

GENERAL	
Track ID	
Description	
School	
PRE-CONDITIONS TAB	
Add when applicant status is changed to	
Add an action	
Description	
Action type	
Action date	
Assigned to	
Set reminder for	
Set reminder to	
Send a letter	
CHECKLIST TAB	
Item Name	
Item Rules	
Action type	
Action date	
Assigned to	
Set reminder for	
Set reminder to	
Send a letter	
Item Name	
Item Rules	
Action type	
Action date	
Assigned to	
Set reminder for	
Set reminder to	
Send a letter	
POST-CONDITIONS TAB	
Track is complete when	
Track to add	
Status change, date, and reason	
Action type	
Action date	
Assigned to	
Set reminder for	
Set reminder to	
Send a letter	