

Unite Education Program v10.0

Job Aid: 5423

## Edit Completion Status Information for an Application



After a person submits an application, the application record requires status updates. Even if an application is closed, you can edit application records. You can search by the stage of the applicant to find applications. Each application is on a separate tab in the Applications area of the person record. At any time after a person submits an application, you can edit the application details regardless of whether the application is open or closed, allowing you to keep application information current.


### Open the person record from an application

1. On the main menu, click PEOPLE.
2. Find and open the person record.

#### Note

You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

3. Specify search criteria to find the person.
4. In the *Applications* section, select the tab for the application you want to edit.
5. Click  .
6. Click and expand the *Completion Status* section.
7. Review and edit the *Completion Status* fields as needed.
8. Click  .

9. Click  to close the person record.

### **Related resources**

- 5433 - Perform a Person Search
- 5743 - Open a Person Record
- 5439 - Make the Same Edits to a Group of Applications
- 5440 - Make Individual Edits to a Group of Applications