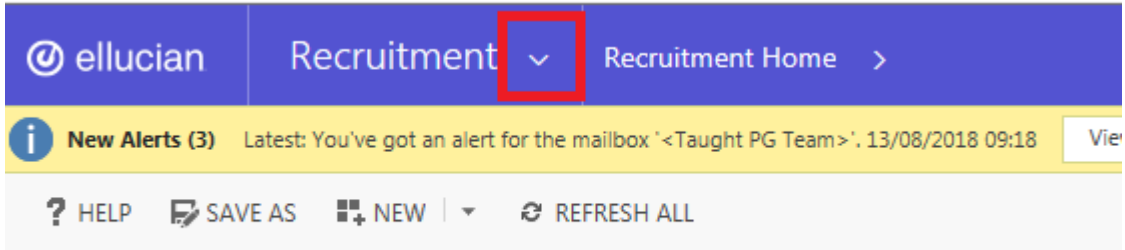
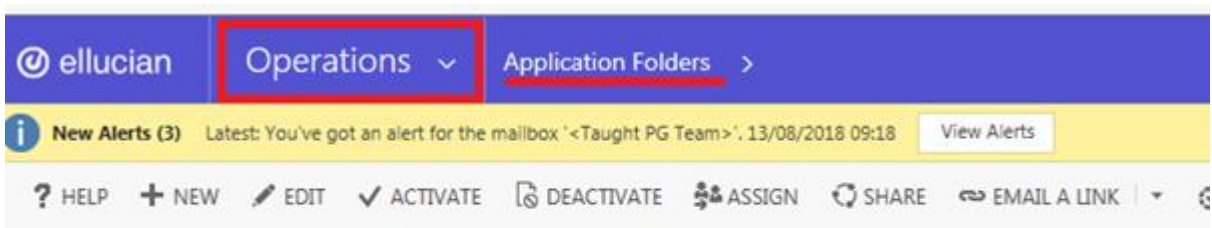


# How to Search for a Student

1. At the top of the screen select the arrow next to Recruitment (as pictured below)



2. Select Operations, this will be a blue tab.
3. Once you have selected the blue tap select the Application Folders option. Can be found under processing (If done correctly it will show as below)



## ✦ NUIG - Active Application Folders ▾

4. Ignore the red box below. There is a search box right above it. Type \* followed by the student's name

lers ▾

Search for records

App...	Prospect	Application	Folder Status	Application...	Proposed Decision	Decision Status	NUIG Student St...	Created On	Application For...	Agency	Application...	Query Adm...
		JULIUS SEMANDA	ba664932066c9	Application in progress	No			20/12/2018 09:54				
ers		Sapreeth Syani sarthoo...	cd3a7d8f0cd13f9	Application in progress	No			20/12/2018 09:47		NewOrinds	No	
ers		Mehri Mevani	39934616479c3823	Application in progress	No			20/12/2018 09:43		NewOrinds	No	
ers		Mithun Mukesh Thakkar	cd8e8942e4b054e	Application in progress	No			20/12/2018 09:38		Mentors Circle	No	
ers		Yue Huang	a5ee320999a4026e	ADM - Non-EU Taught	Yes			20/12/2018 09:38	Non-EU	Shinyway Education	No	
ers		Carlweert Elur	883a0c5ba7114b9c	Application in progress	No			20/12/2018 09:31		Future International L...	No	

A red box highlights the search icon (magnifying glass) in the table header, located to the right of the "Query Adm..." column.