UNIVERSITY OF **CALGARY** INFORMATION TECHNOLOGIES

The following steps will explain how to process applications that have a Data Alert associate with it. A Data Alert can prevent the application from being processed and these must be cleared.

1. 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 **Application Data Alerts** link.

   Application Data Alerts

5. On Application Data Alerts you may enter applicable search values. For example you can look up the Term or enter it directly. For example Fall 2013 (2137).

   Enter the desired information into the **Admit Term** field. Click the **Search** button.
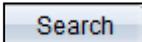
   Search

6. A list of Application Data Alerts will appear based on the search criteria. To view the most recent alert, scroll to the bottom of the grid of alerts displayed or to sort, click on the header row (e.g. Last Name). For FOIP reasons some information has been removed.

Application Data 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	2137
Reserved by Operator ID:	begins with	
Academic Career:	=	
Academic Program:	begins with	
Web Application Reference Nbr:	begins with	
Sequence #:	=	
Empl ID:	begins with	
Cross Reference Number:	begins with	

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All

Admit Term	Description	Date Processed	Academic Career	Academic Program	Web Application Reference Nbr	Sequence #	Last Name	First Name
2137		2012/09/24	Undergrad	ARBCH	200000781	1	As	
2137	(blank)	2012/09/24	Undergrad	ARBCH	200000780	1	As	

Web Application Data Alerts
SA – Processing an Online Web Application

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7.   For this example, we will process an alert on Harry Horse V00000003. Note: All applications for Veterinary Medicine will begin with "V"; Law applications begin with an "L"; Undergrad = U and G = Graduate Studies.

Click the **V00000003** link.

V00000003

8.   The Web Application Alert will appear. In order to continue processing the application press Save to continue the process. When the Process Ind: Added to PS with Alerts appears, this indicates there is an alert that must be cleared.

Click the **Save** button.

9.   The Web Application Alert tab will be displayed with any alert(s) listed and described (e.g. the email has not been sent to the program referee). Depending on the type of alert triggered you may be able to complete the necessary requirements in this component by clicking on the appropriate tabs.

Click the **Msg Explanation** button.

10.   Click the **OK** button.

11.   Once the Data Alert has been acted upon, for example, the email was sent to the referee, you may indicate **Complete** to clear the Data Alert.
Click the **Complete** option.

12.   Click the **Save** button.
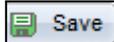
13.   Click the **Return to Search** button.
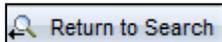
14.   To view the "refreshed" list of Data Alerts, search again for the list of Alerts. Note: Once the Data Alert has been cleared it will not appear on this grid.
Click the **Search** button.
End of Procedure.