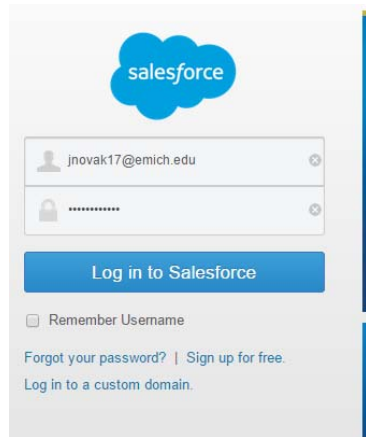




Salesforce Quick Guide

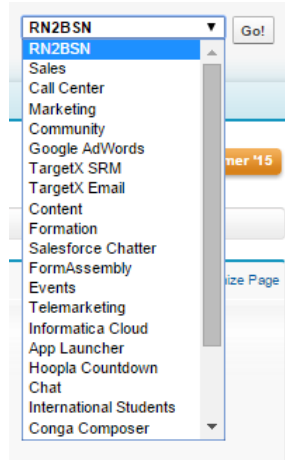
Login : <https://login.salesforce.com/> (Firefox, Microsoft Explore, Google Chrome)

- Username: R2B@emich.edu
- Password: ?



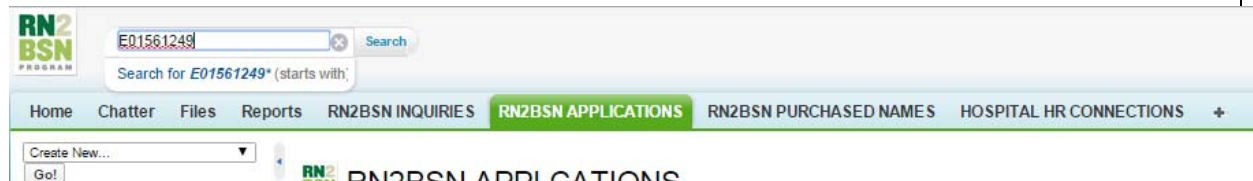
RN2BSN Application:

From the application console confirm that you are in the RN2BSN application. The application console is located in the upper right corner of the screen.



Quick Search:

Enter any identifying information for a student (example Eid, first name, last name, date of birth, etc) in the Search bar in the upper left corner and click Search



Note: Any information for the student will return with a link to the student's record. All R2B data is stored within the RN2BSN application. Please make sure that you select this option when reviewing student information.

E01561249

RN2BSN APPLICATIONS (1)	
Action	RN2BSN Application Name
Edit	a1F16000002lu69

Reviewing Student Information:

After clicking on the student link. All R2B student related data will return. The example below is of a student application record. The student application record is divided into 4 sections : Application Detail, Note and Attachments; Open Activities and Activity History

Application Detail Example:

- Contains all applicant information submitted by student
- Scholarship Information
- GPA
- SON License and Background Verification Status
- Alt PIN
- Student Net id

RN2BSN APPLICATION **a1F16000002lu69** Customize Page | Edit Layout | Printable View | Help for this Page

Back to List: RN2BSN APPLICATIONS

RN2BSN APPLICATION Detail

RN2BSN Application Name	a1F16000002lu69	Owner	Jeanine Nowak [Change]
EMU_ID	E01561249	Application Status	5 Complete: Decision entered into Banner
DOB	05/04/1989	Application Number	201610-0005
SSN		ADMISSIONS DECISION	Admit (39)
GENDER	Female	Admit Type	T1
FIRST_NAME	kacy	Scholarship	Not Scholarship Eligible (ZXX)
MIDDLE_NAME		Start Date	
LAST_NAME	navarre	RN_Lic	4704314550
EMAIL	navarre@hotmial.com	RN_LIC_EXPIRATION	3/31/2016
CELL_PHONE	7343010903	Background Check	Yes
STREET_ADDRESS	7394 canal st	Admission Decision Comments	7/10/15 - left message to confirm schools attended and start date preferences. Jill
CITY	newport	Decisions GPA	2.84
STATE	MI	Decision Form Date	2015-08-05-04-00
ZIP	48166	RN_LIC_CONFIRMED	License Confirmed Per School of Nursing
HOME_PHONE		BACKGROUND_VERIFICATION_STATUS	Background Verified and Complete by School of Nursing
CTRY_CITIZENSHIP	United States	Student_pin	512711
STATE_RESID	Michigan	Student Netid	knavarr4
YEARS_STATE_RES	26		
MONTH_STATE_RES	3		
CTRY_CITIZENSHIP_DESC			
VISA_TYPE			
COLLEGE1	Monroe County Cmty College, Monroe MI - 1514 , College Not Listed - 999999		
COLLEGE2			
COLLEGE3			
COLLEGE4			
COLLEGE5			
COLLEGE6			
COLLEGE7			
COLLEGE8			
COLLEGE9			
COLLEGE11			
CRIM_OFFENSE	No		
ACADEMIC_OFFENSE	No		
HISPANIC	No		

Notes and Attachments, Open Activity and Activity History Example:

- Details all email communication to the student
- All attached files (example: RN License image files that may have been uploaded in the student portal)

The screenshot shows three sections of a student portal:

- Notes & Attachments:** Includes buttons for 'New Note' and 'Attach File'. It displays 'No records to display'.
- Open Activities:** Includes buttons for 'New Task' and 'New Event'. It displays 'No records to display'.
- Activity History:** Includes buttons for 'Log a Call', 'Mail Merge', 'Send an Email', and 'View All'. It contains a table with the following data:

Action	Subject	Name	Task	Due Date	Assigned To	Last Modified Date/Time
Edit Del Call			✓	8/24/2015	Jill Sermon	8/24/2015 3:58 PM
Edit Del Email	RN2BSN Full Admit Email		✓	8/18/2015	User EMU Admissions	8/18/2015 10:56 AM
Edit Del Email	RN2BSN Next Step Email		✓	8/5/2015	Jeanine Novak	8/5/2015 10:11 AM

Reports Overview

Click on the Reports tab

The screenshot shows the navigation menu for the RN2BSN PROGRAM. The 'Reports' tab is highlighted. Other tabs include Home, Chatter, Files, RN2BSN INQUIRIES, RN2BSN APPLICATIONS (active), RN2BSN PURCHASED NAMES, and HOSPITAL HR CONNECTIONS. Below the menu, there is a 'Create New...' dropdown and a search bar.

Locate and Click on the RN2BSN Report Folder

Reports & Dashboards

The screenshot shows the 'Reports & Dashboards' interface. On the left, there is a 'Folders' section with a search bar and a list of folders. The 'RN2BSN Reports' folder is highlighted. On the right, there is an 'All Folders' section with a search bar and a list of folders.

R2B Reports:

The screenshot shows the 'RN2BSN Reports' list. It includes a search bar and a list of reports with the following details:

Action	Name
Edit Del Export	RN2BSN Salesforce ID Report
Edit Del Export	RN2BSN Admits and Re-enrolls
Edit Del Export	RN2BSN FULL ADMIT
Edit Del Export	R2B SON PENDING CREDENTIAL VERIFICATION
Edit Del Export	R2B SON FULL ADMITS BY START DATE
Edit Del Export	RN2BSN APPLICATION REPORT
Edit Del Export	RN2BSN Applications Needing Decisions
Edit Del Export	RN2BSN 4 Processing Decision in Banner
Edit Del Export	R2B Enrollment and Alt pin Status Report
Edit Del Export	R2B Email Communication Report
Edit Del Export	RN2BSN Inquiry
Edit Del Export	R2B RE ENROLL BANNER ENTRY NEEDED
Edit Del Export	RN2BSN School of Nursing Credential Rep
Edit Del Export	RN2BSN Admits
Edit Del Export	RN2BSN Purchased Names
Edit Del Export	Hospital HR Connections
Edit Del Export	RN2BSN Lead Source
	Students with RN2BSN as their Lead Source

Key Reports:

- **RN2BSN Full Admit:** Details all students that have completed/verified by SON for the background check and verification.
- **R2B SON Pending Credential Verification:** All student waiting on verification of credentials by SON.
- **R2B Enrollment and Alt Pin Status Report:** Gives enrollment status and Alt Pin Status for students that are fully admitted to the program.