



SSTU0153 – Applicants by course

Searching for Applicants by course

The **Applicants by course** screen enables you to search for applicants by their programme of study.

The screenshot shows the 'Applicants by Course' interface. It includes a search form with the following fields and callouts:

- Year:** 14/15 (Callout: Click here to select year of entry)
- App Type:** All (Callout: Click here to select application type (e.g. PG, UCAS, Summer School))
- Level:** All Levels
- School:** LifeSci School (Callout: Select your school and department)
- Dept:** Chemistry
- Course:** F1002U - Chemistry (BSC)

The interface also features a 'Set default button' dropdown, a 'Clear' button, and an 'Exit' button. A table below the search form displays a list of applicants with columns for 'Ho/O/seas', 'Received', 'Start Date', 'App No.', and 'Status'. The table shows a total of 34 applicants.

Using the Default Option

Use the default option when you want to look at specific information about a set of applicants. The default option will remain in the search criteria until the blank default option is chosen.

Select

