

# WebAdMIT: The More You Know

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Hello colleagues,

In this edition of *The More You Know: WebAdMIT Edition*, we are focusing on **Lists**.

## BACKGROUND

WebAdMIT allows you to group and manage applicants by common criteria. Once you create a list, you can access it as needed and perform various actions. Lists are dynamic and update as your applicant pool changes. The List Manager allows you to create the following two types of lists:

1. Field lists, which are based on data from the application; and
2. Composite lists, which are based on existing field lists.

## FIELD LISTS

Field lists are used to search for applicants using “and/or” criteria. For example, a user can create a list that contains female applicants who are in-state (i.e., female *and* in-state) or a list that contains applicants who reside in a regional area (i.e., MA *or* CT *or* VT *or* RI).

The screenshot shows the 'List Manager' window. At the top, there are two buttons: 'New Field List' (highlighted with a red circle) and 'New Composite List'. Below the buttons is a table with two rows. The first row contains 'NY Applicants' (Type: Field), and the second row contains 'New Applicants' (Type: Field). Each row has a small icon, a 'Show on Toolbar' checkbox (unchecked), and a toolbar with five icons: a pencil, a red X, a blue document, an envelope, and a file.

List Name	Type	Show on Toolbar
NY Applicants	Field	<input type="checkbox"/>
New Applicants	Field	<input type="checkbox"/>

## COMPOSITE LISTS

Composite lists are more advanced and query for applicants that match several criteria and/or several other criteria simultaneously. Specifically, they allow users to combine "any" and "all" functions in one list (i.e. the ability to mix "and" and "or" functions in one list). For example, a user can create a list that contains:

- All applicants residing in NY *and* in the Wait Listed Decision Code, *and*
- All applicants residing outside of NY *and* in the Deferred Decision Code.

List Manager		New Field List	New Composite List
List Name	Type	Show on Toolbar	
NY Applicants	Field	<input type="checkbox"/>	
New Applicants	Field	<input type="checkbox"/>	
Official GRE	Field	<input type="checkbox"/>	
in state	Field	<input type="checkbox"/>	
Tri State Applicants	Field	<input type="checkbox"/>	

## KEY TAKEAWAYS

Lists can be used to find applicants that meet your requirements. Lists can also be used to isolate new applicants. To do this, you can incorporate Local Statuses. Once you've worked with an applicant, place them in a Local Status. You can then use the List Manager to keep track of new verified applicants who have not yet been reviewed and placed in a Local Status.

## RESOURCES

The following sections of the [WebAdMIT Help Center](#) may also be helpful for users:

- [Using the List Manager - Field Lists](#)
- [Using the List Manager - Composite Lists](#)
- [Manage Your Applicant Pool More Efficiently: 4 WebAdMIT Features You Should Be Using Webinar](#)
- [WebAdMIT Level 1 Training: Getting Started](#)

## QUESTIONS ABOUT WebAdMIT?

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*The More You Know: WebAdMIT Edition* will be back in April with another topic!