

# Managing Stipend Applications

**Roles that Have Access:** Funder Admin, Stipend Coordinator

When a stipend application is being reviewed, a Stipend Coordinator or Funder Admin will need to process the applicant information that they want to “Approve” into the county/consortia stipend initiative. Reviewers will have the ability to place stipend applicants directly in their respective track upon intake of their application. This instruction sheet will cover how to manage and intake stipend applications once they have been submitted.

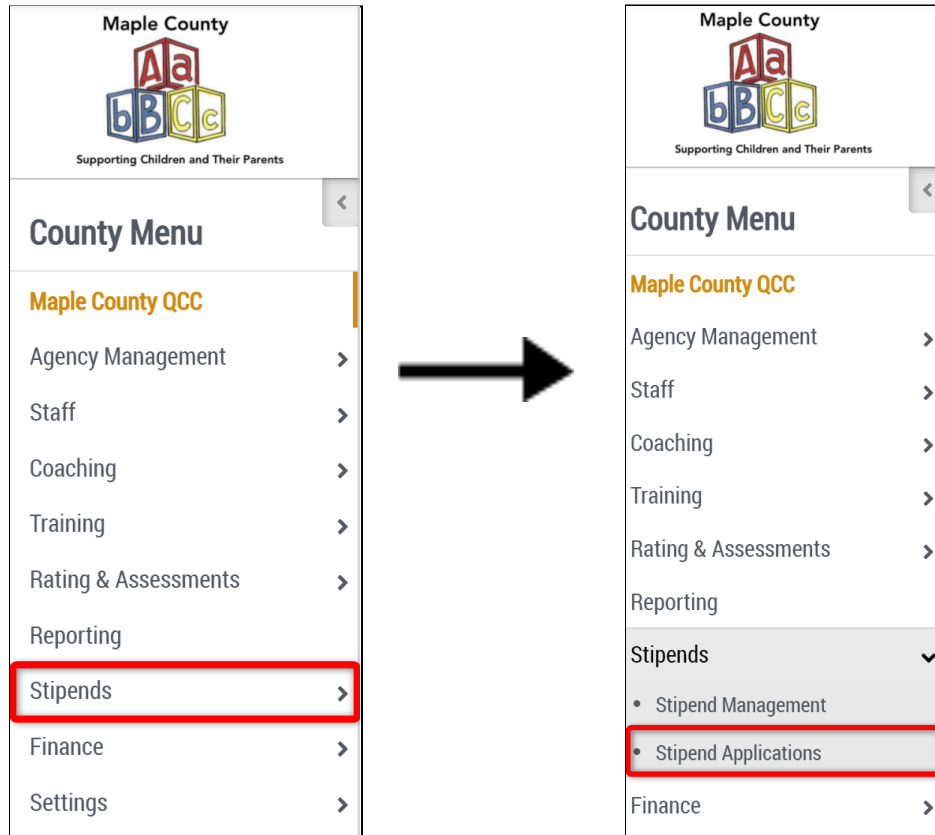
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# Navigating to the Stipend Applications Grid

In order to navigate to the Stipend Applications Grid, we must first click on “Stipends” within the county menu. From the submenu options, we will select “Stipend Applications”.



2

You will then land on the Stipend Application Grid. We will go into detail about how to review stipend applications in the sections below.

The screenshot shows the 'Stipend Applications' page. The left sidebar contains the 'County Menu' with 'Stipends' selected. The main content area has a header 'Stipend Applications' and a breadcrumb trail 'Home / Maple County QCC / Stipend Applications'. Below the header are two buttons: 'Configure Stipend Programs' and 'Status Message Templates'. The main area is divided into tabs: 'Under Review', 'Completed', 'Previously Approved', 'Not Eligible', 'Archived', and 'Dashboard'. The 'Under Review' tab is active. Below the tabs are buttons for 'Send Email', 'Archive', and 'Manage Approvers'. A 'Filters' section shows 'Stipend Program Status' with a dropdown and an 'Edit Filters' link. A search bar and a 'Show 25 entries' dropdown are present. A table of applications is displayed with columns: 'Applicant', 'Stipend Program', 'Email', 'Application Status', 'Application Manager', and 'Status Last Changed'. The table shows 1 to 25 of 359 entries.

# Utilizing the Grid Tools

Before successfully launching your Stipend Application, you're going to want to make sure you have successfully configured your Stipend Programs first. We cover Configuring Stipend Programs in [another instruction sheet](#), so check that out if you haven't configured your programs yet.

Once your Stipend Programs are set up and you have successfully launched, you will begin receiving applications. All applications will show up on the Stipend Applications grid. From the Stipend Application grid, you can observe a plethora of buttons and options. As you can see, there are many tools at your disposal, and in this section we will briefly cover all of the tools available to you when working on the Stipend Application grid.











The screenshot shows the 'Stipend Applications' interface. At the top, there's a breadcrumb trail: Home / Maple County QCC / Stipend Applications. Below this are two buttons: 'Configure Stipend Programs' (labeled 1) and 'Status Message Templates'. A red callout box with the text 'Tons of tools available for you on this grid!' has arrows pointing to the 'Status Message Templates' button and the 'Manage Approvers' button. Below the buttons are tabs for application status: 'Under Review' (labeled 2), 'Completed' (labeled 3), 'Previously Approved' (labeled 4), 'Not Eligible', 'Archived', and 'Dashboard'. Under the 'Under Review' tab, there are three buttons: 'Send Email', 'Archive', and 'Manage Approvers'. Below these are filters: 'Stipend Program Status' (with a yellow tag icon) and 'Edit Filters' (labeled 5). A search bar is present with the text 'Search:'. To the right of the search bar is a 'Show 25 entries' dropdown. Further right are buttons for 'Filters (1 applied)' (labeled 6), 'Columns' (labeled 7), 'Excel' (labeled 8), and 'Reset' (labeled 9). At the bottom, there's a table header with columns: 'Applicant', 'Stipend Program', 'Email', 'Application Status', and 'Application Manager'. A checkbox is visible on the left side of the table header.

Item number 1 is for customizing the status messages of your applications. Everytime the status of an application changes, the applicant gets notified. You can create template messages to be sent with the status changes by clicking on the blue “Status Message Templates” button at the top of the page. A modal will open, next to the status you would like to create a message click on the pencil icon, enter the message and click “save.” Your new message will appear next to the status in the modal. To delete an existing template message, click on the trashcan icon.

This is a close-up screenshot of the top part of the 'Stipend Applications' interface. It shows the breadcrumb trail: Home / Maple County QCC / Stipend Applications. Below this are two buttons: 'Configure Stipend Programs' and 'Status Message Templates'. A red arrow points to the 'Status Message Templates' button. Below the buttons are tabs for application status: 'Under Review', 'Completed', 'Previously Approved', 'Not Eligible', 'Archived', and 'Dashboard'. Under the 'Under Review' tab, there are three buttons: 'Send Email', 'Archive', and 'Manage Approvers'.



### Status Message Templates











Status Type	Message	Actions
✓ Submitted	Your application has been submitted. Applications are reviewed as they are received. Funding is...	 
👍 Approved	Congratulations! Your application has been accepted. It is currently pending final review to issu...	 
🙅 Declined	We are sorry to inform you that your application has been declined because	 
🕒 Waitlisted	We are currently out of funds to distribute for your stipend. You have been placed on the waitli...	 
📝 Revisions Needed	We have noticed that some of the data you have provided is incomplete and needs to be adjus...	 

Close

To add/edit a message to a status, click on the pencil icon

When you have finished adding or editing the status messages, click on the gray “Close” button.

### Status Message Templates

Status Type	Message	Actions
✓ Submitted	Your application has been submitted. Applications are reviewed as they are received. Funding is...	 
👍 Approved	Congratulations! Your application has been accepted. It is currently pending final review to issu...	 
🙅 Declined	We are sorry to inform you that your application has been declined because	 
🕒 Waitlisted	We are currently out of funds to distribute for your stipend. You have been placed on the waitli...	 
📝 Revisions Needed	We have noticed that some of the data you have provided is incomplete and needs to be adjus...	 

Close

2

Item number 2 is for emailing your applicants directly from the grid. Emailing the applicants from the grid is a great way to remind them that they still need to complete their application, or share additional pieces of information. It’s also beneficial to email from the Hubbe system, because all emails sent from the grid are tracked and stored in the “Status Notes” column, under “Email History”.

To email a user from the grid, select one or multiple checkboxes on the grid (depending on who/how many users you want to email) and then click on the blue “Send Email” button.

Send Email

Archive

Manage Approvers

2 Filters:

Stipend Program Status

Edit Filters

Search:

Show 25 entries

Filters (1 applied)

Columns

Excel

Reset

	Applicant	Stipend Program	Email	Application Status	Application Manager
1	Jonathan Apple	2021-22 Workforce Pathways Program	Japple@gmail.com	Submitted	Marcus Carson



Send Emails

Sender

Your Name

Recipients

Add/Remove Email Recipients

Copy Emails

×

Japple@gmail.com

×

Recipients are emailed individually and do not see each other's addresses

Subject

Add an Email Subject

Reminder - Complete Application

Body

Add an Email Body

↶

↷

System Font

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A

...

Hello Jonathan,

This is a friendly reminder that all stipend applications for the 2021-2022 program need to be submitted **no later than the end of next week, Friday**. Please submit your information by then or risk ineligibility.

Thank you,

Attachments

Choose Files

?

Attach files (Optional)

No attachments selected

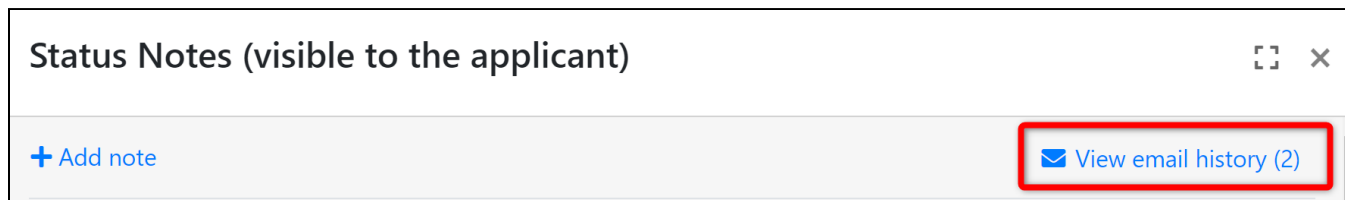
Send!

Cancel

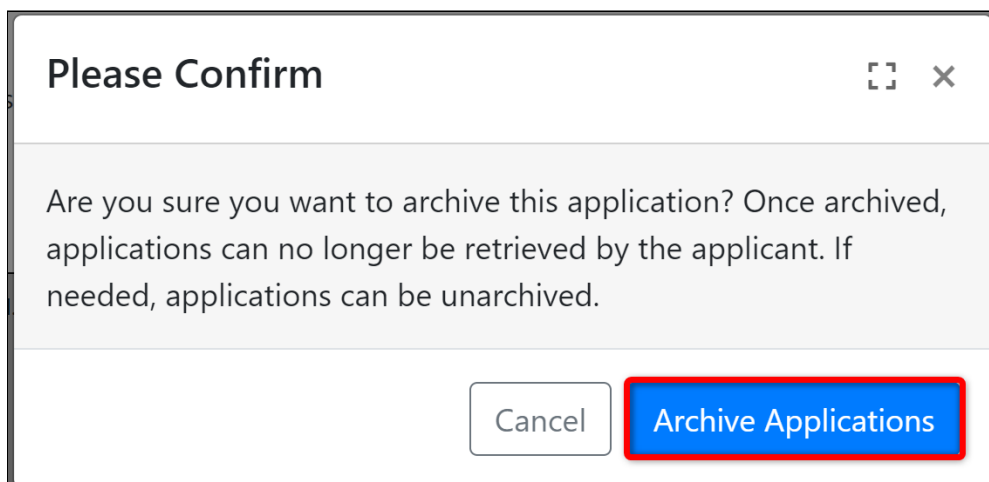
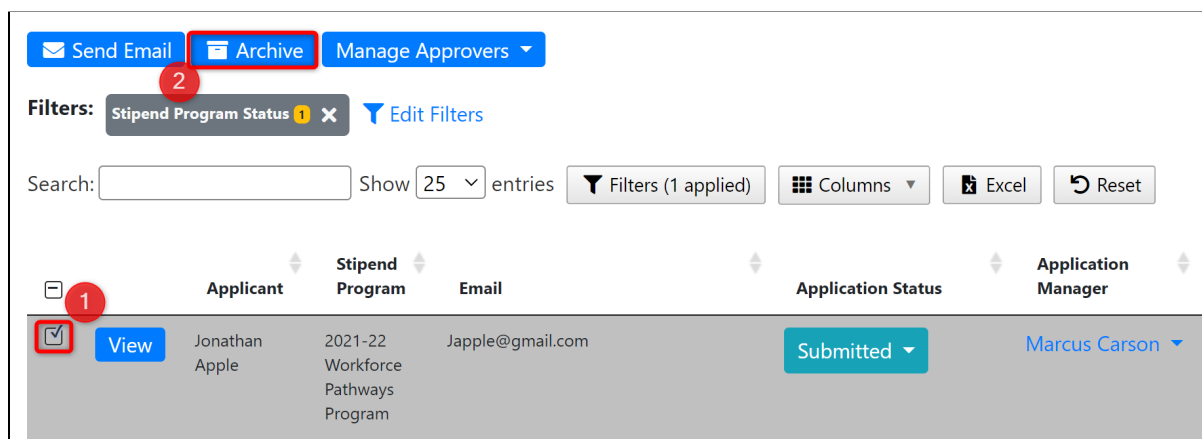
Send

4|[Back to top](#)

As mentioned above, any and all emails sent from the grid will be tracked in the “Status notes” column of the grid. From here, we can click on “View Email History” to see all emails that have been sent from the grid if we ever need to reference them.



- 3 The 3rd item highlighted is the ability to archive applications. As time goes on and you receive more and more applications, the Stipend Application grid may get more cluttered. For this reason, you have the ability to archive an application (regardless of what state it is currently in), and it'll move to the “Archived” tab on the grid. To do this, check the box next to the application you want to archive, and click on the blue “Archive” button.



Then click “Archive Applications” to confirm you want to archive said application.

4

Item 4 is related to setting an “Application Manager” for the application. Note that this is completely optional, but may be helpful for internal organization to assign a manager to each application. This way you can organize exactly who is in charge of what. To Assign an Approver, check the box/boxes next to the applications that you want to assign approvers for, then click “Manage Approvers” → “Assign application manager”.

The screenshot shows a web interface with a top navigation bar containing buttons for 'Send Email', 'Archive', and 'Manage Approvers'. The 'Manage Approvers' button is highlighted with a red box and a red circle labeled '2'. A dropdown menu is open from this button, showing two options: 'Assign application manager' (highlighted with a red box and a red circle labeled '3') and 'Unassign application manager'. Below the dropdown, there is a search bar, a 'Show 25 entries' dropdown, and a 'Filters (1 applied)' button. The main table has columns for 'Applicant', 'Stipend Program', 'Email', 'Application Status', and 'Application Manager'. The first row shows 'Jonathan Apple' with a 'Submitted' status and an '[Assign]' button. A red box and a red circle labeled '1' highlight the checkbox next to the first row.

Then, select the bubble next to the Application Manager that you wish to assign. And lock this in by clicking on the blue “Assign” button.

The screenshot shows a dialog box titled 'Assign Application Manager'. It has a search bar with 'Marcu' entered, a 'Show 10 entries' dropdown, and a table with columns: 'Select', 'Name', 'Title', 'Role', and 'Employer'. The first row shows 'Marcus Carson' with the role 'Funder Admin'. A red box and a red circle labeled '1' highlight the 'Select' column's radio button. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 25 total entries)' and has 'Previous', '1', and 'Next' buttons. At the bottom right, there are 'Cancel' and 'Assign' buttons. The 'Assign' button is highlighted with a red box and a red circle labeled '2'.



The screenshot shows the same web interface as before, but now the 'Application Manager' for the first application (Jonathan Apple) is set to 'Marcus Carson'. The 'Application Manager' column is highlighted with a red box. The 'Assign' button from the previous dialog is no longer visible.

5

Items #5 and 6 are for filters on the grid. Within each tab at the top of the grid, you will see an “Edit Filters” button. By clicking on either of these filter buttons, a pop-up modal will appear. Select the filter(s) you would like to use, such as Application Status or Early Learning Setting, and then select the blue “Apply filters” button to filter the grid to those selections. Your filter selections will appear as badges at the top of the grid.

The screenshot shows the top of a data grid. At the top are buttons for 'Send Email', 'Archive', and 'Manage Approvers'. Below these is a 'Filters' section with a badge for 'Stipend Program Status' and a blue 'Edit Filters' button highlighted with a red box. A search bar is followed by 'Show 25 entries' and a 'Filters (1 applied)' badge, also highlighted with a red box. To the right are 'Columns', 'Excel', and 'Reset' buttons. Below the header, the first row of the grid is visible with columns: Applicant, Stipend Program, Email, Application Status, and Application Manager.



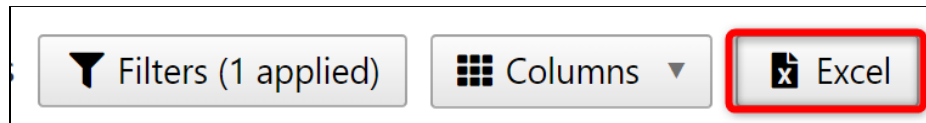
The screenshot shows the 'Filters' modal. It contains several filter boxes: 'Stipend Program Status' (set to 'Active'), 'Stipend Program' (set to '- Select -'), 'Application Status' (set to '- Select -'), 'Application Manager' (set to '- Select -'), 'Agency' (set to '- Select -'), 'Site' (set to '- Select -'), and 'Early Learning Setting' (set to 'F - Family Child Care Home'). At the bottom right, there is a red callout bubble saying 'Click on "Reset" to start over', a 'Reset' button, and a blue 'Apply filters' button highlighted with a red box.

6

Also at the top of each grid there are “Columns” and “Excel” buttons. Click on the “Columns” button to select which columns to include on your grid. Whichever columns are selected will be included on your excel download. Click on “Excel” to download the excel.

The screenshot shows the 'Columns' dropdown menu. It has a red border and contains a list of columns with checkboxes. The columns are: Status Notes, Internal Notes, Submitted On, Days Since Submitted, Stipend Tracks, Agency, Site, Early Learning Setting, Applicant, Stipend Program, Email, Application Status, Application Manager, and Status Last Changed. All checkboxes are checked. At the top of the dropdown are 'Select all', 'Unselect all', and 'Excel' buttons. The 'Columns' button is highlighted with a red box.

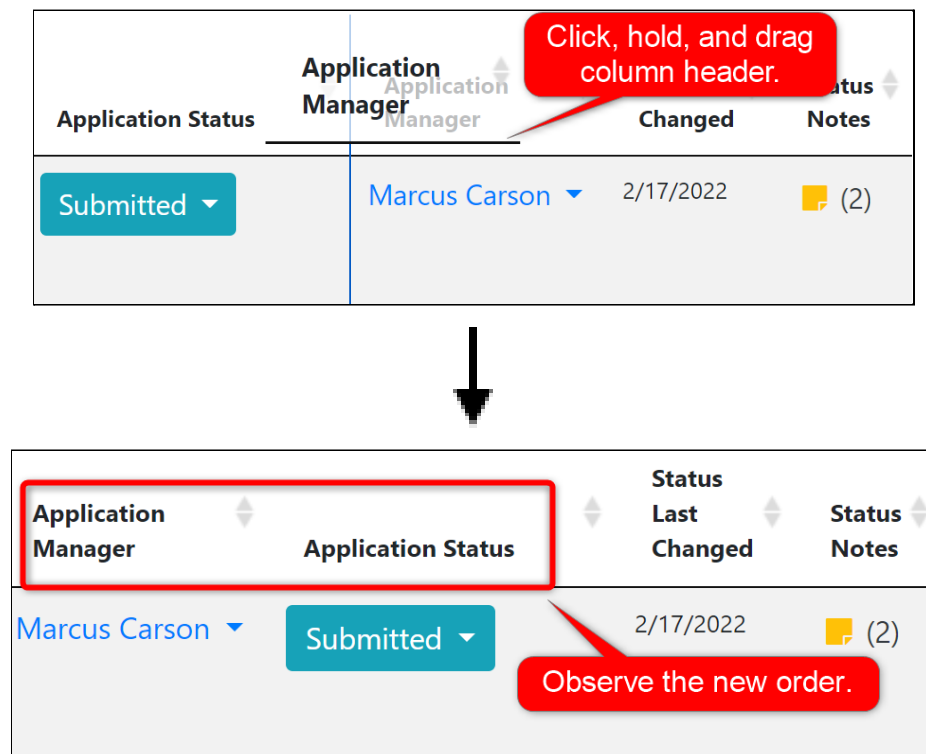
The columns and filters that you set for the grid will be reflected in the excel download. Click on the “Excel” button to get a download of the grid as you see it on the interface.



7

The final feature this grid is enabled with is the ability to reorder columns to the preference of the user. Similar to excel, you can rearrange column headers to your desired preference. The best part about this is that the system will remember the order of the columns that have been set, so everytime you login on the same computer, the column order will be preserved.

In order to rearrange the column heards, simply click on hold on the header you want to move, then drag, and drop it in the order that suits you best.



You also have the ability to reset the grid to its default column order by clicking on the “Reset” button at the top of the page. Confirm by clicking the blue “Reset” button and the grid will return to its original state before any columns were changed.



# Reviewing an Application

- 1 When an application is submitted, the status will change from “In Progress” to “Submitted” on the “Under Review” grid.



- 2 After reviewing the application, you have the following status types to select:
1. Revisions Needed
  2. Waitlisted
  3. Declined
  4. Approved

- 3 An application status can then be assigned by clicking on the “Submitted” button. When selected, a drop-down menu appears listing the various statuses.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes	Submitted On
Marcus Carson ▾	Submitted ▾	2/17/2022	📄 (2)	📄 (2)	2/17/2022 9:59 PM
[Assign] ▾		022	📄 (0)	📄 (0)	2/17/2022 5:40 PM
Marcus Carson ▾		022	📄 (2)	📄 (1)	2/17/2022 1:25 PM

- 4 Before a status is given, the application must first be reviewed. To review an application, click on the blue “View” button.

<input type="checkbox"/>	Applicant	Stipend Program	Email	Application Manager	Application Status
<input type="checkbox"/>	<a href="#">View</a> Jonathan Apple	2021-22 Workforce Pathways Program	Japple@gmail.com	Marcus Carson ▾	<a href="#">Submitted ▾</a>

5

At the top of the page, there will either be a green banner with the message “No errors found. Application may be ready for submission.” or a red banner with the message “Some information is missing from the application. Please review the highlighted messages below.” These banners are designed to help reviewers easily identify if there are errors, and if so what those errors are.

## Stipend Application Review

Jonathan Apple

[Home](#) / [Maple County QCC](#) / Stipend Application Review

[← Back to Grid](#)
[✓ Approve Application](#)
[✎ Edit Application](#)
[🗑 Delete Application](#)

Please review the stipend application below. When ready, click the Approve Application button at the top of the page.

✓ **No errors found. Application may be ready for submission.**

Application Status	Status Notes	Internal Notes
<a href="#">Submitted ▾</a>	(2)	(2)

**When approving this application:**

✓ **Import as a new staff record**

**Agency:** Countryside Montessori Academy

**Site:** Countryside Montessori Academy

OR

☐ Update existing staff record
 

0 potential matches found

OR

## Stipend Application Review

Elizabeth Marton

[Home](#) / [Maple County QCC](#) / Stipend Application Review

[← Back to Grid](#)
[✓ Approve Application](#)
[✎ Edit Application](#)
[🗑 Delete Application](#)

! **Some information is missing from the application. Please review the highlighted messages below.**

Application Status	Status Notes	Internal Notes
<a href="#">In Progress</a>	(2)	(0)

6

To review the application, scroll down making sure to look at all of the cards containing information. The error message will be shown at the top of the card if there is one. For example:

### General Information

**Required information missing:** Highest Child Development Permit, Highest Education Level, Select at least 1 age group, or specify that you don't work with children

Courtesy Title	Designation Title	ECE Workforce Registry ID
Highest Child Development Permit	Highest Education Level	Age Groups Taught

7

If the application **has no** errors and is ready to be approved, you have the option to import this stipend participant as a new staff record or merge into an existing one. Any existing staff records that match the applicant will be displayed for you:

✓ No errors found. Application may be ready for submission.

Application Status	Status Notes	Internal Notes
Submitted ▾	🟡 (2)	🟡 (2)
<div>Click here to import this Stipend Applicant as a new staff record</div> <div> <input checked="" type="radio"/> Import as a new staff record </div> <div> <b>Agency:</b> Applebank USD  <b>Site:</b> Riverbank CDC </div>	OR	<div>Click here to import this Stipend Applicant into an existing record. Option will be greyed out if no existing matches are found in the system</div> <div> <input type="radio"/> Update existing staff record </div> <div>0 potential matches found</div>

You also have the ability to select which Stipend track the participant gets placed into. In the All blue card to the left of this page, click on the Blue “Edit” button to select the track(s) for this applicant.

## For the Reviewer

Edit

**Stipend Track Placement**  
2021-22 Workforce Pathways Program

**Verified Hourly Rate**  
- Not selected -

**State Assembly Legislative District**  
- Not selected -

**State Senate Legislative District**  
- Not selected -

**Federal Legislative District**  
- Not selected -

**County Board of Supervisor District**  
- Not selected -

Select the track(s) from the drop down in the upper left, and finalize this information by clicking on the blue “Save” button.

### Edit Reviewer Section

**Stipend Track Selections**  
Pathways to Higher Education Track

**Verified Hourly Rate**

**State Assembly Legislative District**

**State Senate Legislative District**

**Federal Legislative District**

**County Board of Supervisor District**

Cancel

Save

Once you are ready to approve, click on the green “Approve Application” button at the top of the page. This will automatically change the status of the application from “Submitted” to “Approved” and will notify the applicant of this new status.

## Stipend Application Review

Jonathan Apple

[Home](#) / [Maple County QCC](#) / [Stipend Application Review](#)

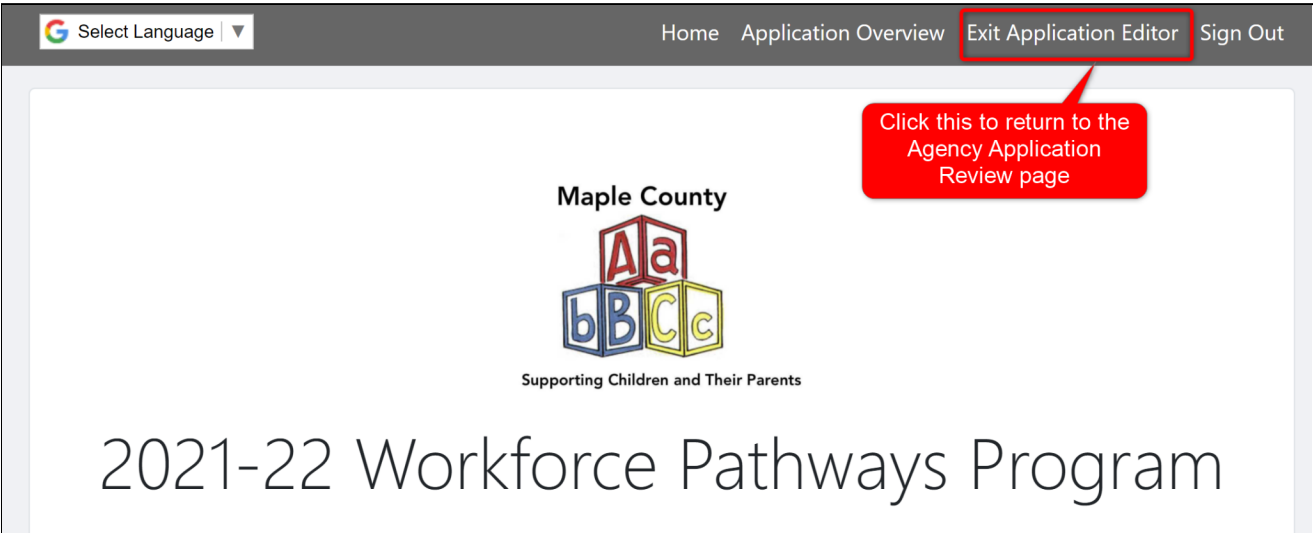
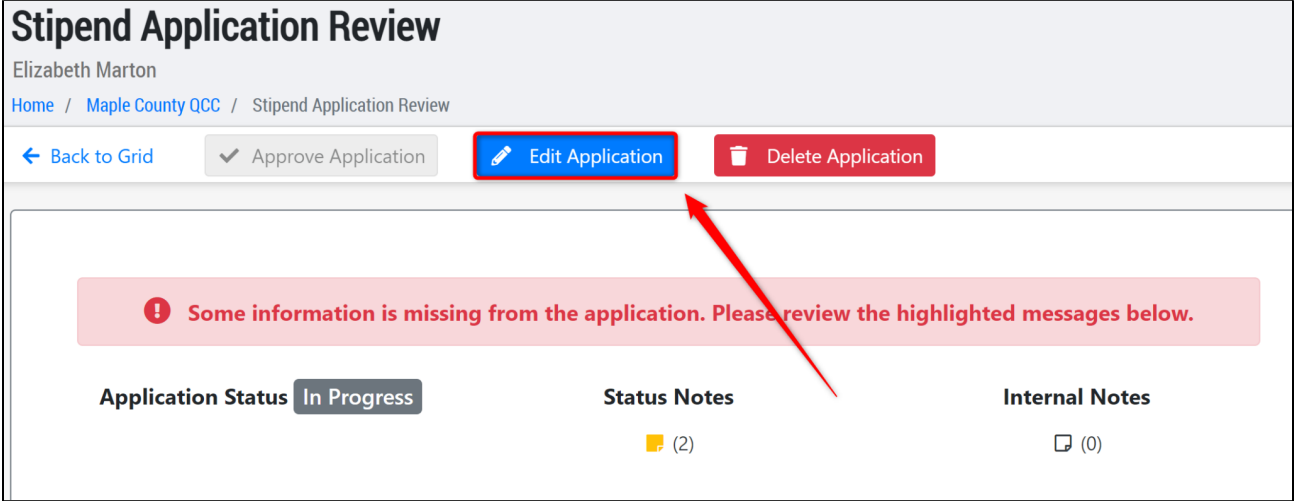
[Back to Grid](#)
[Approve Application](#)
[Edit Application](#)
[Delete Application](#)

Please review the stipend application below. When ready, click the Approve Application button at the top of the page.

✔ No errors found. Application may be ready for submission.

8

Alternatively, if the application **has** errors, you can either notify the applicant that revisions are needed or edit the application yourself. We will discuss how to change the status from “Submitted” to “Revisions Needed” later in this document. In order to edit the application, click on the blue “Edit Application” button at the top of the page. This will lead you to the Stipend Application Editor portal where you can directly fix errors on the application.



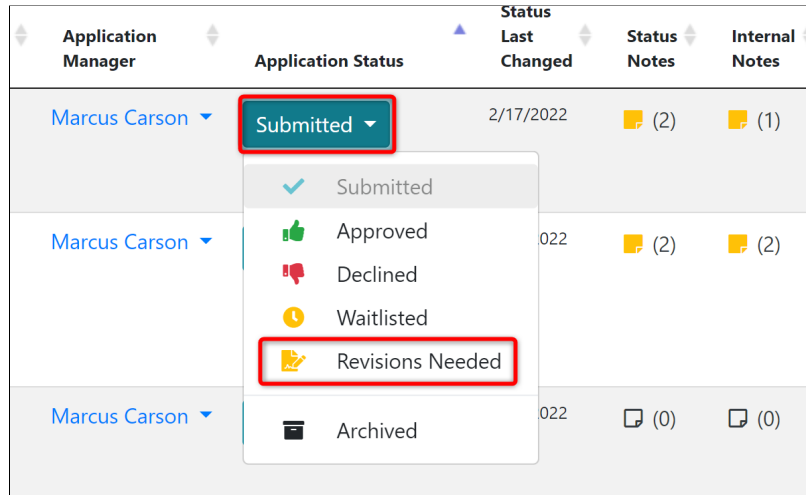
Additionally, click on the blue “Continue Application” to view and make edits to the application that needs fixing.

Continue Application

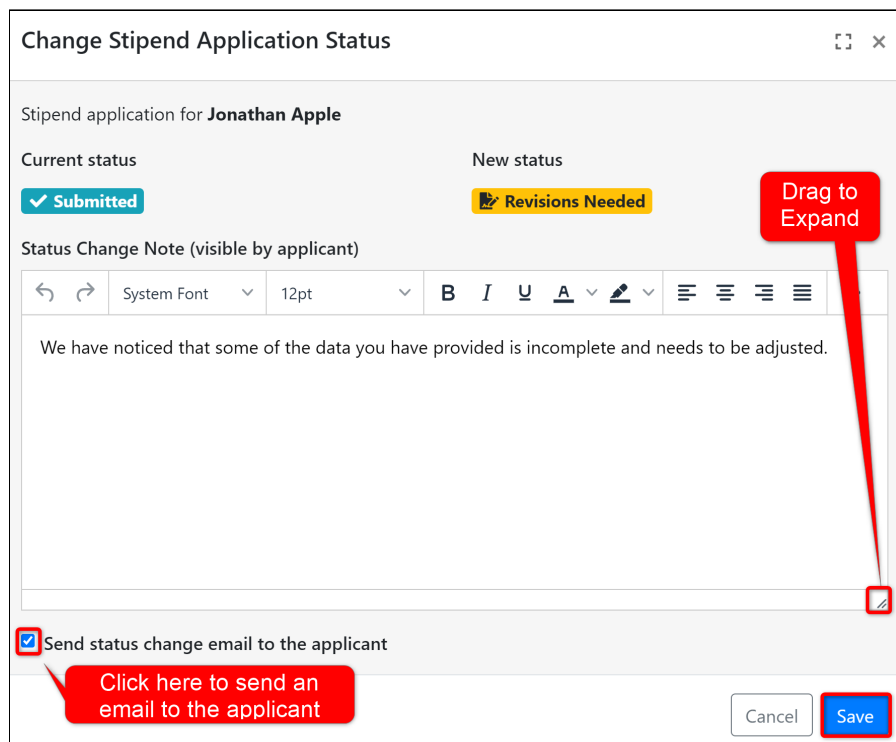
# Application Status

## Revisions Needed



- 1 If an application needs revisions, navigate to the “Stipend Applications” page. Then click “Submitted” and select “Revisions Needed” from the drop-down menu.



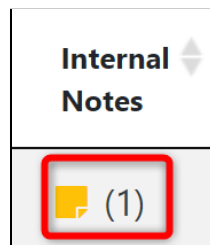
A modal will appear, entitled “Change Stipend Application Status.” In the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Revisions Needed” and provide information on what is needed for the application to be approved. You can expand the text-box by dragging the lower-right corner (reference image below). You can send an email to the applicant with a notification as well. When you are finished, click “Save.” The status change and message will display on the applicant’s portal, and an email will be sent.



The status will also change on the grid. Next to the “Revisions Needed” status, there is a yellow sticky note icon. When selected, the note icon will display the note written to the applicant.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes	Submitted On
Marcus Carson	Revisions Needed	11/29/2021	 (7)	 (1)	11/15/2021 1:51 PM

A QRIS administrator or Stipend Coordinator can write a note that will not be visible to the applicant in the “Internal Notes” column. To add a note, click the note icon, enter a note, and click “Save.”



Create

Content

Applicant is still missing required information.

Attachments

Choose Files

No attachments selected

Cancel

Save

When an application status changes, the applicant’s portal will update with the new status. In this case, the applicant will be able to see the status of his/her application and the note from a county administrator (reference the image below).

Revise Application



## Application Status:

### Revisions & Resubmittal Needed

Click **Revise Application** and make revisions as directed in the status change note. When you have finished making your revisions, **click the green Resubmit Application button** to resubmit your application for processing.

2/17/22 10:42 AM:



**Sent From**

Applebank Admin  
2021-22 Workforce Pathways Program

Your application is in Revisions Needed/Incomplete. Please call us for assistance.

Su solicitud está en Revisiones Necesarias/Incompleta. Por favor llámenos para ayuda.

The applicant will be able to edit the application by clicking the blue “Revise Application” button and, when ready, will be able to re-submit the application. When an application is re-submitted, the application status on the grid will change from “Revisions Needed” back to “Submitted.” The note icon will remain “attached” to the application.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes
Marcus Carson ▼	Submitted ▼	3/3/2022	 (8)	 (1)

Revision note remains

## Waitlisted

1

If you wish to waitlist an application, navigate to the “Stipend Applications” page. Then click “Submitted” and select “Waitlisted” from the drop-down menu.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes
Marcus Carson	Submitted	3/3/2022	(8)	(1)
Marcus Carson	Approved	2021	(4)	(1)
Marcus Carson	Declined	2021	(5)	(1)
Marcus Carson	Waitlisted			
Marcus Carson	Revisions Needed	2021	(5)	(1)
Marcus Carson	Archived			

A window will appear, entitled “Change Stipend Application Status.” If you created a template message for this status, it will automatically appear here. Otherwise, in the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Waitlisted.” When you are done writing the note, click “Save.” The application status change and message will display on the applicant’s portal and email notification can be sent.

Change Stipend Application Status

Stipend application for **Jonathan Apple**

Current status

New status

Submitted

Waitlisted

Status Change Note (visible by applicant)

↶ ↷ System Font 12pt B I U A



We are currently out of funds to distribute for your stipend. You have been placed on the waitlist...

☒ Send status change email to the applicant

Check to send email to applicant

Cancel Save


The status will also change on the grid. Next to the “Waitlisted” status, there is a yellow sticky note icon. When selected, the note icon will display the note written to the applicant.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes
Marcus Carson	Waitlisted	3/3/2022	 (9)	 (1)

Click on notes icon to see the message sent to the applicant

A Stipend Coordinator or QRIS Admin can write a note that will not be visible to the applicant in the “Internal Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”

Internal Notes

 (1)

↓

Create

Content

Applicant is still missing required information.

Attachments

Choose Files

No attachments selected

Cancel

Save

When an application status changes, the applicant’s portal will update with the new status and an email notification can be sent. Since the application is waitlisted and nothing is needed from the applicant, the applicant will not be able to edit/revise the application. Only this message will appear in the portal.



## Application Status:

**Waitlisted**

3/3/22 4:06 PM:

We are currently out of funds to distribute for your stipend. You have been placed on the waitlist...

Status changed to Waitlisted

Declined

1

To decline an application, navigate to the “Stipend Applications” page. Then click “Submitted” and select “Declined” from the drop-down menu.

Application Manager	Application Status	Status Last Changed	Status Notes
Marcus Carson	Submitted	2/17/2022	(0)
Marcus Carson	Approved	022	(0)
Marcus Carson	Declined	022	(0)
Marcus Carson	Waitlisted		
Marcus Carson	Revisions Needed	022	(0)
Marcus Carson	Archived		

A modal will appear, entitled “Change Stipend Application Status.” If you created a template message for this status, it will automatically appear here. Otherwise, in the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Declined.” When you are done writing the note, click “Save.” The status change and message will display on the applicant’s portal and an email notification can be sent.

## Change Stipend Application Status

Stipend application for **Miss Sophia Anne Frederick**

Current status: **Submitted** | New status: **Declined** | Declined Reason: **Select Declined Reason** (Site not on the approved list)

Status Change Note (visible by applicant)

We are sorry to inform you that your application has been declined because

☒ Send status change email to the applicant

Check to send email to applicant


Cancel Save

Applications that have been declined will reside on the “Completed” tab.

Completed					Previously Approved	Not Eligible	Archived	Dashboard
Archive					Manage Approvers			
Program Status 1 x					Edit Filters			
Show 25 entries					Filters (1 applied)			
					Columns			
					Excel			
					Reset			
Applicant	Stipend Program	Email	Application Status	Application Manager				
Jonathan Apple	2021-22 Workforce Pathways Program	Japple@gmail.com	Declined	Marcus Carson				

A QRIS administrator or Stipend Coordinator can write a note that will not be visible to the applicant in the “Internal Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”

Internal Notes

 (1)



Create

Content

Applicant is still missing required information.


Attachments

Choose Files ?

No attachments selected

Cancel Save


When an applicant status changes, the applicant's portal will update with the new status and an email notification can be sent.

 Application Status:

Declined (Site not on the approved list)

3/3/22 4:15 PM:

We are sorry to inform you that your application has been declined because

 Status changed to Declined

If an application was marked “Declined” accidentally, the status can be changed. To do so, click on “Declined” and select the appropriate status. Changing a status from declined will move the application back to the “Under Review” tab.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes
	Declined ▼	Marcus Carson ▼	3/3/2022	<div> <div>  (1) </div> <div>  (0) </div> </div>
	<div> <div>✓ Submitted</div> <div>👍 Approved</div> <div>👎 Declined</div> <div>🕒 Waitlisted</div> <div>🔧 Revisions Needed</div> <div>📁 Archived</div> </div>		2/9/2022	<div> <div>  (1) </div> <div>  (0) </div> </div>
			2/9/2022	<div> <div>  (1) </div> <div>  (0) </div> </div>

Approved

- Once an application is ready to be approved, either change the Application Status to Approved, or click on the blue “View” to view their Stipend application record.

Application Manager	Application Status	Status Last Changed	Status Notes	Internal Notes
[Assign] ▼	Submitted ▼	2/17/2022	(0)	(0)
Marcus Carson ▼	<div><div>✓ Submitted</div><div> Approved</div><div> Declined</div><div> Waitlisted</div><div> Revisions Needed</div><div> Archived</div></div>	022	(0)	(0)
Marcus Carson ▼		022	(0)	(0)

If the application **has no** errors and is ready to be approved, you have the option to import this stipend participant as a new staff record or merge into an existing one. Any existing staff records that match the applicant will be displayed for you:



Edit Reviewer Section

Stipend Track Selections

Pathways to Higher Education Track

State Assembly Legislative District

Federal Legislative District

Verified Hourly Rate

State Senate Legislative District

County Board of Supervisor District

Cancel

Save

Once you are ready to approve, click on the green “Approve Application” button at the top of the page. This will automatically change the status of the application from “Submitted” to “Approved” and will notify the applicant of this new status.

Stipend Application Review

Jonathan Apple

[Home](#) / [Maple County OCC](#) / Stipend Application Review

[← Back to Grid](#)
[✓ Approve Application](#)
[✎ Edit Application](#)
[🗑 Delete Application](#)

Please review the stipend application below. When ready, click the Approve Application button at the top of the page.

✓ No errors found. Application may be ready for submission.

2

To finalize the approval of the application, an “Approve Application” modal will pop-up for you to review your choices. If you have a template created for “Approved” Application that will generate for you. You have the option to send the applicant and email confirmation as well.

24|[Back to top](#)

## Approve Application

Finalize their Stipend Track Selection

Select -

State Assembly Legislative District

State Senate Legislative District

Federal Legislative District

County Board of Supervisor District

Status Change Note (visible by applicant)

Please provide comments/instructions for the applicant when approving their application

↶ ↷

System Font

12pt

B I U A

...

Congratulations! Your application has been accepted.

It is **currently pending final review** to issue your first payment of \$1,200 from Maple County. You will be contacted via email if your application requires additional information.

**At any time, you may log back in to view your current status.**

**Please note: final review is currently taking 30-60 days to complete and process payments.**

☒ Send status change email to the applicant

Send an email update

Cancel Approve

3

You will then see a confirmation that the staff has been approved and imported successfully. And can view their new/updated staff record if desired

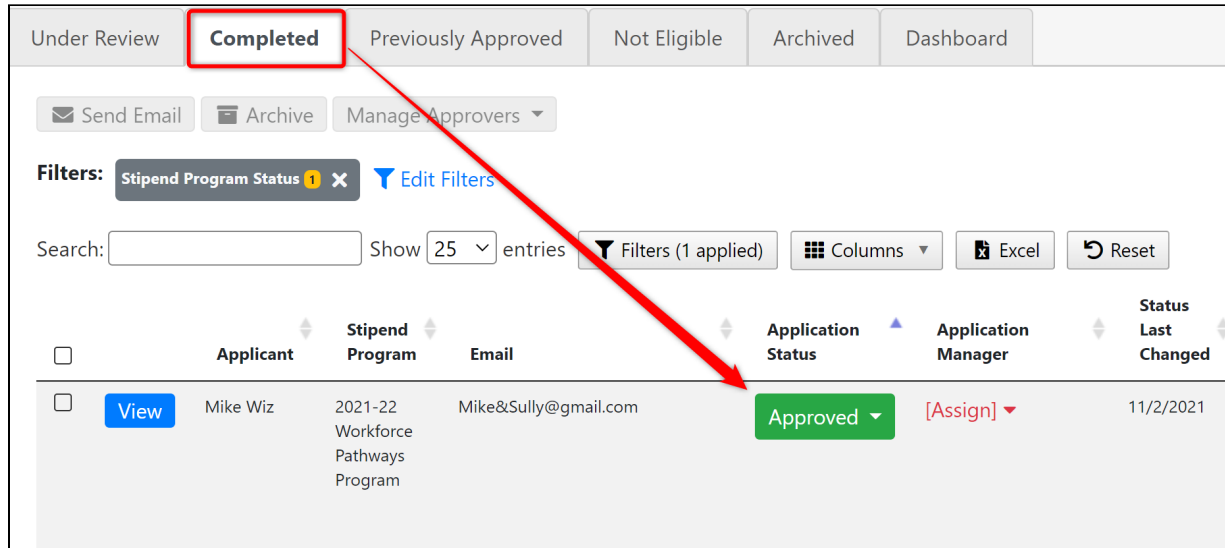
[← Back to Grid](#)

Application data for **Jonathan Apple** has been approved and imported successfully.

[View staff record](#)

# Completed/Archived Applications

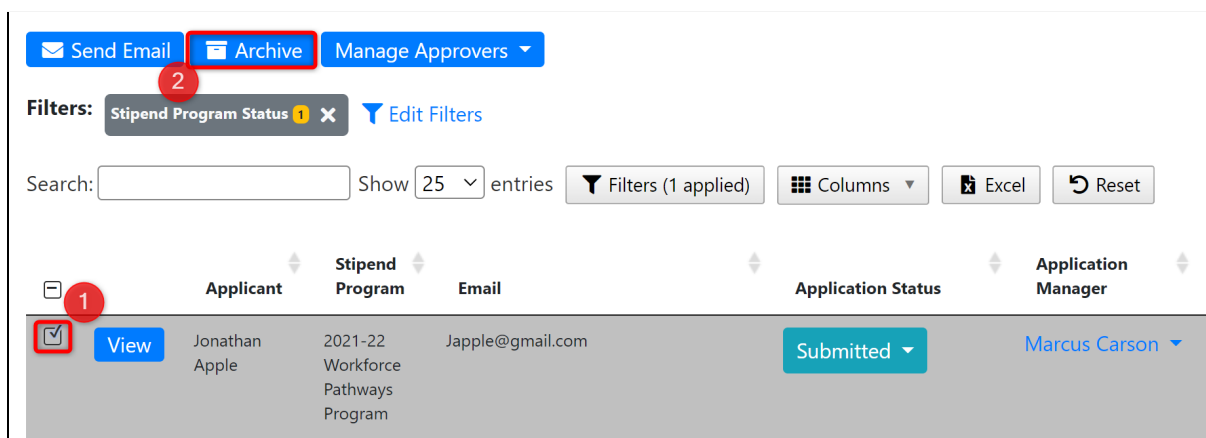
- 1 Once an application is “Completed” it will live on the “Completed” tab on the grid. In order for an application to be completed, it must have either a status of “Declined” or “Approved” to appear on this tab.



The screenshot shows the 'Completed' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Send Email', 'Archive', and 'Manage Approvers'. A filter is applied: 'Stipend Program Status' with a yellow icon. The search bar is empty, and the 'Show' dropdown is set to '25' entries. The table below has columns: Applicant, Stipend Program, Email, Application Status, Application Manager, and Status Last Changed. A red arrow points from the 'Completed' tab to the 'Approved' status dropdown for the application 'Mike Wiz'.

	Applicant	Stipend Program	Email	Application Status	Application Manager	Status Last Changed
<input type="checkbox"/>	Mike Wiz	2021-22 Workforce Pathways Program	Mike&Sully@gmail.com	Approved	[Assign]	11/2/2021

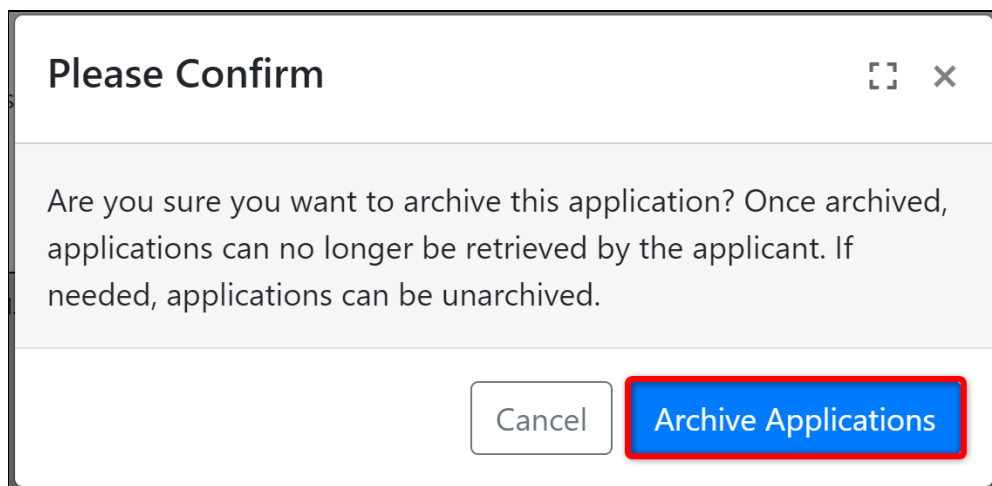
- 2 As time goes on and you receive more and more applications, the Stipend Application grid may get more cluttered. For this reason, you have the ability to archive an application (regardless of what state it is currently in), and it'll move to the “Archived” tab on the grid. To do this, check the box next to the application you want to archive, and click on the blue “Archive” button.



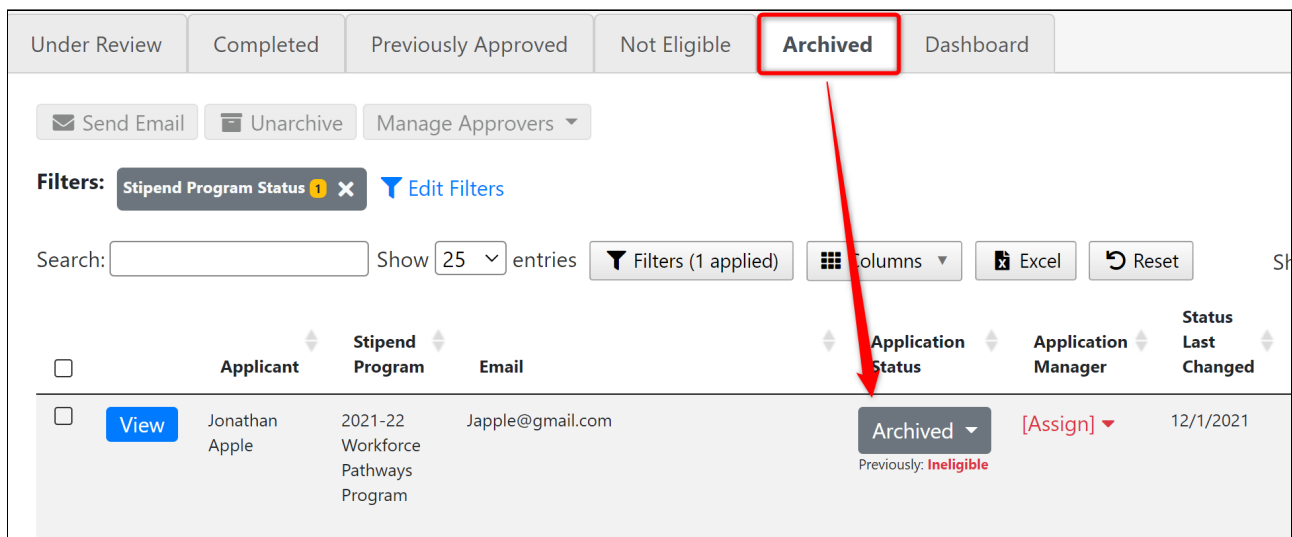
The screenshot shows the 'Archive' button highlighted with a red box and a red circle with the number '2'. A checkbox next to the application 'Jonathan Apple' is also highlighted with a red box and a red circle with the number '1'. The application status is 'Submitted' and the manager is 'Marcus Carson'.

	Applicant	Stipend Program	Email	Application Status	Application Manager
<input checked="" type="checkbox"/>	Jonathan Apple	2021-22 Workforce Pathways Program	Japple@gmail.com	Submitted	Marcus Carson





Then click “Archive Applications” to confirm you want to archive said application. It will now appear on the “Archive” tab.



The dashboard shows a tabbed interface with "Archived" selected and highlighted by a red box. A red arrow points from this tab to the "Application Status" column in the table below. The table contains one entry for Jonathan Apple, whose application status is "Archived" (previously "Ineligible").

Under Review   Completed   Previously Approved   Not Eligible   **Archived**   Dashboard

Send Email   Unarchive   Manage Approvers ▼

**Filters:** Stipend Program Status 1 x   Edit Filters

Search:   Show 25 entries   Filters (1 applied)   Columns   Excel   Reset

	Applicant	Stipend Program	Email	Application Status	Application Manager	Status Last Changed
<input type="checkbox"/>	<a href="#">View</a> Jonathan Apple	2021-22 Workforce Pathways Program	Japple@gmail.com	Archived <small>Previously: Ineligible</small>	[Assign] ▼	12/1/2021

# Dashboard

The final tab on this page is the “Dashboard” tab. On this tab, there are several helpful charts and information related to Applicants, Payments, Staff, and much more. Come here for some high-level information pertaining to the stipend application process.

## Stipend Applications

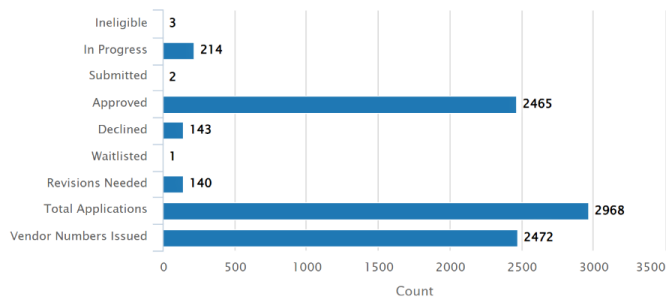
[Home](#) / [Maple County QCC](#) / [Stipend Applications](#)

[Configure Stipend Programs](#) [Status Message Templates](#)

[Under Review](#) [Completed](#) [Previously Approved](#) [Not Eligible](#) [Archived](#) **Dashboard**

### Applications

Application Status



### Payments

Status

