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 the right select **Browse**.

PROCESS

1. 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.
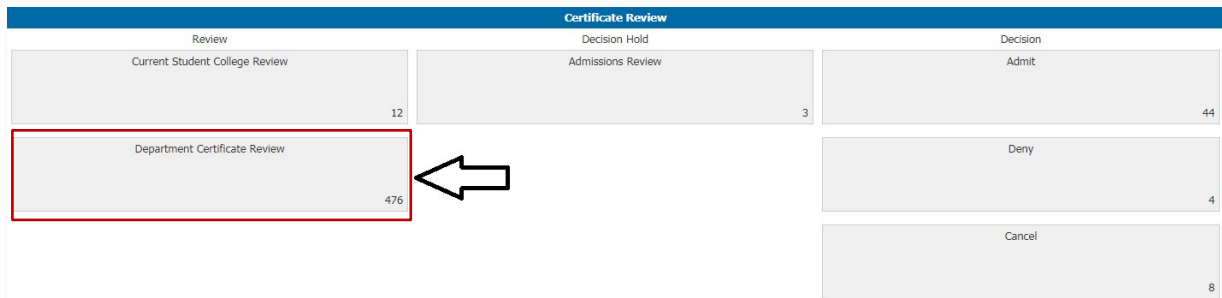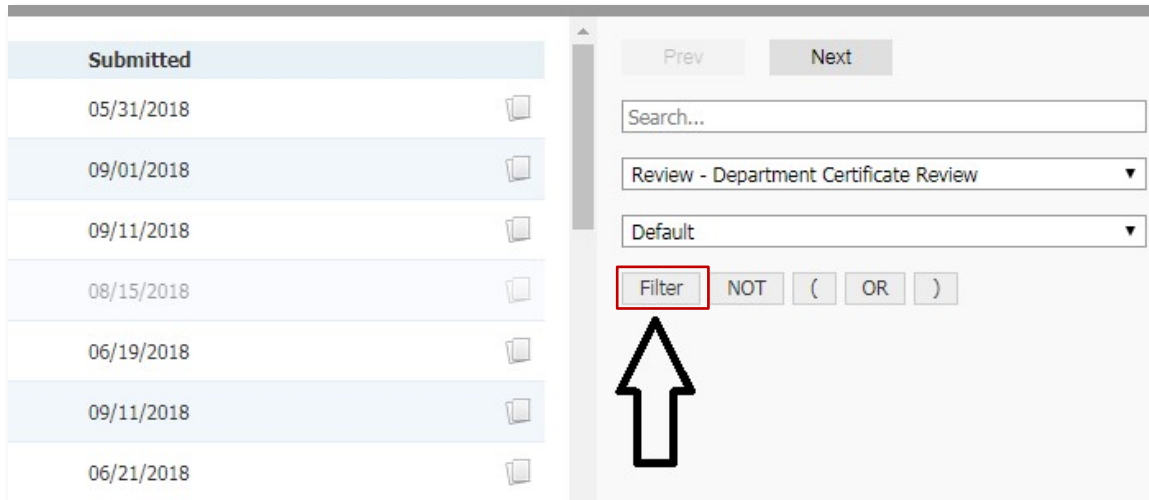

2. **BEFORE YOU ADD YOUR FILTER:** Select the view that will make this bin the most helpful for you. Image displays Default. Generally, the view will be the application type: Graduate View, Certificate View, etc.
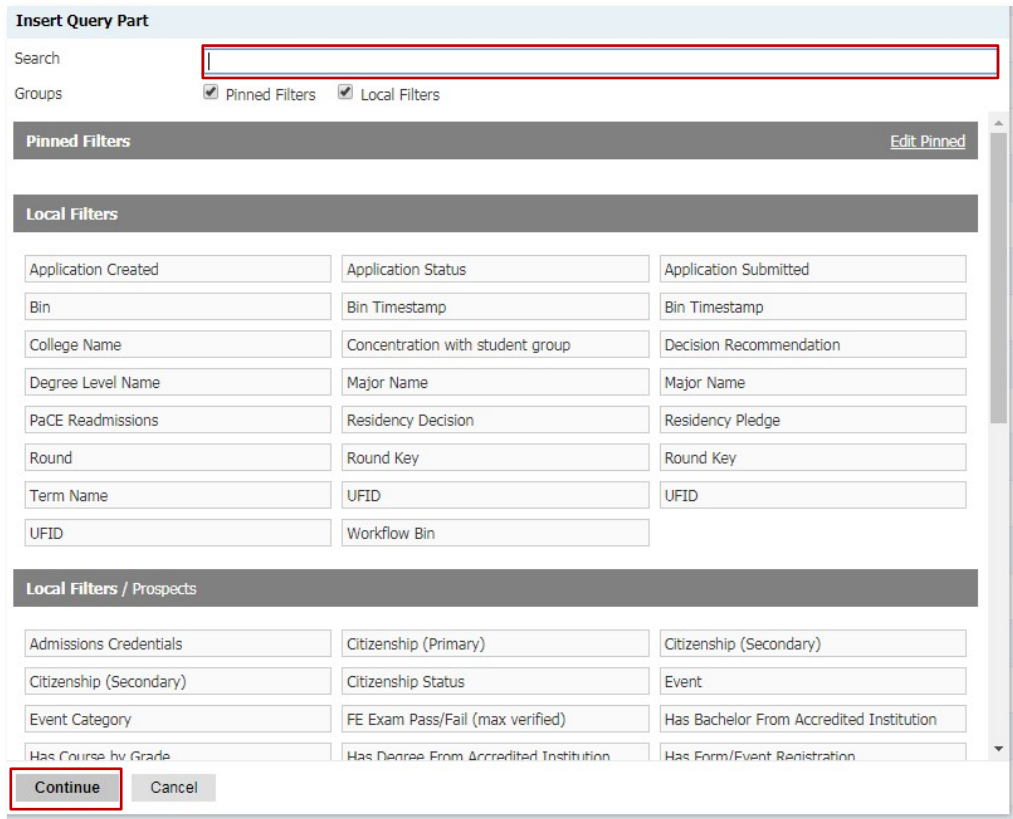
   If you change the view selected **AFTER** you have set your filter, the filter will be removed. You must complete step 2 before moving to step 3.
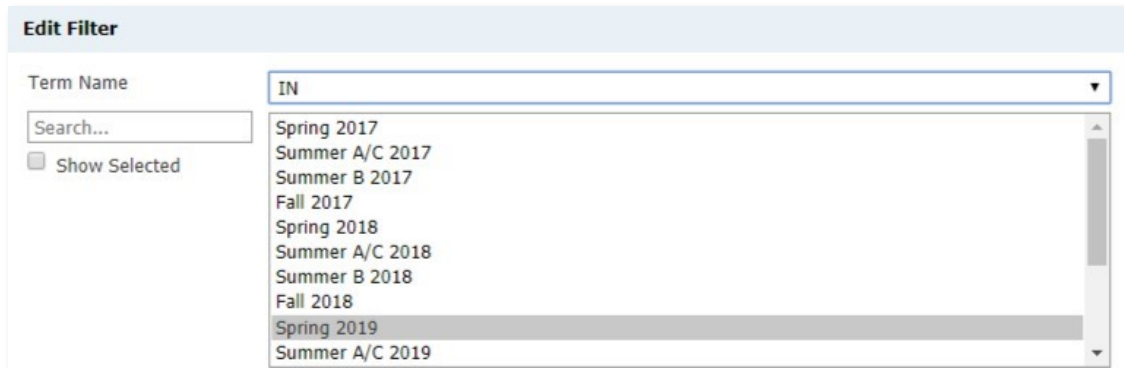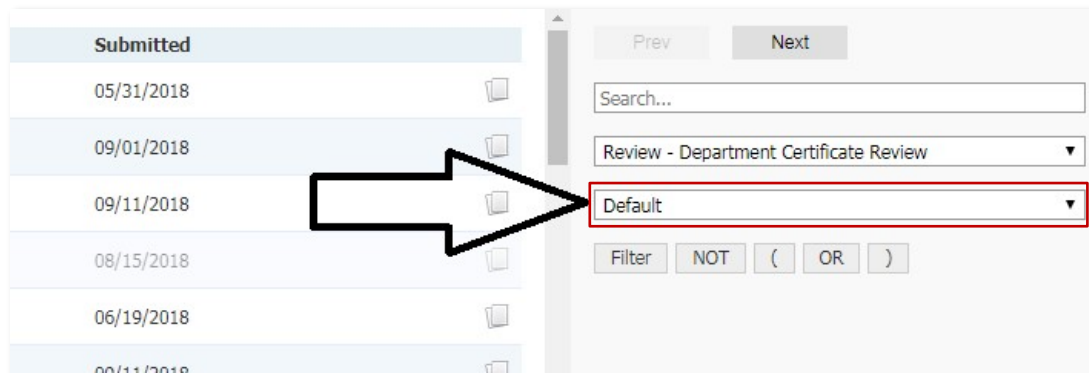
3. Click **Filter** button.

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

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

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