School View FAQ

[How do I find the applicant I want to view? 2](#_Toc301791852)

[How do I open information in a new tab? 2](#_Toc301791853)

[How do I open information in a new window? 2](#_Toc301791854)

[Why can I not view some applicant documents? 2](#_Toc301791855)

[How long will applicant information stay stored in the system? 2](#_Toc301791856)

[Can I make more than one comment? 2](#_Toc301791857)

[How do I delete a comment? 2](#_Toc301791858)

[How can I change a comment? 2](#_Toc301791859)

[How can I undo a comment? 2](#_Toc301791860)

[Is there a limit to how many times I can change my comment? 3](#_Toc301791861)

[Where can I find more comments? 3](#_Toc301791862)

[My question was not listed. 3](#_Toc301791863)

Choose the position you would like to view by choosing it under the drop down menu under **Position**.

Once you have found the position you can choose how you would like to view the applicants by choosing your preference in the drop down menu below **Sort By**.

## How do I find the applicant I want to view?

## How do I open information in a new tab?

Right click on the link you would like to open and click, **Open link in new tab**.

## How do I open information in a new window?

Right click on the link you would like to open and click, **Open link in new window**.

## Why can I not view some applicant documents?

The applicant may not have uploaded the documents.

The document may be too large (over 10MB in size) or the document may not have a “.PDF” extension.

The system may be experiencing an error, try again later.

## How long will applicant information stay stored in the system?

Applicant information will be stored in the database for 2-3 years.

## Can I make more than one comment?

You have a single text box and you can update your comments.

Only one comment will show under your name in the comments thread and you may update this comment multiple times.

## How do I delete a comment?

Click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. You will see your previously entered comments in the text box. Delete the information you entered and click Submit.

Note: You’re comment box will appear blank in the comments thread.

## How can I change a comment?

Click on the pencil icon in the **Submit Comments** column. You will see your previously entered comments in the text box.

## How can I undo a comment?

Click on the pencil icon in the **Submit Comments** column.

You will be redirected to the **School Review Candidates** page.

You will see your previously entered comments in the text box.

To remove your comment, simply delete the text in the text box then click Submit.

\*NOTE\* If this is done, your comment will be left blank in the comment thread.

## Is there a limit to how many times I can change my comment?

No, you may update your comment multiple times.

## Where can I find more comments?

Click on the numbered link in the **Comments Submitted** column in the **School Review Candidates** tab.

## My question was not listed.

Consult the Cheriton School of Computer Science SACA System V.2.4 User’s Guide – School View.