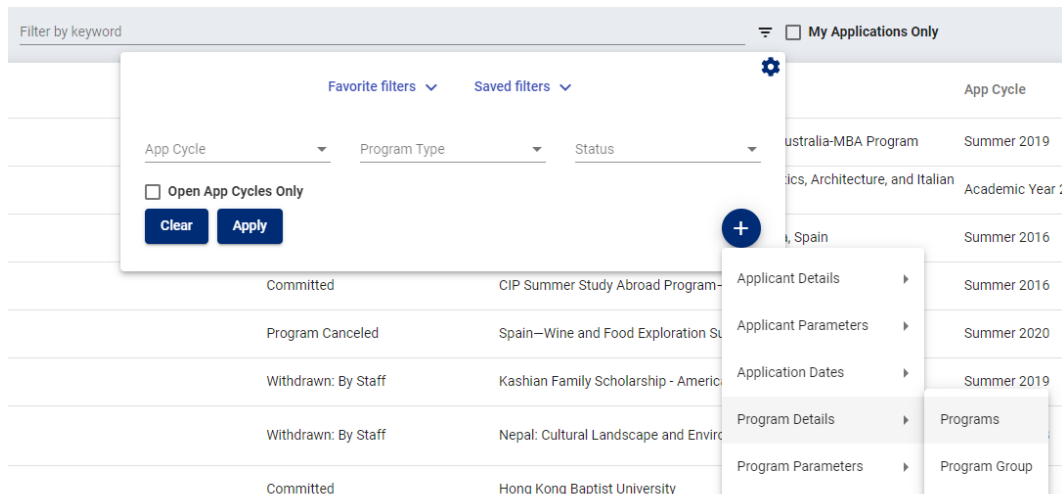
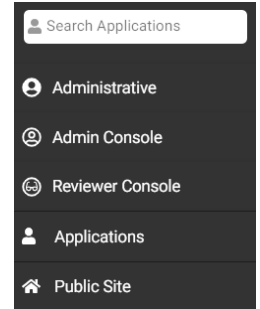


Track and View Applications in the *Admin Console*




After logging in, go to *Admin Console*. Then within the *Admin Console*, select *Application Finder*.

- To see full application details, go back to the [Reviewer Console](#) and select the applicant from the *Pending Reviews* or *Submitted Reviews* tab.
- To see pending applications or view a full list of applicants, select ☰/🏠, then select **Admin Console** in the drop-down options. Then in the *Admin Console*, select **Application Finder**.
- In the *Application Finder* you should see all active applications for your program(s). Applicants may fall in various statuses, which indicates what stage they are in the overall process. Here are some functions you can use to see active applications:
 - The **Filter** tool can be used to narrow your results by **App Cycle** (term and year), **Program** name, and more.
 - **TIP:** If you have more than 10 active applicants, you may consider expanding the page to show more results.
 - The *App Cycle* filtering option is the first option. Click the drop-down arrow to select the app cycle in which your program is being offered.
 - The *Program* name filtering option can be found by selecting + > **Program Details** > **Programs** (see screenshot below). Then search by keyword (i.e. try country or or program subject matter) and select your program. If you cannot find your program, email studyabroad@mail.fresnostate.edu for assistance.
 - Once you have your filter showing the correct students, save the filter by selecting the 📄 icon.
 - You'll be prompted to name the filter, and you will also have the option to **Mark filter as Favorite**.
 - By saving this filter, you can go back to this saved filter later by going to **Admin Console** > **Application Finder** > ☰ > **Favorite Filter** (selectable options) or **Saved Filters** (searchable by keyword).




Email Applicants Individually or in Batch in *Admin Console* > *Application Finder*

(Resource: [Batch Options](#))

- If needed, use the  **Filter** tool to narrow down your results. Next to the Applicant Name column header select the unfilled check-box to select all your applicants.
 - **TIP:** If you have more than 10 active applicants, you may consider expanding the page to show more results.
- In Batch (all at once)
 - Once applicants are checked off, you will see a new button called **Batch** appear above the check boxes. Select it.
 - If you have more than 10 applicants, also select '**Apply to full search results**'
 - You may also manually uncheck applicants that you don't want to be emailed.
 - Select **Send Email**
 - Use the email window to type and format your email. You can use **Mail Merge** options to automatically populate variable information from your applicants' profiles (i.e. Name, email, status, etc.). Select **Send** when you are ready to deliver the email to your students.
- Individually
 - Select the  icon in the same row as the student's name
 - Select the  icon (second one down) to open the email window. Use the email window to type and format your email, and select **Send** when you are ready to deliver the email to your student.

Track Applicants' Progress (Resource: [The Progress Audit](#))

- If needed, use the  **Filter** tool to narrow down your results. Next to the Applicant Name column header select the unfilled check-box to select all your applicants.
 - **TIP:** If you have more than 10 active applicants, you may consider expanding the page to show more results.
- In Batch (all at once)
 - You will see a new button called **Batch** appear above the check boxes. Select it.
 - If you have more than 10 applicants, also select '**Apply to full search results**'
 - You may also manually uncheck applicants that you don't want to be included.
 - Select **Progress Audit** > *select the phase*
 - **Pre-Decision** - the application phase
 - **Post-Decision** - post acceptance, and before the program start
 - **While Abroad** - during the traveling part of the program
 - **Returnee** - after the applicant has completed their program
- Select the application items you want to be included in the Progress Audit Report
- Select the **Report** button
- You will then see a check list of which items your chosen applicants have completed and not completed during the applicant lifecycle phase of you have chosen.

Reports from *Analytics*

- The Study Abroad Office may share reports with you over the course of your program leadership.
- To access shared reports go to *Admin Console* > *Analytics* > *Reports List* tab > and select the shared report. These reports can be downloaded as a spreadsheet.