

PTCAS WebAdMIT Training Session Agenda - Summer 2013

Subject to Change

8:30 AM - Getting Started

1. Introduction
2. <https://ptcas2014.webadmit.org>
3. Make sure everyone has a login and some form of access
4. Quick tips

9:30 AM - Dashboard

1. Menu Bar (basic rundown)
2. Applicant and Status Channels

10:30AM - Management

1. Admissions Users
2. Custom Fields
3. Local Status
4. Local GPA
5. Prerequisite GPA
6. Requirements
7. Scoring
8. Assignments
9. Interviewing
10. Email Templates and Addresses

12:00 Noon to 1 PM - Lunch

1:00 – Guest Speaker

1. Presentation
2. Questions and Answers

1:30 - Applicants

1. Search
2. Search Assignments
3. Clipboard
4. On Hold Applicants
5. Undelivered Applicants
6. Search Correspondence
7. Applicant Details Pages

1:30 PM - Applicant Lists

1. List Manager

2:00 PM - Reports and Exports

1. Export Manager
2. Mailings
3. Report Manager
4. Recent Files

2:30 - One on One Setup Help

4:30 – End of Session