

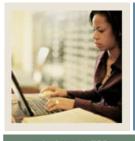
Quick Recruit Form (SRAQUIK)

ID: @00010034 Tomas, Inez Recruitment Term: 200710 Fall 2006 Generate ID:				
Quick Recruit Addresses Interests, Sources, Contacts Default Options				
✓ Enter Address Birth Date: 12-DEC-1987 Gender: Male Citizenship: ▼ ● Female Ethnic: ▼ ● Not Available Prefix: Suffix: Legacy: ▼ High School: 391033 ▼Downingtown Senior High School Graduation Date: ■ ●	Recruit Data Term: 200710 Sequence Number: 1 Student Type: N ♥ New First Time Recruit Status: 00 ♥ Undetermined Recruit Type: EAC ♥ East Coast Recruit Type: HR ♥ Honors Student Admissions Type: ♥ Applied: N			
Record 1 of 1 Curriculum Record 1 of 1 Term: 200710 Fall 2006 Program: BA-ENGLISH College: AS © College of Arts & Sciences Catalog Term: 200710 Fall 2006 Level: UG © Undergraduate Degree: BA< Bachelor of Arts Priority: 1 Campus: M < Main M Main				
Priority: 1 Status: INPROGRESS Attached to Major: Image: Comparison of the status of the				

Procedure

Follow these steps to perform a Quick Recruit.

Step	Action	
1	Access the Quick Entry Form (SAAQUIK).	
2	Click the Generate ID icon.	
3	Enter values in the Last Name, First Name, and Middle Name fields.	
4	Enter the address information.	
5	Enter the social security number in the SSN/SIN/TIN field.	
6	Enter the person's birthday in the Day, Month, and Year fields.	
7	Click the Gender field.	
8	Select a gender type from the list.	
9	Click the Duplicate Check icon.	
10	Click the Yes button.	
11	Click the OK button.	



Using Quick Recruit

Job Aid (Continued)

Jump to TOC

Procedure, continued

Step	Action		
12	Enter the current term in the Term field.		
13	Click the Next Block icon.		
14	Enter a value in the Citizenship field.		
15	Enter a value in the Ethnic field.		
16	Click the Search icon in the High School field.		
17	Enter the high school name in the Name field.		
18	Click the Execute Query icon.		
19	Double-click in the Type field for the high school you want to select.		
20	Enter the current term in the Term field in the Recruit Data block.		
	<u>Note</u> : The defaults associated with this term populate the form. If you need to set up defaults, click the <u>Default Options</u> tab. This feature is beneficial if you are entering multiple recruits with similar characteristics. The defaults set on this tab will remain in effect unless you clear them using the Clear Defaults icon.		
21	Complete the form.		
	IF the remaining fields	THEN	
	are entered by default	Go to step 27.	
	need to be entered	Go to step 22.	
22	Enter a value in the Student Type field.		
23	Enter a value in the Recruit Status field.		
24	Enter a value in the Recruiter field.		
25	Enter a value in the Recruit Type field.		
26	Enter a value in the Admissions Type field.		
27	Enter a value in the Program field.		
	<u>Note</u> : The remaining Curriculum and Field of Study values should default based on the program. If that does not happened, enter these values manually.		
28	Click the Save icon.		
29	Click the OK button.		
30	Review the Communication Plan Change window.		
31	Click the Save icon.		
32	Click the Return button.		
33	Click the Exit icon.		