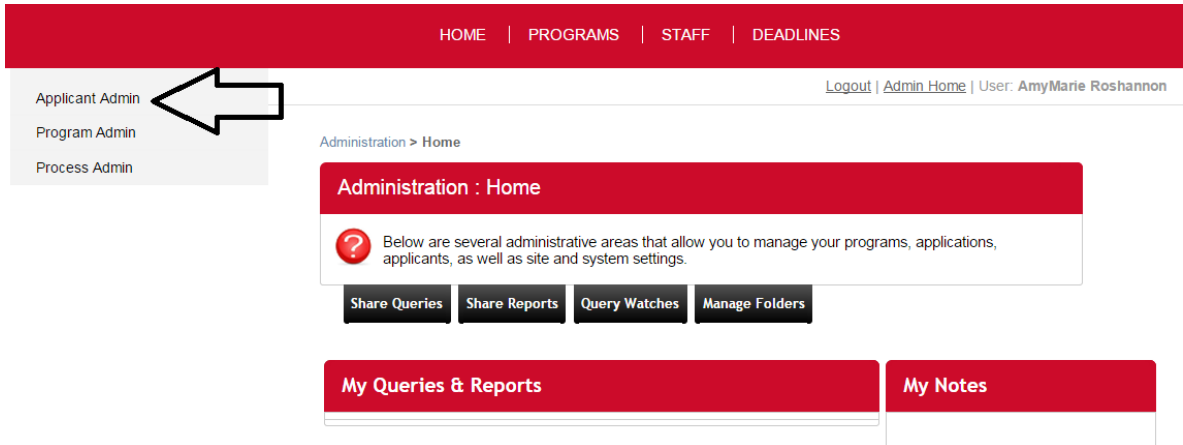
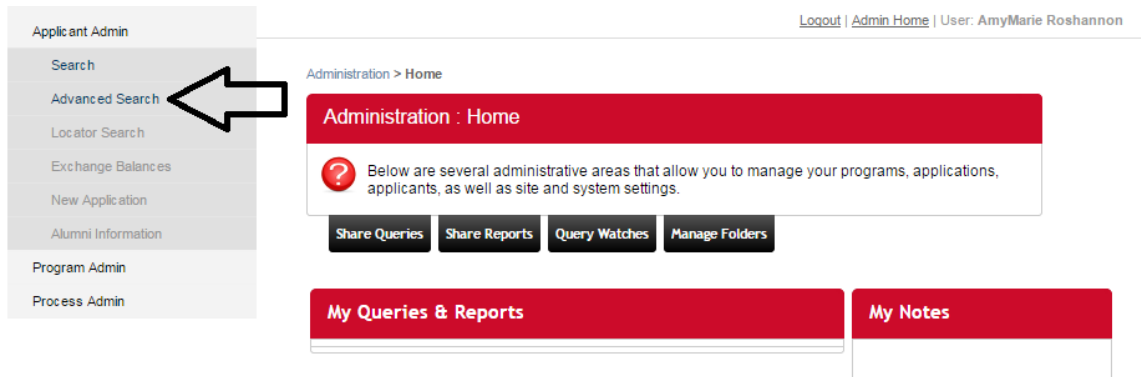


## Steps to Searching for Applicants

- 1) Go to [www.calstate.edu/ip](http://www.calstate.edu/ip), click "Login" in the upper right hand corner, and then enter your username (email address) and password. Once you login, you will be brought you our "Admin Home" From the navigation menu on the left hand side, click "Applicant Admin."



- 2) Once you click "Applicant Admin," a drop down menu will appear. From the drop down menu, click "Advanced Search."



- 3) On the Advanced Search page, under “New Query Wizard” check the boxes next to “Application Parameters” and “Applicant Parameters,” then click “Next.”

The screenshot shows the 'Advanced Search' interface. At the top, there is a navigation bar with 'HOME | PROGRAMS | STAFF | DEADLINES'. Below it, a sidebar on the left contains a menu with 'Applicant Admin', 'Search', 'Advanced Search', 'Locator Search', 'Exchange Balances', 'New Application', 'Alumni Information', 'Program Admin', and 'Process Admin'. The main content area has a breadcrumb trail: 'Administration > Applicant Admin > Search > Advanced'. A red header reads 'Search : Advanced'. Below it, a message says 'Please select the type of information you would like to query.' There are buttons for 'Simple Search', '< Cancel -', '- Reset -', and '- Next >'. A white arrow points to the '- Next >' button. Below this is the 'New Query Wizard' section with a header 'Choose the type of information you would like to query:'. It lists several options with checkboxes: 'Application Parameters' (checked), 'Program Parameters', 'Applicant Parameters' (checked), 'Complete/Incomplete Submissions', and 'Questionnaires'. Two white arrows point to the checked boxes for 'Application Parameters' and 'Applicant Parameters'.

- 4) On the next screen, under “Application Cycles” select the application cycle you want to pull up. If you are searching for admitted students only, make sure the “Committed” box is ticked. If no application status is ticked, admitted, pending, and denied students will appear in your results.

The screenshot shows the 'Application Parameters' configuration screen. At the top, a red header reads 'Application Parameters:'. Below it, there is a section for 'Application Cycles' with a dropdown menu showing 'Any', 'Academic Year 2016-2017', 'Academic Year 2015-2016', and 'Calendar Year 2016'. A white arrow points to the dropdown. Below the dropdown is a link: 'Click to add all existing application cycles'. The next section is 'Application Status:' with a 'Check: All | None' indicator. It contains several groups of checkboxes: 'Prospect', 'Pending' (with sub-options: 'OIP Reviewed - Recommended', 'OIP Reviewed - Not Recommended', 'Pending - Ext Deadline'), 'Admitted to Waitlist', '(Do Not Use)', 'Committed (Do Not Use)' (with sub-options: 'Conditionally Admitted to CSU IP', 'Confirmed to Waitlist', 'Admitted to CSU IP'), and 'Not Selected'. A white arrow points to the 'Committed (Do Not Use)' checkbox. At the bottom, there are radio buttons for 'all', 'exchange', and 'non-exchange', with 'all' selected.

Scroll down to the bottom of the page and click "Next."



5) The next page will contain your search results: Below is an example showing Fresno State's 2015-16 applicants. The total number of applications is listed at the bottom of the page.

Administration > Search > Results

**Search : Results**

Following is a listing of applications that meet your search criteria.

Search Search Results

< Back - - Cancel - - Next >

Options: [- Select Option - ] Progress Audit: [- Select Phase - ]

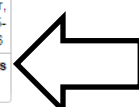
Save Search: [ ] Save Search

You searched for all applicants, within **Outgoing** programs that have applied for the terms **Academic Year 2015-2016** or **PLP & Academic Year 2015-2016**, having (CSU Campus equal to **California State University, Fresno**).

Group your results by: Applicant

Name	Status	Program	Term
Castillo, Joel *	Pending	CSU IP China: Learn Chinese (ID 10623 - ranked 1)	Academic Year, 2015-2016
Castillo, Yesenia *	Pending	CSU IP Germany: Direct Enrollment (ID 10639 - not ranked)	PLP & Academic Year, 2015-2016
Cheung, Hiu Ching *	Pending	CSU IP Korea (ID 10408 - not ranked)	Academic Year, 2015-2016
Hinton, Tyler Aron *	Pending	CSU IP Germany: Learn German (ID 10229 - not ranked)	PLP & Academic Year, 2015-2016
Melgar, Esau Joel *	Pending	CSU IP Korea (ID 10472 - not ranked)	Academic Year, 2015-2016
	Pending	CSU IP Israel (ID 10471 - not ranked)	PLP & Academic Year, 2015-2016
Padilla, Elizabeth *	Pending	CSU IP Spain: Madrid (ID 10277 - not ranked)	PLP & Academic Year, 2015-2016
Sanchez-Chinchilla, Stefani Liliana *	Pending	CSU IP Chile: Direct Enrollment (ID 10184 - not ranked)	PLP & Academic Year, 2015-2016
White, Kristen Alexandra *	Pending	CSU IP United Kingdom: Geography (ID 10146 - not ranked)	Academic Year, 2015-2016
Yang, Cindy Kang Sha *	Pending	CSU IP Korea (ID 10650 - not ranked)	Academic Year, 2015-2016

\*CSU System Applicants Found: 9 applicant / 10 applications



You have the ability to save this search by entering a title into the “Save Search” field and clicking “Save Search.”

Administration > Search > Results

### Search : Results

Following is a listing of applications that meet your search criteria.

Search Search Results

< Back - - Cancel - - Next >

Options: - Select Option - Progress Audit: - Select Phase -

Save Search: 2015-16 Applicants Save Search

You searched for all applicants, within **Outgoing** programs that have applied for the terms **Academic Year 2015-2016** or **PLP & Academic Year 2015-2016**, having (CSU Campus equal to 'California State University, Fresno').

Group your results by: Applicant

### Results

Name	Status	Program	Term
Castillo, Joel *	Pending	CSU IP China: Learn Chinese (ID 10623 - ranked 1)	Academic Year, 2015- ---

- 6) Once you have saved your search, you will be able to access it from your Admin Homepage. The saved search automatically updates itself each time a new application is created, or if an application is withdrawn; you do not need to conduct the entire search again. Additionally, you can export this search in excel or run additional reports with it.

Administration > Home

### Administration : Home

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings.

Share Queries Share Reports Query Watches Manage Folders

### My Queries & Reports

Saved Queries:

Uncategorized

Check All Move checked items to: - Choose Folder -

2015-16 Applicants

### My Notes