

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](#)
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](#)
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.



Applications Received

Manage applications for a position.

[Advertisement List](#) > [Ref: 31 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) [Send Letters Now](#)

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

Revision #1

Created 28 March 2021 16:28:05 by Lizette Lotter

Updated 28 March 2021 16:28:41 by Lizette Lotter