DICAS
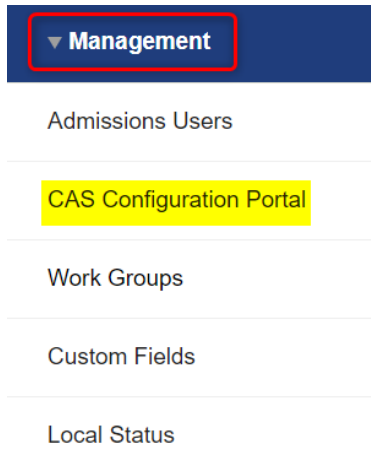## Dietetics Inclusive Centralized Application Service

Supervised Practice programs with open positions who wish to collect applications during open enrollment 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.

▼ **Management**

Admissions Users

CAS Configuration Portal

Work Groups

Custom Fields

Local Status

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			»

Programs (3)   VIEWING ALL 🔍

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 DICAS application closes at the end of July.

✱ required

Organization
[Healthcare System]

Program Id
[ ]

Status
[draft]

Unique ID
[ ]

Program Code
[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]

Start Year
[2023]

ⓘ Add Multiple Deadlines

Display Deadline as ✱
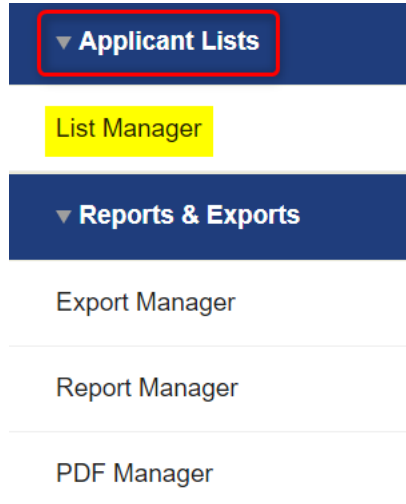- ⦿ Same Deadline
- ◯ Different Date
- ◯ Rolling

Additional Information

To View Newly Submitted Applications:

Now that you have updated your application deadline date, to differentiate between your round 1 and open enrollment applicants 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 the date in which the application is opened for open enrollment will yield a list of your newly submitted applicants.

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

▼ **Applicant Lists**

List Manager

▼ **Reports & Exports**

Export Manager

Report Manager

PDF Manager

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

List Manager

New Field List   New Composite List

There are no users that meet your criteria.

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 open enrollment applicants, enter the start date for the start of the open enrollment application process
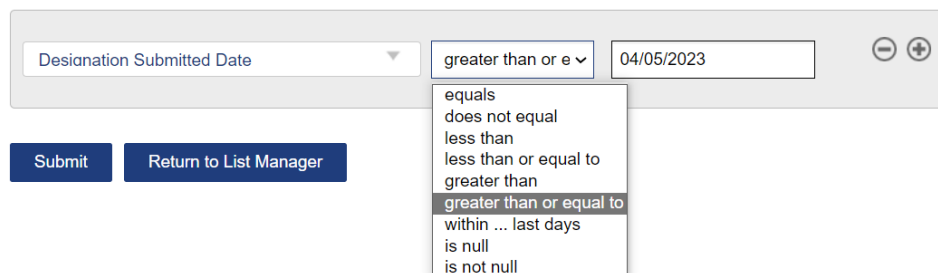
New Applicant Field List

This list, named Second Round Applicants , and will ▾ appear on the toolbar.

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

None   ▾

All ➕ / 🗑

Included applicants will match all ▾ of the following rules:

Designation Submitted Date   ▾   greater than or e ▾   04/05/2023   ⊖ ⊕

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

Submit   Return to List Manager

DICAS
Dietetics Inclusive Centralized Application Service