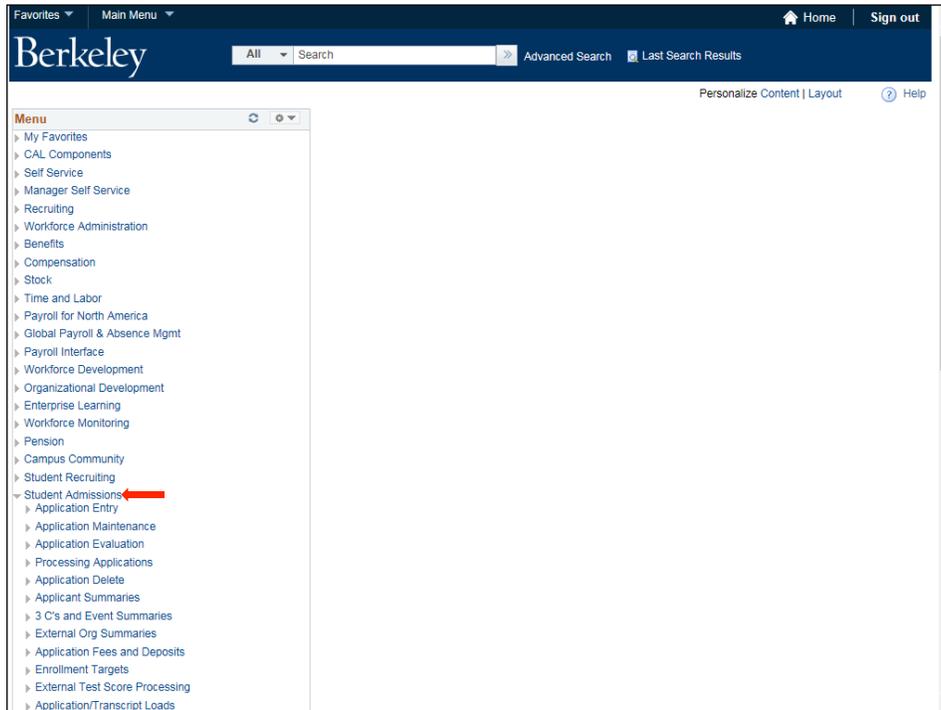


Posting Applications – Resolving Suspended Applications

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.

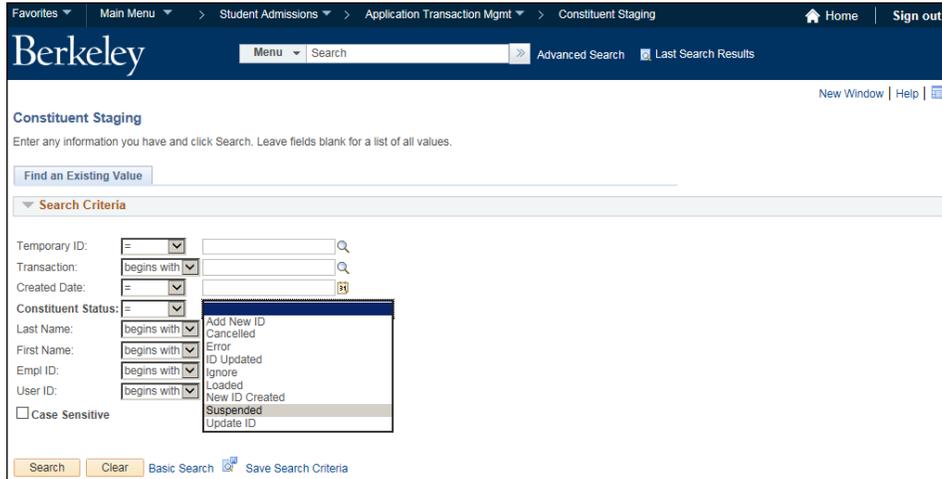
Step	Action
1.	Click the Student Admissions link in the Main menu. ▶ Student Admissions Note: Your menu options will be much shorter, based on your security access.



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

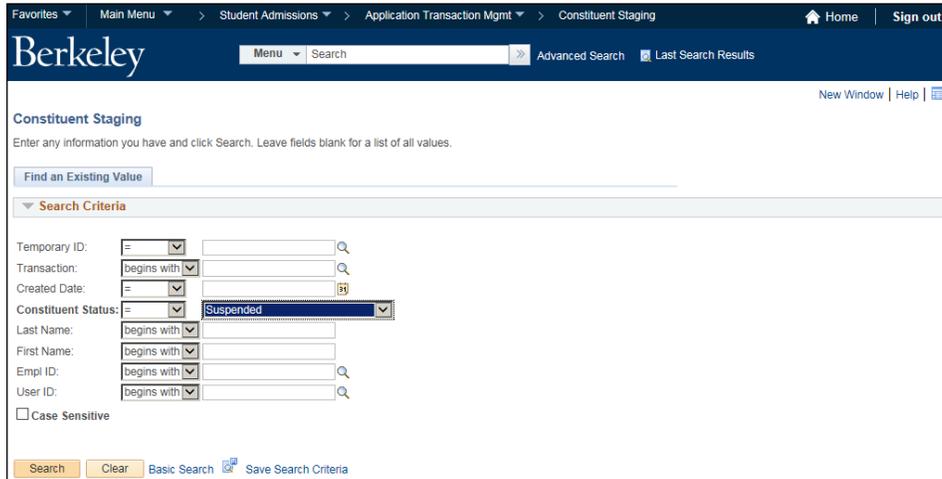


Step	Action
3.	Click the Constituent Status drop-down list. 



The screenshot shows the Berkeley Constituent Staging search page. The search criteria section includes fields for Temporary ID, Transaction, Created Date, Last Name, First Name, Empl ID, and User ID. The 'Constituent Status' dropdown menu is open, displaying a list of options: Add New ID, Cancelled, Error, ID Updated, Ignore, Loaded, New ID Created, **Suspended**, and Update ID. The 'Suspended' option is highlighted.

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



The screenshot shows the Berkeley Constituent Staging search page. The search criteria section includes fields for Temporary ID, Transaction, Created Date, Last Name, First Name, Empl ID, and User ID. The 'Constituent Status' dropdown menu is now set to 'Suspended'.

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

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging Home Sign out

Berkeley Menu Search > Advanced Search Last Search Results

New Window | Help | Personalize Page |

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

Temporary ID: 1482 Name: Carl, Eva
 User ID: Constituent Status: **Suspended**
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post

Related Transactions Personalize | Find | View All | | First 1 of 1 Last

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

Save Return to Search Notify Refresh

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

Step	Action
7.	<p>Click the Search/Match Results link to see potential matches. </p> <p>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.</p> <p>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.</p>

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging New Window

Berkeley Menu Search >> Advanced Search Last Search Results

Integrated Search Results

Search Type: Person Ad Hoc Search
 Search Parameter: UC_AD_APPLD RS Applicant - Basic Search
 Result Code: UC_RESULTS Search/Match Results

Match Criteria

Search Results Summary

Number of ID's Found: 1

Search Order Number: 180 **Name Only**

Search Results Personalize | Find | View All | | First 1-2 of 2 Last

Results	Results2	Additional Information	Emp ID	Last Name	First Name	Middle Name	Date of Birth	National ID
Carry ID	Detail		86988130	Carl			04	
Carry ID	Detail		86988130	Carl			04	

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

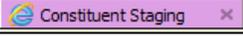
Integrated Search Results

Search Type: Person Ad Hoc Search
 Search Parameter: UC_AD_APPLD RS Applicant - Basic Search
 Result Code: UC_RESULTS Search/Match Results

Match Criteria
 Search Results Summary

Number of ID's Found: 1
 Search Order Number: 180 Name Only

Search Results									
Emp ID	Last Name	First Name	Middle Name	Date of Birth	National ID	Gender	Name Effective Date	Name Type	
86988130	Carl			04/		M	02/01/1902	PRI	Carry ID
86988130	Carl			04/		M	02/01/1902	PRF	Carry ID

Step	Action
9.	<p>Now that you have reviewed the information about the possible match, click the Constituent Staging tab  to return to your original window.</p> 

Summary Information Constituent Details Participation Details Additional Personal Info Regional

Temporary ID: 1482 Name: Carl , Eva
 User ID: Constituent Status: Suspended
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post

Related Transactions					
Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

Save Return to Search Notify Refresh

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

Step	Action
10.	<p>Click the Constituent Details tab. </p> <p>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.</p>

Favorites Main Menu Student Admissions Application Transaction Mgmt Constituent Staging

Berkeley Menu Search Advanced Search Last Search Results

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

Temporary ID: 1482 Name: Carl, Eva
 User ID: Constituent Status: **Suspended**
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post
 Expand All Collapse All

Personal Information

Date of Birth: 06 Birth Location:
 Birth Country: USA Birth State:
 *Marital Status: Unknown *Gender:

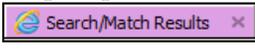
Name Information Find | View All First 1 of 2 Last

*Type of Name: PRF
 *Format Using: English Change Format
 Prefix: Eva Middle Name:
 Last Name: Carl
 Suffix:

National ID

Address Information Find | View All First 1 of 1 Last

*Address Type: HOME
 Country: USA United States
 Address: Edit Address
 Sacramento, CA

Step	Action
11.	Toggle between the two windows to compare personal information. Click the Search/Match Results tab  to compare against potential matches.

Favorites Main Menu Student Admissions Application Transaction Mgmt Constituent Staging

Berkeley Menu Search Advanced Search Last Search Results

Integrated Search Results

Search Type: Person Ad Hoc Search
 Search Parameter: UC_AD_APPLOAD RS Applicant - Basic Search
 Result Code: UC_RESULTS Search/Match Results

Match Criteria

Search Results Summary

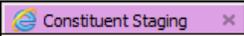
Number of ID's Found: 1
 Search Order Number: 180 Name Only

Search Results Personalize | Find | View All | First 1-2 of 2 Last

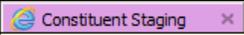
Results	Results2	Additional Information	Empl ID	Last Name	First Name	Middle Name	Date of Birth	National ID
Carry ID	Detail		86988130	C	J		04	
Carry ID	Detail		86988130	C	J		04	

Step	Action
12.	Click the Detail link of the potential match to review their information. 

Biographical Details | Addresses | Regional
 Eva Carl 86988130 Names
Person Information
 Date of Birth: 04/ [B] Birth Information Campus ID: []
 Biographical History Find | View All First 1 of 1 Last
 *Effective Date: 02/01/1902 [B]
 *Marital Status: Unknown [v] As of: [B]
 *Gender: [v]
National ID Personalize | Find [B] [B] First 1 of 1 Last
 *Country: USA [Q] *National ID Type: Social Security Number [v] National ID: [] Primary: [x]
 Add []
Contact Information
 Addresses Find | View All First 1 of 2 Last
 Address Type: Home Addresses
 Effective Date: 11/13/1992
 Status: Active
 Country: USA
 Address: [] SAN FRANCISCO, CA []
Phone
 *Type: Local [v] *Phone: 415 [] Ext: [] Country: [] Preferred: [x]
 Add []
Email
 *Type: [v] *Email Address: [] Preferred: []
 Add []

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. 

Favorites | Main Menu | Student Admissions | Application Transaction Mgmt | Constituent Staging
 Berkeley Menu Search [] Advanced Search Last Search Results
 New Window
 Summary Information | Constituent Details | Participation Details | Additional Personal Info | Regional
 Temporary ID: 1482 Name: Carl, Eva
 User ID: [] Constituent Status: Suspended [v]
 Created Datetime: 12/02/2015 2:20PM ID: []
 Created By: [] Run Search/Match/Post
 Expand All Collapse All
Personal Information
 Date of Birth: 06/ [B] Birth Location: []
 Birth Country: USA [Q] Birth State: OR [Q]
 *Marital Status: Unknown [v] *Gender: [v]
Name Information Find | View All First 2 of 2 Last
 *Type of Name: PRI [Q]
 *Format Using: English Change Format
 Prefix: [v]
 First Name: Eva Middle Name: []
 Last Name: Carl
 Suffix: [v]
National ID
Address Information Find | View All First 1 of 1 Last
 *Address Type: HOME [Q]
 Country: USA [Q] United States
 Address: [] Edit Address
 Sacramento, CA []

Step	Action
14.	Ensure that we are on the Constituent Staging window. 
15.	Click the Summary Information tab. 

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging

Berkeley Menu ▾ Search [] >> Advanced Search [] Last Search Results

New Window

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

Temporary ID: 1482 Name: Carl , Eva
 User ID: Constituent Status: **Suspended** ▾
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post

Related Transactions Personalize | Find | View All | [] [] First 1 of 1 Last

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

[Save] [Return to Search] [Notify] [Refresh]

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

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

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging

Berkeley Menu ▾ Search [] >> Advanced Search [] Last Search Results

New Window

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

Temporary ID: 1482 Name: Carl , Eva
 User ID: Constituent Status: **Add New ID** ▾
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post

Related Transactions Personalize | Find | View All | [] [] First 1 of 1 Last

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

[Save] [Return to Search] [Notify] [Refresh]

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

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

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging

Berkeley Menu ▾ Search [] >> Advanced Search [] Last Search Results

New Window

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

Temporary ID: 1482 Name: Carl , Eva
 User ID: Constituent Status: **New ID Created**
 Created Datetime: 12/02/2015 2:20PM ID: **3031758835**
 Created By: Post Transaction Data

Related Transactions Personalize | Find | View All | [] [] First 1 of 1 Last

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Posted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

[Save] [Return to Search] [Notify] [Refresh]

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

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>Constituent Staging .

Favorites Main Menu Student Admissions Application Transaction Mgmt Constituent Staging Home Sign out

Berkeley Menu Search Advanced Search Last Search Results

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

Temporary ID: = []

Transaction: begins with []

Created Date: = []

Constituent Status: = []

Last Name: begins with []

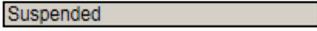
First Name: begins with []

Empl ID: begins with []

User ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
19.	Click the Constituent Status drop-down list. 
20.	Select Suspended 

Favorites Main Menu Student Admissions Application Transaction Mgmt Constituent Staging Home Sign out

Berkeley Menu Search Advanced Search Last Search Results

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

Temporary ID: = []

Transaction: begins with []

Created Date: = []

Constituent Status: = []

Last Name: begins with []

First Name: begins with []

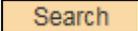
Empl ID: begins with []

User ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Add New ID
- Cancelled
- Error
- ID Updated
- Ignore
- Loaded
- New ID Created
- Suspended**
- Update ID

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

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging

Berkeley Menu Search > Advanced Search Last Search Results

New Window

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

Temporary ID: 1470 Name: Bro, Jim
 User ID: Constituent Status: **Suspended**
 Created Datetime: 12/02/2015 2:20PM ID:
 Created By: Run Search/Match/Post

Related Transactions Personalize | Find | View All | First 1 of 1 Last

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

Save Return to Search Notify Refresh

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

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.

Favorites ▾ Main Menu ▾ > Student Admissions ▾ > Application Transaction Mgmt ▾ > Constituent Staging

Berkeley Menu Search > Advanced Search Last Search Results

New Window

Integrated Search Results

Search Type: Person Ad Hoc Search
 Search Parameter: UC_AD_APPLOAD RS Applicant - Basic Search
 Result Code: UC_RESULTS Search/Match Results

[Match Criteria](#)

Search Results Summary

Number of ID's Found: 2
 Search Order Number: 180 Name Only

Search Results Personalize | Find | View All | First 1-4 of 4 Last

Results	Results2	Additional 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/	
Carry ID	Detail		3030857649	Bro	Jimi		05/	

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
-----	--

Integrated Search Results

Search Type: Person Ad Hoc Search

Search Parameter: UC_AD_APPLOAD RS Applicant - Basic Search

Result Code: UC_RESULTS Search/Match Results

Match Criteria

Search Results Summary

Number of ID's Found: 2

Search Order Number: 180 Name Only

Results	Results2	Additional 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/	
Carry ID	Detail		3030857649	Bro	Jimi		05/	

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

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

Temporary ID: 1470 Name: Bro, Jim

User ID: Constituent Status: **Update ID**

Created Datetime: 12/02/2015 2:20PM ID: 10703974

Created By: Run Search/Match/Post

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

Save 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).

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

Temporary ID: 1470 Name: Bro, Jim

User ID: Constituent Status: **Update ID**

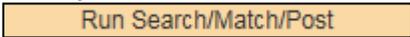
Created Datetime: 12/02/2015 2:20PM ID: 10703974

Created By: Run Search/Match/Post

Status	Transaction Code	Transaction Name	Status Date	Online	Search/Match Results
Submitted	UC_A_APPL	Admissions Application	12/02/2015	<input type="checkbox"/>	Search/Match Results

Save Return to Search Notify Refresh

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

Step	Action
29.	<p>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#).</p> <p>When you have confirmed the information, click the Run Search/Match/Post button.</p> <p></p> <p>Then click the Save button. </p>
30.	<p>We have successfully linked this applicant to a previous ID and resolved the suspended item. The application will now post.</p>