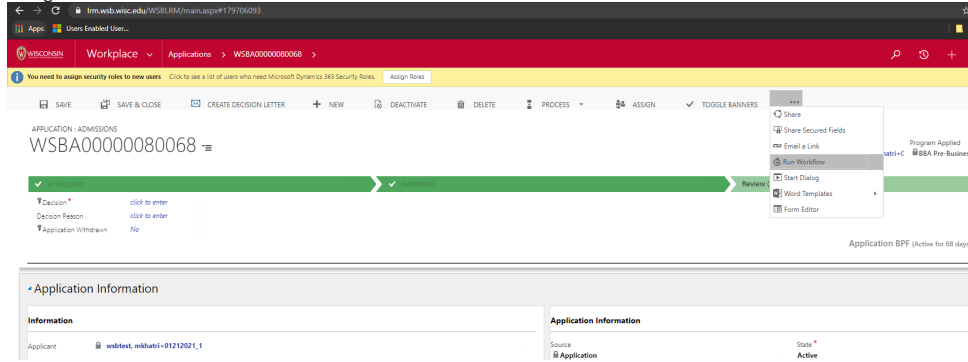


BBA Prebus Application Review Process

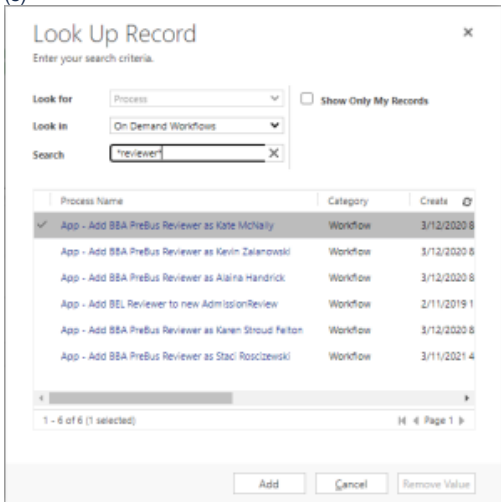
This document provides a brief overview of the BBA Prebus application review process, guiding the user about how to assign a reviewer, and create a review form after logging into the LRM system and identifying an application.

Application Review Process

1. Log into the LRM, check one or more applications, or go to the application
2. Assign the application to a reviewer by running a specific workflow depending on which reviewer needs to be assigned
3. Select the workflow by clicking the '...' menu bar



4. Choose 'Run Workflow'
5. Select any one of the BBA PreBus workflow as needed and run it against the application (s)



6. Confirm the application to have the designated reviewer
7. Confirm the application on the specific reviewer's dashboard

BBA PB Application Review_McNally_2021

Name	Applicant Na...	Application	BBA Reviewer...	Reviewed...	Review By (Ap...	Structure and...	Articulation of...	Demonstrated...	Resume Comm...	Writing Comm...	Fit with WSB U...	Reflection on ...	Essay Comment...	Admission
WSBA00000080068	Abdul Kabir, A.	WSBA00000080068	Michaly, Kate		5/7/2021									
WSBA00000081902	Adrian, Kya	WSBA00000081902	Michaly, Kate		5/21/2021									
WSBA00000083084	AKAYAN, OLIVER	WSBA00000083084	Michaly, Kate		5/21/2021									
WSBA00000081877	Amari, Zava	WSBA00000081877	Michaly, Kate	3/26/2021	4/2/2021	Above Target	Above Target	Target	TFR from UW-G...	Exceptional	Above Target	Above Target	Reflected on int...	
WSBA00000082159	ANDERSON, MIA	WSBA00000082159	Michaly, Kate		4/16/2021									
WSBA00000083039	ANDERSON, TY...	WSBA00000083039	Michaly, Kate		5/14/2021									
WSBA00000082739	Arntia, Spencer	WSBA00000082739	Michaly, Kate		5/7/2021									
WSBA00000082740	Artrip, Kaylee	WSBA00000082740	Michaly, Kate		5/7/2021									
WSBA00000082727	Asha, Aymen	WSBA00000082727	Michaly, Kate		4/30/2021									
WSBA00000083034	Bailey, Jake	WSBA00000083034	Michaly, Kate		5/14/2021									
WSBA00000082418	Bandt, Molly	WSBA00000082418	Michaly, Kate		4/23/2021									
WSBA00000081884	Banez, Enrique	WSBA00000081884	Michaly, Kate		4/2/2021									
WSBA00000082130	Barnal, Ashra	WSBA00000082130	Michaly, Kate		4/9/2021									

8. When logging into the LRM, the reviewer can access his/her dashboard, start the review process, create the review form, and fill in evaluation details in the review form for the application.

Review (Active for 17 days, 23 hours)

BBA Index Score	BBA Essay (1)	BBA Essay (1) Score Df...	BBA Essay 2 A...	BBA Essay 2 Score...	BBA Resume ...	BBA Resume Score Df...	BBA GPA Score...	Modified On
No Admissions Review Summary records found.								

BBA Admission Reviews

BBA Reviewer...	BBA Review Group	BBA Review Group Typ...	BBA Review Type	Created On
No Admissions Review Form records found.				

- 9.
- 10. After the reviewer are done with the reviews in LRM, the data needs to be exported out for decision-making by the office
- 11. BBA needs to import the decision indicator back into the LRM. Please refer to this document for the admission indicator import process: [PreBus LRM Admit Decision Processing using imported Review Scores.docx](#)