

How to Re-Assign an Application to Another Contact Record

On the current application, click on the magnifying glass beside the prospect name:

Application
85de96c3e451bd43

Term: Spring 2016 Program: Biology, Bachelor of Science
Location: Murray State - Main Campus Source: Web Site

Basic Information

Prospect*: Ifeoma Princess Maduewesi Application Type*: MSU International Application
Application Processor*: Shawna Thomas

Application Status

Application Status*: Marked Complete Is Disqualified:
Submitted On: 10/5/2015 4:28 AM Submitted By: Murray State University
Marked Complete On: 10/5/2015 11:14 AM Marked Complete By: Murray State University
Edited On: 10/9/2015 9:42 AM Edited By: Trisha Mahr

Do a search for the Contact record you're needing to assign it to (the one with the M#) and select their record, then click OK:

Look Up Record
Enter your search criteria and click Search to find matching records. Filter your results and view different columns of data by using the View options. Then, select the record you want and click OK.

Look for: Contact Show Only My Records:
View: Contacts Lookup View
Search: *Princess

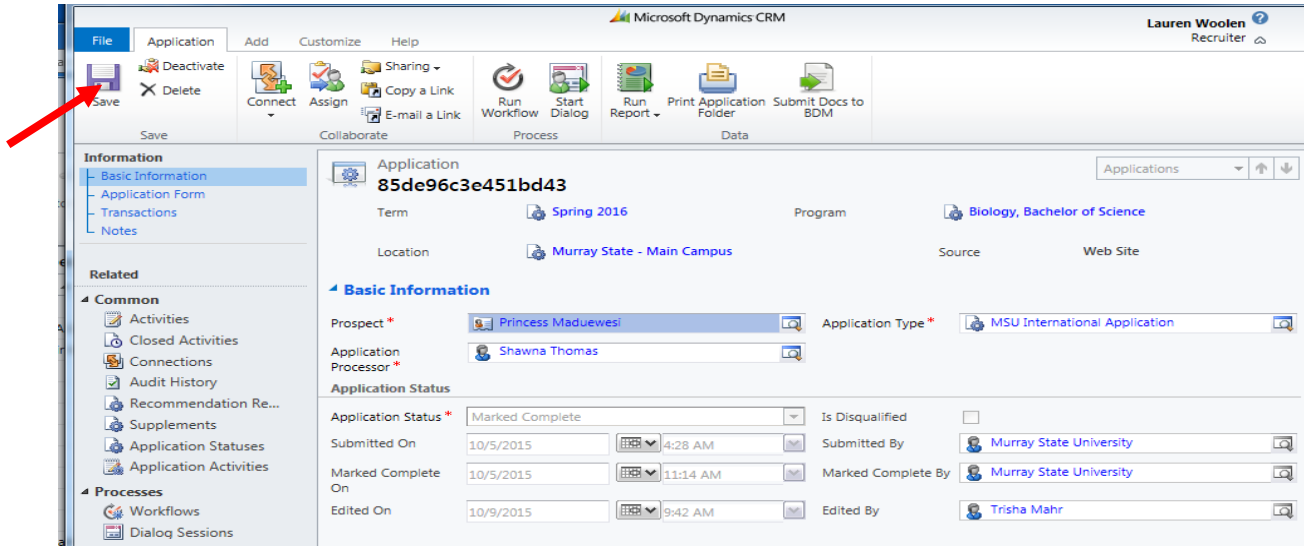
	Full Name ▲	erpid	Birth Date	Email Address
<input type="checkbox"/>	Princess Johnson		10/13/2013	johnsonprincess2014@gmail.com
<input type="checkbox"/>	Princess Jones		7/10/1993	princess101@yahoo.com
<input checked="" type="checkbox"/>	Princess Maduewesi	M00233818	3/5/1998	maduewesii@yahoo.com
<input type="checkbox"/>	Princess Marshall		12/3/1999	princessmarshall@ymail.com
<input type="checkbox"/>	Princess Noel		11/30/1996	beautynoel1@yahoo.com
<input type="checkbox"/>	Princess Orr		5/16/1997	princess_orr@yahoo.com
<input type="checkbox"/>	Princess Stark		4/13/1999	pstark17@lausanneschool.com
<input type="checkbox"/>	Princess Umayam		6/2/1997	heyitscesss@gmail.com
<input type="checkbox"/>	Princess Yates		10/31/1996	yatesprincess@yahoo.com
<input type="checkbox"/>	Priya Patel		3/8/1998	princess4708@yahoo.com
<input type="checkbox"/>	Sabrina Traylor		7/8/1999	princessbinat@yahoo.com
<input type="checkbox"/>	Stephanie McNeill		6/8/1997	princessofthewaves68@gmail.com

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Properties New OK Cancel Remove Value

https://recruiteradmin.murraystate.ei Trusted sites | Protected Mode: Off

Hit save at the top of the application. The application will now be assigned to the previous Contact record.



Contact Recruiter support to merge the two Contact records so the External User ID info and other internal fields get resolved properly. The new application information will overwrite the information on the Contact record.