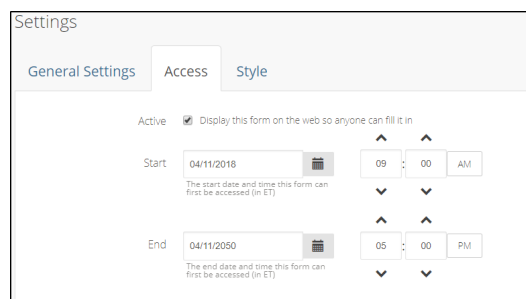
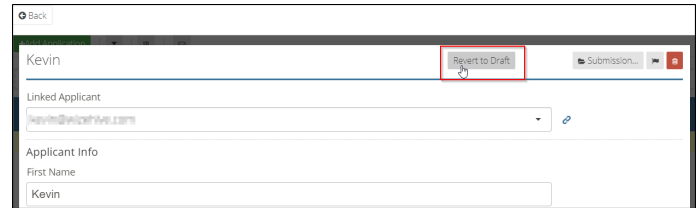


## Managing Applications

**Tip 1: Applicants can edit their application as long as they are in a draft status,**

As an administrator, you have the ability put an applicant back to a draft status to resubmit. Navigate to the application record you would like to place back to a draft. Click on the record to open, then click on the "Revert to Draft" button at the top of the page. Now the applicant can log back into the portal to make the needed edits.

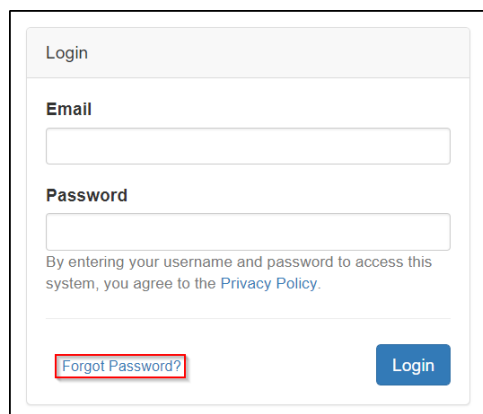
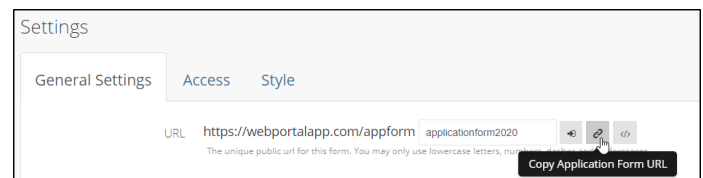


**Tip 2: As an administrator, you can change the end date that closes the applicant portal to submissions.**

Navigate to Settings & Tools and find Application Forms under Plugin Settings. Edit the portal you want to change and click on the Access tab. Here you can edit the end date. All times are in ET; adjust accordingly.

**Tip 3: You can easily find your application portal URL to link on your website or just to test it out.**

Like in Tip 2, under the application settings, the first screen will be the General Settings, which includes the portal URL.



**Tip 4: Applicant passwords are not viewable by WizeHive or workspace administrators.**

If an applicant cannot remember their password, direct them to use the forgot password option to reset their login.