Open Studies Web Application Summary
SA – Processing Applications

UNIVERSITY OF CALGARY

The following lesson will explain Web Application Summary for:

Search/Match Alerts

Application Data Alerts

Search/Match Alerts and Application Data Alerts can prevent an application from completely being processed and loaded into PeopleSoft. The application may appear; however the Student Centre will reflect that the application is still being processed. All alerts must be cleared to completely process the application in a timely manner.

1. **Search/Match Alerts:**
   Click the Student Admissions link.
   Student Admissions

2. Click the Application Entry link.
   Application Entry

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

4. Click the Search/Match Alerts link.
   Search/Match Alerts

5. Click the Academic Career: list. Click Undergraduate Programs
   Undergraduate Programs

6. For Open Studies **you must always enter the letter n** into the Web Application Reference Nbr: field.

Search/Match Alerts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Admit Term:	begins with	
Reserved by Operator ID:	begins with	
Academic Career:	=	Undergraduate Programs
Academic Program:	begins with	
Web Application Reference Nbr:	begins with	n
Sequence #:	=	
Empl ID:	begins with	
Cross Reference Number:	begins with	

Open Studies always enter n

Search   Clear   Basic Search   Save Search Criteria

7. Click the Search button.
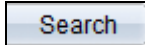
    Search

8. If any Search/Match Alerts are triggered they will be displayed in a grid below. Click anywhere on the line to view the alert.

    Search Results

Admit Term	Description	TS131 Processed	Academic Career	Academic Program	Web Application Reference Nbr	Sequence #	Empl ID	Cross Reference Number
2143	(blank)	2014/01/23	Undergrad	OSVIS	N00000017	1	(blank)	70000161.3
2147	(blank)	2014/01/23	Undergrad	OSVIS	N00000018	1	(blank)	70000161.4

9. By default you will be assigned as the Staff Member. If you would like to reassign to another staff member, you can enter their Empl ID in the Operator ID field and press Save. Otherwise if you click save the alert will be assigned to you.

    Caution: Once you have assigned an alert to yourself no other individual can work on this alert until it has been processed through the entire Data Alert Summary. However you can remove your Empl ID and press save so the alert will appear unassigned on the grid.
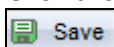
    Search/Match Alerts

Academic Career	Undergraduate Programs	Reference Nbr	N00000017 Seq 1
Admit Term	2143	AB Student Number	
Last Name		Empl ID	
First Name		Middle Name	
Process Ind	Added to Holding Tank Only	APAS Reference Nbr	

    Staff Member Assigned

    Operator ID:

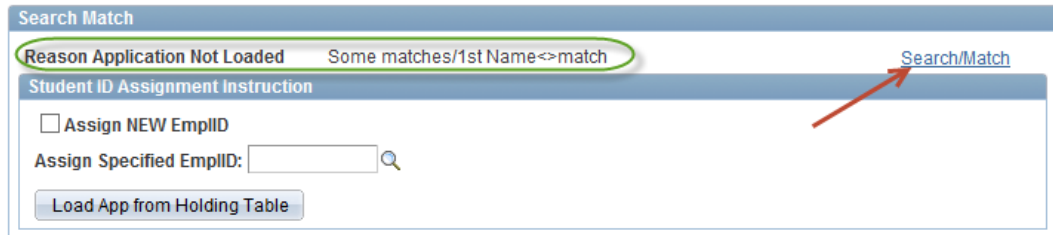   **Click Save to reserve this application & continue processing**

    Get Next Unassigned

    Save   Return to Search   Previous in List   Next in List   Notify

    Click the Save button.

    Save

10.   After pressing save an explanation of why the application did not load will be displayed in the Search Match area; Reason Application Not Loaded (e.g. Some matches/1st Name<>match). It will be necessary to complete a Search/Match. The Process Ind will indicate Reserved to Specify ID (yours).

Click the Search/Match link.

11.   The Search/Match page/component will display. Click the SA - Ad Hoc Search (Person) link.

12.   Complete the search match including at least the last name and the birthdate for the Search. *Consult www.ucalgary.ca/itraining for instructions and online learning for Search/Match.*

Click the Search button.

13.   If an Empl ID already exists for this student, copy the Empl ID and return to the Search/Match Alert page. Enter the Empl ID into the Assign Specified Empl ID into the field. If no Empl ID was found, click Assign New Empl ID.

14.   After copying the Empl ID or Assign New Empl ID, click the Load App from Holding Table button.

15.   Once you have pressed Load App from Holding Table, the Process Ind will indicate Added to PS with Alerts or Application Processed if no further alerts were generated.

Click the Save button.
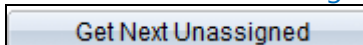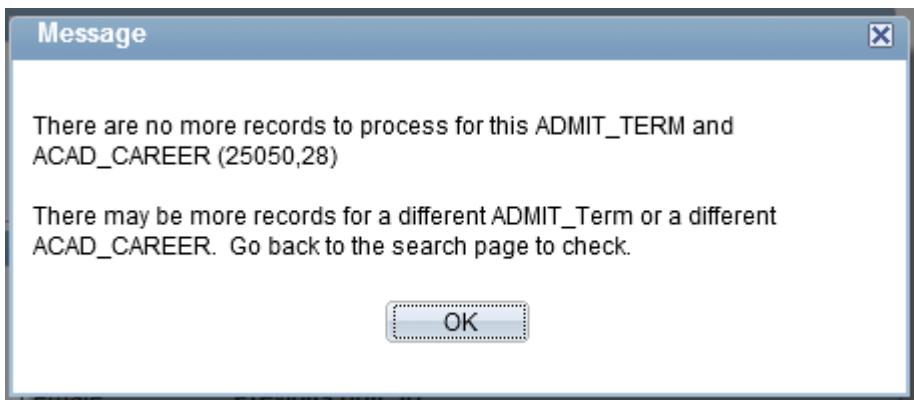

16.   Once you have completed the Load From Holding Tank and pressed Save, you can navigate to the next unassigned alert and repeat the previous process.

Click the Get Next Unassigned button.

17.   If there are no unassigned alerts this message will appear.

Click the Ok button.

1.   **Application Data Alert:**
The next step will explain the Application Data Alert process. Tip: Use the breadcrumbs to navigate to this component/page.

Click the Application Data Alerts link.

2. You may enter the applicable academic career (Undergraduate Programs) and the Web Application Reference number "**n**". The Empl ID will carry over when working with a previous application.

Click the Search button.

3. The web application alerts will list any alerts that are preventing this application from loading. **Note:** Open Studies has all data alerts visible and none have been suppressed. Please contact a Business Analyst in future to suppress any alerts that are not relative to Open Studies.

4.   If the data alert has been attended to or you would like to ignore the alert, you may select complete and press Save.

Click the Save button.
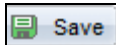

5.   After pressing Save, the Process Ind will indicate Application Processed.

6.   To process the next Application Data Alert, click the Get Next Unassigned button. Repeat steps 4 and 5 above. Continue this process until all Application Data Alerts have been processed. **End of Procedure**

Following this process consult *Viewing an Application for Open Studies*. Check www.ucalgary.ca/ittraining for online learning and corresponding job aids.