

To view your own applications go to 'My Applications' on the Menu bar. The 'My Applications' report will drop down for you to select. Click on this to view a historical list of all applications you have submitted.

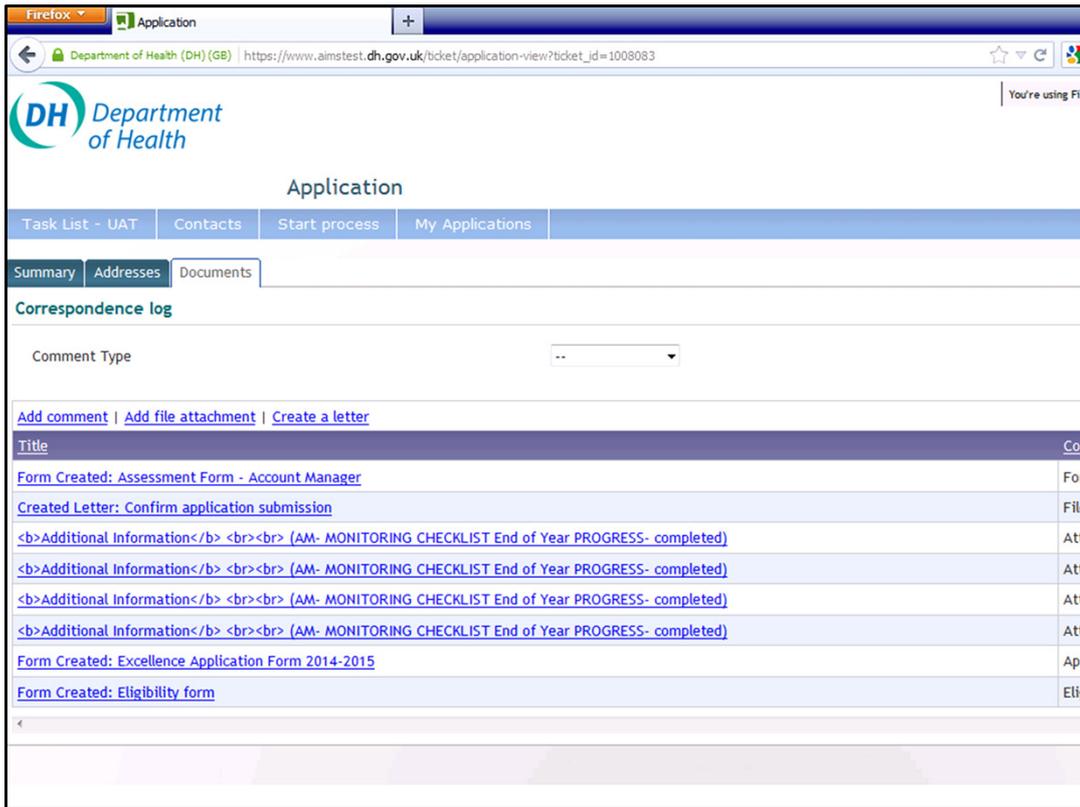
AIMS Reports - My Applications

Task List - UAT | Contacts | Start process | My Applications

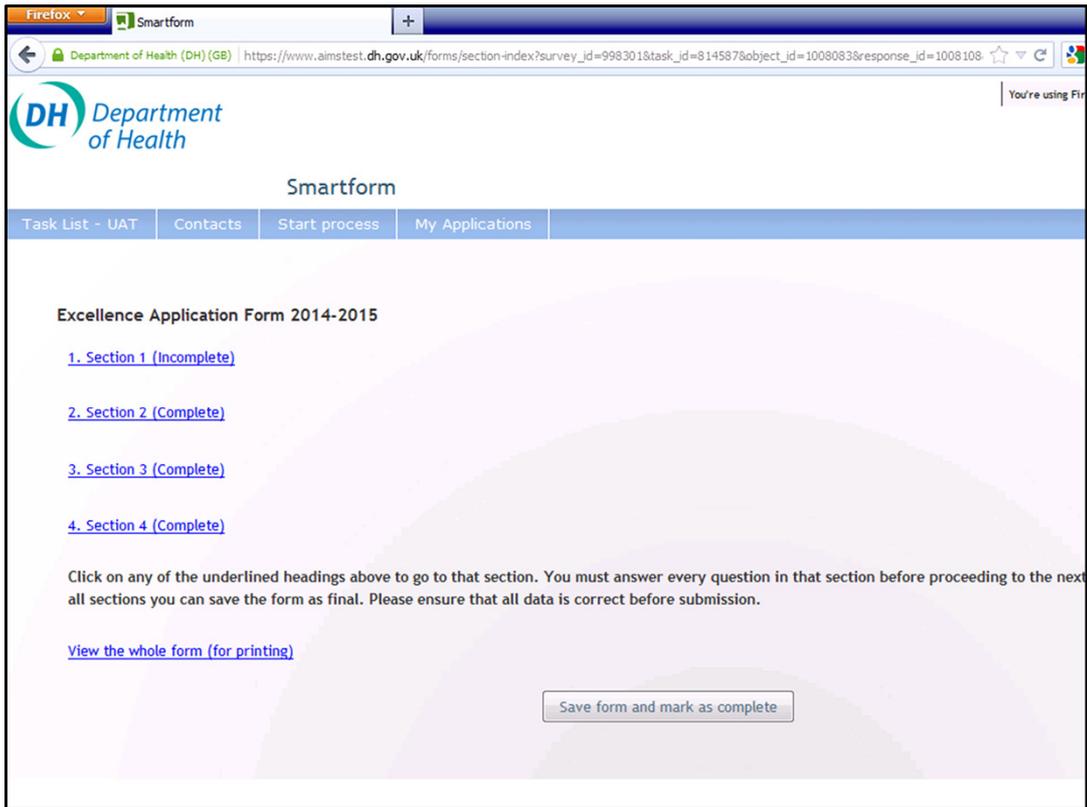
App. ID: Scheme: All Region: All App. Status: All Rel. Type: All

App. ID	Applicant	Programme Name	Region Name	Project Title	Creation Date	Application Status
1008083	Kit's Charity	Excellence Fund	East Midlands	good project	20-06-2013 11:26	Application as
1005037	Gazza Saunders	Register Organisation	East Midlands	Project title	13-06-2013 08:07	Registered

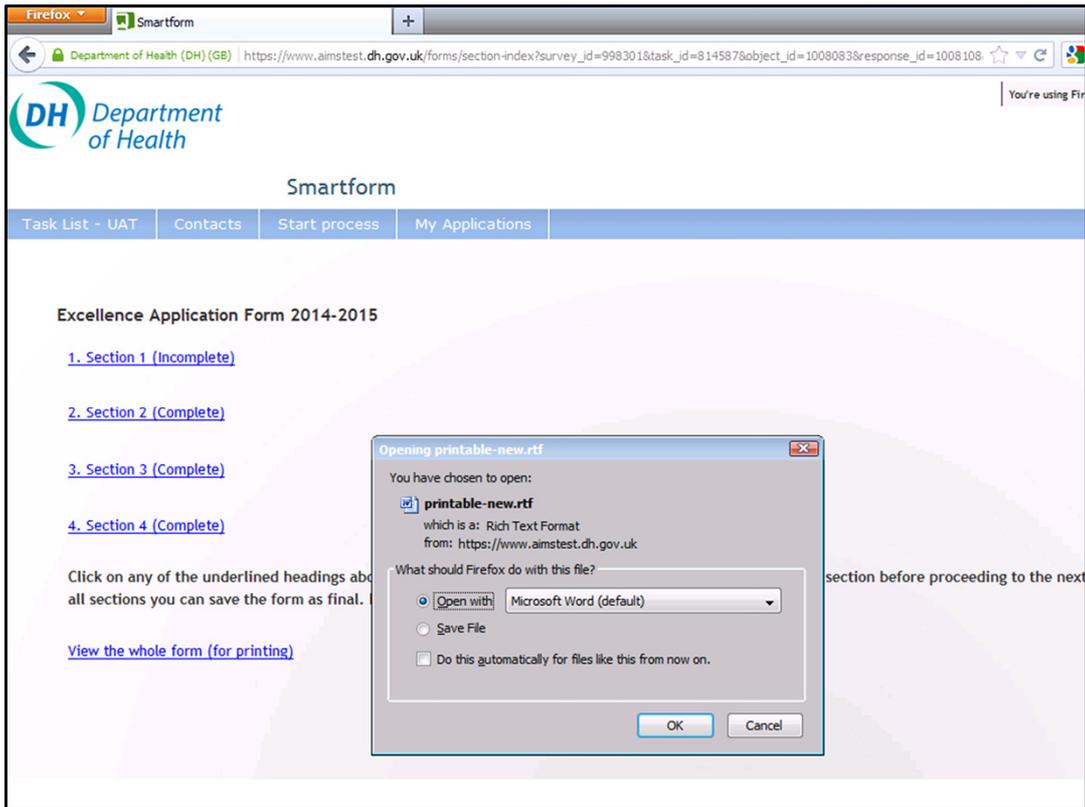
A list of all your applications and their ID numbers appear. Click on the application ID that you want to view (e.g. 1008083)



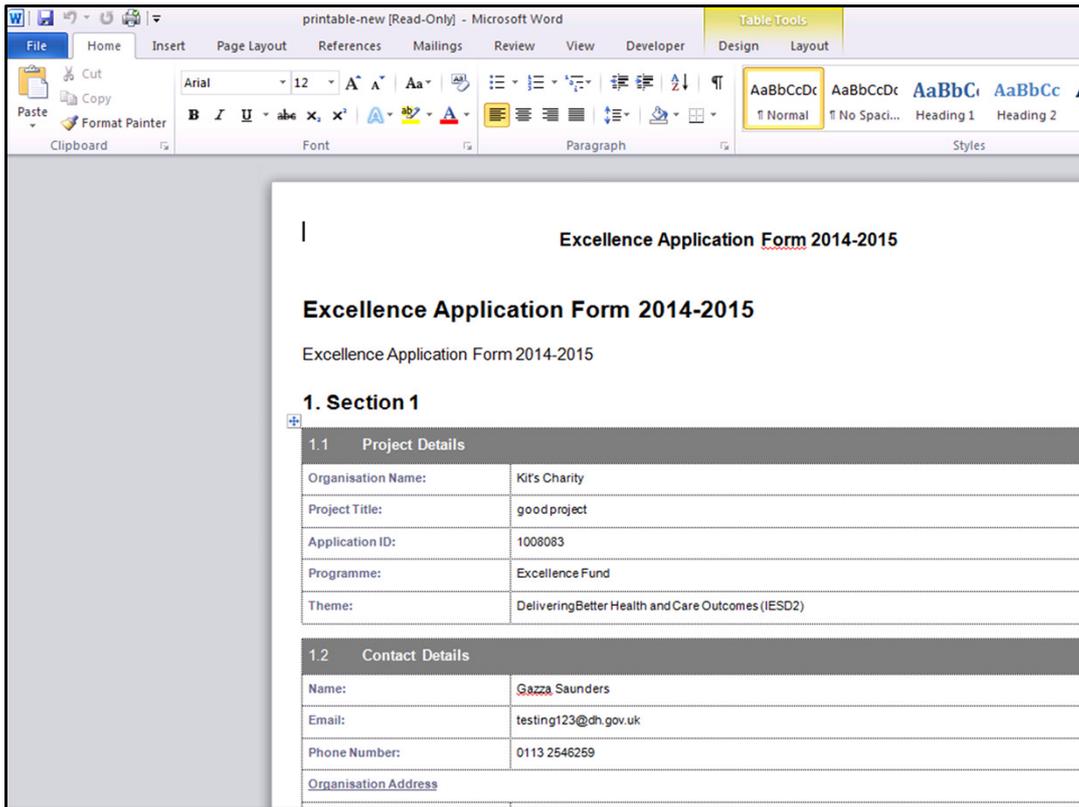
This will take you into the 'Documents Tab' which lists everything that you submitted i.e. application form and supporting documents. Click on the application form.



Click on the option 'View the Whole Form (for printing)'. This will open the form in MS Word.



Note: although the file will open in MS Word it will be a rtf file (rich text format). Click OK.



From here you will need to select 'Save As' and change the 'file type' to MS Word