

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**

To View the progression of an Application (SSTU0088)

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

Callout Boxes:

- Select the Education History tab to enter / view qualification details
- Select the Documents tab to view attached documents including references, transcripts, and personal statements
- 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 Selectors tab to view/enter selectors added to comment or recommend

Activity	Status	Effective Date	Created By
ROLLFWD	ROLLED-FWD	25-APR-2007	Miss J Baker
CO-ACCEPT	COND-ACCEPT	25-APR-2007	Miss J Baker
OL-SENT	OL-SENT	18-APR-2007	Miss L Brown
NOTE		17-APR-2007	Ms K White
CO-OFFER	COND-OFFER	17-APR-2007	Ms K White
SELECT-REC	Recommended	17-APR-2007	Ms K White
NEW-AP		2-APR-2007	Miss AK Collyer

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

App No: 000710000
Person Code: 277720
Postal Applicant

References: Three Recommendation: Rec

Application Details

App. No: 1 Type: PG Entry Date: 01-OCT-2007 MoA: FT Status: **ROLLED-FWD**
 Prog: C1601R Biology PGYR07/08 Per: 1 QAF: DPHIL
 Dept: BIOLOGY AND ENVIRONMENT H/O: Home V/E: No

Decisions Conditions Education History NARIC Language Experience Referees Documents Selectors

Application History

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SELECT-REC	Recommended	17-APR-2007	Ms K White
NEW-APP	AWAIT-DECIS	12-APR-2007	Miss AK Collyer

Decisions & Replies

- CO Confirmed (conditions not met)
- CO Rejected (failed to meet conditions)
- Conditional Offer Confirmed
- Rolled-back (Deferred)
- Rolled-back (Withdrawn)

Select Com Notes Back

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

Add Condition

Code: BA 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

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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.

Sussex Administrative Systems
Tasks Edit Window Help
SSTU0136 Student Applicant Group Email Jane Monaghan Database: LIVE Started 09-AUG-2007 12:20

Select an Email Group

Academic Year: 07/08
Application Type: PG
Taught or Research: Taught
MoA: FT
Entry Year: 2007 Month: All
Status: Offer Accepted
School: LIFESCI
Department: All Departments
Programme: All Programmes
Home / Overseas: Overseas
Visiting / Exchange: Include all
Nationality: [] []
Domicile: [] []
Fee Code: [] []

Rejected, Declined and Withdrawn applicants will not be included.

Find Exit

Record: 1/1

Select from the list of values

Click here to see list of applicants that match your search

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

Sussex Administrative Systems
Tasks Edit Window Help
SSTU0156 Student Applicant Email Reminders Jane Monaghan Database: LIVE Started 09-AUG-2007 12:26

Email Reminder

Application Type: PG
Academic Year: 07/08
Taught or Research: Taught
MoA: All
School: LIFESCI
Department: All Departments
Programme: All Programmes
Home / Overseas: Home and Overseas
Visiting / Exchange: Include all
No reply received to offer letter sent: More than 2 weeks ago

Find Exit

Record: 1/1