



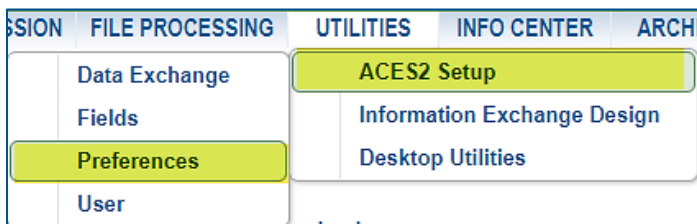
## Promote Deferred Applicants

After archiving applicants at the end of a recruiting season, you can add deferred applicants' data from your archives to the current year. Typically, this task is performed only once per year. Use the Deferral Promotion feature to search for and promote groups of deferred applicants.

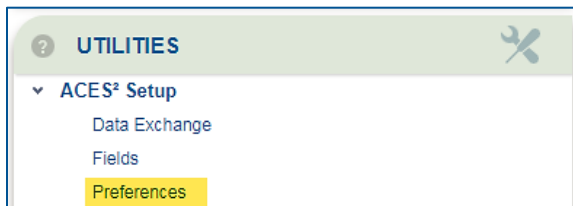
Applicant documents can be included in the promoted records.

### Including or Excluding Applicant Documents

1. From the Utilities tab, select **ACES<sup>2</sup> Setup/Preferences**.



Alternatively, select **Preferences** from ACES<sup>2</sup> Setup in the Utilities section of the site map.



2. Find and expand the Reapplicants/Deferrals section.
3. Select **Deferrals** from the drop-down menu labeled Select Category.
4. Select **Edit** on the Documents row.

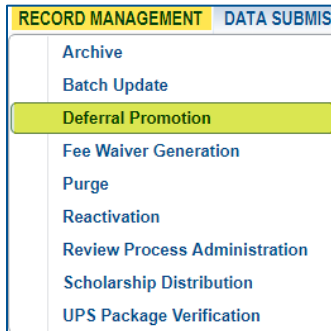
The screenshot shows a window titled 'Reapplicants/Deferrals(50)'. At the top, there is a 'Select Category:' dropdown menu with 'Deferrals' selected. Below this is a table with two columns: 'Field' and 'Deferral'. Each row in the table has an 'Edit' link on the right side.

Field	Deferral	
Appl UDF2 Eval	Yes	Edit
Application Signed	Yes	Edit
Banner String	Yes	Edit
CAS Request Date	Yes	Edit
Character and Fitness	Yes	Edit
Contacts	Yes	Edit
ContigAdm	Yes	Edit
Date Report Requested	Yes	Edit
Dean Cert	Yes	Edit
Dean Review	Yes	Edit
Documents	Yes	Edit
Employment	Yes	Edit

5. Select **Yes** if the archived data and/or applicant documents should be included in the current record or **No** if the data element or documents should not be included.
6. Select **Save**.

### Promoting Deferred Applicants

1. From the Record Management tab, select **Deferral Promotion**.



Alternatively, select **Deferral Promotion** from the Record Management section of the site map.



2. Enter the archive year and the current or decision status, then select **Search**.

A screenshot of a search form titled 'Deferral Promotions'. The form includes the following text: 'Search any archive year for Applicants that have a status of Deferred. Search by entering either a current or decision status to show deferrals.' Below this text are three dropdown menus: 'Archive Year' (set to 2016), 'Current Status' (set to Deferred), and 'Decision Status' (empty). A blue 'Search' button is located at the bottom right of the form.

- A list containing all the archived applicants meeting your search criteria will display.

3. Select the applicants to promote, or select the **Check All** button to select all of the records.
4. If you want a list of these applicants, select **Report**.
  - An Excel page will open and display your results
  - Save the file as you would any other Excel file.
5. Select the application from the drop-down field labeled Year/Term/Application Type.
6. Select **Promote** to promote the selected applicants' records to the current year.

**Deferral Promotions**

Search any archive year for Applicants that have a status of Deferred.  
Search by entering either a current or decision status to show deferrals.

Archive Year:

Current Status:

Decision Status:

2 Applicant(s) were found.

Check All	LSAC Account Number	SSN	Name	Current Status	Current Decision	Archive Year	Degree
<input type="checkbox"/>	L00000000		Brillman, Brian	Defer		2017	JD
<input type="checkbox"/>	L99999999		Dough, John	Defer		2017	JD