



# Senior Admissions Office Release Bulletin

It is our pleasure to introduce you to the latest enhancements to the **Admissions Office**.

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## Deactivate Addresses from Address Tab in Inquiry/Applicant Maintenance

We have added a new button in the **Inquiry/Applicant Maintenance** Address tab: **Deactivate/ Activate** which allows you to activate or deactivate an address by simply selecting the address in the table and then clicking this new button. The system automatically makes the change.

## Swap E-Mail Address Positions in Address Maintenance

There is also a new button in the **Address Maintenance** Address tab: **Swap E-Mails**. This feature was added to easily allow you to swap e-mail addresses if they were entered incorrectly.

## School Division Column Added to New Child Search Wizard

The **New Child Search wizard** in **Quick Entry** and **Inquiry/Applicant Maintenance** now includes a school division column. This will make the records easier to identify if you school has established multiple school divisions.

## New Application Fee and Amount fields in Inquiry/Applicant Maintenance

An **Application Fee Amount** and **Payment Type** fields have been added to the Checklist tab in **Inquiry/Applicant Maintenance**.

## Preferred Names Added to Family Tab in Financial Aid Maintenance

On the **Family tab** in **Financial Aid Maintenance** you are now able to see the preferred names of both parents located below the Address area.

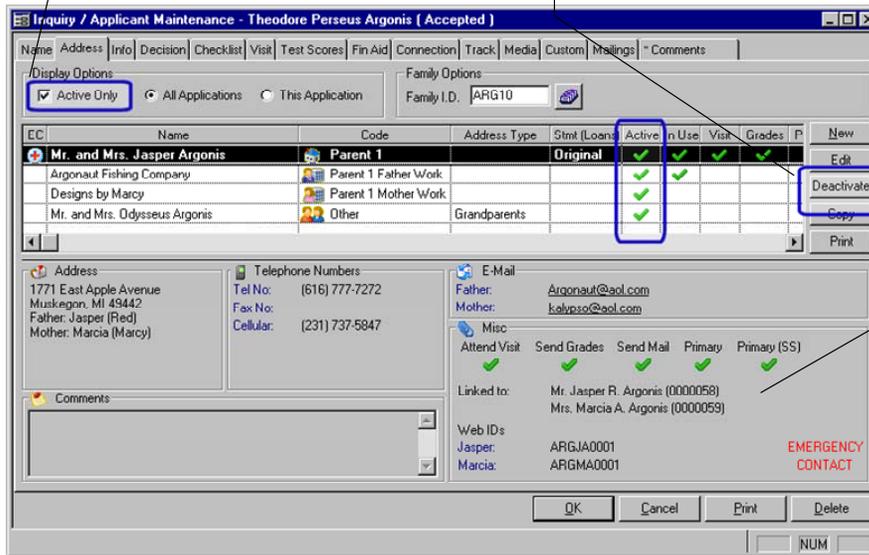
# General Changes

## Deactivate Addresses from Address Tab in Inquiry/Applicant Maintenance

We have added a new button in the Inquiry/Applicant Maintenance Address tab: Deactivate/ Activate. Before this update, you had to edit a record to remove the checkmark from the Active checkbox (or vice versa). Now you can simply select the address in the table and then click this new button. The system will automatically make the change. You can see inactive checkboxes by removing the checkmark from the Active Only checkbox.

Place a ✓ in this checkbox to view only Active addresses. Without a ✓, the table displays active and inactive addresses.

To deactivate an active address, highlight the address and then click this button. You can also reactivate addresses by highlighting an inactive address and then clicking the Activate button.



The Misc area shows Constituent IDs if the address record is linked to a record in ALUMNI/ DEVELOPMENT

## Swap E-Mail Address Positions in Address Maintenance

There is a new button in the Address Maintenance Address tab: Swap E-Mails. This feature was added to allow you to easily swap the e-mail addresses if they were entered in the wrong field.

In our example, Adria's e-mail address is in the Name 1 position because she is the alumna and therefore the primary constituent, so her information is stored in the name 1 position in Constituent Maintenance. In REGISTRAR, however, we want to display her e-mail address in the Mother/Name 2 field.

The image shows two overlapping windows titled "Address Maintenance - ( Mr. and Dr. Troy P. Michaelidis )".

The top window displays fields for "Father / Name 1" and "Mother / Name 2".

- Father / Name 1:** Title: Mr., First: Troy, Middle: Paulo, Last: Michaelidis, Suffix: (empty), Preferred: Troy, Relation: (empty), SSN: (empty), Web I.D.: MICTR0001, Full Name: Mr. and Dr. Troy P. Michaelidis.
- Mother / Name 2:** Title: Dr., First: Adria, Middle: Helen, Last: Michaelidis, Suffix: PhD.

The bottom window displays fields for "Mailing Address", "Telephone Numbers", and "E-Mails".

- Mailing Address:** Name: Mr. and Dr. Troy P. Michaelidis, Line 1: 530 South State Street, Line 2: (empty), Line 3: (empty), City/ST/Zip: Ann Arbor MI 48109, Country: USA, Region: Great Lake, Sort Key: MICHAELIDIS, ADRIA TROY, Reporting City/Town: Ann Arbor.
- Telephone Numbers:** Tel. No.: (734) 622-8233, Fax No.: (empty).
- E-Mails:** Father / Name 1 E-Mail: adriam@aol.com, Mother / Name 2 E-Mail: troy@m@aol.com. A "Swap E-Mails" button is highlighted with a blue box.

Buttons at the bottom include "Parent 1", "Do Not Publish flags are used to determine whether to publish the corresponding field's data in Reports, Mail Merge and Export data files.", "DK", "Cancel", and "Delete".

## Admissions

### School Division Column Added to New Child Search Wizard

The New Child Search wizard in Quick Entry and Inquiry/Applicant Maintenance now includes a school division column, shown below. This will make applicant records easier to identify if you school has established multiple school divisions.

The screenshot shows the "Find Inquiry / Applicant" window with the following table:

Name	Adm Yr	Grade	School	Status	Address	City
Julie Darlene Benz	2006	9	Upper School	Applicant	210 Spring Street	Charleston

Buttons at the bottom include "<< Prev", "Next >>", "Finish", "Cancel", and a "NUM" field.

## Application Fee and Amount fields Added in Inquiry/Applicant Maintenance

An Application Fee Amount and Payment Type fields have been added to the Checklist tab in Inquiry/Applicant Maintenance, as shown below.

**Inquiry / Applicant Maintenance - Theodore Perseus Argonis ( Accepted )**

Name | Address | Info | Decision | Checklist | Visit | Test Scores | Fin Aid | Connection | Track | Media | Custom | Mailings | \* Comments

Inquiry: Date: 01-02-2007, Inquiry Status: follow-up, Inquiry Type: Telephone, Catalog/App. Sent: Video, 08-22-2001, Follow-Up Letter/Sent: Follow-Up

Applicant: Application Rec'd: 01-03-2007, Application Type: Legacy, App Fee Rec'd: Y, Amt: 50.00, Pmt Type: Check, App Fee Waived By: , Folder Label: , Application Complete:

Checklists: This Applicant belongs to the following checklist groups: Select Groups No checklist groups assigned. (Default checklist items only)

Checklist Item	Activity Date	Letter	Print Date	Notes	Req
Physical Form	<input checked="" type="checkbox"/> 01-29-2007	Physical Form	<input checked="" type="checkbox"/> 01-30-2007		<input checked="" type="checkbox"/>
Transcript	<input checked="" type="checkbox"/> 01-18-2007	Transcript	<input checked="" type="checkbox"/> 01-19-2007		<input checked="" type="checkbox"/>
Interests Questionnaire	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Teacher Recommendation	<input checked="" type="checkbox"/> 02-02-2007	Recommend	<input checked="" type="checkbox"/> 02-05-2007	Mrs. Smith - JFK High School	<input type="checkbox"/>

Buttons: OK, Cancel, Print, Delete, NUM

## Financial Aid

### Preferred Names Added to Family Tab in Financial Aid Maintenance

On the Family tab in Financial Aid Maintenance you are now able to see the preferred names of both parents located below the Address area, as shown below.

**Financial Aid Maintenance - [Mr. and Mrs. Jasper Argonis - Pending]**

Family | Children | Checklist | Letters | Custom | Comments

Address: Mr. and Mrs. Jasper Argonis, 1771 East Apple Avenue, Muskegon, MI 49442

Father: Red  
Mother: Marcy

Telephone Numbers: Home: (616) 777-7272, M. Work: , Fax: , Cellular: (231) 737-5847, F. Work: (616) 755-3535, Other 2: , Other 3:

Status: P1 | P2

Family ID: ARG10, Year: 2003, Status: Pending, Appl. Type: Returning, FA Letter: Loan Information, Sent Date:

Parent Information: Appl. Recd: , Total Income: 70,000.00, SSS Complete: , Effective Income: 45,000.00, Appl. Complete: , Financial Need: 16,000.00, No. of Parents: 0, Est. Parent Cont: 5,000.00, No. of Working Parents: 0, Parent Offer Amt: 2,000.00, No. of Children: 0, Unmet Need: 6,000.00, Decision Date:

Buttons: OK, Cancel, Delete, NUM