



Dear PASS User:

This email is to inform you that the Centralized Application Service for ADEA PASS programs has released its End of Year Reports. They are available from WebAdMIT, through the Report Manager.

1. To access these reports, please log into the 2010-2011 WebAdMIT for ADEA PASS at: <https://pass.webadmit.org> using your username and password from last year.
2. In the Menu Bar, click on "Report Manager".



3. Click on the "New Report" button to create a new "End of Year" report template.



4. Select the "End of Year Report for Programs" from the dropdown list. Note that End of Year Reports always run against your full applicant pool.

Report Settings

Create a report using

named

These selected and appear on the toolbar.

5. Give your report a "Name."
6. Click on "Save and Run Report".
7. You will be taken to the "Recent Files" page where you can open your report in .PDF or .CSV format after it runs. If you manage more than one PASS program through a single WebAdMIT login, your report will contain one page for each program.

Recent Reports and Export Files

Last Updated	Name	List or Data Source	Expires	Status	Download
Aug 31, 2011 at 10:00 AM EDT Update	End Of Year Report for Programs - My End of Year Report	All Applicants	2011-09-01T03:00:00-04:00	Available	<input type="button" value="pdf"/> <input type="button" value="csv"/>

IMPORTANT: These are very large reports and may take several minutes to run. You can leave this page and continue working, if you like. The report will remain posted for the rest of the day and you can download it at any time.

8. Note that once you create a template for any report, you can always run that template directly from the "Report Manager" page

Report Manager

Report Template	Name	List	Show on Toolbar	
End Of Year Report for Programs	<input type="text" value="My End of Year Report"/>	All Applicants	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

If you have any questions, please contact the WebAdMIT Support team. We can be reached by phone at 716-636-7777 (option 7) or by email at webadmitsupport@academicsoftwareplus.com.

Thank you,

The WebAdMIT Support Team