Creating a Report of Suspended Student Records
Using the Suspense Flag

Follow the steps below to create a report of suspended student records in "Application Receipt Date" order, using the MAP system:

1. Access the Student tab from the GAP Access MAP menu.
2. Access the Filter screen by clicking on the Filter tab.
3. Check the box labeled 'MAP Suspend' (lower right section of screen).
4. Access the Columns screen by clicking on the Columns tab.
5. Locate 'Application Receipt Date' under Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
6. Highlight 'Application Receipt Date' and click on the up arrow to move this column to its desired screen location.
7. Click the Sort tab.
8. Locate 'Application Receipt Date' under the Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
9. Highlight 'Application Receipt Date' and click on the up arrow to move it to the top of the list.
10. Click the View tab.
11. **The Eligibility List View now displays a listing of the students with suspended records, in Application Receipt Date order.**
12. To review a printable listing of these student records, click the View Report or Excel Report buttons at the bottom of the screen,
13. To print this report, click the print icon on your browser's tool bar.