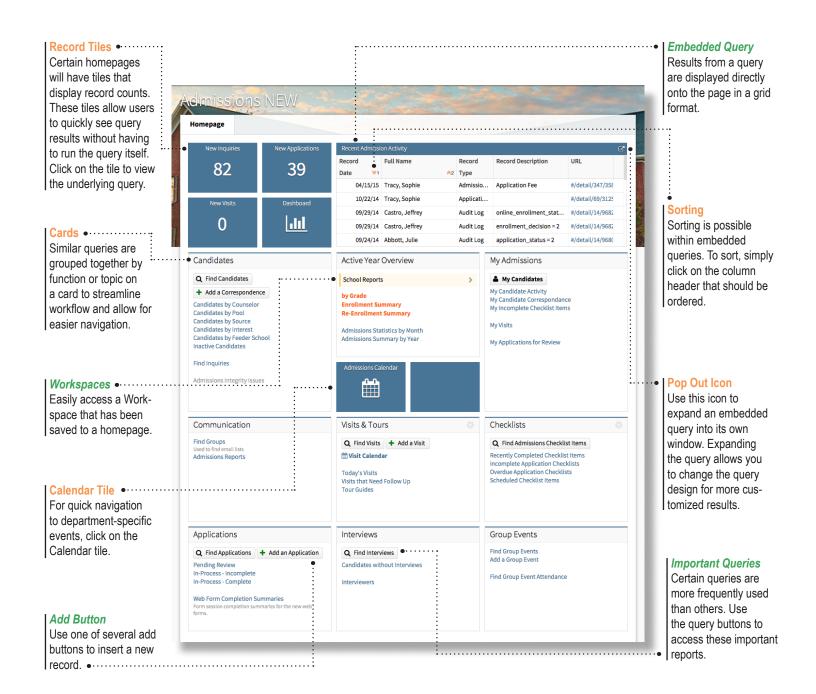# Homepages

Axiom homepages are designed to allow for quick navigation. Queries that are used for similar purposes are organized together on the same query card. Each query card has a title that specifies the function or purpose for those particular queries.

Record Tiles
Certain homepages will have tiles that display record counts. These tiles allow users to quickly see query results without having to run the query itself. Click on the tile to view the underlying query.

Cards
Similar queries are grouped together by function or topic on a card to streamline workflow and allow for easier navigation.

Workspaces
Easily access a Workspace that has been saved to a homepage.

Calendar Tile
For quick navigation to department-specific events, click on the Calendar tile.

Add Button
Use one of several add buttons to insert a new record.

Admissions NEW

Homepage

New Inquiries	New Applications
82	39

New Visits	Dashboard
0	📊

Recent Admission Activity

Record Date	Full Name	Record Type	Record Description	URL
04/15/15	Tracy, Sophie	Admissio...	Application Fee	#/detail/347/358
10/22/14	Tracy, Sophie	Applicati...		#/detail/69/3125
09/29/14	Castro, Jeffrey	Audit Log	online_enrollment_stat...	#/detail/14/9682
09/29/14	Castro, Jeffrey	Audit Log	enrollment_decision = 2	#/detail/14/9682
09/24/14	Abbott, Julie	Audit Log	application_status = 2	#/detail/14/9680

Candidates

🔍 Find Candidates
➕ Add a Correspondence

Candidates by Counselor
Candidates by Pool
Candidates by Source
Candidates by Interest
Candidates by Feeder School
Inactive Candidates

Find Inquiries

Admissions Integrity Issues

Active Year Overview

School Reports ›

by Grade
Enrollment Summary
Re-Enrollment Summary

Admissions Statistics by Month
Admissions Summary by Year

Admissions Calendar
📅

My Admissions

👤 My Candidates

My Candidate Activity
My Candidate Correspondance
My Incomplete Checklist Items

My Visits

My Applications for Review

Communication

Find Groups
Used to find email lists
Admissions Reports

Visits & Tours ⚙

🔍 Find Visits   ➕ Add a Visit
📅 Visit Calendar

Today's Visits
Visits that Need Follow Up
Tour Guides

Checklists ⚙

🔍 Find Admissions Checklist Items

Recently Completed Checklist Items
Incomplete Application Checklists
Overdue Application Checklists
Scheduled Checklist Items

Applications

🔍 Find Applications   ➕ Add an Application

Pending Review
In-Process - Incomplete
In-Process - Complete

Web Form Completion Summaries
Form session completion summaries for the new web forms.

Interviews

🔍 Find Interviews

Candidates without Interviews

Interviewers

Group Events

Find Group Events
Add a Group Event

Find Group Event Attendance

Embedded Query
Results from a query are displayed directly onto the page in a grid format.

Sorting
Sorting is possible within embedded queries. To sort, simply click on the column header that should be ordered.

Pop Out Icon
Use this icon to expand an embedded query into its own window. Expanding the query allows you to change the query design for more customized results.

Important Queries
Certain queries are more frequently used than others. Use the query buttons to access these important reports.