

Creating a custom application view in an individual opportunity that uses the General Application-

Select the “Applications” tab in the opportunity. Below is the “Complete View” for these applications. This means there is a column for each question on the General Application and for the data imported from Banner.

Award Management Site Opportunity Stewardship ML ?

Details Questions Qualifications **Applications** Communications Reviews Post-Acceptance

Bonhomme Scholarship
Fall 2021 | Ended 7 days ago

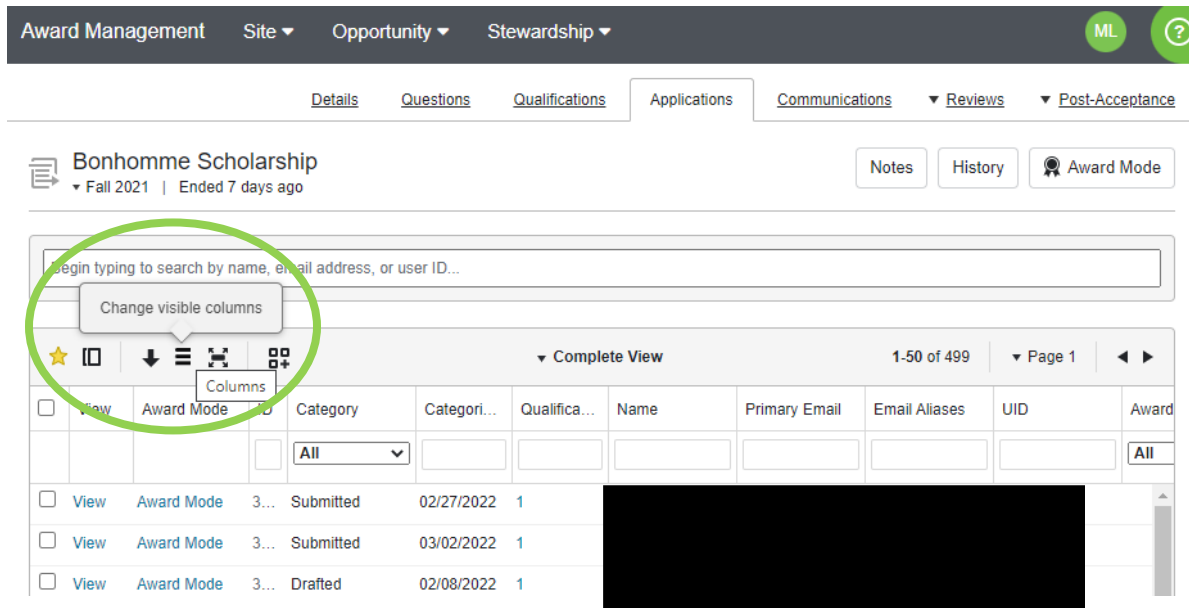
Notes History Award Mode

Begin typing to search by name, email address, or user ID...

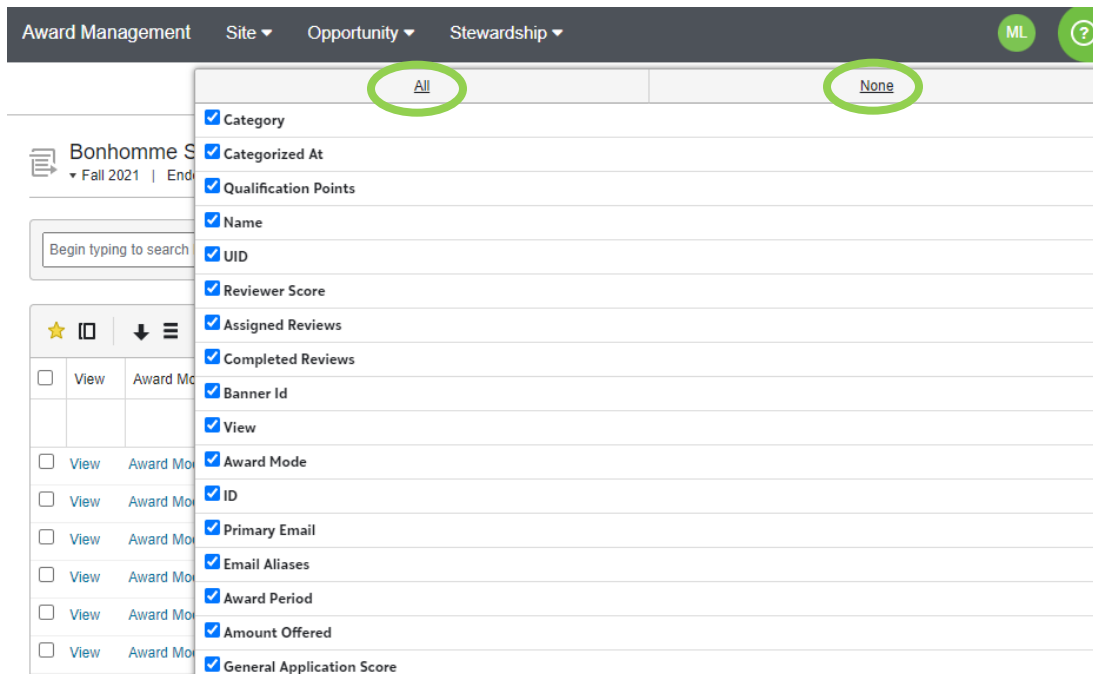
Complete View 1-50 of 499 Page 1

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award
<input type="checkbox"/>				All							All
<input type="checkbox"/>	View	Award Mode	3...	Submitted	02/27/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	03/02/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Drafted	02/08/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	02/24/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	02/17/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	02/04/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	01/29/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	02/07/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Drafted	01/14/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Drafted	01/14/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	01/08/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	01/24/2022	1					
<input type="checkbox"/>	View	Award Mode	3...	Submitted	01/24/2022	1					

You can create a new, custom view that will show the information that you need by changing the visible columns. Select “Change visible columns” and you can select “All” columns or “None”, depending on what you need in our view.



Select the information points that you need. You can select as many or few as you need and each information point will be a column in your view.



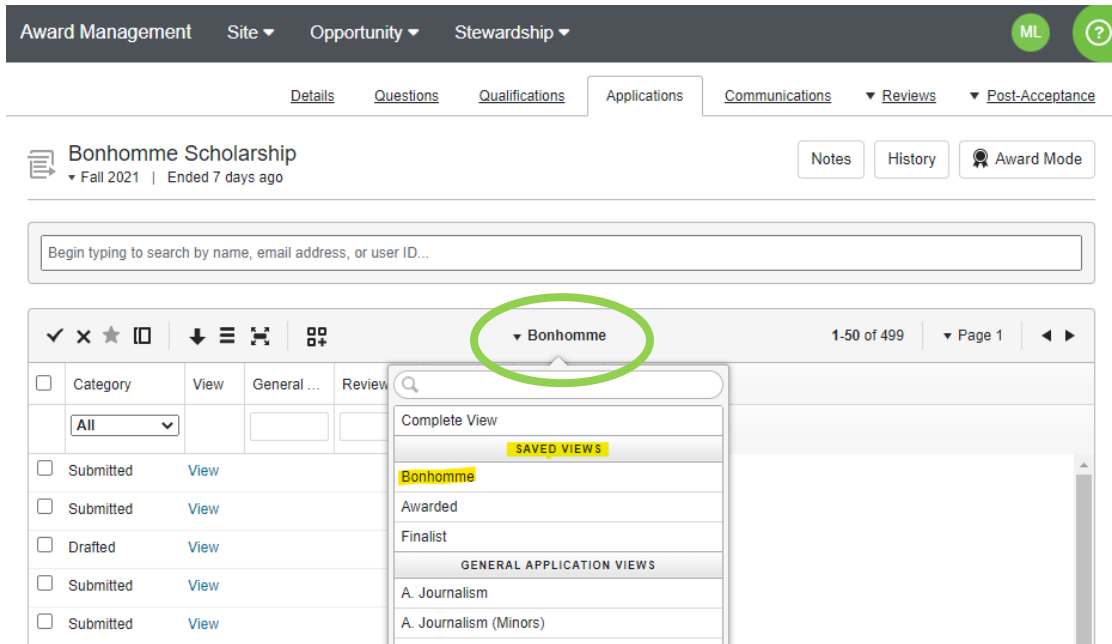
When you have selected all the information points that you need, click outside of the list of points. Select “Create new view from the current grid state” and create a name for your custom view.

The screenshot shows the top navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. Below it are tabs for 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. The main header displays 'Bonhomme Scholarship' with 'Fall 2021' and 'Ended 7 days ago'. There are buttons for 'Notes', 'History', and 'Award Mode'. A search bar is present with the placeholder text 'Begin typing to search by name, email address, or user ID...'. Below the search bar, a button labeled 'Create new view from the current grid state' is circled in green. The main content area shows a table with columns: Category, View, General..., Reviewe..., Assigned..., Qualifica..., and Name. The table is currently in 'Complete View' mode, showing 1-50 of 499 items on Page 1. The table has a 'Submitted' row with 'View' links and numerical values in the 'Assigned...' and 'Qualifica...' columns.

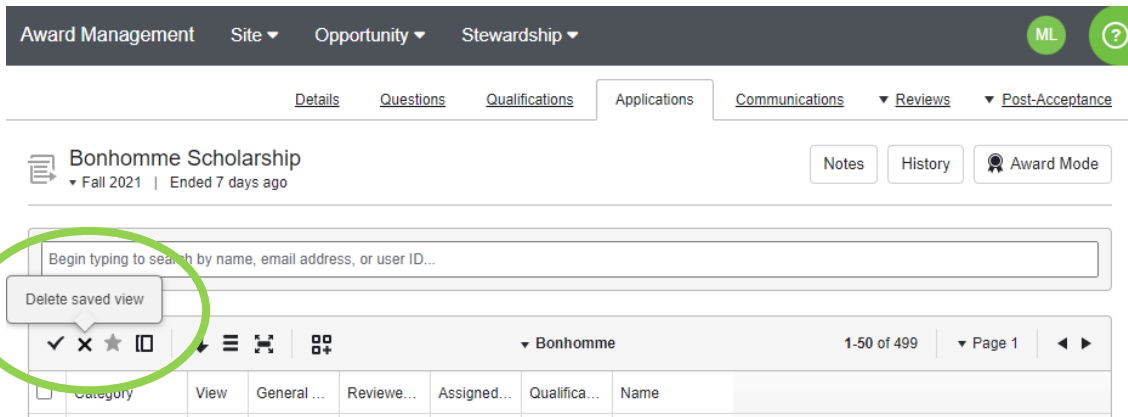
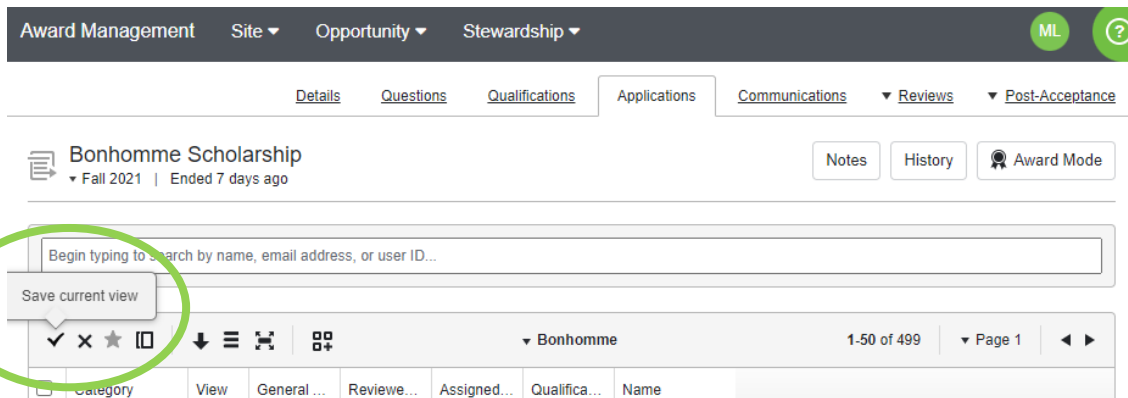
This screenshot shows the 'Create New View' dialog box overlaid on the scholarship page. The dialog has a title bar with 'Create New View' and a close button. It contains a 'Name' label and a text input field with the text 'New View Name'. A blue 'Create' button is located at the bottom right of the dialog. The background page is dimmed.

This screenshot shows the 'Create New View' dialog box with the text 'Bonhomme' entered in the 'Name' input field. The 'Create' button is still visible at the bottom right. The background page remains dimmed.

You can then see and select your custom view under the list of “Saved Views.”

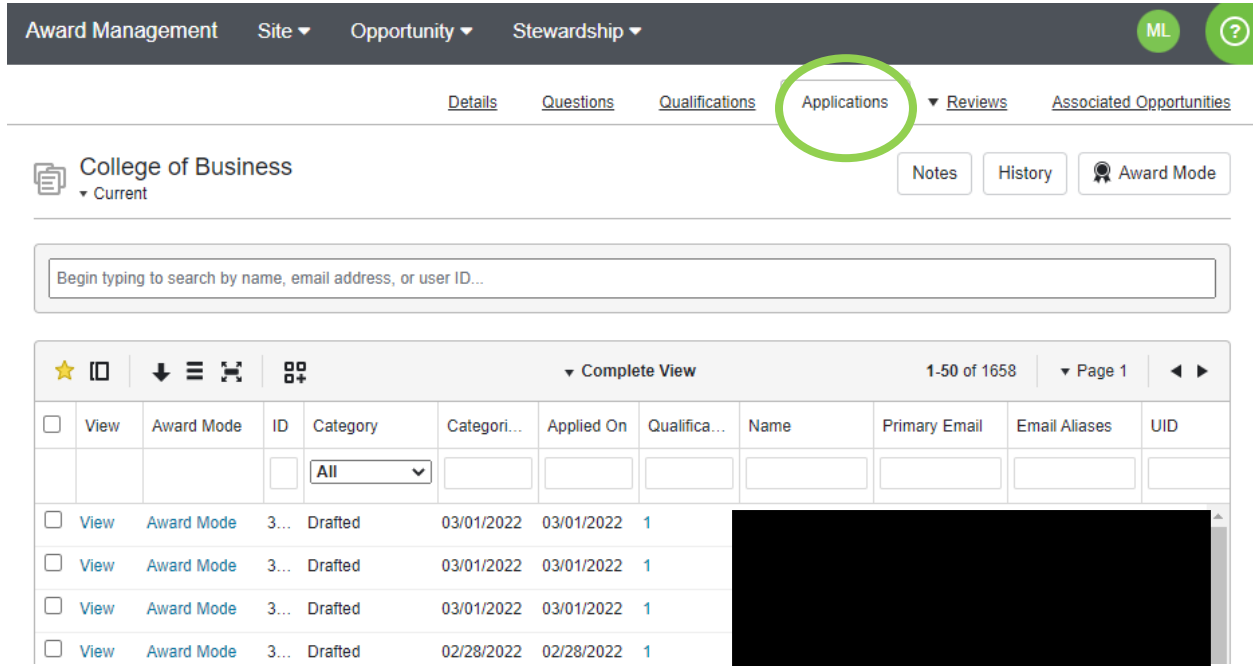


You can update your custom view at any time by selecting different information points and changing the columns in your view. You can then select “Save current view” to update your saved view. If you are no longer using a custom view, you can select “Delete saved view.”



Creating a custom application view for all opportunities that are under a Conditional Application-

Select the “Applications” tab within the conditional application and follow the same steps as creating a view in an individual opportunity.



The screenshot shows the 'Applications' tab selected in a conditional application interface. The top navigation bar includes 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. The 'Applications' tab is circled in green. Below the navigation bar, there are tabs for 'Details', 'Questions', 'Qualifications', 'Applications', 'Reviews', and 'Associated Opportunities'. The 'Applications' tab is active. The interface shows 'College of Business' and 'Current' status. There are buttons for 'Notes', 'History', and 'Award Mode'. A search bar is present with the placeholder text 'Begin typing to search by name, email address, or user ID...'. Below the search bar, there is a table with columns: View, Award Mode, ID, Category, Categori..., Applied On, Qualifica..., Name, Primary Email, Email Aliases, and UID. The table shows four rows of data, all with 'Drafted' status and dates from 02/28/2022 to 03/01/2022. A large black redaction box covers the right side of the table.

View	Award Mode	ID	Category	Categori...	Applied On	Qualifica...	Name	Primary Email	Email Aliases	UID
<input type="checkbox"/>	View	Award Mode	3...	Drafted	03/01/2022	03/01/2022	1			
<input type="checkbox"/>	View	Award Mode	3...	Drafted	03/01/2022	03/01/2022	1			
<input type="checkbox"/>	View	Award Mode	3...	Drafted	03/01/2022	03/01/2022	1			
<input type="checkbox"/>	View	Award Mode	3...	Drafted	02/28/2022	02/28/2022	1			

When you create a view within a conditional application, you cannot make changes or updates to this view in an individual opportunity. You need to go back to the conditional application “Applications” list to make those changes to the view.