Frequency: Annual		
Comments:			
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Last Updated By:	1085708		
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Attachments Audit			
Attached File	View Add Attachment		
	View Add Attachment		

Step	Action		
14.	Click the Additional Personal Info tab.	Additional Personal Info	

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ummary Information	Constituent Details	Participation Details Addi	tional Personal Info	Regional		New Window Help Personalize Page ii
femporary ID: 1 Iser ID: Created Datetime: 1 Created By:	480 2/02/2015 2:20PM	Name: Constituent : ID: Run S	Alston, Status: Loaded			
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*Passport Number: Issue Date: Country: State:		Expiration Date:	8		•-	
City: Issuing Authority:						
Comment: Last Updated On:		Last Updated By	:	8		
Visa/Permit Data						
External System ID Relationships						
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Step	Action
15.	If you want to open up all the sections on this page at one time, click the Expand All button.
	Expand All . (To close the sections on this page, click the Collapse All button.)

Favorites 🔻 Main Menu 🔻	> Student Admissions > Application Transaction Mgmt > Constituent Staging	合 Home	Sign out
Berkeley	Menu 👻 Search 🖉 Last Search Results		
Summary Information Cor	Istituent Details Additional Personal Info Regional New Window Heip	0 Personalize	Page 🗐 🍾
Temporary ID:1480User ID:12/02Created Datetime:12/02Created By:12/02	Name: Alston, Jane Constituent Status: Loaded /2015 2-20PM ID: Run Search/Match/Post Expand AII		
 Citizenship/Passport *Country: USA Q Last Updated On: Passport Information 	Find View All First I of 1 Last United States Citizenship Status: Native Image: Citizenship Status Image: Citizenship Status		
*Passport Number: Issue Date: Country: State:	Expiration Date: SA Q United States Q		
City: Issuing Authority: Comment:			
Last Updated On:	Last Updated By:		
Languages External System ID			
 Relationships Emergency Contacts 			

Step	Action
16.	Scroll back to the top of the page and click the Regional tab. Regional



Favorites Main Menu Student Admissions	▼ > Application Transaction Mgmt ▼ > Constituent Staging	📌 Home 🔰 Sign out
Berkeley 🛛 🔤 🕬	earch 2 Advanced Search	Last Search Results
Summary Information Constituent Details Participation	In Details Additional Personal Info Regional Name: Aston Constituent Status: Loaded	New Window Help Personalize Page 🔤 🔒
Created Datetime: 12/02/2015 2:20PM Created By:	ID: Run Search/Match/Post Expand All Collapse All	
	Find View Al First @ 1 of 1 @ L	ast
*Country: USA Q. United States	Citizenship Status: Native	-
Last Updated On: 12/02/2015 2:20:02PM	Last Updated By: 1085708	
Passport Information	Find View All First & 1 of 1 & Li	nt.
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State: Q		
City:		
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Last Updated On:	Last Updated By:	
Visa/Permit Data		
Languages		
External System ID		
Relationships		
Emergency Contacts		~

Step	Action
17.	The Regional page contains Ethnicity information.

Favorites • N	lain Menu 🔻 🗦	Student Admissions *	 Application Tra 	insaction M	ignit 🕶 🗇	Constituent	Stagir	ng			Home		Sign ou
Berke	ley	Menu + Se	arch		2 ~	vanced Searc	h 1	Last Search	Results				
Summary Inform	ation Constituent	Details Participation	Details Additional	Personal li	nto Regi	Inno			New Windo	w Heij	Perso	nalize	Page E
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■ USA → Disability			Expand Al Co	ollapse All									
T Ethnicity													
Person is	Hispanic or Latino												
			Personalize Fi	nd 🖓 l	First	1.2 of 2	2 (8)	Last					
Regulatory Region	Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage							
USA Q	JAPANESE Q	Japanese/Japanese American	Asian				Ŧ	-					
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Port of Ent	ry Data												
Summary Informat	Return to Search	Previous in List	Next in List	V Notify Info Regio	C Refres	h							



t of specified style in document.

Step	Action
18.	We have finished reviewing the Constituent information about the applicant.
	Click the Summary Information tab Summary Information to return to the first tab page.

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iummary Informatio	Constituent D	etails Participation Details	Additional Personal I	nto Regional	New Window Help Personalize Page
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Related Transaction	005	Personalize Fi	nd View All 🖓 🔜	First @ 1 of 1 @ Last	
tatus Transacti	on Code	fransaction Name	Status Date Onlin	e Search/Match Results	
		Librariana Amerikation	12/02/02/15	Republishing Deside	

Applications Transactions

Step	Action
19.	Now we are ready to view the application for this person. Click the Admissions Application link.
	Admissions Application
	NOTE: You could also have gone directly to this page by going to Student
	Admissions>Application Transaction Management>Application Transactions

Favorites 🔻 Main Me	nu 🔻 > Student Admission	ns 🔻 > Application Transaction Mgmt 💌 > Constitu	ent Staging > Application Transactions Application Transactions
Berkeley	Menu 👻	Search Advanced Se	earch 🛛 📓 Last Search Results
Application Data Ed	lucation History Additional Aca	ademic Info Supplemental Informa	New Window Help Personalize Page 🗐 🔨
Temporary ID: User ID: Created Datetime: Created By: Constituent Staging	1480 12/02/2015 2:20PM	Name: Alston, Jane Constituent Status: Coaded ID: Run Search/Match/Post	
*Institution: Application Nbr: Application Status:	JC Berkeley 00001470 Submitted	Academic Career: Graduate Application Status Date: 12/02/2015 Expand All Collapse All	
 Program Data Program Number: *Admit Term: *Academic Program: 	0 2168 Q 2016 Fall GSSDP Q Graduate Self-	Find View All First ④ 1 of 1 ④ Exp. Graduation Term: Q *Academic Load: Full-Time V *Campus: BERK Q Berkeley	€ Last
Program Enrollme	supporting Pgms		
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Last Updated On: Plan Data	12/02/2015 2:20:02PM	Last Updated By: 1085708 Find View All First ④ 1 of 1 ④	Last
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Sub-Plan Data *Sub-Plan: Last Updated On	Q	Find View All First 🕚 1 of 1 🕑 t t Last Updated By:	.ast] =



Step	Action
20.	All of the application information will display on this page. Scroll down to view the entire page.

Berkeley Menu -	Search Advanced Search	h 🧕 Last Search Results
Application Data		
Application Center: HAAS Q Haas Grad	*Notification Plan: Regular	
*Admit Type: FYR Q First Year	Application Method:	
Academic evel:	*Application Fee Status: Received V	
	Application Fee Date: 12/01/2015	
	Application Fee Type: Standard	
Prior Application	Application Fee Amount:	
Financial Aid Interest	Application Fee Paid:	
	Waive Amount:	
Waiver Basis Code:		
Last School Attended:		
Graduation Date:		
Previous Attendance From Date:	To Date:	
Graduated early?	Not Currently Attending School	
Electronic Signature	Criminal Conviction	
Last Updated On: 12/02/2015 2:20:02PM	Last Updated By: 1085708	
Application Fees		
Recruiting Categories		
Student Response		
Other Institutions		
Source of Interest		

Step	Action
21.	Click the Education History link at the bottom of the page or click the Education History tab at
	the top of the page. Education History This page will show us previous schools and prior degrees.



Berkeley	Menu 👻 S	Search Advanced Search 👩 Last Search Results	
User ID: Created Datetime: 12/ Created By: Constituent Staging	02/2015 2:20PM	Constituent Status: Loaded ID: Run Search/Match/Post	
*Institution: UC Application Nbr: 000 Application Status: Sut	Berkeley 01470 mitted	Academic Career: Graduate Application Status Date: 12/02/2015 Expand All Collapse All	
School Information		Find View All First 🚯 1 of 1 🛞 Last	
Sequence Number: External Org ID: School Name: School Country: School Address: School City: School State:	1 College of William and Mary USA Q Williamsburg VA Q	School Postal:	
School CEEB Code:	Home School	School ACT Code:	
Last Updated On:	12/02/2015 2:20:02PM	Last Updated By: 1085708	
External Courses			
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Degree Field of Stud *Degree Degree Number Degree	y Transcript Audit *Description	Personalized Prind View All (=> 1 tex Prints) (= 1 of (=) Last Prints) (= 1 of (=) Last Prints	

Step	Action
22.	To see more information in the External Degrees section you can either click on each tab page or
	click the Show all columns button. Then scroll to the right to see all the information.



vorites 🔻 Main Men	J 🔻 > Student Admiss	ions 🔻 > Appli	cation Transact	ion Mgmt 🔻 >	Constituent Stagin	g > Applicat	tion Transactions 🏠 Horr	ie 🔰 Sign ou
Berkelev	Menu 🔹	 Search 		» A	dvanced Search 🛛 🖸	Last Search F	Results	
User ID:		Constitue	ent Status: Loa	aded	V			
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Institution: UC Application Nbr: 00	Berkeley 001470	Academi Applicat	ic Career: ion Status Date	Graduate : 12/02/2015				
Application Status: Su	bmitted 🔽		Expand All	Collapse All				
Sequence Number:	1					+	-	
External Org ID:	٩							
School Name:	College of William and Mar	у						
School Address:								
School City:	Williamsburg							
School State: School CEEB Code:		School Po School AC	ostal:					
Last Updated On:	L Home School 12/02/2015 2:20:02PM	Last Upda	Las	708				
Career Data								
External Degrees								
*Degree Number Degree	*Description	*Degree Date *I	Data Source	*Degree Status	*Honors Category	External Subject 1	Field of Study 1	Extern Subject
1 1 (Bachelor's degree or equi	06/15/2004 🕅 💀	Colf. Poted	Progress V	None	1 0	Chemistry	

Step	Action
23.	To revert to the previous view, click the Show tabs button.

Menu Search Advanced Search		
Iser ID: Constituent Status: Loaded	arch Results	
Institution: UC Berkeley Academic Career: Graduate Application Nbr: 00001470 Application Status Date: 12/02/2015 Application Status Date: 12/02/2015 Expand All Collapse All c		
chool Information Find View All First (1 of 1 (1 of 1)) Sequence Number: 1 External Org ID: Q School Name: College of William and Mary School Country: USA Q School Address:		
Sequence Number: 1 External Org ID: Q School Name: College of William and Mary School Name: USA Q School Address: School Address: School State: VA Q School CEEB Code: School ACT Code: Home School Last School Last Updated On: 12/02/2015 2:20:02PM Last Updated Bat 1085708	Last	
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1 1 Q Bachelor's degree or equi 06/15/2004 🛐 Self-Rpted 💟 Progress 💟 None 💟	<u>+ -</u>	



Step	Action
24.	Click on a tab to see the information. For example, click the Field of Study tab. Field of Study

User II: Created Datetime: 12/02/2015 2:20PM Created By: Constituent Staging *Institution: UC Berkeley Application Nbr: 00001470 Application Nbr: 00001470 School Information Sequence Number: 1	Construent Status; Loaded ID: Run Search/Match/Post Academic Career: Graduate Application Status Date: 12/02/2015 Expand All Collapse All Find View All First ④		
Institution: UC Berkeley Application Nbr: 00001470 Application Status: Submitted ♥ School Information Sequence Number: 1	Academic Career: Graduate Application Status Date: 12/02/2015 Expand All Collapse All Find View All First ()		
Sequence Number:	Find View All First 🕚		
Sequence Number: 1		1 of 1 🕑 Last	
External Org ID: Q School Name: College of William and Mary		*	
School Country: USA Q			
Williamsburg			
School CEEB Code:	School Postal: School ACT Code:		
ast Updated On: 12/02/2015 2:20:02PM	Last Updated By: 1085708		
External Courses			
External Degrees	Personalize Find View All 🖉 🧱 First 📣	1 of 1 🛞 Last	
Degree Field of Study Transcript Audit	External Eigled of Study 2		

Step	Action
25.	Click the Transcript tab. Transcript



Favorites - Main Menu Berkelev	V ▼ → Student Admiss	sions V > Application Tr	ansaction Mgmt ▼ → Con	stituent Staging ed Search 🛛 🧕 La	> Application st Search Result	Transactions 🟫 Home	Sign out
User ID: Created Datetime: 12/ Created By: Constituent Staging	02/2015 2:20PM	Constituent Statu ID: Run Searc	s: Loaded	V			
*Institution: UC Application Nbr: 000 Application Status: Sul	Berkeley 001470 omitted	Academic Career Application Statu Expand /	r: Graduate Is Date: 12/02/2015 NII Collapse All				
School Information Sequence Number: External Org ID: School Name:		γ	Find View All	First 🕚 1 c	of 1 🕑 Last		
School Address: School City: School State:	Williamsburg	School Postal:					
School CEEB Code:	Home School	School ACT Code: Last Updated By:	Last School				
External Courses External Degrees Degree Field of Stud *Degree Number 1 1	ty Transcript Audit Degree	Personalize	Find View All 🔄 🔜	First ④ 1 of	1 🕑 Last		
Save Return to S	Search 🔛 Notify						

Step	Action
26.	Click the Audit tab. Audit This keeps track when this page was last updated and by whom.

)		
User ID:	Constituent Status: Loaded	
Created By:	Run Search/Match/Post	
Constituent Staging		
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Application Nbr: 00001470	Application Status Date: 12/02/2015	
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School Address:		
School City: Williamsburg		
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Step	Action
27.	Click the Additional Academic Info link at the bottom of the page or scroll up and click the
	Additional Academic Info tab. This page will display test scores.

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Step	Action
28.	Click the Constituent Staging link in the upper left corner.
	This will take us back to the Constituent Staging page we started on.

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Step	Action	
29.	Click the Run Search/Match/Post button.	Run Search/Match/Post

Resolving an Error in Constituent Staging

Step	Action
30.	To view any applications that are in Error status, we will visit the Constituent Staging page again.

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Step	Action
31.	Click the Constituent Status list.
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Step	Action
32.	Select the Error list item.



Step	Action
33.	Click the Search button. Search
34.	From the search results, click on an applicant that displays.

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Step	Action
35.	In an applicant's Summary Information page we will see some errors in the Constituent Errors field. In this example, we can see that this applicant has 2 errors on the record that need to be corrected. The system can not match an External Org (other school) and it has an invalid or missing birth state info. Both these errors need to be fixed.



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Step	Action	
36.	Click the Constituent Details tab.	Constituent Details

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Step	Action
37.	Enter the desired information into the Birth Country field. Enter " USA ". Birth Country:



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Step	Action
38.	Click the Save button at the bottom of the page.
	We have resolved one of the errors, but we must now resolve the External Org ID issue.



Step	Action
39.	Click the Admissions Application link. Admissions Application
	This will take us to the Application information pages.





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Step	Action
40.	Click the Education History tab. Education History

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School City: School State: School CEEB Code:	VA Q	School Postal: School ACT Code:		
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Step	Action
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Step	Action
42.	Enter the desired information into the Search Name field. If you're not sure of how the name has been entered, you can use WildCard symbol %. In this example, to search for College of William and Mary, we will enter "%william".
	Search Name: begins with

Step	Action	
43.	Then to further na	nrow down our search, we will enter "VA" in the State field
	State:	begins with

Favorites 🔻	Main Menu 🔻 >	Student Admissions \checkmark >	Application Transaction Mgmt 🔻	> Constituent Staging	> Application Transactions 😭 Home	Sign out
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Step	Action
44.	Click the Look Up button.
	Any school in Virginia with William in the title will now display.

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	School mormation	View 100				First 🕚 1-8	3 of 8	Last			
	Sequence Number:	External Org	Description	Search Name	Organization Type	City	State	Country			
	External Org ID:	3030990106	Coll William And Mary	COLLWILLIAMANDMARY	SCHL	WILLIAMSBRG	VA	USA			
	School Name:	3031552577	King William High School	KINGWILLIAMHIGHSCHOOL	SCHL	KING WILLIAM	VA	USA			
	School Country	3031495793	T C Williams High School	TCWILLIAMSHIGHSCHOOL	SCHL	ALEXANDRIA	VA	USA			
	School Country.	3031555281	William Byrd High School	WILLIAMBYRDHIGHSCHOOL	SCHL	VINTON	VA	USA			
	School Address:	3031557634	William Campbell High School	WILLIAMCAMPBELLHIGHSCHOOL	SCHL	NAKUNA	VA	USA			
	School City:	3031548970	William Heming High School	WILLIAMPLEMINGHIGHSCHOOL	SCHL	STANARDSVILLE		USA			
		3031557894	Williamsburg Christian Academy	WILLIAMSBURGCHRISTIANACADEMY	SCHL	WILLIAMSBURG	VA	USA			
	School State:		, <u>,</u>								
í I	School CEEB Code:										

Step	Action	
45.	Click the Coll William And Mary link.	Coll William And Mary

46. The associated External Org ID will fill into the appropriate field.

Derkeley	Advanced Search (@ Last Search Results	
Created By:	Run Search/Match/Post	
Constituent Staging		
*Institution: UC	Berkeley Academic Career: Graduate	
Application Nbr: 000	01470 Application Status Date: 12/02/2015	
Application Status: Sub	Imitted V Expand All Collapse All	
School Information	Find View All First 🚯 1 of 1 🕑 Last	
Sequence Number:	1	
External Org ID:	3030990106 Q Coll William And Mary	
School Name:	College of William and Mary	
School Country:	USA Q	
School Address:		
School City:	Williamsburg	
School State:	VA Q. School Postal:	
School CEEB Code:	School ACT Code:	
	Home School	
Last Updated On:	12/02/2015 2:20:02PM Last Updated By: 1085708	
Career Data		
External Courses		
External Degrees	Personalize Find View All 🔄 🔢 First 🕚 1 of 1 🛞 Last	
Degree Field of Stud	ty Transcript Audit 📼	
*Degree Number Degree	*Description *Degree Date *Data Source *Degree Status *Honors Category	
	3 Bachelor's degree or equi 06/15/2004 🛐 Self-Rpted 💟 Progress 💟 None 💟 🛨 🖃	



Step	Action	
47.	Click the Save button.	Save

User ID:	Constituent Status:	
Created Datetime: 12/02/2015	5 2:20PM ID: Run Search/Match/Post	
Created By: Constituent Staging		
*Institution: UC Berkele	ey Academic Career: Graduate	
Application Nbr: 00001470	Application Status Date: 12/02/2015	
Application Status: Submitted	Expand All Collapse All	
School Information	Find View All First 🚯 1 of 1 🕦 Last	
Sequence Number:	1	
External Org ID: 30309	990106 Q Coll William And Mary	
School Name: Colleg	ge of William and Mary	
School Country USA	0	
school Country:		
School Address:		
School City:		
School State: VA	School Postal:	
School CEEB Code:	School ACT Code:	
L] Ho	ome School	
Last Updated On: 12/02	12/2015 3:38:25PM Last Updated By: 1085708	
External Courses		
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Degree Field of Study T		
*Degree Number Degree *Des	scription *Degree Date *Data Source *Degree Status *Honors Category	

Step	Action	on
48.	Scroll to the top of the page and click the Application Data tab. Application Data	Il to the top of the page and click the Application Data tab. Application Data





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Berkeley	Menu 👻	Search Advanced	Search 👩 l	ast Search Results	
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Temporary ID: User ID: Created Datetime: Created By: <u>Constituent Staging</u>	1480 12/02/2015 2:20PM	Name: Constituent Status: <mark>[Loaded] ID: Run Search/Match/Post</mark>			
*Institution: Application Nbr: Application Status:	UC Berkeley 00001470 Submitted	Academic Career: Graduate Application Status Date: 12/02/2015 Expand All Collapse All			
 Program Data Program Number: *Admit Term: *Academic Program: 	0 2168 Q 2016 Fall GSSDP Q Graduate Self- Supporting Perce	Find View All First 1 of 1 Exp. Graduation Term: 2 *Academic Load: Full-Time *Campus: BERK Q Berkeley	🕐 Last		
Program Enrollme Cohort Tag: Year of Program:	Cupporting Figures	APT Instance:			
Last Updated On: Plan Data	12/02/2015 2:20:02PM	Last Updated By: 1085708 Find View All First (1) 1 of 1	🕑 Last		
*Academic Plan: Last Updated On:	701E1MBAG QEvening & W 12/02/2015 2:20:02PM	Veekend MBA *Plan Sequence: 10 Last Updated By: 1085708	+ -		
*Sub-Plan Data *Sub-Plan: Last Updated Or	n:	Last Updated By:	+ -		~

Step	Action
49.	Click the Constituent Staging link. Constituent Staging

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Berkeley	Menu 👻	Search Advanced Search	Last Search Results
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Application Data Edu	cation History Additional A	cademic Info Supplemental Information	-
Temporary ID: 1	480	Name:	
User ID:		Constituent Status: Loaded	
Created Datetime: 1	2/02/2015 2:20PM	ID:	
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*Institution:	C Berkeley	Academic Career: Graduate	
Application Nbr: 0	0001470	Application Status Date: 12/02/2015	
Application Status:	ubmitted 🔽	Expand All Collapse All	
Program Data		Find View All First 🕚 1 of 1 🕑 Last	
Program Number:	0	Exp. Graduation Term:	
*Admit Term:	2168 Q 2016 Fall	*Academic Load: Full-Time	
*Academic Program:	GSSDP Graduate Self- Supporting Pgm	*Campus: BERK Q Berkeley s	
Program Enrollmer	nt		
Cohort Tag:	٩	APT Instance:	
Year of Program:	~		
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Plan Data		Find View All First 🕚 1 of 1 🕭 Last	
*Academic Plan:	701E1MBAG CEvening &	Weekend MBA *Plan Sequence: 10 + -	
Last Updated On:	12/02/2015 2:20:02PM	Last Updated By: 1085708	
Sub-Plan Data		Find View All First 🕔 1 of 1 🛞 Last	
*Sub-Plan:	Q		
Last Updated On:		Last Updated By:	



Step	Action
50.	The errors are resolved and the application is now Loaded.