

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**

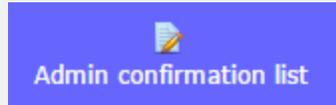
As with usual ADP processing, actions and notes will be logged in CDL and displayed in the workflow log.

- **Profile caching**

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

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 | |
| Student code | <input type="text"/> |
| Academic Year code | 15/16 ▼ |
| Initial Response | All ▼ |
| Confirmation state | Not assigned ▼ |
| MAS Course code | <input type="text"/> |

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

| Student no | Student name | Entry year | Course | Course name | Dec/Rsp | Points | State |
|-------------------------|--------------|------------|-----------|-------------------------|---------|--------|--------------|
| 1363969 | Connor Sykes | 13/14 | B150UUFHQ | Human Biology BSc(Hons) | CF | 380 | not assigned |
| 1357895 | Gemma Devlin | 13/14 | B150UUFHQ | Human Biology BSc(Hons) | CF | 360 | not assigned |
| 1353118 | Aneeka Altaf | 13/14 | B150UUFHQ | Human Biology | CF | 330 | not assigned |

PROCESS ACTION

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

| New confirmation state and comments | ARO and HHS use |
|---|--|
| Confirmation state <input type="text" value="Select..."/> | Confirmation decision <input type="text" value="Select..."/> |
| Comments: (use this box to enter course change details) <input type="text"/> | <input type="text" value="Update ACD"/> |
| <input type="text" value="Submit"/> | |

ADP workflow log also displays confirmation notes.

| Date | Created by | State | Notes |
|----------------------|-----------------------|---|---|
| 13/Dec/2012 06:32:22 | SAPPMNL Mike Leonard | TUTOR-REFER/1 - Enter decision | --Decision: C --Decision notes: DMW in QCFBED |
| 14/Dec/2012 11:29:38 | PAISDJF Debbie Ford | TUTOR-DEC-ARO/1 - Accept tutor's decision | |
| 12/Feb/2013 09:41:27 | PAISJK Jasbir Kandola | OFF-FSC-ARO/1 - Confirm fee status | --Fee Status: H --ELQ Status: 0 |
| 29/Jul/2013 17:28:27 | PAISZA Zaheer Ahmad | CNF-3 Outstanding quals | Maths GCSE results required |

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

