# **Corporate Information Systems**

http://www.sussex.ac.uk/its/help/bishelp.php



# SSTU0066 – Applicant Details (CCE/PG/VE) SSTU0088 – Applicant Progressions SSTU0198 – Student Applicants by Status

### To Search for an Applicant (SSTU0066)

1. Enter surname, application number OR person code, click Find

Tasks	⊑dit	Window	Help									
<b>G</b> ISST	TU006	6 Applica	ant Detai	ls Dawn	Stewart TR	AINING	Started 21-DE	C-2015 14:42	2			
							Applicant	t Details	Set (	default button	:	-
Year:	All	•	Арр Ту	pe: All	•	Level:	All Levels	-	🗹 Liv	/e only	Clear	1
		Enter	surnam	e (and ini	tials or for	ename)						
				or enter /	Applicant I	Number						
					or Perso	n Code			Eind		Exit	
	Add	resses		Ар	p Details		Module C	hoices	Overv	view	Personal	
	Prog	ression		Qua	lifications		Stub Acc	count	Superv	visors		

## To View the progression of an Application (SSTU0088)

Highlight the applicant name, and Click Progression to enter the Applicant Progression screen



## To Add an Activity

1. In the Decision tab choose a Decision/Reply from the drop down list. You will only be offered those which are applicable for the stage of the application

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🙀 SSTU0088 Applicant Progressions Jane Monaghan TRAINING Started 02-AUG-2007 12:28	
	App No: COST (SEE
📔 Email:	Person Code: Linizo
References: Three Recommendation: Rec	Postal Applicant
- Application Details	1
App. No. 1 Type: PG Entry Date: 01-OCT-2007 MoA: FT	Status: ROLLED-FWD
Prog: C1601R Biology PGYR	07/08 Per: 1 QAF: DPHIL
Dept: BIOLOGY AND ENVIRONMENT H/O: Home V/E: No	
Decisions Conditions Education History NARIC Language Experience Re	eferees Documents Selectors
Application History	
Activity Status Elective Date Created By	Confirmed (conditions not met)
ROLLEWD ROLLED-FWD 25-APR-2007 Miss J Baker	Rejected (failed to meet conditions)
OLISENT OLISENT 18.4PP.2007 Miss J Baker Cor	iditional Offer Confirmed
NOTE 17-APR-2007 Ms K White Roll	ed-back (Deferred)
CO-OFFER COND-OFFER 17-APR-2007 Ms K White Roll	ed-back (Withdrawn)
SELECT-REC Recommended 17-APR-2007 Ms K White	
NEW-APP AWAIT-DECIS 12-APR-2007 Miss AK Collyer	cct com
	Notes Back

2. If you wish to enter a Conditional Offer select the conditions of the offer and click Save

🙀 Add Condition	
Code: 🛛 🗛 🗶 Type:	
Bachelor of Arts	
Grade: 2(i)	
Comment:	
Add Cancel	Save

- 3. Either add another condition or go back to the Decisions tab
- 4. To add selector comments or notes to the application, click on the Select Com or Notes button. Selector comments can be viewed through Sussex direct, whereas notes can only be viewed in the database.

Decisions	Conditions	Education	History	NARIC	Language	Experience	Referees	Documents	Selectors
Applicati Activity ROLLFWD CO-ACCEF OL-SENT NOTE CO-OFFER SELECT-RI NEW-APP	on History - Status ROLLEE T COND-A OL-SEN COND-C EC Recomn AWAIT-I	D-FWD ACCEPT IT DFFER nended DECIS	Effective Da 25-APR-201 25-APR-201 18-APR-201 17-APR-201 17-APR-201 12-APR-201	ate Creat D7 Miss D7 Miss D7 Miss D7 Ms K D7 Ms K D7 Ms K	ed By J Baker L Brown :White :White :White AK Collyer	Dec & R M	sions period	n	<b>₽</b> ack

## To Add a Selector

You can add a Selector to make a recommendation (ie an offer/reject), or to make a comment on the application.

Decisions	Conditions	Education History	NARIC	Language	Experience	Referees	Documents	Selectors	
Selector Ni White, Ka	ame ren		Role Recomm		Faculty ( Jeremy F Supervise No sugge Supervise Jeremy F	Contact Field or suggested ested supervi or suggested Field	by applicant sor by selector		
Ada		Delete	E <u>m</u> ail Sele	ectors		Save		Back	

- 1. Click Add and choose the role (ie Select or Recommend)
- 2. Enter Surname (and Initial) and click Find. Click on the person you would like to add. Save.

#### Viewing Applicants by Status (SSTU0198)

You can retrieve a group of students by status, as well as those who have had recommendations and/or comments made recently.

SSTU0198 Applicants by Status Jane Mo Year: 07/08 Type: PG School: SOCCUL Dept: F Status: AWAIT-DECIS C	onaghan TRAINING Starter Applicant: OLITICS comments	s by Status Set d Tota added in pas	lefault button:	<b>_</b> Clear Eind	
C App No C Name	C Received C Start 05-JUL-07 0CT-07 31-MAY-07 0CT-07 13-MAR-07 0CT-07	C Programme Politics (DPHIL) Politics (DPHIL) Politics (DPHIL) This flags indica whether a Naric check has been carried out	Naric Refs N Two Y Two	Rec Status Rec Not Rec Rec	See below for meaning of Rec Status codes
Addresses App De Progression	tails Course	Choices Overv	iew	Personal E <u>x</u> it	

1. Choose the values from the drop down menus to retrieve the group of students you would like to view. You must choose a Type, School or Dept, and a Year. All other lists can be left as the default, if you would like to retrieve all your applicants.

viear:	198 Applicants by Status Jan 07/08 💌 Type: PG	e Monaghan LIVE Started 02-AUG-2007 16:18  Applicants by Status Set default button:	
School:	SCITECH 🔽 Dept	All Departments	<u>C</u> lear
Status:	All Statuses 💌	No Restrictions 💽 added in past N/A 💌	Eind

2. If you wish to make an offer, or add other information, click on the Applicant name and click the Progression button to take you through to screen SSTU0088

#### **Recommendation Status**

Each application will have a 'Rec Status', which is different from the Application Status, and indicates whether a Reccommendation and/or a Comment has been added through Sussex Direct by Selectors:

- Rec = A decision to 'Recommend an offer' has been added through Sussex Direct
- Not Rec = A decision to 'NOT Recommend an offer' has been added through Sussex Direct
- Pending = No recommendation / decision has been made but a Selector has been added to the application
- Comment = A selector has been added with a role of 'Comment' but no selectors have been added with a role of 'Recommend'
- Blank = No Selector has been added to the Application

#### **Emailing a Group of Applicants**

You can select a group of Applicants using the fields on the screen below and send an email to them.

	Sussex Administrative Systems		
	Tasks Edit Window Help SSTU0136 Student Applicant Group Email: Jane Monaphan, Database: LIVE, Started 09-AUG-2007 12:20		
	Academic Year: 07/08 V Application Type: PG V Taught or Research: Taught V	Clear	
Select from the list of	MoA: FT S Entry Year: 2007 Month: All S Status: Offer Accepted S School : LIFESCI		Click hore to
values	Department: All Departments Programme: All Programmes Home / Overseas: Visiting / Exchange: Include all		see list of applicants that match
	Nationality:	Eind	your search
	Rejected, Declined and Withdrawn applicants will not be included.         Record: 1/1	Exit	

If you would like to email applicants who have not replied to an offer letter use the screen below

🌺 Sussex Administrati	ve Systems				_10	IX
∑asks ⊑dit <u>W</u> indow	Help					
🙀 SSTU0156 Student	Applicant Email Reminders	Jane Monaghai	) Database: LIVE S	tarted 09-AUG-2007 12:26		×
		Ema	ul Reminder			
Application Type:	PG 💌				Clear	
Academic Year:	07/08 💌					
Taught or Research:	Taught 💌					
MoA:	All					
School:	LIFESCI					
Department:	All Departments					
Programme:	All Programmes			•		
Home / Overseas:	Home and Overseas			3		
Visiting / Exchange:	Include all			•		
No	reply received to offer letter	sent More th	an 2 weeks ago 📘	•	Eind	
					Exit	
					Low	
Record: 1/1		<osc></osc>				