**ADP CONFIRMATION**

**Key features**

- **CAP based**
  Any changes to ASIS (ACD), such as withdrawal, will remove application from confirmation lists.

- **One stop completion**
  For ‘unconditional’ and ‘reject’ decisions completing the action in e-Vision will complete the process. There is no further markup or update necessary in ASIS.

- **Automated logging**
  As with usual ADP processing, actions and notes will be logged in CDL and displayed in the workflow log.

- **Profile caching**
  Selection criteria used to retrieve the list will be cached allowing a quick return to the list without having to reenter selections.

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**VIEW CONFIRMATION LIST**

Select Admin confirmation list from the Admissions page

Enter desired options to build your custom confirmation list. The profile can be saved.

**Confirmation list for school admin**

Enter profile and click Run process

<table>
<thead>
<tr>
<th>Student code</th>
<th>15/16</th>
<th>Academic Year code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Response</td>
<td>All</td>
<td>Confirmation state</td>
</tr>
<tr>
<td>MAS Course code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirmation list is ordered by descending total point score for each course code. Click on Student code to view application details.

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**PROCESS ACTION**

Grey box is for setting a holding status and recording comments. This includes referring to a tutor.

ADP workflow log also displays confirmation notes.

Tutors will use a similar method, but will only see applications referred to them. Only the grey box (new confirmation state) will be displayed to tutors.