# Application Management

Tracking

GEOS provides the following features to track application submissions:

- Ability to review submission
- Tracking Submission Status and Work Activities
- View issuance status
- Communicate with EPD
- E-mail tracking of notifications from EPD

To track applications, navigate to the 'Application' menu bar or the dashboard link. From here you may search applications using the search toolbar to filter your selection. You may also filter out submissions that have been withdrawn, amended, or terminated.

GEOS also provides an advanced search option that has additional search parameters:
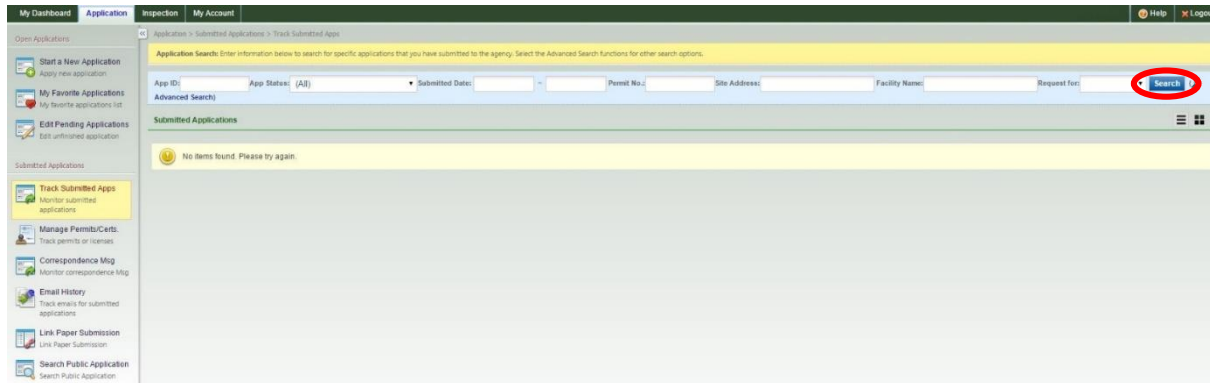
Review Submission

Click the '*Application*' link found next to 'My Dashboard', then -> Submitted Applications -> '*Track Submitted Apps*'. Next click 'View' to see a submitted application's details.
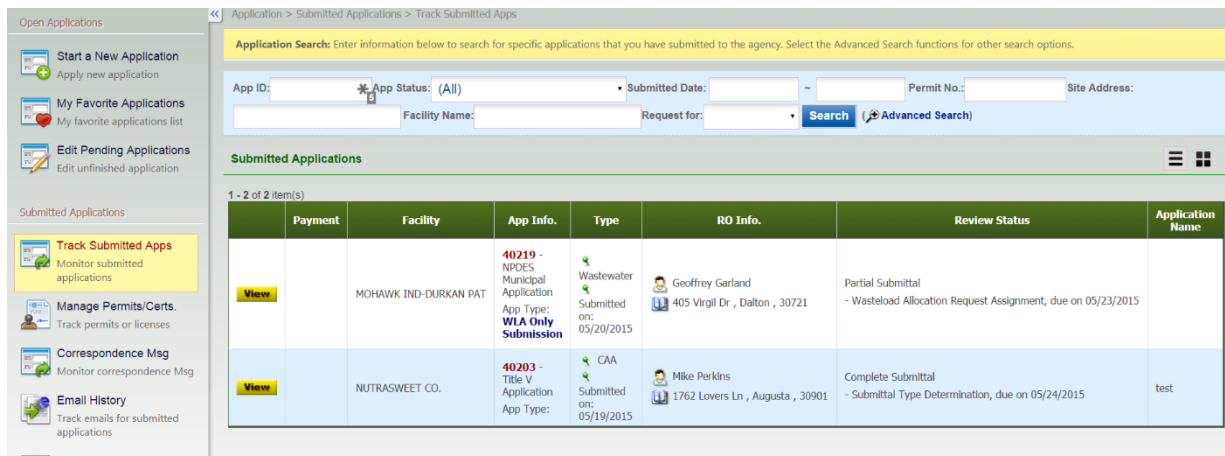
The 'Track Submitted Application' tabs can be broken down into
the following:

a. **Application:** View information related to the submission and status; GEOS displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, Application Status History with Comments and Most Recent Application Form.

b. **Attachment:** Displays any attachments that have been uploaded to GEOS during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments in this page.

c. **Payment:** Displays total application fee, payment made and fee balance; user is able to make additional payments via Credit Card or electronic Check if there are any pending balances on the application fee.

d. **Correspondence:** Allows applicant to initiate email correspondence with agency users, but visible to third-party users as well.

e. **Email History:** Displays a list of emails that have been manually sent by agency users, and are not system- automated.

f. **Work Activities**: The status of an application's work activity is noted as either: Scheduled, Cancelled, Overdue, or Completed.

g**. Issuance:** Any issuance documents may be accessed here.

If you need to copy your submission because of the similarities with a new submission, the 'Copy Application' button will create a new application and transpose all the data that was filled in on the previous application. The copy application action is available for submitted applications.