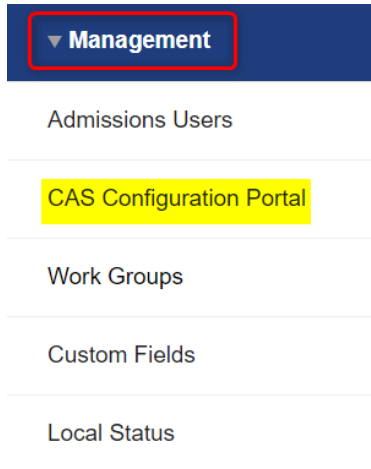


How to Adjust your Application Deadline Date

To adjust your deadline,

Step 1: Log into WebAdMIT Production to access the CAS Configuration Portal under the Management tab located on the left-hand side of your dashboard.



Step 2: Hover your mouse of the program Closed status and click where it says “Details” for the program you wish to extend the deadline for.

PROGRAM	WEBADMIT NAME	OPEN DATE	DEADLINE	STATUS	LAST UPDATE	
Sample Program	N/A	06/25/2019	06/25/2020	Approved	01/27/2017	»
Sample Program 123	N/A	10/01/2017	08/17/2018	Closed	09/11/2018	»
New Program	N/A	09/04/2019				» ACTIVATE DELETE DETAILS

Step 3: Scroll to the bottom of the following page and select “edit”. Then, under the field “Default Deadline”, click on the calendar to update this field and click SAVE.

Organization: Healthcare System | Program Id: * required

Status: draft | Unique ID:

Program Code:

Program Name: Dietetic Internship | WA Display Name: WebAdmit Name

City: San Diego | State: California | Zipcode: 92161

Open Date: 10/04/2022 | Default Deadline: 02/15/2023

Start Term: Fall | Add Multiple Deadlines: Same Deadline, Different Date, Rolling

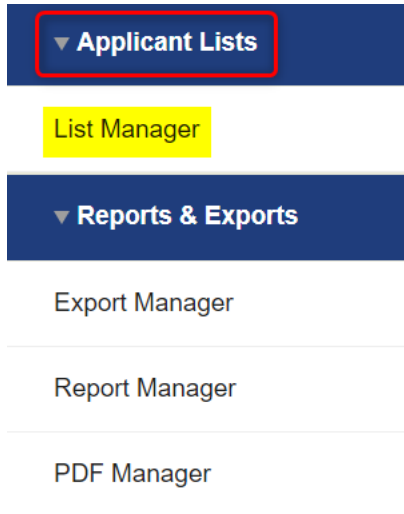
Start Year: 2023 | Display Deadline as:

Additional Information

To View Newly Submitted Applications:

Now that you have updated your application deadline date, to differentiate between your new applications and previously reviewed applications, you will want to create a New Field List using the List Manager tool. The easiest option is to filter by the date the applicant submitted to your program. Any date on or after your initial close date will yield a list of your newly submitted applications.

Step 1: Click on the List Manager under the header Applicant Lists.



Step 2: Under List Manager, Click on New Field List



Step 3:

- i. Name your list
- ii. Indicate whether or not you want the list to appear on your toolbar
- iii. Add access to user work groups if desired
- iv. To sort applicants, enter the start date for the new round of applications.

New Applicant Field List

This list, named , and appear on the toolbar.

These settings can be seen by myself and the following work groups

All + /

Included applicants will match of the following rules:

equals
 does not equal
 less than
 less than or equal to
 greater than
 greater than or equal to
 within ... last days
 is null
 is not null