**Adding an Application to your Queue**

To take and action on an application, you must first have the application in your queue. If you are looking at applications from a list view within the Awaiting Materials bin, you can add one or multiple applications to your queue. Just click anywhere on the application row - selected rows will be highlighted in dark blue – then in the top right corner, the number of selected applications is indicated in parenthesis on the “Add to Queue” button. When satisfied, click “Add to Queue.”

Or, if you already have an application open in the reader, you will see an “Add to Queue” button on the left-hand side of the thin gray bar at the very bottom of the screen. Once you add it to your queue, you will see a similar button to the one you just clicked, called “Review Form/Send to Bin” on the right-hand side of the thin gray bar. Click this make the review form appear.
How to Waive your Department Entrance Exam

The Waive Department Entrance Exam form is only accessible in the Awaiting Materials bin. The form looks exactly like the regular Pre-Review form, but with the extra heading and question at the top for the entrance exam waiver.

To mark departmental entrance exams as “Received,” select “Yes” in the drop-down menu. This will mark the checklist item as “Waived” on the applicant’s checklist of missing materials, which they can view via their applicant portal.

If you, as the GSC, are not ready to review the application yet you can skip the “Pre-Review Comments” section. It will be available in all the Dept Review bins.

If you are only waiving the entrance exam and are still waiting on other materials from the applicant – such as recommendations – you can select “Awaiting Materials (current)” form the Next Bin drop-down. This will waive the exam but keep the application in Awaiting Materials until all other outstanding materials are in, when it will then automatically move into the 1 Dept Review bin.

If you want to waive the exam and are ready to review the application, you can select “1 Dept Review” from the Next Bin drop-down. Don’t forget to hit SEND for either scenario.