

Help – I am the EXPORT school and I have duplicate EXPORT records.  
How can I delete the dups?

Start with Applications  
Open up View Applicants

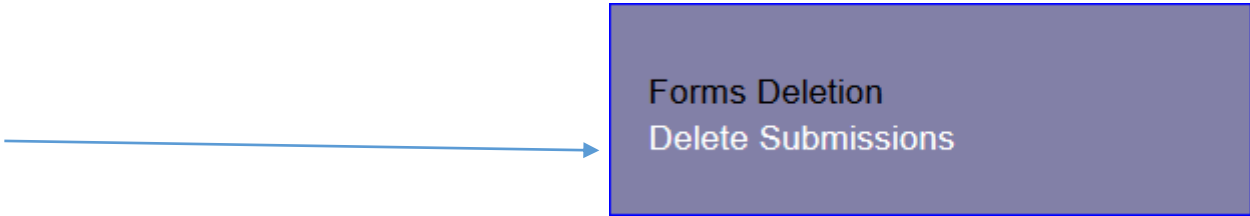
A vertical navigation menu with a dark blue border. The menu items are: Institution Account (+), Instructions (+), Special Programs and Options (+), Enrolled Students (+), Applications (-), Scholarship Certification & Application Beta Application, Apply 2017-2018, View Applicants, Scholarship Recertification of Eligibility Annual Report | View Submissions, Forms Deletion, Delete Submissions, and School Listings (+). Two blue arrows originate from the text on the left: one points to 'View Applicants' and the other points to 'Exports - Decision Pending' in the table below.

Exports - Decision Pending	
Date	Student
08/30/2016	Neal, Lauren Margaret
11/02/2016	Sykes, Perry A
11/02/2016	Sykes, Perry A

Appears to be a duplicate  
BUT be sure to double check  
the schools.

When the name is a duplicate – open up one of the duplicate records and add the word DUP to either the first name or last name  
Be sure to jot down the Import school name and the student's TEID

11/02/2016 Sykes, dup app, Perry



## Edit/Delete Form Submission

Importing School:

Student TE ID:

Please enter the last 4-digits of the SNN.

Next

**When name appears, click student name.**

- **Perry Sykes dup app** - Import: Hanover College - IN
- **Perry Sykes** - Import: Hanover College - IN

Select the record with dup app and then scroll to the bottom on the record and change the NO to YES and hit submit

<b>Exporting School:</b>	Wofford College - SC (SC)
<b>Importing School:</b>	Hanover College - IN (IN)
<b>Reviewed:</b>	No
<b>Application - Status:</b>	
<b>Comments:</b>	
<b>Decision Comments:</b>	
<b>Delete Entry:</b>	This <b>cannot</b> be undone <input checked="" type="radio"/> No <input type="radio"/> Yes
	<input type="submit" value="Submit"/>

## **Edit/Delete Form Submission**

**Submission Deleted**