

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 the **Applicant Search Page**.

BACKGROUND

There are many features and functions available on the applicant search page. Users can search for applicants using a variety of filters, including local status, decision code, and PharmCAS ID number. Furthermore, you can use the checkboxes in the first column of the search results to select multiple applicants and apply a variety of actions. Actions include adding the selection to the Clipboard, emailing the checked applicants, or saving the search results as a List. *Learn more about these functions in the links provided under Resources below.*

WHAT'S NEW?

1. A commonly requested new search filter has been added to the Applicant Search Page. Now, users can also search by State of Legal Residence:

The screenshot shows the 'Search Applicants' page. At the top, it displays 'Active Filters: None' and '228 applicants'. Below this, there are two columns of search criteria. The left column includes fields for Last Name, First Name, PharmCAS ID, State/Province, State of Legal Residence (which is highlighted with a red box), Email Address, Application Status, and Academic Update Status. The right column includes fields for Local Status, Decision Code, Designation Submitted, Date, Designation, Application Last Changed, On, Reviewer, Early Decision ID, and Preferred Phone Number. At the bottom of the page are 'Search' and 'Reset Criteria' buttons.

2. Users can now search by "Any Value" and "None" in many of the dropdowns on the Search Applicants page. "Any Value" works the same as the "Is Not Null" search operator in the [List Manager](#), and "None" works the same as the "Is Null" search operator. For example, when searching by "Any Value" in the Local Status dropdown, you will receive all applicants who have been assigned to any of your local statuses. When searching by "None" in the Local Status dropdown, you will receive any applicants who have no local status assigned. These values are also now available on the Search Assignments and Search Interviews pages.

Search Applicants

[Hide Filters](#) [Sort Results ▾](#)

Active Filters: None

65 applicants

Last Name	<input type="text"/>	Local Status	<input type="text"/>
First Name	<input type="text"/>	Decision Code	<input type="text"/>
PharmCAS ID	<input type="text"/>	Designation Submitted	<input type="text"/>
State/Province	<input type="text"/>	Date	<input type="text"/>
State of Legal Residence	<input type="text"/>	Designation	<input type="text"/>
Email Address	<input type="text"/>	Application Last Changed	<input type="text"/>

RESOURCES

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

- [Searching for Applicants](#)
- [Applying Search Actions to Selected Applicants](#)

QUESTIONS ABOUT WebAdMIT?

- Email: webadmitsupport@liaisonedu.com
- Phone: 857-304-2020

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