

### What is the Enrollment Request Search?

This feature will be used by staff to search for specific enrollment request transactions, especially those created by students when using the Student Center to enroll in classes. This search will return the details for each transaction including the date and time it occurred, the enrollment action performed and its current status. In order to view the specific details of an enrollment request, such as an error message, users will obtain the Enrollment Request ID and Enrollment Request Detail Sequence numbers from this search page and use these to open the Request using either the Enrollment Request or Quick Enrollment component.

**Note:** An Enrollment Request ID associated with a Mass Enrollment cannot be viewed in this way. A Mass Enrollment Request ID must be viewed by using the Block Enrollment component.

### Why should I customize it?

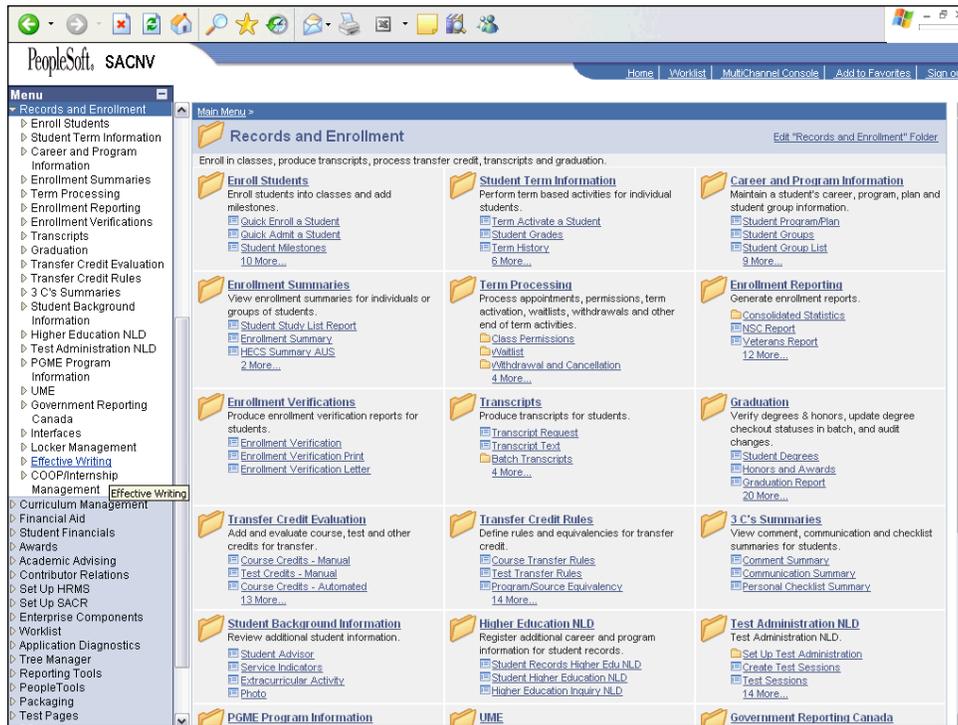
The search returns a lot of data and it is not necessarily in the order the user would prefer.

It is suggested that users obtain the default search results display settings by using the "Copy Settings" link available from the "Customize" page entered by selecting this option from the top line of the grid area. The directions for obtaining these defaults begin at Step 16 below. Users must be in the "Customize" area of the component to proceed from this step. Users may choose to further customize their search result display by following the other steps described in this guide.

1. Begin by navigating to the Enrollment Request Search component. Click the **Records and Enrollment** link.



2.



You can choose to navigate either with the menu on the left of the screen or through the folders displayed on the main page.

Click the **Enroll Students** link.

**Enroll Students**

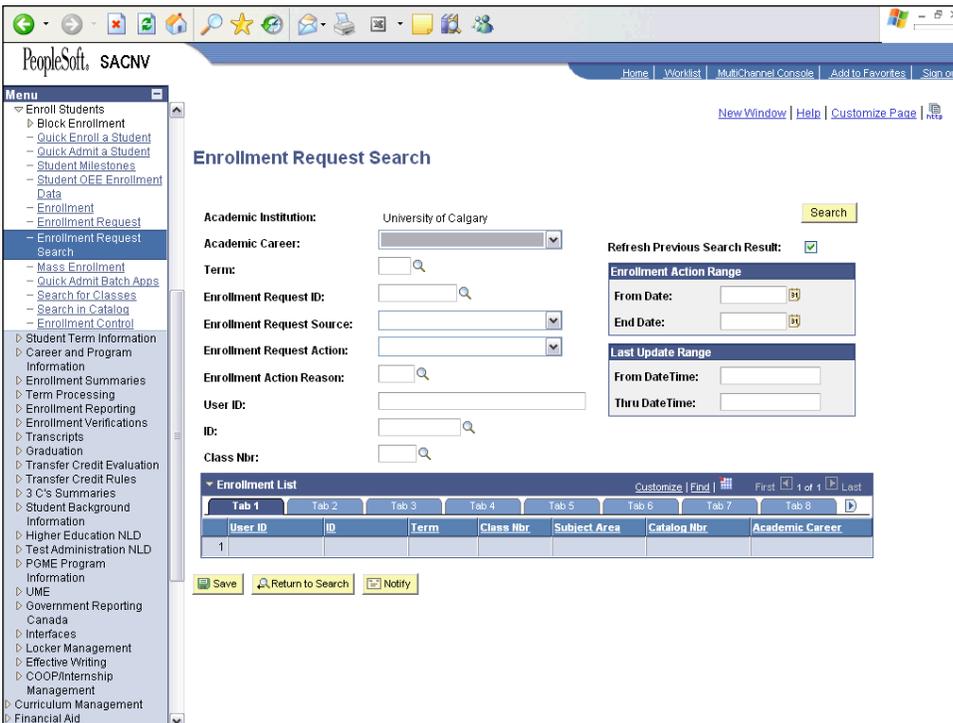
3. Click the **Enrollment Request Search** link.

**Enrollment Request Search**

4. The academic institution will default to U of C.

Click the **Search** button.

**Search**

5. 

You can see 8 of 9 tabs that all contain multiple items or fields. Look at more of these items by moving to the next tab.

Click **Tab 2**.



6. View the last tab by clicking the **Show following tabs** button.



7. Click the **Tab 9** tab.



8. Although this search feature can return all of this information to you, you may want to customize what is returned and in what order the items or information is return to you.

Click the **Customize** link. (Not the Customize Page link.)



**Note:** Click the Customize link above the tabs and **NOT** the Customize Page link to the top right of page.

9. You can see the long list of items you can select. One way to customize your list is to select each item and put the items in the order you wish to view the information.

Click the **ID** item from the list.

10. Click the **Add To Sort** button.



11. Select another item.

Click the Term item from the list.

12. Click the Add To Sort button.



13. You can move the item higher or lower in the list by highlighting it and clicking the Up or Down arrows.

If you have made an error and wish to remove an item from your list, highlight the item and click the Remove From Sort button.



14. Now try removing the next field.

Highlight the ID item.

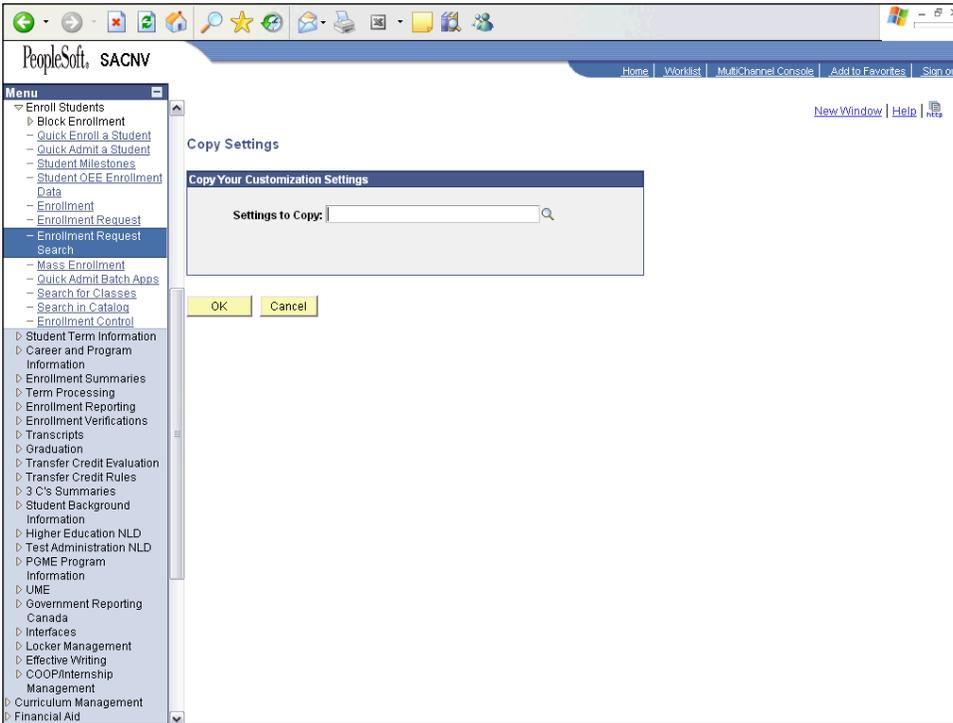
15. Click the Remove From Sort button.



16. What you will do next is tell the system to copy settings from another user and organize the list items accordingly. The settings that you will copy have been set up by the Student Administration team and will eliminate the need to select and organize items one by one.

Click the Copy Settings link.

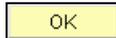
[Copy Settings](#)

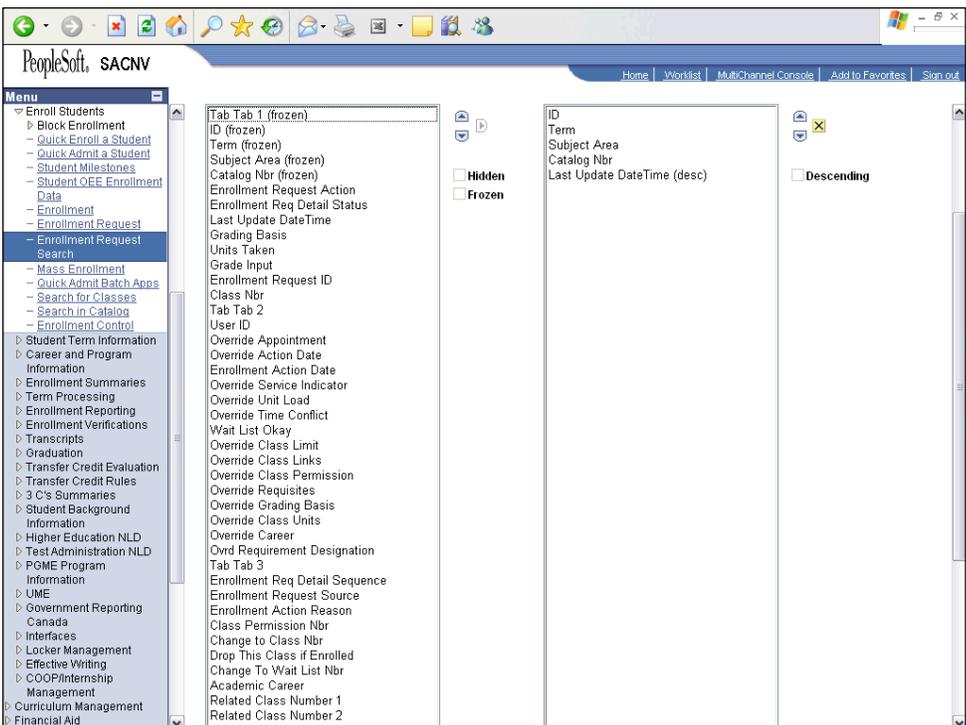
17. 

The screenshot shows a web browser window with the PeopleSoft SACNV interface. The left-hand menu is expanded to show 'Enrollment Request Search' selected. A 'Copy Settings' dialog box is open, titled 'Copy Your Customization Settings'. It contains a text input field labeled 'Settings to Copy:' and two buttons: 'OK' and 'Cancel'.

Enter the desired information into the **Settings to Copy** field. Enter "**ENRL\_REQ\_SRCH\_RESULT\_DFLT1**".

18. Click the **OK** button.



19. 

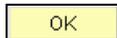
These particular settings are ones that the Student Administration team felt would be useful to many users.

Note the items in the sort list box.

Scroll to the bottom of the page to find the **OK** button to return to the main search page.

Click the vertical scroll bar and drag it to the bottom.

20. Click the **OK** button.



21. Notice that there are fewer tabs and the items displayed under each tab have been sorted according to your selection.

Click the **Show previous tabs** button to view all tabs.



22. You have successfully customized the way this search feature returns items or information. **End of Procedure.**