



Overview

Many fields in the Applicant Portal contain predefined answer values that applicants can select; for example, the **Country** and **County** fields both have predefined answer values. These values are housed in shared “lookup tables” which are viewable in your CAS’s/UniCAS’s **Custom Export Layout** (CEL) file (located under **Help** in WebAdMIT).

Periodically, we receive requests to update these lookup tables to include additional response options for some of the standard questions in the Applicant Portal. We strive to respond to these requests while acknowledging that some updates can potentially impact schools that are leveraging that data in WebAdMIT exports. This document contains a timeline and guidance for optimal implementation.

Timeline

- Feb 1 – Feb 24, 2020:** Account Managers meet with clients to review the upcoming changes
- April 10, 2020:** Updated CELs are available.
- April 26, 2020:** New lookup table values appear in the Applicant Portal.

The following sections provide more detail on this timeline.

Changes to WebAdMIT Custom Export Layouts and the Master College List

On **April 10, 2020**, the new CELs became available and contain the new lookup table values that correspond to the **Changes to Applicant Portal Lookup Tables**. Note that the Master College list is not published in our CELs. Instead, it is available online. On **April 10, 2020**, changes to the Master College list (see additions below) are posted and can be viewed at:

https://help.liaisonedu.com/WebAdMIT_Help_Center/Documents_and_Reference_Guides/Master_College_Cod_e_List.

If you currently export data from WebAdMIT to your school’s Student Information System (SIS) or another database, share this information with your Information Technology (IT) team.

As of **April 26, 2020**, applicants will be able to select the new options in the application.

If your school imports these fields directly from our system to yours, these new options will begin appearing in your exports as applicants select them.

If you created a “crosswalk” from WebAdMIT data to your local data in your SIS/CRM, **you may need to update this crosswalk** for the newly added options.

WebAdMIT Updates

Once the new lookup table values become available to applicants on, they're reflected in WebAdMIT in the applicant's profile, within the application PDF, and in lists and exports.

Future Changes

Lookup table change requests should be sent to your Account Manager, who will compile and review these requests prior to inclusion in the next lookup table update. A similar schedule will be provided closer to that time.