



# WebAdMIT Workflow: The Basics

Indiana University Graduate CAS

# Agenda & Learning Objectives

# Agenda

1. What is WebAdMIT
2. Workflow Overview
3. How to Find an Application
4. How to Process Your Action Lists
5. How to Add, Change & Create Local Status
6. Processing Common Admissions Decisions
7. Fee Waivers
8. Work Groups & Access
9. What's Next?



# Learning Objectives

1. Understand WebAdMIT terms and draw parallels with Indiana University admissions language.
2. Understand the difference between Application Status, Local Status, and Decision Codes.
3. Demonstrate the ability to add / change local status on an individual application, or in batch.
4. Process common admissions decisions, and defers.
5. Identify the Work Group you need access to in WebAdMIT in order to carry out your graduate admissions responsibilities.
6. Facilitate the Indiana University Graduate CAS faculty and staff onboarding process within your department.



# What is WebAdMIT

# WebAdMIT is What You Make It

It's your trusty Ford!

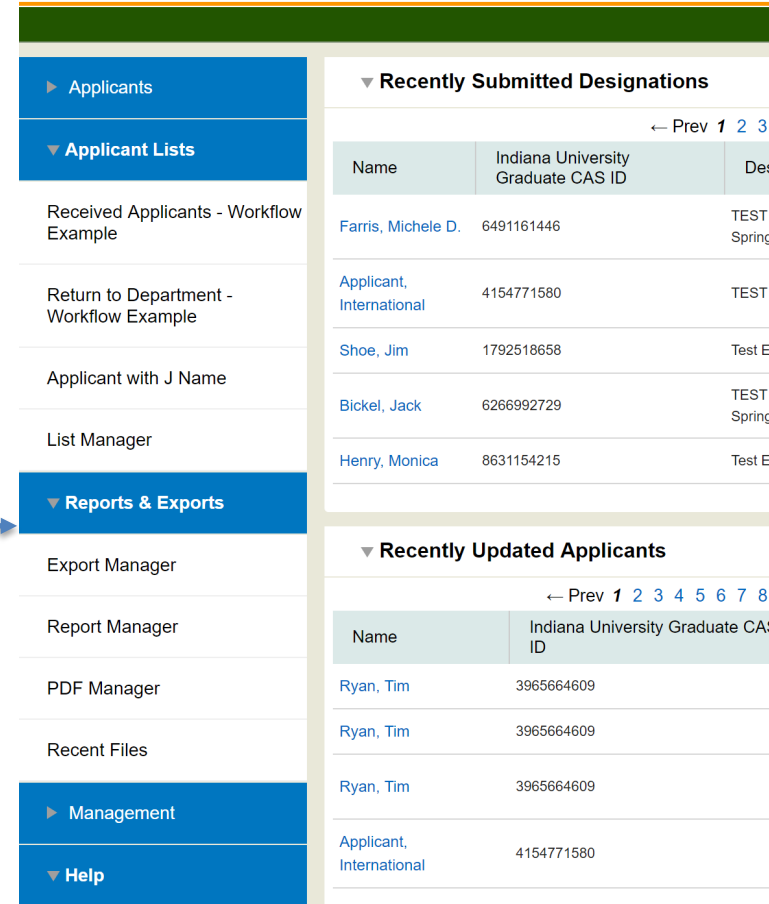


Or your Fancy Maserati



# What is WebAdMIT?

- The backend of the IU Graduate CAS (Replaces the Administrative Center found in one.iu.edu)
- Where you manage applications & communicate with applicants
- Where you process admissions decisions (your new Action List and eApp eDoc) and “route” applications to the IUPUI Graduate Office & OIA (for international applicants)
- Data & report warehouse (may replace your use of IUIE)
- An enrollment management system you can customize for your internal admissions process
- Where you access the Configuration Portal to configure your programs (designations)



The screenshot displays the WebAdMIT interface with a navigation sidebar on the left and two data tables on the right. The sidebar includes sections for Applicants, Applicant Lists, Reports & Exports, Management, and Help. The 'Recently Submitted Designations' table lists applicants with their names, CAS IDs, and designations. The 'Recently Updated Applicants' table lists applicants with their names and CAS IDs.

Recently Submitted Designations		
Name	Indiana University Graduate CAS ID	Des
Farris, Michele D.	6491161446	TEST Spring
Applicant, International	4154771580	TEST
Shoe, Jim	1792518658	Test E
Bickel, Jack	6266992729	TEST Spring
Henry, Monica	8631154215	Test E

Recently Updated Applicants	
Name	Indiana University Graduate CAS ID
Ryan, Tim	3965664609
Ryan, Tim	3965664609
Ryan, Tim	3965664609
Applicant, International	4154771580

# Glossary

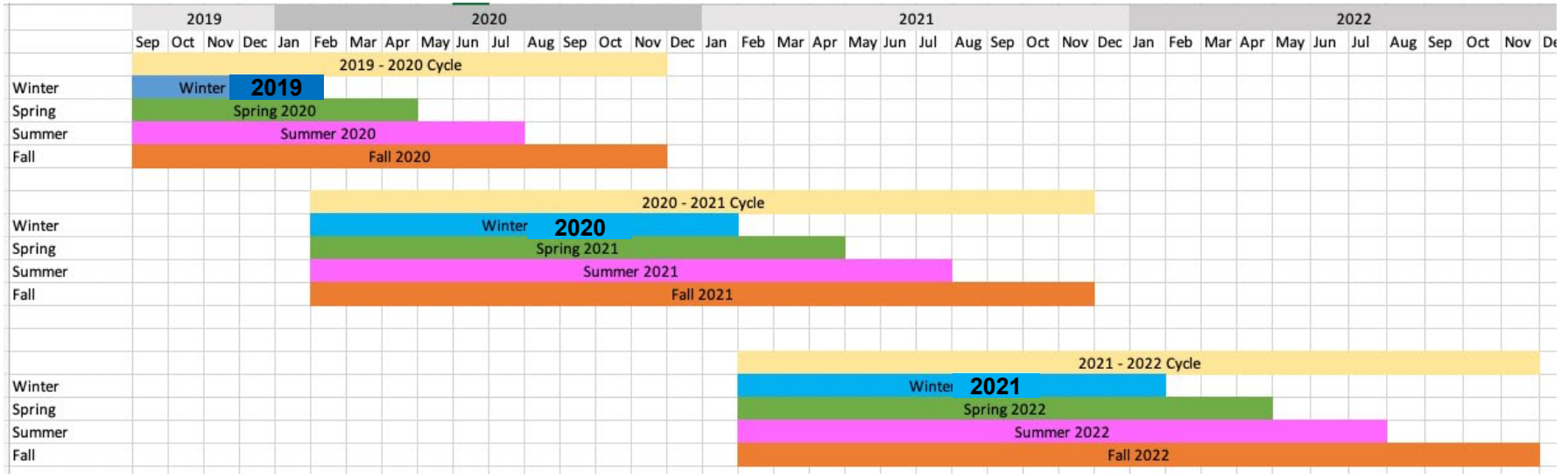
1. Program (aka Q4) – what each graduate / professional program representative creates in the WebAdMIT Configuration Portal prior to soft-launch. This encompasses SIS data required to create an application in PeopleSoft – campus, career, program, plan (and subplan as needed), and term. From the applicant portal this is titled “Program Materials”.
2. CAS Cycle - The application portal and WebAdMIT portal that contains a calendar year’s worth of entry semesters. The 19-20 CAS cycle will include applications for the following semesters: Winter 2019, Spring 2020, Summer 2020, and Fall 2020.
3. Applicant Lists – This is your Action List, and where you will process applications. Lists can be created based on Applicant Status, Local Status, Decision Codes, application fields, or a combination of fields using and/or statements to create a “Composite List”.
4. Work Group - The collection of permissions granted within WebAdMIT. A Work Group dictates what an admissions user can do, and what they can see.
5. Manual Designation – a designation administratively added to an applicant’s record in WebAdMIT in order to move the application to a new program or term in the same CAS cycle.
6. Local Status – This is how you track your applicants. This replaces the “Action”, “Reason” drop down options, and “Take Action” found on the current eApp eDoc. This is how you route applications to the Graduate Office or OIA.





# CAS Cycles – A Visual

\* New URL for the Applicant Portal for each CAS Cycle!



# Required WebAdMIT Workflow Steps



1. Log into WebAdMIT and review your required Applicant Lists
2. Process your Action Lists as needed during your admissions cycle by adding / updating Local Status
  - Add Local Status for Received and Complete applications
  - Update Local Status for Program / Term Change and Returned to Department applications as needed
3. Communication with your applicants using the WebAdMIT email template feature or outside CRM/system



# Optional WebAdMIT Steps

1. Create Optional Requirements
2. Create Optional Local Statuses
3. Create Optional Lists
4. Create Optional Custom Fields
5. Create Admissions Committee / Interview Applicant Review Forms Implement Assignments



\* Attend the WebAdMIT Advanced Class to learn more



# Workflow Overview

# Three Methods to Track Applicants

Workflow in WebAdMIT is driven by the following statuses, and in this sequence:

1. Application Status – system generated (In Progress → Complete continuum)
2. Local Status – assigned by WebAdMIT users in the departments and the IUPUI Graduate Office and OIA.
3. Decision Codes – admissions decision (tied to Local Status)



# Application Status

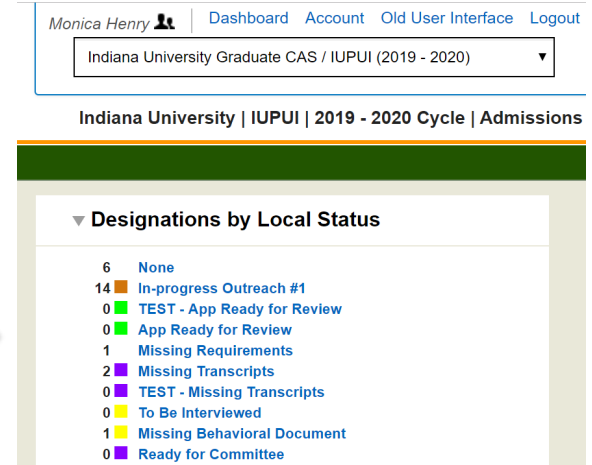
1. **In Progress**
2. **Received** – an applicant has completed all required fields / uploads and submitted the application and paid the fee. Any required and outstanding recommendations are missing (if applicable).
3. **Complete** – all required recommendations have arrived for these applicants (if applicable) and they have paid the application fee. Note: you will not have the option to manually mark an application complete BUT can use Local Statuses to track when an application is deemed Complete by your standards.
4. **On Hold**
5. **Undelivered**
6. **Manual** - Manual designations allow an applicant to be assigned a new designation within WebAdMIT. The applicant will see both their original designation and new designation in the Applicant Portal.




# Fun with Local Statuses!

1. You can create as many Local Statuses as you like to represent the granular steps within your admissions process, OR
2. You can use the pre-set “Internal Review” Local Status, that is tied the “Internal Review” Decision Code

Examples



Monica Henry  [Dashboard](#) [Account](#) [Old User Interface](#) [Logout](#)

Indiana University Graduate CAS / IUPUI (2019 - 2020) ▼

Indiana University | IUPUI | 2019 - 2020 Cycle | Admissions

### ▼ Designations by Local Status

6	None
14	In-progress Outreach #1
0	TEST - App Ready for Review
0	App Ready for Review
1	Missing Requirements
2	Missing Transcripts
0	TEST - Missing Transcripts
0	To Be Interviewed
1	Missing Behavioral Document
0	Ready for Committee



# Local Status / Decision Codes

Added by	Local Status	Decision Code	Pulled by	SIS Final?
Program	Various local statuses created by program staff to customize the internal application workflow or Internal Review	Internal Review	Program	Not final
Program 1	Program/Term Change (Manual Designation required)	Internal Review	Program 2	Not final
Program	Deny	Deny (SIS: DENY)	SIS - Batch	Final
Program	Applicant Withdraw	Applicant Withdrawn (SIS: WAPP/WBFR)	SIS - Batch	Final
Program	Recommend for Admission	Enroute	Central Graduate Office	Not final
Program	Recommend for Admissions - Term Started	Enroute	Central Graduate Office	Not final
Program	Defer - next CAS Cycle (same term next year)	Deferred - next CAS Cycle	Program	Not final
Central Admissions Office	Return to Department	Enroute	Program	Not final

Green = Program

▼ Designations by Local Status

- 6 None
- 14 In-progress Outreach #1
- 0 TEST - App Ready for Review
- 0 App Ready for Review
- 1 Missing Requirements
- 2 Missing Transcripts
- 0 TEST - Missing Transcripts
- 0 To Be Interviewed
- 1 Missing Behavioral Document
- 0 Ready for Committee
- 0 Deferred-Next CAS Cycle
- 0 Program/Term Change
- 2 Recommend for Admission
- 0 Recommend for Admission-Term Started
- 0 Deny
- 0 Applicant Withdrawn
- 0 Return to Department
- 0 Grad Office Admit-GINT
- 0 Final Grad Admit
- 0 Final Grad Conditional Admit
- 0 Final GINT Conditional Admit
- 0 Final GINT Admit
- 0 Application Ready for Review
- 26 Total

Red = Central Admissions Offices





# Decision Codes

1. You do not directly place a Decision Code – you “Take Action” by assigning a Local Status
2. Deny and Applicant Withdrawn Local Status = You are in control now – these decisions write directly to SIS each evening
3. You can search and create lists based on Decision Codes

## ▼ Designations by Decision

6	None
20	Internal Review
0	Deny
0	Applicant Withdrawn
0	Enroute
0	Deferred
0	Admit - GRAD
0	Admit - GINT
0	Final GINT Cond ADMIT
26	Total



# How to Find an Application

# Searching for an Application

1. Navigate to Applicants (left navigation bar)
2. Click Search
3. Use any of the fields seen here to search..
4. Pull a quick view lists based on App Status, or
5. Clipboard - allows users to store an ad hoc list of applicants for quick access.

**Applicants**

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Received Applicants

Complete Applicants

On Hold Applicants

Undelivered Applicants

Search Correspondence

### Search Applicants

Active Filters: None  
35 applicants

Hide Filters   Sort Results ▼

Last Name  Local Status

First Name  Decision Code

Indiana University Graduate CAS ID  Designation Submitted Date

State/Province  Designation

Email Address  Application Last Changed On

Application Status  Reviewer

Preferred Phone Number

Search   Reset Criteria

← Prev 1 2 Next →

Name & Indiana University Graduate CAS ID	Email	Designation	Appl. Status	Local Status	Decision
Applicant, International 4154771580	intapp@mailinator.com	TEST UREDSTPHD Fa 20	Received	None	None



# The Applicant Page (or eDoc)

Jim Shoe

Indiana University Graduate CAS ID: 1792518658  
Last Indiana University Graduate CAS Update on Aug 2, 2019 at 9:51 AM

Remove from Clipboard

University ID  
App Center 1234566778

- ▶ Contact Information
- ▶ Designations
- ▶ Scoring
- ▶ Assignments
- ▶ Interviews
- ▶ Documents
- ▶ Evaluations
- ▶ Personal Information
- ▶ Indiana University Graduate CAS Custom Questions
- ▶ Custom Questions
- ▶ Custom Fields
- ▶ GPA Overview
- ▶ Standard Tests
- ▶ Education

- Header: Univ. ID, App Center
- These panels may or may not contain data depending on your needs
- IU Graduate CAS Custom Questions (Q1 – 3 custom ?s)
- Custom Questions – Q4 ?s
- Custom Fields – SIS data AND data you add (Univ. ID, App Center, Residency, most recent test scores GRE, TOEFL, IELTS, GRE subject for Biology, Chemistry, Lit in English, Mathematics, Physics, & Psychology) \*Note – program / plan / subplan & term code tied to most recent CAS application! May not reflect your program info – requesting Liaison fix this!

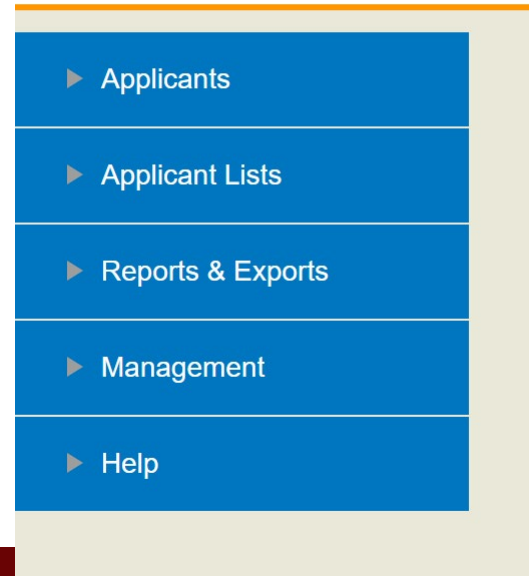


# How To Process Your Action List

# Action List Overview (Applicant Lists)

1. Applicant Lists can be created based on the following:

- Application Status
- Local Status
- Decision Codes
- Application fields (Think GPA 3.5 and higher)
- A combination of application fields using and/or statements to create a "Composite List" (Think, GPA 3.0 and higher AND those living in Indiana)



# Required Action Lists (created for you)

1. Received (Application Status)
2. Completed (Application Status)
3. Program / Term Change (Local Status) - Manual Designation
4. Returned to Department (Local Status)

The screenshot displays the Indiana University Applicant Lists interface. On the left, a navigation menu is shown with 'Completed Applicants' highlighted in green and circled in red. The main content area shows a table of 'Completed Applicants' with 9 applicants listed. The table has columns for Name & Indiana University Graduate CAS ID, Email, Designation, and Appl. Status. The 'Appl. Status' column shows a green circle with a checkmark for each applicant, indicating they are complete. A red box highlights the 'Appl. Status' column in the table.

<input checked="" type="checkbox"/>	Name & Indiana University Graduate CAS ID	Email	Designation	Appl. Status
<input checked="" type="checkbox"/>	[Redacted], Jack 6266992729	JackBickel@mailinator.com	TEST Philanthropic Studies On Campus MA Spring 2020	<input checked="" type="radio"/> Complete
<input checked="" type="checkbox"/>	[Redacted], Luke A. 6523955971	[Redacted]@iupui.edu	TEST Philanthropic Studies On Campus MA Spring 2020	<input checked="" type="radio"/> Complete
<input checked="" type="checkbox"/>	[Redacted], Dezra 2681697974	[Redacted]@iupui.edu	TEST Philanthropic Studies On Campus MA Spring 2020	<input checked="" type="radio"/> Complete
<input checked="" type="checkbox"/>	[Redacted], Michele D. 6491161446	[Redacted]@iupui.edu	TEST Philanthropic Studies On Campus MA Spring 2020	<input checked="" type="radio"/> Complete
<input checked="" type="checkbox"/>	[Redacted], Monica 8631154215	[Redacted]@iu.edu	Test Envrmtal Policy & Sustain MPA Sp 20	<input checked="" type="radio"/> Complete



# Processing Your Action Lists

## 1. Received and Completed Application Status

- IF you want to distinguish between those applications you have reviewed and are moving through your internal review process from those that are NEW you must apply an internal review Local Status that represents where this applicant is in your application review process (or Internal Review Local Status)

## 2. Program / Term Change Local Status (+ Manual Designation)

- Update to the appropriate internal review Local Status that represents where this applicant is in your application review process (or Internal Review Local Status)

## 3. Returned to Department Local Status

- Look in the Notes section in Applicant's page to determine why the application was returned
- Update with the appropriate Local Status to route back to the central office







# Optional Action Lists (you create)

1. List based on the Local Status “Internal Review”, or
2. Lists based on Local Statuses you create to facilitate your internal admissions workflow –tie to “Internal Review” Decision Code
3. In Progress applications (Application Status)
4. Deferred – Next CAS Cycle (only if your program utilizes this Local Status / functionality)

Examples

Monica Henry | [Dashboard](#) [Account](#) [Old User Interface](#) [Logout](#)

Indiana University Graduate CAS / IUPUI (2019 - 2020) ▼

Indiana University | IUPUI | 2019 - 2020 Cycle | Admissions

### ▼ Designations by Local Status

6	None
14	In-progress Outreach #1
0	TEST - App Ready for Review
0	App Ready for Review
1	Missing Requirements
2	Missing Transcripts
0	TEST - Missing Transcripts
0	To Be Interviewed
1	Missing Behavioral Document
0	Ready for Committee



# How To Add, Update & Create Local Statuses

# How to Add / Update Local Status

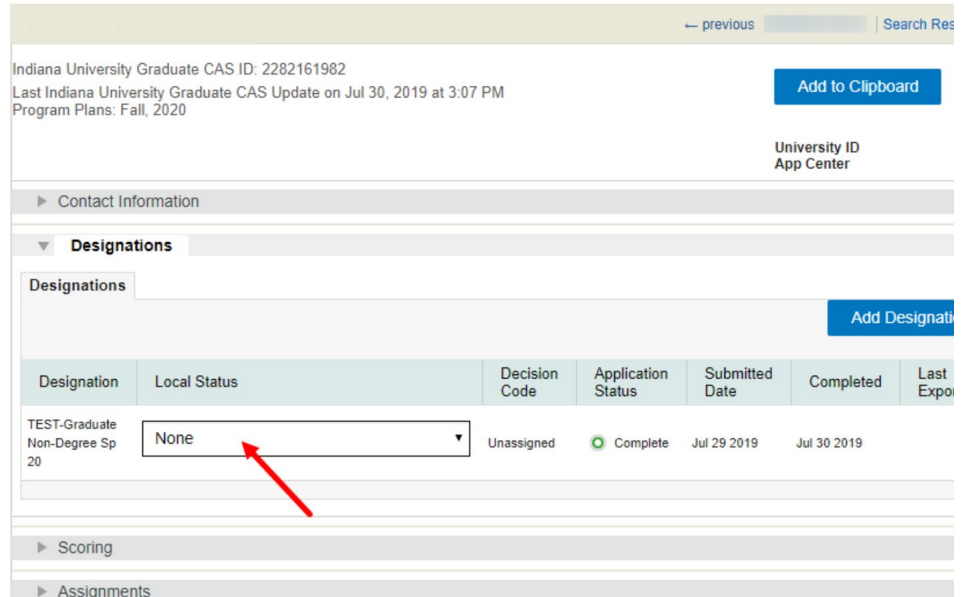
1. You must add / change local status to move an application through the admissions process (internal and / or campus)
2. This equates to “Take Action” in the current Quali workflow system
3. Your Action List (and the action list of the Graduate Office and OIA) depends on it!



# Add / Update Local Status Individually

1. Navigate to the Applicant Details page via Search or Applicant Lists
2. Go to the Designations panel
3. Use the drop down and select appropriate Local Status

**☑ DONE!**



Indiana University Graduate CAS ID: 2282161982  
Last Indiana University Graduate CAS Update on Jul 30, 2019 at 3:07 PM  
Program Plans: Fall, 2020

University ID  
App Center

▶ Contact Information

▼ Designations

Designations Add Designation

Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Expo
TEST-Graduate Non-Degree Sp 20	None	Unassigned	Complete	Jul 29 2019	Jul 30 2019	

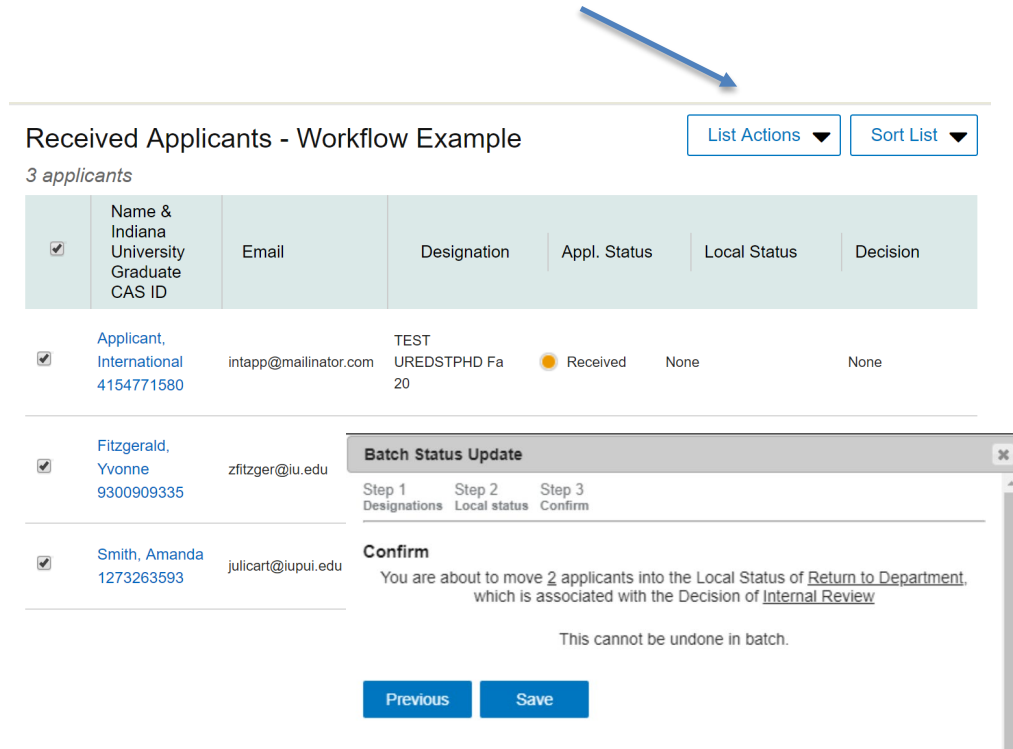
▶ Scoring

▶ Assignments



# Add / Update Local Status in Batch

1. Navigate to the Applicant List you want to process
2. Select the applicants you want to apply the Local Status to
3. Click List Actions
4. Click Change Checked Applicants' Status
5. In the window that appears, select the designation(s) you'd like this change to impact, then click Next.
6. Select the Local Status you want to add and click Next
7. **Review the changes - this action cannot be undone in batch!**
8. Click Save



Received Applicants - Workflow Example List Actions ▼ Sort List ▼

3 applicants

<input checked="" type="checkbox"/>	Name & Indiana University Graduate CAS ID	Email	Designation	Appl. Status	Local Status	Decision
<input checked="" type="checkbox"/>	Applicant, International 4154771580	intapp@mailinator.com	TEST UREDSTPHD Fa 20	<span>●</span> Received	None	None
<input checked="" type="checkbox"/>	Fitzgerald, Yvonne 9300909335	zfitzger@iu.edu				
<input checked="" type="checkbox"/>	Smith, Amanda 1273263593	julicart@iupui.edu				

### Batch Status Update

Step 1 Designations Step 2 Local status Step 3 Confirm

**Confirm**

You are about to move 2 applicants into the Local Status of [Return to Department](#), which is associated with the Decision of [Internal Review](#).

This cannot be undone in batch.

Previous Save



# How To Create a Local Status



- ✓ Log into WebAdMIT.
- ✓ Click Local Status
- ✓ Click New Local Status

A screenshot of the WebAdMIT Local Status Manager interface. The interface is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with items: Applicants, Applicant Lists, Reports & Exports, Management (expanded), Admissions Users, Work Groups, Custom Fields, and Local Status. A blue arrow points from the text "Click Local Status" to the "Local Status" menu item. The main content area is titled "Local Status Manager" and contains a table with columns: Title, Decision, Color Code, Description, and Actions. A blue arrow points from the text "Click New Local Status" to a "New Local Status" button in the top right corner of the main content area. The table contains several rows of data, including "In-progress Outreach #1", "TEST - App Ready for Review", "App Ready for Review", "Missing Requirements", "Missing Transcripts", "TEST - Missing Transcripts", "To Be Interviewed", and "Missing Behavioral Document".

	Title	Decision	Color Code	Description	Actions
⊞	In-progress Outreach #1	Internal Review	Orange		✎ ✕
⊞	TEST - App Ready for Review	Internal Review	Green	Application is ready for re...	✎ ✕
⊞	App Ready for Review	Internal Review	Green	Application is ready for re...	✎ ✕
⊞	Missing Requirements	Internal Review	None		✎ ✕
⊞	Missing Transcripts	Internal Review	Purple	Applicant did not upload tr...	✎ ✕
⊞	TEST - Missing Transcripts	Internal Review	Purple	Applicant did not upload tr...	✎ ✕
⊞	To Be Interviewed	Internal Review	Yellow	For Accelerated program only.	✎ ✕
⊞	Missing Behavioral Document	Internal Review	Yellow	Answered yes to behavioral	✎ ✕



# How To Create a Local Status - Continued

- ✓ Enter a Title (e.g. "Committee Review Required")
- ✓ Verify that the Active check box is selected
- ✓ Select the "Internal Review" Decision Code to apply to the new Local Status
- ✓ **Optional** - Select a Custom Color if you'd like to associate a color with the Local Status (We have coded central office statuses RED)
- ✓ **Optional** - Select an Email Template to link to this Local Status (Advanced Class or visit [https://help.liasonedu.com/WebAdMIT\\_Help\\_Center/WebAdMIT\\_Manual/Corresponding\\_with\\_Applicants/2\\_Email\\_Templates](https://help.liasonedu.com/WebAdMIT_Help_Center/WebAdMIT_Manual/Corresponding_with_Applicants/2_Email_Templates))
- ✓ **Optional** - Enter a Description
- ✓ **Select the Programs associated with this Local Status – If you are responsible for multiple programs this becomes very important!**
- ✓ Click the Create button
- ✓ Now all of the Local Statuses will appear on the Local Status Manager page. To edit a local status, click the pencil icon. Your New Local Status can only be created by those in the Director of Admissions Work Group for your department.



# Processing Common Admissions Decisions



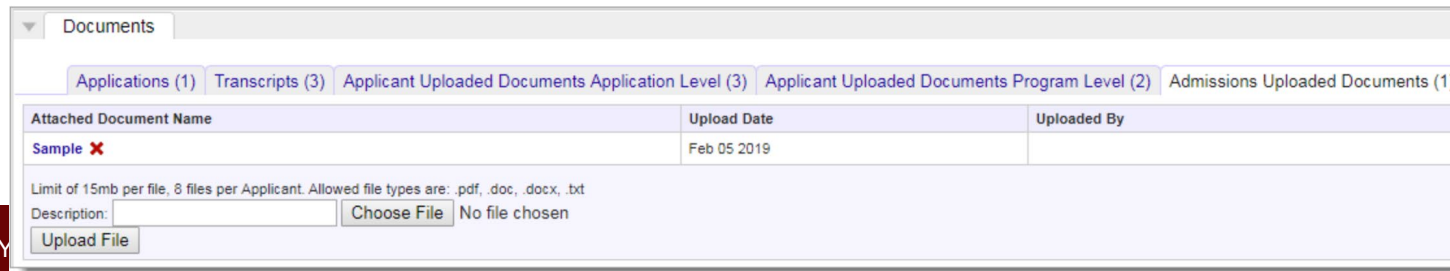
# Recommend for Admission

1. Upload required documents to the Applicant's Detail Page (the new eDoc) if applicable (e.g. departmental admission letters, exception requests, funding letters, FCA reports etc.)
2. Change the Local Status to "Recommend for Admission"
3. This change in Local Status will allow the applicant's file to now appear in the central graduate office's Action List.
4. International student - once the central graduate office processes the admissions they will update the Local Status that populates the Office of International Services / Admission Action List.



# How to Upload Documents

1. Those in the Application Processor and Director of Admissions Work Groups may upload additional documents for internal use.
2. Navigate to the Applicant Page.
3. Navigate to the **Admissions Uploaded Documents** subpanel and enter a description (name).
4. Click **Choose File** to find and select the document on your computer, then click **Upload File**.
5. \* These documents will NOT be included in the Full Application PDF.



The screenshot shows a web interface for uploading documents. At the top, there is a dropdown menu labeled 'Documents' and a series of tabs: 'Applications (1)', 'Transcripts (3)', 'Applicant Uploaded Documents Application Level (3)', 'Applicant Uploaded Documents Program Level (2)', and 'Admissions Uploaded Documents (1)'. Below the tabs is a table with three columns: 'Attached Document Name', 'Upload Date', and 'Uploaded By'. The table contains one row with the text 'Sample X' in the first column and 'Feb 05 2019' in the second column. Below the table, there is a text area for 'Description:' with a 'Choose File' button and the text 'No file chosen'. At the bottom, there is an 'Upload File' button. A note above the description field states: 'Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt'.

Attached Document Name	Upload Date	Uploaded By
Sample X	Feb 05 2019	

Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt

Description:   No file chosen



# Deny

1. Change the applicant's Local Status to "Deny" (individually or using Batch Action).
2. This Local Status is tied to the Decision Code "Deny" and will write to SIS overnight.
3. **This status is final – these applications do NOT route anywhere after you add this Local Status.**
4. **You will not be able to undo this without contacting your central admissions office or international admissions.**



# Withdraw

1. Change Local Status to “Applicant Withdrawn Before Admission”
2. This Local Status is tied to the Decision Code “Applicant Withdrawn” and will write to SIS overnight.
3. **This status is final – these applications do NOT route anywhere after you add this Local Status.**
4. **You will not be able to undo this without contacting your central admissions office or international admissions.**



# Defer Admissions Decision

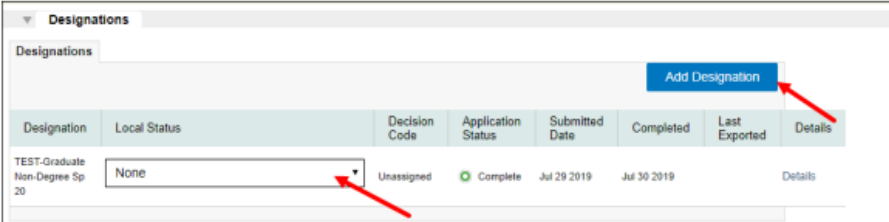
1. It's Complicated! See Page 11 – 14 of the Workflow Training Document for full details.
2. We recommend applicants complete a new designation (Q4), because only limited application data will be available if you utilize #3 or #4.
3. Defer to another term within the same CAS cycle - update the local status to “Program/Term Change” and add the new program/term designation manually using Manual Designation (next slide)
4. Defer to a **same term** in the next CAS cycle - update Local Status to “Defer - next CAS Cycle”. Program code, start term, and start year (+1) must match. Note that for deferred applicants in the new cycle, only the Applicant Header, Contact Information, and Designations panels contain data. You would navigate back to the previous CAS Cycle in WebAdMIT to view full details.
5. Deferring start term processed AFTER admission decision made – contact your central graduate / international office. **\*If the student is international you MUST notify the Office of International Affairs or there could be major delays in processing VISA documentation.**



# Manual Designation

1. Can be used to update term and program within SAME CAS Cycle
2. Makes most sense when it is the same program and you are updating term!
3. You have to have permissions to manage both designations to do this.
4. You can also contact the Graduate Office to process Manual Designations
5. You will always apply the Local Status of Program/Term Change.

1. Go to the **Designations** panel on the desired *Applicant Details* page.



Designation	Local Status	Decision Code	Application Status	Submitted Date	Completed	Last Exported	Details
TEST-Graduate Non-Degree Sp 20	None	Unassigned	Complete	Jul 29 2019	Jul 30 2019		Details

2. Assign the initial program a **Local Status** of **Program/Term Change**.
3. To change the program in WebAdMIT, click the **Add Designation** button.



# WebAdMIT Access

# Work Groups

1. You can only be in 1 Work Group – choose wisely
2. The Work Group title does not always reflect your title
3. Visit <https://graduate.iupui.edu/doc/faculty-staff/UniCAS/UniCAS-workgroups.pdf>





# Request Access

1. Identify your Work Group
2. Complete the required FERPA tutorial and sign the Acceptable Use Agreement – if needed.
3. Navigate to the WebAdMIT Access request form - <https://survey.graduate.iu.edu/machform/view.php?id=58203>
  - This will be added to the University Graduate School Add / Remove User eDoc for new staff
4. Complete the form and click the Submit button BEFORE August 30<sup>th</sup>!
5. Access will be protected through the use of Single Sign On – users will need to Duo authenticate.
6. Access to WebAdMIT production environment – September 9<sup>th</sup>





**What's Next?**

# The Extras

1. Invitation Codes – used to apply after the deadline
  - Request through Liaison - <https://fs21.formsite.com/riretonliaison-intlcom/g8jp5mspd3/index.html?1565727447459>
  - Within 2 business days Liaison will produce the invitation code file and send it to the campus user.
2. For IUPUI campus only – application fee disbursement and fee waiver billing quarterly
3. Liaison International – Monthly Release Notes and Trainings
  - Note – we may not be able to enable new functionality until the following CAS cycle



# Fee Waivers

1. Fee Waivers – See <https://graduate.iupui.edu/doc/faculty-staff/UniCAS/UniCAS-fee-waiver-training.pdf>
  - 3 Options - Coupon Codes, Q4 trigger question, \$0 application fee – billed quarterly
  - Coupon Code Request Form <https://survey.graduate.iu.edu/machform/view.php?id=57248>
    - 1 code per applicant – request a batch of codes for each CAS cycle
- The Military Status question will automatically receive a fee waiver granted by the University IF “Active Duty”, “Veteran” or “Member of Reserve or National Guard” is selected.
  - You will not be billed for these applicants.



# Advanced WebAdMIT Topics

1. Customizing WebAdMIT for your admissions process
2. Creating Requirements
3. Creating Custom Fields
4. Creating email templates
5. Creating Assignments and Interview Forms
6. More on Local Statuses
7. Reports and Visual Analytics



# Additional Resources

1. View the [recording](#) of this Webinar on *The Basics*.
2. Workflow Training Document - <https://graduate.iupui.edu/doc/faculty-staff/UniCAS/UniCAS-workflow.pdf>
3. IU Graduate CAS FAQ Page for Faculty and Staff - <https://graduate.iupui.edu/faculty-staff/cas.html>
4. WebAdMIT Help Center - [https://help.liaisonedu.com/WebAdMIT\\_Help\\_Center](https://help.liaisonedu.com/WebAdMIT_Help_Center)
5. Coming Soon – Applicant Help Center and Operations Manual



Thank you for your partnership on launching the Indiana University Graduate CAS!

For more information contact your campus trainers:

Monica Henry - [mlhenry@iu.edu](mailto:mlhenry@iu.edu)

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