Cloning Applications

This guide will cover:

- How to complete the process of cloning an application to create new applications needed for new iterations.

**Step One**

Use the global search to locate the contact record of the applicant.

REMEMBER: You can search for a contact by using one of the following fields:
- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

TIP: Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

If necessary, add the Applications related information tab. Click the Related Information drop-down then select Applications.

**Step Three**

Select the application record being cloned. Either click on the Application Status link (Applied) -OR- Click on Action and select View.
Step Four

Click \[\text{Clone}\] to clone the application in order to pull over existing data from the previously submitted application.

**IMPORTANT:** Always uncheck the Sent to Catalyst checkbox before saving a cloned application. This ensures that the new application will be picked up in the nightly data feed that moves the new, cloned application into Catalyst.

Step Five

Leave the **Application Submitted** checkbox checked.

Step Six

Remove the **Iteration Name** of the original application, and search for/type in the name of the new application iteration being created.

**Old Iteration**

\[
\text{* Iteration Name: The Common Application-Domestic Freshman-2016 Fall} \]

**New Iteration**

\[
\text{* Iteration Name: The Common Application-Domestic Freshman-2017 Spring} \]

Step Seven

Confirm that the **Application Status** is set to **Applied**, **Admit** or **Intention to Matriculate**. It’s important that this status is an exact match from the original application.

\[
\text{* Application Status: Applied} \]

**IMPORTANT:** Applications with a status of Matriculation must be handled by the appropriate administrator in Catalyst. Do not attempt to update these applications in Radius.
**Step Eight**

If a number exists in the Application Number field from the cloned application, clear the field.

**Step Nine**

Click ![Save](Save).  

**Step Ten**

If applicable, return to the original application and follow the online help instructions on Withdrawals.