

WebNow Quick Reference

- Access WebNow at <http://webnow.unomaha.edu:8080/webnow> and log in with your NetID



- At the top of the page two links are displayed, both described below.



- **Documents** This link is used to search for documents whether in your workflow queue or not. On the left you will see the list of the programs, and four views to aid in searching for files.

- In Progress All
- In Progress By Term
- Post Admission Decision Students
- Search by NUID

The *In Progress All* and *In Progress By Term* allow you to view the incomplete applications. The *Post Admission Decision Students* allow you to search for all admitted or denied students, and finally the *Search by NUID* allows you to search for any student file if you have the NUID.



- **Workflow** This link is used to access the application files that have been sent to the graduate program committee for review. The evaluation form is included within the file.

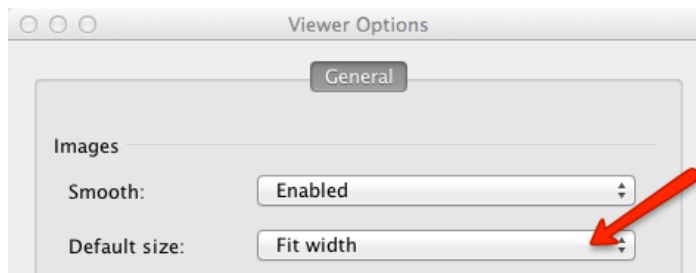
Dra...	Student N...	NU ID	Plan	GS Admit Term	GS App Center	Type	Pages
GS St...	Beam, James	0906...	BSADMBA	1148	GRAD	GS Appl S...	4



The application term and Application Center (INTL indicates international applicant, GRAD indicates domestic applicant) are new pieces of information. All columns can be sorted to ease your search by clicking the column header.

How to Review Applications for all WebNow users

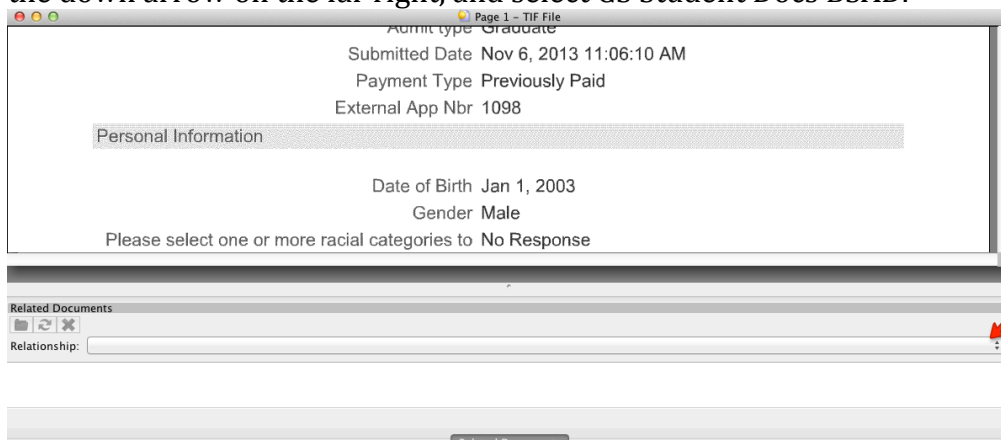
- An email will be sent to the graduate program chair and designee when files are ready for review.
- Click on the Workflow icon at the top of the screen.
- Click GS Graduate Admissions on the left under Workflow.
- Click on the appropriate department queue (example: GS Accounting). Only one document will display per applicant.
- Double click on the document you wish to review.

- To set the default view for all documents, click on the File dropdown menu and click on Options, then change the Default size to Fit width.



-
- The application summary will display.
 - To move from page to page, click on the blue arrow on the bottom of the page. 
 - To zoom in or out click the  icons on top of the image..
 - In the View dropdown menu select Resize to Fit to Width and the document will appear at larger in the window.
- To view the additional documents in the applicant file, click on Related Documents from the View drop down menu A split screen will appear. Click

the down arrow on the far right, and select GS Student Docs BSAD.



- The list of documents tied to the application you are reviewing will display in the box. To open the documents, double click on the item. It will appear in a new window. Please note: More than one document can be opened at a time, allowing for an easier review process.
- To print any of the documents, open each document and click on the printer icon at the top of the page.

NU ID	Student Na...	Plan	Created	Type
09069767	Beam, James	BSADMBA	11/15/13 3:0...	GS Resume
09069767	Beam, James	BSADMBA	11/19/13 11:...	GS College Tr...
09069767	Beam, James	BSADMBA	11/19/13 11:...	GS Score GMAT
09069767	Beam, James	BSADMBA	12/3/13 11:3...	GS Appl Sum...
09069767	Beam, James	BSADMBA	12/3/13 11:3...	GS Resume

- The evaluation form is within the applicant file. To access it, under the View dropdown menu click, Forms. The graduate program committee chair and one other designee within each program has update access to the form. All others can view the form only.
- At the top of the page is a Refresh button, this must be clicked everytime the form is opened. This populates the form from the admission information that exists in PeopleSoft.



- The top portion of the form includes information from PeopleSoft. This includes information on the term they are applying, the major and concentration. In addition, the education history is listed along with entrance exam scores and percentiles for the GRE and GMAT. If the applicant has taken an exam multiple times, all scores will be displayed.

- The Admissions Recommendation section is where the admission decision is noted.

Admissions Recommendation
Recommend Category of Admission

? **Unconditional**
 ? **Provisional** (Add Provisions Below)
 ? **Unclassified**

Provisions of Admission:

Foundation Courses:

Other Requirements:

Assigned Advisor:

? **Deny Admissions** To our program for following reason(s),

? Scholastic Record
 ? Low English Proficiency

? Insufficient Prerequisites
 ? Other ?

? Space/Enrollment

? **Withdraw** this applicant who is no longer under active consideration

Additional Comments (including change of admission term):

- The Provisions of Admission, Foundation Courses, Other Requirements are not available until either Unconditional, Provisional or Unclassified is clicked. If admitting the applicant, the Advisor needs to be added to the Assigned Advisor field. Other options are to Deny or Withdraw the applicant.
- The bottom Additional Comments box allows you to include additional information regarding the application. Items which might be included in this box is a change in the admission term or a change in the concentration.
- To submit the admission recommendation, click on the Workflow dropdown menu and click Route Forward. This will forward the recommendation to graduate studies where it will be reviewed and acted on. If there are questions, the file will be sent back to your workflow queue with comments noted on the bottom of the form.