Helpful Tips for Application Review Management

💡 To easily navigate back to a contact record, click on the hyperlink next to the Contact Name field and it will take you directly to the contact record. The Recent Items tab located on the Navigation Panel (left side of your screen) can also be used to navigate back to a recently visited page or record. **It is not recommended to use the back button of your web browser.**

💡 Use the Add/Remove Columns button to update the data that is being displayed when viewing the Application tab of a contact record. (e.g. Application Status, Requirement Status, etc.)

💡 When creating a list view to identify applications, use a second browser tab to easily see the iteration name in its entirety. If you right click on the iteration name (located in your second browser) and click **Select**, you can then copy and paste into the value entry field on the list view (in the original browser).

💡 When creating a list view, clicking the **➕** button will create a duplicate row with the field already selected. The will help in building criteria when using the same field in multiple rows.

💡 It may be helpful to create a widget on your workspace to see a list of applications using the following settings:

- **Module = Applications**
- **Custom View = Select your customized list view**
**Important Reminders for Application Review Management**

⚠️ All customized list views should be hidden from other users by selecting *Show this Custom View only to me* in the share settings.

⚠️ The Radius Student Self-Service should *only* be used when a student has difficulty navigating to find information. Actions *should not* be performed by an end-user through the self-service center.

⚠️ When logging a payment and closing an invoice manually, the application status *will not* update automatically and therefore would need to be updated manually. (Online payments made through Radius Self Service will update the application status.)

⚠️ When creating a decision for an application *do not* select Published until you are ready to inform the applicant of the decision. Once this status is saved as Published, *it cannot be changed*.

⚠️ 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.

⚠️ When cloning or updating applications, an application with a status of *Matriculation* must be handled by the appropriate administrator in Catalyst. *Do not attempt* to update these applications in Radius.