

Reviewing Applications by Last Name (for queues greater than 500)

- 1) Within Perceptive Experience Workflow, select “(Ready for Review)” queue and click on the search field.

The screenshot shows the top of the Perceptive Experience Workflow interface. A search bar is labeled "Search in Clinical Psychology PhD (UMBGA Ready for Review):". Below the search bar, a dropdown menu is open, showing the following options: "Time In Queue", "Student ID", "Student Name", and "Term". The "Student Name" option is highlighted with a red circle.

- 2) Select “Student Name” in the search field dropdown (do not use default “Name”).

The screenshot shows the search field dropdown menu open. The "Student Name" option is highlighted with a red circle. The dropdown menu also shows other options: "Name", "Added to workflow date", "Added to workflow date range", "Any document key", "Document creation date", "Document creation date range", "Type", "Drawer", "Student ID", "Term", and "Plan".

- 3) Enter letter to search for last names with that letter.

The screenshot shows the search field dropdown menu open. The "Student Name" option is selected. The "starts with" dropdown menu is open, showing the letter "s" highlighted with a red circle. The "Add" button is also highlighted with a red circle.

- 4) Select search and review last names with letter; repeat A-Z.

The screenshot shows the search field dropdown menu open. The "Student Name starts with 's'" option is selected. The "Search" button is highlighted with a red circle.