

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.

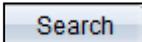
2. Click the **Application Entry** link.

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

4. Click the **Application Data Alerts** link.

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.



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):

Admit Term: begins with 

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

  [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	

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.

Admit Term	Applicant	Admit Date	Level	Program	Reference Nbr	Seq	Advisor	Alert
2137	Park,Sehyun	2012/09/21	Undergrad	LABCH	L00000006	1	Parkabc Sean	Rsvd-Alert 10
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000009	1	Hamiltons Ken	OnPS-Alert 10
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000011	1	Xcvcy Pear	OnPS-Alert 10
2137	(blank)	2012/09/26	Undergrad	LABCH	L00000018	1	Zombie Rotting	OnPS-Alert 10
2137	(blank)	2012/09/26	Undergrad	LABCH	L00000020	1	Mena Mona	OnPS-Alert 10
2137		2012/10/03	Undergrad	VMDVM	V00000001	1	Vmskiolde Rachel	Rsvd-Alert 10
2137		2012/10/03	Undergrad	VMDVM	V00000003	1	Horse Harry	Rsvd-Alert 10

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.

Web Application Alerts

Academic Career	Undergraduate Programs	Reference Nbr	V00000003	Seq	1
Admit Term	2137	AB Student Number			
Last Name	Horse	Empl ID	10116769		
First Name	Harry	Middle Name			
Process Ind	Added to PS with Alerts	APAS Reference Nbr			

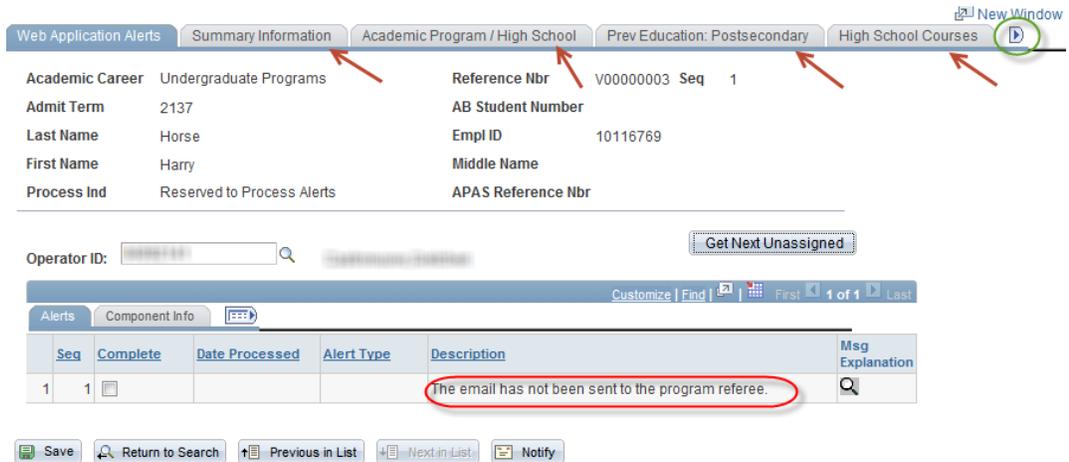
Operator ID:

Click Save to reserve this application & continue processing

Click the **Save** button.

Save

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.



Web Application Alerts Summary Information Academic Program / High School Prev Education: Postsecondary High School Courses 

Academic Career Undergraduate Programs Reference Nbr V00000003 Seq 1
 Admit Term 2137 AB Student Number
 Last Name Horse Empl ID 10116769
 First Name Harry Middle Name
 Process Ind Reserved to Process Alerts APAS Reference Nbr

Operator ID:

Alerts Component Info

Seq	Complete	Date Processed	Alert Type	Description	Msg Explanation
1	<input type="checkbox"/>			The email has not been sent to the program referee.	

Click the **Msg Explanation** button.



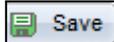
10. Click the **OK** button.



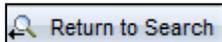
11. Once the Data Alert has been acted upon, for example, the email was sent to the referee, you may indicate **Complete** to clear the Data Alert. Click the **Complete** option.



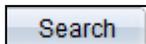
12. Click the **Save** button.



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.