

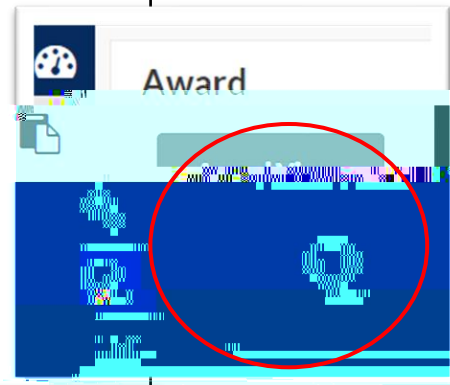


## JagSPOT Creating an Award View

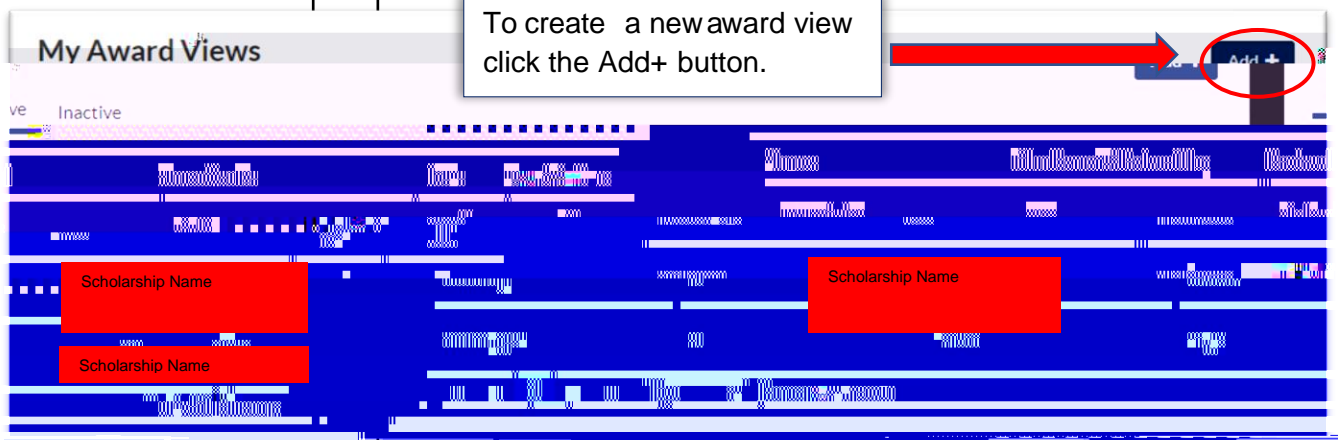
groupings that allow the awarder to view, rank, and sort all applicants who are eligible to receive an award. These views are unique to the individual awarder.

1. To begin awarding scholarships, create a unique award view to manage the awarding process through. Select Award from the left-hand menu and then the Award Views tile.

This will show a list of previously created award views.

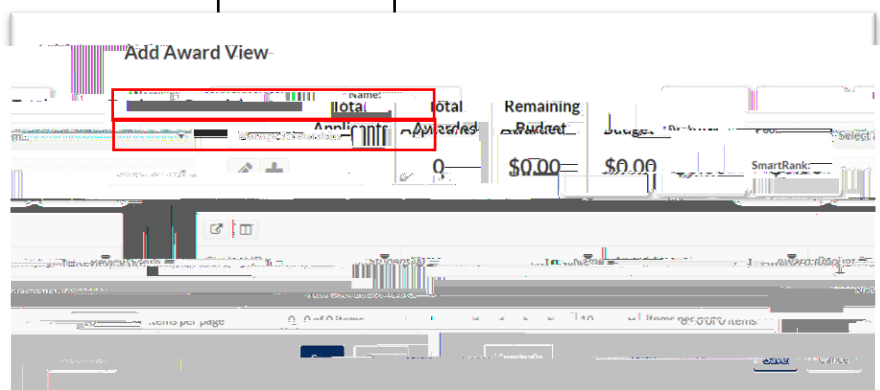


To create a new award view click the Add+ button.



2. First, name the award view. These views can be used for multiple cycles so name it something identifiable.

Next, select the specific pool this view is for (if you are reviewing as part of a pool committee) or select No Pools if you are awarding individually.



If No Pools selected, a list of possible scholarships will be generated to choose from. Use the filters to identify scholarship(s) to be included in the award view.

Use the check boxes to include them in your award view and press save.