

# What does the Admission Portal 3.0 'Refresh Candidate Checklists' procedure do?

Updated Jul 16, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

The 'Refresh Candidate Checklists' Action menu item lives on the registration season record. This procedure should be run if you add a new checklist item to the registration season or if you change the filters on a current checklist item and you want those updates to be reflected on the checklists for current candidates. When run, the procedure will add the checklist item or apply the recent filter edits.

It's important to note that if you toggle on or off the 'required' flag and then run the procedure, this type of change will not be affected on the current candidate checklists in order to avoid any individual changes you might have made.

The screenshot displays the Veracross Admission Portal 3.0 interface. The top navigation bar includes the text "DEMO: CLIENT" and "Admissions: Candidate Changes" with a search icon. The main content area is titled "GENERAL" and "Registration Season: 2019 Admission...". A modal window titled "Action" is open, showing the following options:

- [Refresh Candidate Checklists](#) (highlighted with an orange box)
- [Copy Registration Season](#)
- Print to PDF**
- [Print Record Detail](#)

The background interface shows a table with columns for "resident status", "International", "Group", and "Appli Prosp". The table contains several rows of data, including "N/A", "All (Domest...", and "None". A "Close" button is visible at the bottom right of the modal window.