



Assemble and Download Applicant Documents

The Document Assembly feature of ACES² allows you to download and print the following:

- new and updated applicant documents
- documents of specific applicants
- documents assigned to a reviewer
- documents of matriculated students for the registrar

LSAC's document printing service will be discontinued on June 30, 2020.

Assemble Groups of Applicant Documents for Printing

1. From the Search tab, select **Applicants** and then select **Documents**. Alternatively, select **Documents** from **Applicants** in the SEARCH section of the site map.



2. Enter the search criteria for these applicant documents. Some basic search criteria are:

- Applicant Name
- Current and/or Decision Status
- Reviewer Name
- Document Type
- Date Ranges
- Status
- LSAT Score Range

3. To target specific applicants for printing, enter SSNs or LSAC account numbers in the Targeted Search Criteria section.
 - You can also upload an applicant list in .txt or .csv format to target specific applicants for printing.
 - You can hand enter or upload an unlimited amount of records.

The screenshot displays the 'Applicant Document Search By' interface, which is organized into several sections:

- Basic Search Criteria:** Includes fields for Last Name, To Last Name, First Name, LSAC Acct. No., Applicant Type, Term, Year, Degree Applied, LSAT Type, LSAT Range (120 to 180), GPA Range (0.10 to 4.33), UPS Date Sent, UPS Date Sent To, Doc Gen Date, and Doc Gen Date To. It also features a dropdown for Archive Year(s) (Current, 2017-2008) and a dropdown for Document Type (Addenda, Application, CAS, CAS Report, Certification Letter, Decision Letter, Deposit Check, Essp, Email, Housing Form).
- Targeted Search Criteria:** Offers two options: 'Manual Applicant Entry' with a list box for SSN or LSAC Acct. No. (including 'Remove Item' and 'Clear All Items' buttons) and 'Upload Applicant List' with a file upload field and 'Browse...' button. A note specifies: '(File must be comma delimited with a .txt or .csv extension)'. There is also an 'Upload' button.
- Status Search Criteria:** Contains dropdowns for Current Status, Decision Status, Date Current Status From/To, and Date Decision Status From/To.
- Reviewer Search Criteria:** Contains dropdowns for Reviewer, Date Assigned From/To, and Date Confirmed From/To.
- Search Results:** A section at the bottom with a 'Search' button (highlighted with a red box), 'Clear', and 'Export' buttons.

A tip box on the right side of the interface reads: 'Tip: To search for multiple document types, hold down the Ctrl key and click on the document'. The footer includes the LSAC logo, 'All contents © 2017 Law School Admission Council, Inc. All rights reserved.', and the ACS logo.

4. Select **Search**. Select **Clear** to discard your search criteria.

- The Search Results section displays up to 500 documents.
- If your results exceed 500 documents, select **Export** to export the information to an Excel file.
- A grid appears containing the applicant documents that meet your search criteria.
- Each document's file extension displays in the Doc Type column.
- The checkboxes located in front of the search results default to being checked. If you want to deselect, select **Uncheck All**. Then select the specific applicant documents you want to assemble for printing.

Search Results																
Uncheck All	Last Name	First Name	Lsac Acct. No.	Document	Doc Type	Generation Date	Update Reason	Current Status	Current Status Date	Term	Year	UPS Tracking Number	UPS Send Date	UPS Delivery Date	Adm. Rpt Date	Paper Rpt Date
<input checked="" type="checkbox"/>	View			Eapp	pdf	10/30/2017	First Time	Deposit Paid	03/15/2018	Fall	2018					
<input checked="" type="checkbox"/>	View			CAS	pdf	10/30/2017	First Time	Deposit Paid	03/15/2018	Fall	2018					Detail
<input checked="" type="checkbox"/>	View			Eapp	pdf	04/19/2018	First Time	Deposit Paid	04/25/2018	Fall	2018					
<input checked="" type="checkbox"/>	View			CAS	pdf	04/19/2018	First Time	Deposit Paid	04/25/2018	Fall	2018					Detail
<input checked="" type="checkbox"/>	View			Eapp	pdf	02/06/2018	First Time	Deposit Paid	04/30/2018	Fall	2018					
<input checked="" type="checkbox"/>	View			CAS	pdf	04/05/2018	First Time	Deposit Paid	04/30/2018	Fall	2018					Detail
<input checked="" type="checkbox"/>	View			Eapp	pdf	04/05/2018	First Time	Deposit Paid	05/01/2018	Fall	2018					
<input checked="" type="checkbox"/>	View			CAS	pdf	04/16/2018	First Time	Deposit Paid	05/01/2018	Fall	2018					Detail

Displaying 500 of 876 results. To view an Excel file with all results, press the Export button.

- CAS Report documents containing multiple pages display a **Detail** link.

Exemplar Applicant	L37101889	CAS	pdf	10/30/2017	First Time	Deposit Paid	03/15/2018	Fall	2018	Detail
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5. To display the document details, select **Detail**. CAS Document details will display:

- Type
- Specific detail
- Number of pages in the PDF document

Document Details		
Type	Type Specific	Number of Pages
Duplicate Banner		1
Transcript	Under Grad: UNIVERSITY	2
Writing Sample	Sample Date: dec 17	2
Letter of Recommendation		3
Letter of Recommendation		3

File Assembly Output Options

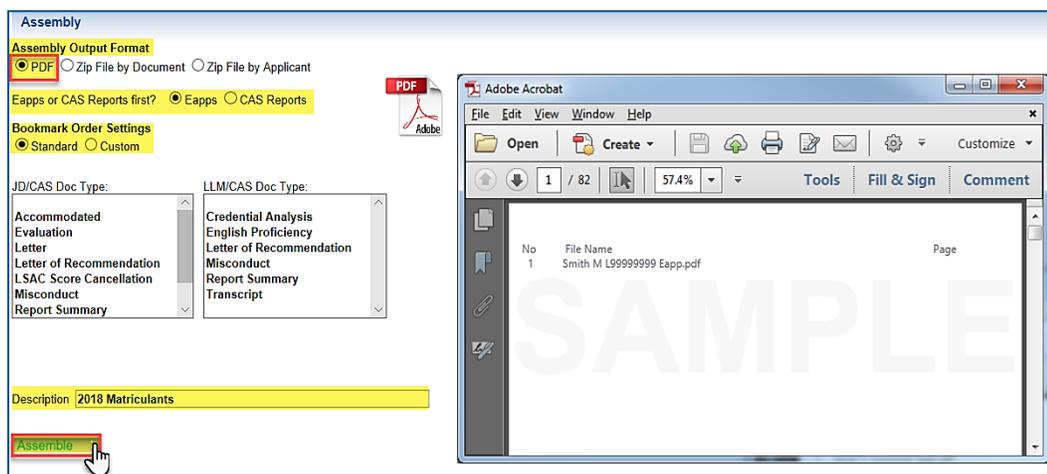
In the Assembly section, there are three format options for output, and an on-screen preview for each option. ACES² retains your most recent assembly settings. You can reuse or change these settings the next time you assemble documents.

- **PDF:** this is one PDF file with all your selected documents. You can choose to assemble files with either E-App or CAS documents first, and set bookmark order.
- **Zip File by Document:** a zip file with a *separate* PDF for each document. You can choose to assemble files with either E-App or CAS documents first, specify which CAS documents to include, and customize the name of the PDF.
- **Zip File by Applicant:** a zip file containing a PDF for *each* applicant. You can choose to assemble files with either E-App or CAS documents first, specify which CAS documents to include, and customize the name of the PDF.

PDF

To assemble the selected applicant documents for printing, scroll to the bottom of the screen and enter the following:

1. Select **PDF** for the Assembly Output Format.
2. Choose **Eapps** or **CAS Reports** to print first.
3. Select **Standard** or **Custom** Bookmark Order Settings:
 - **Standard:** Last Name, First Name, Document Bookmark
 - **Custom:** To customize PDF bookmark, drag any available fields into the “Selected Fields” box
4. You can select specific CAS document types for printing.
5. To assemble documents for printing, scroll to the bottom of the screen and enter a name for this group of documents in the Description field.
6. Select **Assemble**. A confirmation window will display. Select **OK**. Your documents will be assembled.



Zip File by Document

1. Select **Zip File by Document** for the Assembly Output Format.
2. Choose **Eapps** or **CAS Reports** to print first.
3. Select PDF Naming Convention.
 - Default Settings: Last Name + First Initial, LSAC Account Number, Document.pdf
 - Custom Settings: To customize the PDF file name, drag any available fields into the “Selected Fields” box
 - To include underscores in PDF file name, check the box labeled “Separate fields with underscores”
4. You can select specific CAS doc types for printing.
5. To assemble documents for printing, scroll to the bottom of the screen and enter a name for this group of documents in the Description field.
6. Select the **Assemble** button. A confirmation window will display. Select **OK**. Your documents will be assembled.

The screenshot shows the 'Assembly' window with the following configuration:

- Assembly Output Format:** Zip File by Document
- Eapps or CAS Reports first?:** Eapps
- PDF Naming Convention:** Custom Settings
- Available Fields:** USI ID, First Name, Last Name, School Code, SSN-4, LSAC Account Number
- Selected Fields:** Law School Tracking Number, Last Name + First Initial, Year/Term/AppType
- Separate fields with underscores
- JDI/CAS Doc Type:** Accommodated Evaluation Letter, Letter of Recommendation, LSAC Score Cancellation, Misconduct, Report Summary
- LLM/CAS Doc Type:** Credential Analysis, English Proficiency, Letter of Recommendation, Misconduct, Report Summary, Transcript
- Description:** 2018 Matriculants
- Assemble** button is highlighted with a mouse cursor.

The preview area shows a sample PDF filename: LSTrackNum_SmithM_YYYY_Fall_AppType_Eapp.pdf

Zip File by Applicant

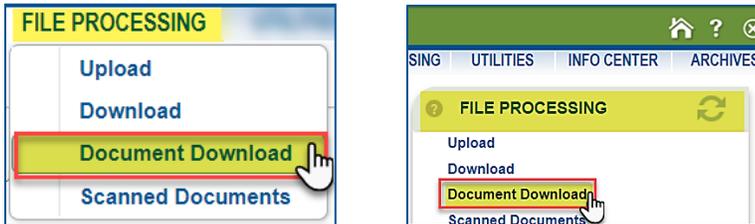
1. Select **Zip File by Applicant** for the Assembly Output Format.
2. Choose **Eapps** or **CAS Reports** to print first.
3. Select PDF Naming Convention.
 - To customize the PDF file name, drag any available fields into “Selected Fields” box.
 - To include underscores in PDF file name, check the box labeled “Separate fields with underscores.”
4. You can select specific CAS doc types for printing.
5. To assemble documents for printing, scroll to the bottom of the screen and enter a name for this group of documents in the Description field.
6. Select **Assemble**. A confirmation window will display. Select **OK**. Your documents will be assembled.

The screenshot shows the 'Assembly' window with the following configuration:

- Assembly Output Format:** Zip File by Applicant
- Eapps or CAS Reports first?:** Eapps
- PDF Naming Convention:**
 - Available Fields:** USI ID, Last Name + First Initial, School Code, LSAC Account Number, SSN-4
 - Selected Fields:** Law School Tracking Number, Last Name, First Name, Year/Term/AppType
- Separate fields with underscores
- JD/CAS Doc Type:** Accommodated Evaluation Letter, Letter of Recommendation, LSAC Score Cancellation, Misconduct, Report Summary
- LLM/CAS Doc Type:** Credential Analysis, English Proficiency, Letter of Recommendation, Misconduct, Report Summary, Transcript
- Name:** LSTrackNum_Smith_Mike_YYYY_Fall_Deferral_Eapp.pdf
- Description:** 2018 Matriculants
- Buttons:** Assemble (highlighted with a red box and mouse cursor)

Print Groups of Applicant Documents

- From the File Processing tab, select **Document Download**. Alternatively, select **Document Download** in the File Processing section of the site map.



- Enter Search criteria—for example:

- User who assembled file
- Date range that file was assembled
- File name

- Select **Search**. If no criteria is entered, all document groups appear.

- A grid will display containing the document group matching your search criteria. The initial status for the document group is Queued and the # Pages column is blank. Remember, you have to wait for the process to complete.

Document Download						
Select search criteria						
User:	<input type="text" value="TEMP"/>	Document Assembled From:	<input type="text"/>			
Description:	<input type="text"/>	Date Assembled To:	<input type="text"/>			
1 records found matching criteria.						<input type="button" value="Search"/> <input type="button" value="Clear"/>
Description	User	Status	# Pages	CAS Components	Assembled Date	Download Type
2018 Matriculants	TEMP	Queued		All	07/13/2018	Zip By Applicant

- Wait for the status to change to Available.

Description	User	Status	# Pages	CAS Components	Assembled Date	Download Type
2018 Matriculants	TEMP	Available	N/A	All	07/10/2018	Zip By Applicant
2018 Matriculants	TEMP	Available	11076	All	07/10/2018	PDF

6. There is an icon at the end of the row containing your document group. This contains the document group you created.



- If you asked for a zipped file, select the folder icon and then choose **Download**.
- A red message will display notifying you that the details are not available for zip files.

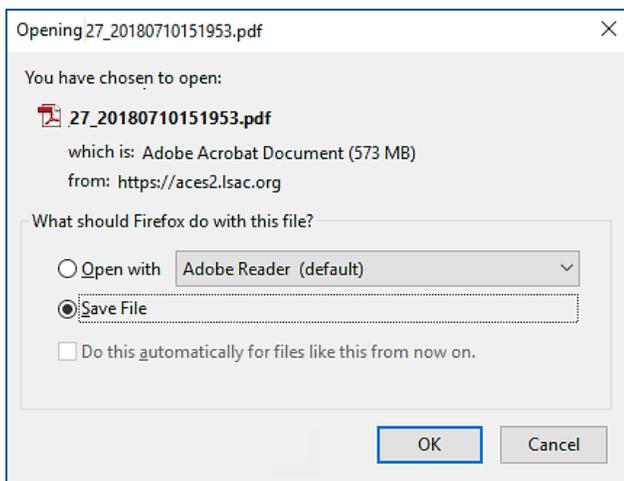


- If the file was a PDF, select the PDF icon. A list of applicants will display.

Appl Name	Document Type	Generation Date	Description	Start Page	End Page	Number of Pages
	Addendum	4/3/2018 1:23:31 PM	inststateemailTEMP20184231.zip	Missing	Doc	0
	Addendum	1/8/2018 2:46:57 PM	APowersresumeTEMP2018134.docx	Missing	Doc	0
	CAS			Missing	Doc	0
	Eapp	12/1/2017 1:07:01 PM		15	31	17
	CAS	12/4/2017 12:00:00 AM		32	47	16
	Eapp	3/15/2018 10:17:57 PM		48	63	16
	CAS	3/16/2018 12:00:00 AM		64	81	18
	Addendum	4/26/2018 10:02:10 AM	MFlattsGoodStanding.jpg	82	82	1
	Eapp	3/14/2018 1:15:49 AM		83	98	16
	CAS	4/12/2018 12:00:00 AM		99	109	11

7. Scroll to the bottom of the list and choose **Download**.

8. Either open or save the PDF.



- If a document is not included in this document group, the Start Page column displays the word “Missing” and the End Page column displays the word “Doc.”