RELEASING DECISIONS

In the Reader Bins, you will likely see many applications that are not applicable to what you are working on. We can use Filters to weed out these applications. This guide will be most valuable after you have viewed the MyAdmissions Introduction and Login video, the MyAdmissions Reader video, and the HR Toolkit.

NAVIGATION

After logging into myUFL, use the following navigation path to reach the Reader Bins:

myUFL > NavBar > Main Menu>	Quick Links > MyAdmissions >	• Reader, then select the Reader,	and on
he right select Browse.			

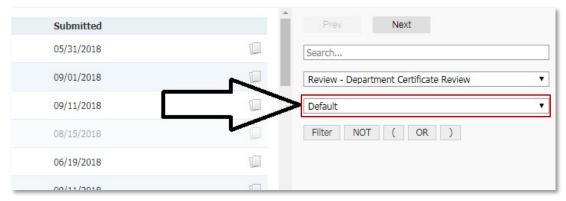
PROCESS

 Once you are in the Reader, select your workflow and a bin. For this example, we will select the Department Certificate Review bin in the workflow. This displays a list of outstanding records to be reviewed at the department level.

Certificate Review				
Review	Decision Hold	Decision		
Current Student College Review	Admissions Review	Admit 44		
Department Certificate Review 476	\triangleleft	Deny 4		
		Cancel		

2. **BEFORE YOU ADD YOUR FILTER:** Select the view that will make this bin the most helpful for you. Image displays Default. Generally, the view will be the application type: Graduate View, Certificate View, etc.

If you change the view selected **AFTER** you have set your filter, the filter will be removed. You must complete step 2 before moving to step 3.





3. Click Filter button.

Submitted	, i	Prev Next
05/31/2018		Search
09/01/2018		Review - Department Certificate Review
09/11/2018		Default
08/15/2018		Filter NOT (OR)
06/19/2018		\wedge
09/11/2018		11
06/21/2018		L .

4. Use the **Search** option to narrow down the options. Select the filter, then click **Continue**.

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oups 🗹 Pinne	d Filters 🗹 Local Filters	
inned Filters		Edit Pinned
Local Filters		
Application Created	Application Status	Application Submitted
Bin	Bin Timestamp	Bin Timestamp
College Name	Concentration with student group	Decision Recommendation
Degree Level Name	Major Name	Major Name
PaCE Readmissions	Residency Decision	Residency Pledge
Round	Round Key	Round Key
Term Name	UFID	UFID
UFID	Workflow Bin	
Local Filters / Prospects		
Admissions Credentials	Citizenship (Primary)	Citizenship (Secondary)
Citizenship (Secondary)	Citizenship Status	Event
Event Category	FE Exam Pass/Fail (max verified)	Has Bachelor From Accredited Institution
Has Course by Grade	Has Degree From Accredited Institution	Has Form/Event Registration

5. Next select one or more values to include in the final view. This example is for term names.

Edit Filter		
Term Name	IN	•
Search	Spring 2017	
Show Selected	Summer A/C 2017 Summer B 2017 Fall 2017 Spring 2018 Summer A/C 2018 Summer B 2018 Fall 2018 Spring 2019	
	Summer A/C 2019	-

6. After the values are selected, click Save. Displayed will be a list of applications within your bin that meet the criteria that was set using the filters.

FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu Policies and Directives Office of Admissions 352-392-1365 my-admissions@ufl.edu