

Categorise an Application

While still in an application, it is possible to adjust the application's category and status. These are used for the following purpose:

Application Category: This field is typically used to place the application into a group of categories with a view on reconsidering it in future. Examples are Professional, Technical etc.

Application Status: Before submission, all applications start out as **Not Submitted Yet** until they are submitted upon which their status turns to **Application Submitted**. The other statuses can be used arbitrarily.

There are two ways to classify an application.

On the Application Itself

- On the **Application Received** page, click on **Action** and then **View/Edit Application**

[On the Application Itself](#)

Add Application page

- Locate the **Classify the Application** section and set the application's category and status as required

[Add Application page](#)

From the Applications Received Page

- Return to the **Applications Received** page and locate the specific application.
- In the application record, find the two fields **Move to Category** and **Change Status To** and adjust as required.

Manage applications for a position.

[Advertisement List](#) > [\[Ref: 3\] Administration Trainee](#)

Detail Documents Applications Letters CVs

Show advertisement detail

Filter the applications

Add Applicant View All Applicants' Profiles Select Candidates from CV Database

Applications

Send to selected applicant(s)

Select	Action	Reference	Surname	Name	Employee Number	E-mail Address	Move to category	Change Status to
<input type="checkbox"/>	Action	7 - External	Kruidenier	Marli		<input type="text" value="marli.kruidenier@gm..."/> Send Email	<input type="text"/>	Appointed <input type="button" value="Appoint Applicant"/>

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