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**

   ![Search Interface]

To View the progression of an Application (SSTU0088)

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

![Progression Interface]

Select the Education History tab to enter/view qualification details
Select the Conditions tab to enter/view conditions of the offer
Select the Naric tab to enter/view NARIC overseas qualification assessment
Select the Language tab to view/enter English language test details
Select the Experience tab to view/enter work experience details
Select the Referees tab to view/enter referee details
Select the Documents tab to view attached documents including references, transcripts, and personal statements
Select the Selectors tab to view/enter selectors added to comment or recommend
Select the NARIC tab to enter/view NARIC overseas qualification assessment...
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.

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

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.

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.

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 Recommendation 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.

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