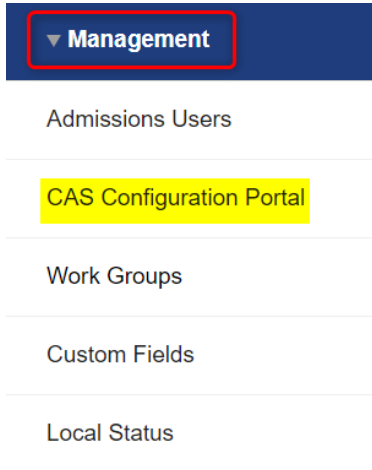


Programs with open positions who wish to collect applications during an additional application time frame can log into the Production CAS Configuration Portal to extend their deadline, allowing new applicants to apply.

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. You may change the deadline to any date you wish before the end of the current cycle close date.

Organization
Healthcare System

Status
draft

Program Code
Program Code

Program Name *
Dietetic Internship

City *
San Diego

State *
California

Open Date *
10/04/2022

Start Term *
Fall

Start Year
2023

Program Id * required
[input]

Unique ID
[input]

WA Display Name
WebAdmit Name

Zipcode
92161

Default Deadline *
02/15/2023

Display Deadline as *

Add Multiple Deadlines

Same Deadline

Different Date

Rolling

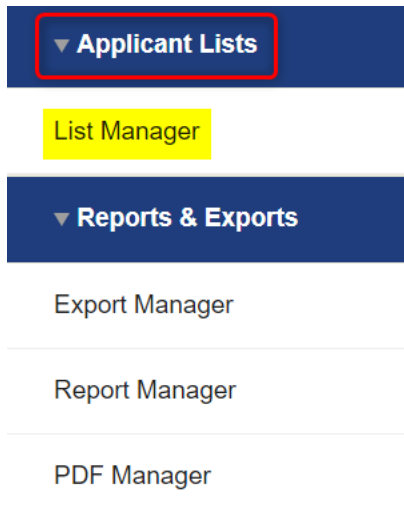
Additional Information

4/2024

To View Newly Submitted Applications:

Now that you have updated your application deadline date, to differentiate between your round 1 and round 2 applicants for example, 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.

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 second round applicants, enter the start date for the start of the next grouping 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