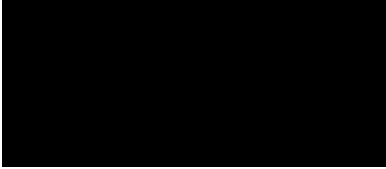


SSTU0153 – Applicants by course



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 navigating through the applicant's record: 'Personal', 'Addresses', 'App Details', 'Module Choices', 'Overview', 'Progression', 'Qualifications', and 'Supervisors'. The 'App Details' tab is currently selected.

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

