Posting Applications – Resolving Suspended Applications

This guide will walk through resolving potential matches that have suspended an application. In the first scenario we will determine there is no match and create a new student ID number. In the second scenario we will determine there is a match and will link the person to their already existing ID number.

Step	Action
1.	Click the Student Admissions link in the Main menu. Student Admissions
	Note: Your menu options will be much shorter, based on your security access.

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Payroll Interface				
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Organizational Development				
Enterprise Learning				
Workforce Monitoring				
Pension				
Campus Community				
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Application Maintenance				
Application Evaluation				
Processing Applications				
Application Delete				
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External Org Summaries				
Application Fees and Deposits				
Enrollment Targets				
External Test Score Processing				
Application/Transcript Loads				

Step	Action
2.	Click the Application Transaction Mgmt link. Application Transaction Mgmt
	Then click Constituent Staging. Constituent Staging

External Org Summaries	
Application Fees and Deposits	
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External Test Score Processing	
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Step	Action
3.	Click the Constituent Status drop-down list.
	Constituent Status: =

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Step	Action
4.	Select the Status of Suspended Suspended
	A record becomes suspended if the Search/Match results have found a potential match.

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Step	Action
5.	Click the Search button. Search
6.	In this example we have a Suspended application and would like to determine if there is a match.

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Step	Action
7.	Click the Search/Match Results link to see potential matches. Search/Match Results
	Depending on your browser settings, the system will open up a new tab window if there are any possible matches. Make sure to disable pop-up blockers for this page.
	The new page will show the number of people who possibly match and what variables were matched (e.g. Name, Date of Birth, Gender). In this case we have a possible Name match with 1 person.

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Carry ID	Detail	86988130	Carl			04/			

Step	Action
8.	To see more information, click on the mini-tabs in the Search Results section.
	Or click the Show all columns button to expand the columns to display more information. You can check the Date of Birth and other information to see if this might be the same person.
	Note: To collapse the columns again, click the Show tabs button.

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Step	Action
9.	Now that you have reviewed the information about the possible match, click the Constituent Staging tab Constituent Staging × to return to your original window.
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Step	Action
10.	Click the Constituent Details tab. Constituent Details Compare the applicant's information (e.g. Name, Date of Birth, Social Security Number, Gender, Address, Email and Phone) to determine if this might be the same person.

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		Sacramento, CA			

Step	Action
11.	Toggle between the two windows to compare personal information.Click the Search/Match Results tabSearch/Match Resultsto compare against potential matches.
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Step	Action
12.	Click the Detail link of the potential match to review their information. Detail

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Eva Carl		869881	30	7	Nam	ies
Person Information						
Date of Birth: 04	Birth Informa	tion Campu	s ID:			
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*Effective Date: 02/01/1902 3 *Marital Status: Unknown *Gender:	Sector As of	f:	31			+ -
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Step	Action
13.	Toggle back to the Constituent Staging tab window to compare personal information. In this case, we determine that Date of Birth is different, the addresses differ, the applicant does not have a middle name. This is not a match.

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Date of Birth: Birth Country: *Marital Status: *Type of Name: *Format Using: Prefix: First Name: Last Name: Suffix:	06) (ii) USA Q Unknown ♥ PRI Q English Cha Eva Carl	Birth Location: Birth State: *Gender: nge Format Midd	OR In Name:	R Find View All	First 🚯 2 of 2	? 🕭 Last	
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Step	Action
14.	Ensure that we are on the Constituent Staging window.
15.	Click the Summary Information tab.

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Step	Action	
16.	Click the Constituent Status drop-down list.	
	Because we have determined this is NOT a match, we will Select Add New ID.	Add New ID

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Status	Transaction Code	Transaction Name	Status Date Online	Search/Match Results	
Submitted	UC_A_APPL	Admissions Application	12/02/2015	Search/Match Results	3

Summary Information | Constituent Details | Participation Details | Additional Personal Info | Regional

Step	Action
17.	Click the Run Search/Match/Post button. Run Search/Match/Post
	A new ID# has been created for this Constituent. Note: New student ID#s will begin with "30" and will be 10 digits long.
	Click the Save button.



Step	Action
18.	In the next example, we will examine a Suspended record and determine there is a match.
	Make sure all other tab/windows are closed. If you are not already on the page, return to Student Admissions>Application Transaction Management>Constuent Staging.

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Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Step	Action
19.	Click the Constituent Status drop-down list.
	Constituent Status: =
20.	Select Suspended Suspended

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Step	Action
21.	Click the Search button.
22.	In this example, we have selected a record from the list of Suspended applications.

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Submitted	UC_A_APPL	Admissions Application	12/02/2015	Search/Match Results	
Save	💽 Return to Search	Notify 2 Refresh			

Step	Action
23.	Click the Search/Match Results link. Search/Match Results
	Depending on your browser setup, this should open up a new tab window in your browser. NOTE: Ensure that you have pop-blockers disabled for this page.

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Carry ID	Detail	10703974	Bro	Jimmie				
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Step	Action
24.	The system has returned 2 possible matches, that match only on Name.
25.	As in the earlier example, we would toggle between the information on the Constituent Staging page and the Search/Match page to compare personal data. In this example, after a careful review of personal information on both pages, we have decided that the two records are the same person. If we determine there is a match we have two ways to link the records.

26.	First option:	On the Search/Match tab window, click the Carry ID button.	Carry ID	

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Integrated Sea	arch Resu	ilts					
Search Type:	Person		Ad Hoc Searc	h			
Search Parameter:	UC_AD_APF	PLOAD	RS Applicant - Bas	ic Search			
Result Code:	UC_RESULT	S	Search/Match Res	ults			
Match Criteria							
Search Result	s Summary						
Number of ID's	Found:	2					
Search Order M	umber:	180	Name Only				
Search Results			Person	alize Find View	All 🗖 🛛 First 🔮	🔍 1-4 of 4 🕑 Last	
Results Results	2 Addition	al Information	•				
	Empl ID	Last Name	First Name	Middle Name	Date of Birth	National ID	
Carry ID Detail	10703974	Bro	Jimmie				
Carry ID Detail	10703974	Bro	Jimmie				
Carry ID Detail	3030857649	Bro	Jimi		05/)	
One ID Date:	2020057040	Dro	limi		05/		

Step	Action
27.	Second option: Click the Constituent Staging tab in your browser.

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Created By:	:		Run S	Search/Match	Post			
Related Tr	ransactions	Persor	alize Find \	/iew All 🗖		First ④ 1 of 1 🕑	Last	
Status	Transaction Code Transaction Name			Status Date	Online	Search/Match Result	s	
Submitted	UC_A_APPL	Admissions Application	n	12/02/2015		Search/Match Resu	Its	

 Return to Search
 Notify
 Refresh

 Summary Information | Constituent Details | Participation Details | Additional Personal Info | Regional

Step	Action
28.	Click the Constituent Status drop-down list.
	Select Update ID
	Then type in the ID# (or copy/paste) into the ID# field (which opens up as soon as the Update ID status is selected).



Step	Action
29.	Confirm the Constituent Status shows UPDATE ID and that the ID# correctly displays on the Constituent Staging page (either from being carried over when CarryAll was selected, or by manually changing the status and copying in the ID#). When you have confirmed the information, click the Run Search/Match/Post button. Run Search/Match/Post Then click the Save button.
30.	We have successfully linked this applicant to a previous ID and resolved the suspended item. The application will now post.