

How to view a Shared Report

- 1. You will be receiving a system generated email from FACTS with a link to create your login credentials.
- 2. Once you have created your login credentials you will be taken to the Institution Dashboard.
- 3. From the Application Insights area of the Dashboard click the link to View Applications.

Dashboard

| Search by Name, Application ID, or Student ID | | | | | | | |
|---|-------------------|--|--|--|--|--|--|
| Application Insights | View Applications | | | | | | |
| 0 Applications • 0 Students | | | | | | | |
| APPLICATION MANAGEMENT | | | | | | | |
| Expected: 0 None | | | | | | | |
| Unsubmitted: 0 None | | | | | | | |
| Incomplete: 0 None | | | | | | | |
| Hidden: 0 None | | | | | | | |
| Shared Tuition Linking View | | | | | | | |
| Prior Year Linking None | | | | | | | |

4. From the Applications reports menu, under **Shared Reports** click to view the **Award Detail School View – Archdiocese of New York** report.



Award Detail School View - Archdiocese of New York

[] Fullscreer

| S | Shared Report - all information displayed is for Archdiocese of New York | | | | | | | | | | | | | |
|---|--|-----------------------------|----------------------------|-------------|---|------------------------|--------------------------------|--|-------------------|---|------------|--|--|--|
| | * | | | | | | | | | | | | | |
| | Student ID** ↑↓ | Student First Name ↑↓ | Student Last Name ↑↓ | Grade ↑↓ | Submit Date (Inst Specific) ↑↓ | Early App Status | Regular App Status ↑↓ | Awardee Substatus - Archdiocese of New York** ↑↓ | Current Awards ↑↓ | Total Reserved & Finalized Awards (My Institution) ↑↓ | Institutio | | | |

5. The columns for Early App Status and Regular App Status will display the status of the application. The Early App Status will apply to those applicants that submitted their applications by March 1st from whom we are requesting 2023 tax documents. The Regular App Status will apply to those applicants that submit their applications after March 1st from whom we will request 2024 tax documents.



6. The application statuses are as follows:

VER (Verified) - Indicates all required documentation has been received and the application is complete. **SBM** (Submitted) - Indicates we do not have all the supporting documentation being requested.

DOC (Documents in Process) - Indicates we received documents for the application, but they have yet to be processed/reviewed.

DNF (Does Not File) - Indicates we received an application, but the family noted that they do not file a tax return.



There is also an **App Status** key at the bottom of the report.

App Status: SBM = Submitted DOC = Documents in process DNF = Does not file VER = Verified