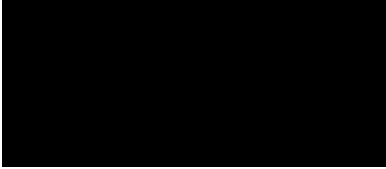


SSTU0153 – Applicants by course



Searching for Applicants by course

The **Applicants by course** screen enables you to search for applicants by their programme of study.

The screenshot shows the 'Applicants by Course' application window. It features a search interface with several fields and buttons. Callout boxes provide instructions on how to use these fields:

- Click here to select year of entry:** Points to the 'Year' dropdown menu, which is currently set to '14/15'.
- Click here to select application type (e.g. PG, UCAS, Summer School):** Points to the 'App Type' dropdown menu, which is currently set to 'All'.
- Select your school and department:** Points to the 'School' and 'Dept' dropdown menus, which are currently set to 'Sci School' and 'Chemistry' respectively.

The main area of the window displays a table of applicants with columns for 'Ho/O'seas', 'Received', 'Start Date', 'Ann', 'Name', and 'Status'. Below the table, there are several tabs for navigation: 'Personal', 'Addresses', 'App Details', 'Module Choices', 'Overview', 'Progression', 'Qualifications', and 'Supervisors'.

Using the Default Option

Use the default option when you want to look at specific information about a set of applicants. The default option will remain in the search criteria until the blank default option is chosen.

Select

