

The following outlines the process of viewing documents for undergraduate admissions. This process will enable staff to view any supporting documents uploaded into PeopleSoft Student Administration. Also included are instructions to run a query to produce a report listing what documents have been uploaded and direct links to view the document or view the checklist.

[Student Admissions](#)

[Application Evaluation](#)

[UofC Web Electronic Documents](#) link.

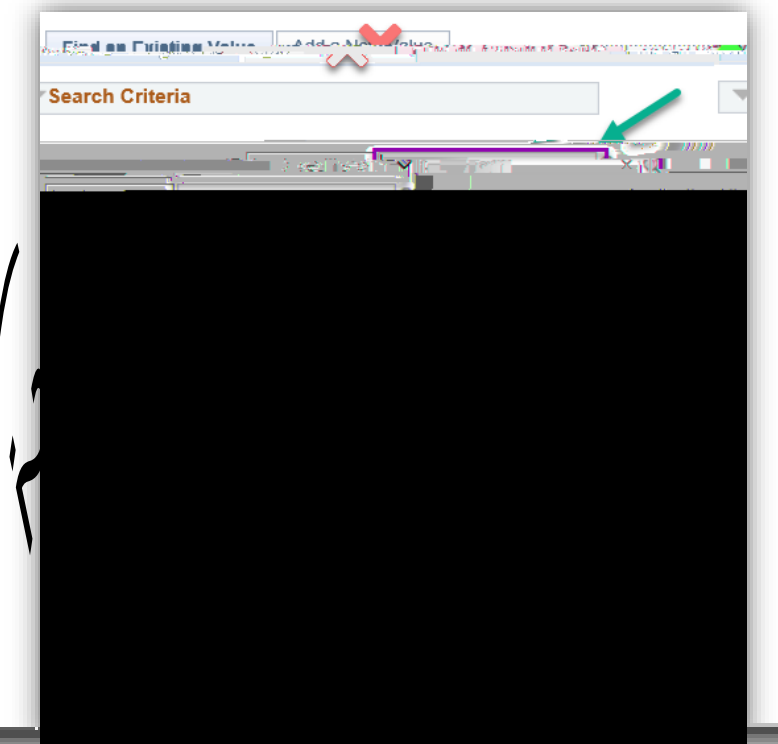
[UofC Web Electronic Documents](#)

4. Click the [Maintain Adm Upload Document](#) link.

[Maintain Adm Upload Document](#)

5. Enter the student ID number and press Search or Enter. Do not select Add a New Value. *Note: For FOIP reasons some information has been removed.* Click the [Search](#) button.

[Search](#)





8. Note the Document Name will display as well as the uploaded date. To view the uploaded document you can click on the "View" link. Click the



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20.



24. The Upload Document will list any previously uploaded document. You can view the supporting document. *Note: It may be necessary to check Synergize if the document is not included here.*

25. A new window opens to display the uploaded document. Close the window after viewing. Click the **Close Window X**.

26. Close the window to return to Maintain Adm Upload Doc page.

### **Report Viewer – Query UCAD\_WC\_ALL\_DOCS\_SRCH\_EMPLID**

This query will produce a report displaying results for supporting documents that have been uploaded a student. Direct links to View Uploaded Document and View Checklist are included in the query.

1. From the Main PeopleSoft menu, click the **Reporting Tools** link.

2. Click the Query link.

3. It is recommended to use Query Viewer, avoid using Query Manager or Schedule Query. Click the **Query Viewer** link.

4.



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# Viewing

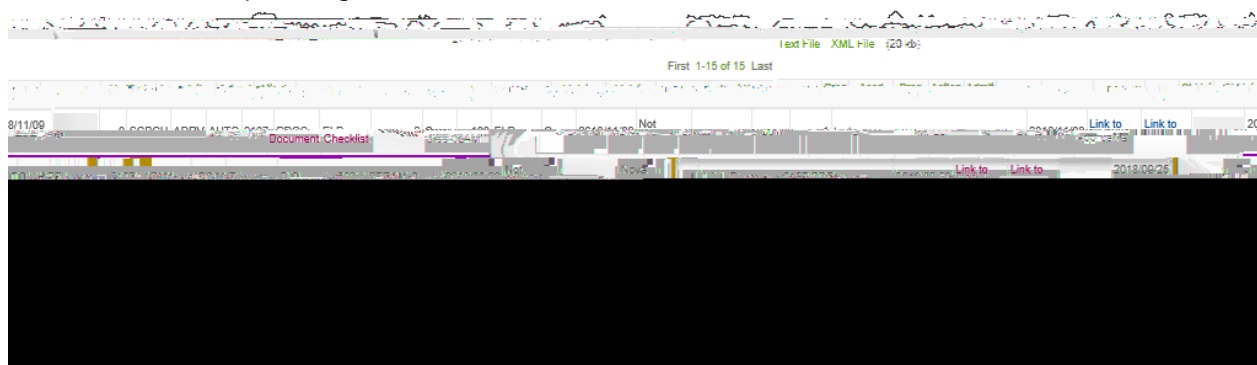
12. Details of the uploaded document and the corresponding checklist codes, etc. display. To view the document, click the

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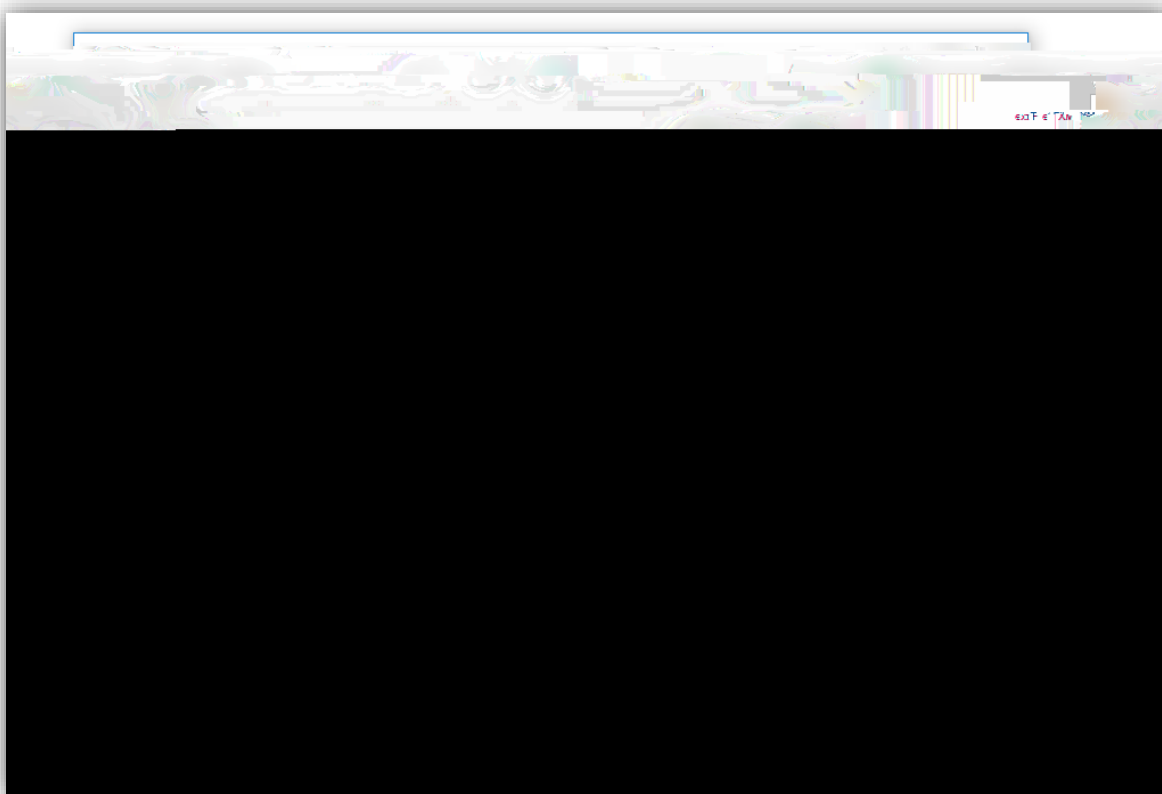
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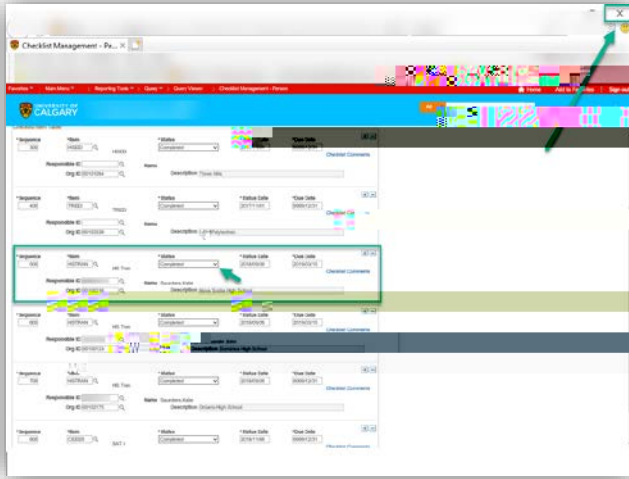
14. To view the corresponding checklist item, click the [Link to the Checklist](#).



15. The checklist will open in a new window.



16. To view the details of the corresponding checklist is completed indicating the transcript has been completed (e.g. Nova Scotia). **Close the window** to return to the Query Report.



### End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.