

HOW TO DISPLAY INFORMATION FROM WEB ADMISSIONS APPLICATIONS IN BANNER SIS Web Application Submitted Form (SZAETBL)

General

This form is used to display and review summary information concerning the electronic admissions applications that exist for a particular person. You may only display existing data on this form. You may not update data, insert new data or delete existing data.

Related Forms

- Web Application Process Form Name (SZAEAPS)
- Electronic Applicant Search Form (SZAEIDN)

Check List

Before you proceed, you must have the following information:

- Applicant's Web ID

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Electronic Application Submitted Form" (SZAETBL)

Type the name of the form **SZAETBL** in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside { } brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Web ID	Enter or Search for the applicant's Web ID.		Applicant's temporary Web Identification	Web Application Search Form (SZAEIDN)
	2.	Recd Type			Applicant's record type. N - indicates applications submitted through unsecured Web processing	

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					(e.g. with a web ID that is NOT a McGill ID). S - indicates applications submitted through secured Web processing (e.g. Minerva).	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.	The information attached to the Web ID will default in.		
	3.	Appl No			Web Application sequence number.	
	4.	Add Date			Date the application was added or begun.	
	5.	Processed			Date the application was processed – i.e. Verified or Loaded.	
	6.	Unnamed field.			Status of the application. The top box indicates whether or not the application is complete. The middle box indicates whether or not the application has been accepted for processing (this has nothing to do with the admissions decision). The bottom box indicates whether or not the manual verification steps (including ID resolution) are complete.	
	7.	Term Code			Term code of the application	

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					application.	
	8.	Source			Source of the application.	
	9.	Appl Type			Application type. e.g. GR – Graduate, UG – Undergraduate, CE – Continuing Education	
	10.	Process Ind			Process Indicator. Indicates whether or not the application has been verified and loaded. N – None. No attempt has been made to verify or load this application. E – Error. An error has been encountered in verifying this application. V – Verified. This application has been successfully verified, but has not been loaded. P – Pushed. This application has been successfully verified and loaded.	