

Step 1. Login to www.atlas.gatech.edu.

Step 2. Navigate to the **Admin Console** and select **Application Finder**.

The screenshot displays the Admin Console interface for the Office of International Education at Georgia Tech. The header includes the GT logo and the text "Office of International Education". The main navigation bar contains a search bar labeled "Search Applications", a hamburger menu icon, the text "Admin Console", and a user profile labeled "FLSA Reviewer" with a settings gear icon. The dashboard features four key metrics: "76 Applications Created" (in the last week), "0 Itineraries Starting" (in the next week), "0 Itineraries Ending" (in the last week), and "47 Applications Completed" (in the last week). The left sidebar menu includes "Applicant", "Administrative", "Admin Console" (highlighted with a red box), "Reviewer Console", "Applications", and "Public Site". The main content area is titled "Applications" and lists "Analytics", "Application Finder" (highlighted with a red box), "Reviewer Console", and "Review Audit".

Step 3. Filter student application search results.

The screenshot shows the 'Application Finder' interface. At the top, there is a dark blue header with the text 'Application Finder'. Below the header is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar, there are several icons: a funnel icon (highlighted with a red box), a refresh icon, a document icon, a gear icon, and a checkbox labeled 'My Applications Only'. Below the search bar, there is a filter dropdown menu. The menu has two tabs: 'Favorite filters' and 'Saved filters'. Under 'Favorite filters', there are three dropdown menus: 'App Cycle' (set to 'Spring 2023'), 'Program Type' (set to 'Outgoing'), and 'Status' (set to 'Application Complete, Ap...'). There are also two checkboxes: 'Open App Cycles Only' and 'Include Withdrawn'. At the bottom of the filter menu, there are two buttons: 'Clear' and 'Apply', and a circular button with a plus sign. To the right of the filter menu, there is a 'Location' section with a list of locations: 'Metz, France', 'Brisbane, Australia', 'Dunedin, New Zealand', 'Heron Island, Australia', and 'Show more ...'.

Application Status Glossary:

Application In-Progress: The student has begun an application but one or more elements are incomplete. Note that the Office of International Education will verify disciplinary standing for all applicants. This will remain incomplete while we wait to receive this back from the Office of Student Integrity.

Application Complete: All applications components are complete and the application is awaiting review. Note that we begin releasing completed application for review by Program Directors after proposals have been reviewed and approved by the Study Abroad Committee.

Committed: An application is complete, has been reviewed and approved by the Program Director, and the student is committed to the program.

Withdrawn: An applicant has withdrawn their application for consideration prior to review or they have dropped from the program after being admitted.

Denied: An applicant has been reviewed and denied admission to the program.

Step 4. Click on the **Plus Button** to locate additional filter options.

The screenshot shows a web application interface. At the top, there is a search bar and a header with icons for filters, refresh, save, settings, and a checkbox for 'My Applications Only'. A filter menu is open, displaying 'Favorite filters' and 'Saved filters' sections. The 'App Cycle' is set to 'Spring 2023', 'Program Type' is 'Outgoing', and 'Status' is 'Application Complete, Ap...'. There are checkboxes for 'Open App Cycles Only' and 'Include Withdrawn', along with 'Clear' and 'Apply' buttons. A red box highlights a plus sign button in the bottom right of the filter menu. A red arrow points from the text 'Step 4. Click on the Plus Button to locate additional filter options.' to this plus sign. Below the filter menu, a table lists program applications. A red box highlights a plus sign button in the bottom right of the table. A red arrow points from the text 'Step 5. Example: To search for your specific program applications, select Program Details and then Programs. You may also use these filter options to search for other criteria.' to this plus sign. A dropdown menu is open from the plus sign, listing various filter categories: Applicant Details, Applicant Parameters, Application Dates, Program Details, Program Parameters, Question Items, Requirements Completed, and Requirements Incomplete. The 'Program Details' option is highlighted with a red box, and its sub-menu is open, showing 'Programs', 'Program Group', 'Country', and 'Region'. The 'Programs' option is also highlighted with a red box.

Program Name	App Cycle
Pacific Program	Spring 2023
Georgia Tech Lorraine- Spring	Spring 2023
Georgia Tech Lorraine- Spring	Spring 2023
Pacific Program	Spring 2023
Pacific Program	Spring 2023

Step 5. Example: To search for your specific program applications, select *Program Details* and then *Programs*. You may also use these filter options to search for other criteria.

Step 5 (Continued).

Q Search 🔼 ↻ 📄 ⚙️ ☑️ My Applications Only

Favorite filters ▾ Saved filters ▾

App Cycle: Spring 2023 ▾ Program Type: Outgoing ▾ Status: Application Complete, Ap... ▾

Program Name ▾ 🗑️

Assigned Program(s)

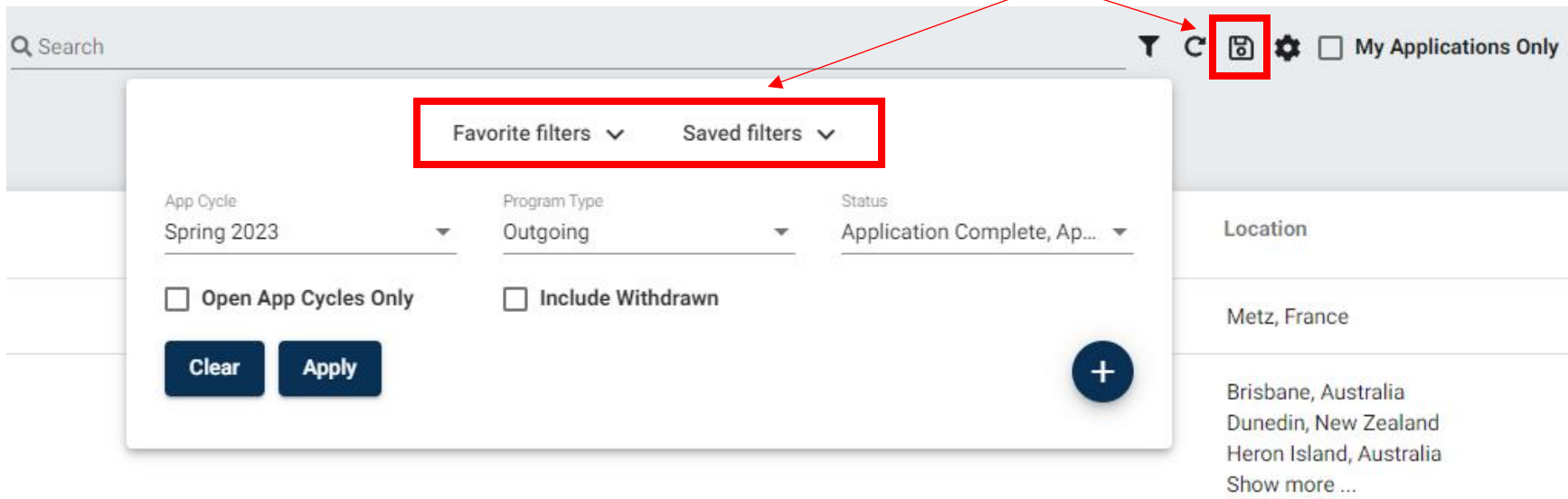
Pacific Program ✕

Open App Cycles Only Include Withdrawn

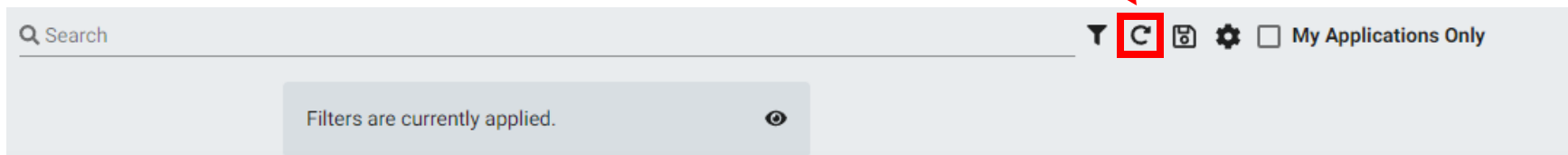
Clear **Apply** +

	Location
	Metz, France
	Brisbane, Australia Dunedin, New Zealand Heron Island, Australia Show more ...
	Brisbane, Australia Dunedin, New Zealand Heron Island, Australia Show more ...
	Metz, France

Step 6. Save filters for criteria that you will search frequently and return to them in the future.



Step 7. Note that your filters will remain in place until you clear them. Click here to reset search filters.



Step 8. If trying to locate a specific student application, reset search filters and type the students name in the primary search bar.

