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

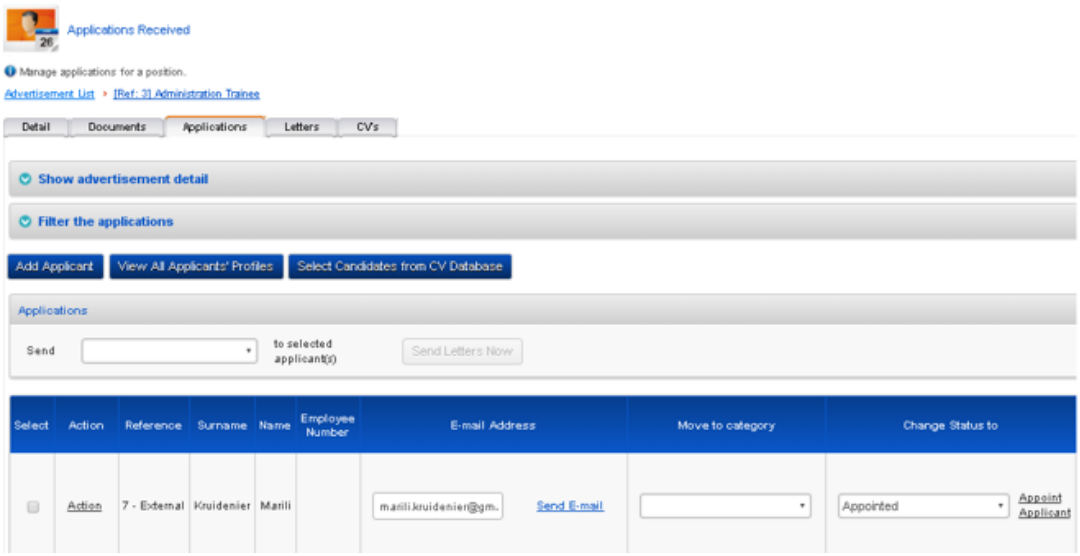
Add Application page

- 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**.**



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