# Table of Contents

1. Introduction .................................................................................................................. 6  
   1.1 Intended Audience ................................................................................................. 6  
   1.2 Pre-requisites ...................................................................................................... 6  
   1.3 Objectives ........................................................................................................... 6  
   1.4 Conventions ........................................................................................................ 6  
2. Accessing eVision ........................................................................................................... 7  
3. View Undergraduate Admissions Records .................................................................. 7  
   3.1 Search for Undergraduate Applications ............................................................... 7  
   3.2 Filter, Copy, Export and Print Search Results ..................................................... 10  
      3.2.1 Filter Search Results ..................................................................................... 10  
      3.2.2 Copy Search Results ................................................................................... 10  
      3.2.3 Export the Search Results to Excel .............................................................. 10  
      3.2.4 Print the Search Results ............................................................................. 11  
   3.3 Access the Application ........................................................................................... 11  
      3.3.1 Personal Details ............................................................................................ 13  
      3.3.2 Changing Personal Details ......................................................................... 14  
      3.3.3 Application Details ...................................................................................... 14  
      3.3.4 Offer Details ............................................................................................... 14  
      3.3.5 Supporting Materials .................................................................................. 15  
      3.3.6 Language Tests ............................................................................................ 15  
      3.3.7 Declared Qualifications .............................................................................. 15  
      3.3.8 Verified Qualifications ............................................................................... 16  
      3.3.9 Add a general note to the application ......................................................... 16  
      3.3.10 View a General Note .................................................................................. 17  
4. Overview of Confirmation Applicants .......................................................................... 18  
5. Managing the Qualified and Unqualified Pools ............................................................ 20  
   5.1 Qualified Pool ........................................................................................................ 20  
   5.2 Unqualified Pool .................................................................................................. 20  
   5.3 View an Application in the Qualified Pool ............................................................ 20
## Table of Contents

5.3.1 Process an Application in the Qualified Pool ................................................................. 22
5.4 View an Application in the Unqualified Pool ........................................................................ 24
5.4.1 Process an Application in the Unqualified Pool ............................................................... 24
5.5 View Pre-Pool Unqualified Applications .............................................................................. 26

6. Open Offer Unconditional Applicants  (Open Offer Applicants who are already UF-Unconditional Firm) ................................................................. 27
6.1 Process an Open Offer Unconditional Applicant .................................................................. 27

7. Reports .................................................................................................................................. 29
7.1 Confirmation Checking report ............................................................................................... 29
7.2 Undergraduate Final Status Check Report ............................................................................ 32
7.3 Exporting Report Results ....................................................................................................... 33

8. Appendix ................................................................................................................................ 35
8.1 Qualification Status Codes .................................................................................................... 35
8.2 Decision and Response Codes .............................................................................................. 35
8.3 Sample Email Notifications .................................................................................................. 36
  8.3.1 Qualified applicant confirmed with changes (Applicant has college offer) ..................... 36
  8.3.2 Qualified applicant confirmed with changes (open offer applicant confirmed after being sent to confirmed pool) .................................................. 36
  8.3.3 Qualified Open Offer Applicant is confirmed without changes at Underwriting College ........ 37
  8.3.4 Unqualified applicant confirmed with changes (Applicant confirmed after being sent to the unqualified department pool) ............................................ 37
  8.3.5 Unqualified applicant confirmed with changes (applicant confirmed after being sent to the unqualified department pool) .................................................... 38
  8.3.6 Unqualified applicant confirmed without changes (applicant confirmed after being sent to the unqualified pool). ................................................................. 38
  8.3.7 Unqualified applicant confirmed without changes (applicant confirmed without being sent to the unqualified pool) ................................................................. 39
  8.3.8 Unqualified applicant is rejected by underwriting college .................................................... 39
  8.3.9 College returns applicant to a departmental pool................................................................. 40
  8.3.10 Applicant is transferred from a departmental pool to a different college ......................... 40

9. Further Help and Information .................................................................................................. 41
  9.1 Student Systems Support Centre (SSSC) ................................................................................ 41
  9.2 Education IT Programme (Edu IT) .......................................................................................... 41
  9.3 Data Protection ..................................................................................................................... 41
  9.4 Document Information ......................................................................................................... 41
1. **Introduction**

The purpose of this manual is to provide information and process steps to enable you to manage undergraduate admissions once an offer has been made.

1.1 **Intended Audience**

Departmental staff who will view undergraduate admissions records after an offer has been made and manage the qualified and unqualified pool of applicants.

1.2 **Pre-requisites**

It is assumed that you have read the *Quick Reference Guide: Logging into eVision*, and are able to navigate around eVision.

1.3 **Objectives**

On completion of this manual, you will be able to:

- Describe the process for post offer confirmation of undergraduate applications
- Retrieve and view an application
- Transfer an applicant to a college
- Return an applicant to the offering/underwriting college
- View Pre-pool applicants
- View Open Offer Unconditional applicants
- Run Reports

1.4 **Conventions**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/info" alt="info" /></td>
<td>Indicates additional useful information.</td>
</tr>
<tr>
<td><img src="https://example.com/warning" alt="warning" /></td>
<td>Indicates an important piece of information, take particular care to read this information.</td>
</tr>
<tr>
<td><img src="https://example.com/error" alt="error" /></td>
<td>Indicates there is something that you should not do, take particular care to read this information.</td>
</tr>
</tbody>
</table>

**Bold Text** indicates menu names.

**Italic Text** indicates window, screen, page or dialogue box titles.

[F4] Keys on your keyboard are indicated in **bold text** enclosed in square brackets [].

**File > Open** Moves through a navigation path are indicated with a >. In this case you would click on the File menu, then select Open.
2. **Accessing eVision**

To access the Quick Reference Guide with instructions on how to login and logout of eVision, please enter the URL below or use the following link, select eVision and then “Access and Navigate eVision” under the eVision link.

https://www1.admin.ox.ac.uk/studentsystems/supportguides/

3. **View Undergraduate Admissions Records**

3.1 **Search for Undergraduate Applications**

1) Log into eVision

2) Click on the menu item at the top of the screen.

3) Click on the menu option.

4) The Applicant Search screen is displayed.
5) Enter one or more search parameters as required and then click on the button at the bottom of the page, which will return a list of appropriate search results.

Do not use the Enter key if using any browser other than Internet Explorer as this will reset the search criteria.

<table>
<thead>
<tr>
<th>Search Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCAS ID</td>
<td>If known, enter the UCAS ID for the applicant.</td>
</tr>
<tr>
<td>Student Number</td>
<td>If known, enter the Student Number allocated to the applicant.</td>
</tr>
<tr>
<td>Surname</td>
<td>Enter full or part of the applicant’s surname. When entered the text is converted to uppercase and returns applicants whose surname ‘contains’ the text entered. Any characters (*) and any single character (?) wildcards are also supported.</td>
</tr>
<tr>
<td>Forename</td>
<td>Enter full or part of the applicant’s first name. When entered the text is converted to uppercase and returns applicants whose Forename ‘contains’ the text entered. Any characters (*) and Any single character (?) wildcards are also supported.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>All available Colleges or select individual</td>
</tr>
</tbody>
</table>
### Search Parameter

<table>
<thead>
<tr>
<th>Search Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>All available Departments or select individual Defaults to your Department. Joint Schools: select ‘All Affiliations’ to retrieve applications for programmes which are owned or co-owned by your Department.</td>
</tr>
<tr>
<td>SITS Course</td>
<td>All available Courses for owned or co-owning department or select individual course from owned or co-owning department.</td>
</tr>
<tr>
<td>UCAS Course Code</td>
<td>All available Course Codes or select individual</td>
</tr>
<tr>
<td>Year of Entry</td>
<td>All available Years of Entry or select individual</td>
</tr>
<tr>
<td>Point of Entry</td>
<td>All available, 1 (regular entry) or 2 (senior status).</td>
</tr>
<tr>
<td>Cycle</td>
<td>All available, or select individual cycle year.</td>
</tr>
<tr>
<td>Status Code</td>
<td>All, Active, Withdrawn, Card Form Processed or Duplicate. Active is the default.</td>
</tr>
<tr>
<td>Offer Type</td>
<td>All Offers, UG Offer or UG Open Offer</td>
</tr>
<tr>
<td>Initial Decision</td>
<td>All, None, Conditional, Delayed, Reject or Unconditional</td>
</tr>
<tr>
<td>Initial Response</td>
<td>All, None, Decline, Firm or Insurance</td>
</tr>
<tr>
<td>Confirmation Decision</td>
<td>All, None, Conditional, Delayed, Reject or Unconditional</td>
</tr>
<tr>
<td>Confirmation Response</td>
<td>All, None, Decline, Firm or Insurance</td>
</tr>
</tbody>
</table>

**Note:** If the selection criteria entered do not match with any undergraduate applications, then a message will be displayed, and you will be returned to the Search for Applications screen. The previous search criteria will still be in place and can be amended.

### System Message

A system message relating to your current request is displayed below:

```
No records found
```

### 6) A search results page is displayed.

**Note:** YoE means ‘Year of Entry’ and PoE means ‘Point of Entry’.

**Dec & Resp** indicates the decision and response. Eg: CF means that the college has confirmed the offer, and the applicant has firmly accepted.
3.2 Filter, Copy, Export and Print Search Results

3.2.1 Filter Search Results

You can filter the applications results page by entering further search criteria into the field.

For example if you wanted to just show applicants linked to a specific course, enter the course name into the Search Field and only these applicants will be displayed.

![Search Field Example](image)

To return all of the results, remove the information in the search field.

3.2.2 Copy Search Results

You can copy the contents of the applications results page and paste it into another application, such as Microsoft Word, Excel or PowerPoint.

1) Click on the button, and a confirmation screen will be displayed.

![Confirmation Screen](image)

2) Open the target application (such as Microsoft Word) and click on the paste button.

3.2.3 Export the Search Results to Excel

You can export the contents of the applications results page to Microsoft Excel as a csv (comma separated values) file.

1) Click on the button.
2) In the Select location for download… dialogue box, navigate to the folder you wish to save the file to, enter Filename, and click on the Save button.

Note: The file will not be auto-generated and will be saved into the specified location. It will be created as a .csv file. This can be changed by opening the file in Microsoft Excel and using the File > Save As option, and changing the Save as type to your preferred file format.

3.2.4 Print the Search Results

You can use the print function to create a printer friendly format of the applications results page.

1) Click on the Print button, to display a printer friendly format of the application results page.
2) Using the internet browser print function, select the appropriate printer and click on the Print button.
3) To return to the eVision screen, press the [Esc] key on your keyboard.

3.3 Access the Application

1) To view an application, click on the appropriate Student Number link.

2) In the top half of the screen the Application Summary page is displayed:

3) Click on Important Information to view disability and fee status information about this applicant.
4) The second half of the screen contains the ‘tabbed view’ of the application. When you click on each tab it displays different information for this application.
### 3.3.1 Personal Details

This tab displays personal details of the applicant as declared on their UCAS form.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Application Details</th>
<th>Offer Details</th>
<th>Supporting Materials</th>
<th>Language Tests</th>
<th>Declared Qualifications</th>
<th>Verified Qualifications</th>
<th>Review Offers</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Surname</strong></td>
<td>Mr.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Forename</strong></td>
<td>Piper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Middle Names</strong></td>
<td>Peter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Name</strong></td>
<td>Pete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sex</strong></td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Surname</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Forename</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details**

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Correspondence Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th><a href="mailto:pentest1@admin.yx.ac.uk">pentest1@admin.yx.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Alternative Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

**Nationality and Fee Status**

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Start Date of Nationality</td>
<td></td>
</tr>
<tr>
<td>Other Nationality</td>
<td>-</td>
</tr>
<tr>
<td>Is a visa required to enter the UK for study?</td>
<td>-</td>
</tr>
<tr>
<td>Completed Course under UK Tier 4 Child Visa?</td>
<td>-</td>
</tr>
<tr>
<td>Fee Status</td>
<td>Home</td>
</tr>
</tbody>
</table>

**Ordinary Residence and Leave to Remain**

<table>
<thead>
<tr>
<th>Residential Category</th>
<th>UK Citizen - England</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Country of Ordinary Residence</td>
<td>England</td>
</tr>
<tr>
<td>Current Country of Ordinary Residence Effective From</td>
<td></td>
</tr>
<tr>
<td>Current Country of Ordinary Residence Effective To</td>
<td>-</td>
</tr>
<tr>
<td>EU national resident in the UK for the main purpose of full-time education</td>
<td>-</td>
</tr>
<tr>
<td>Previous Country of Residence</td>
<td>-</td>
</tr>
<tr>
<td>If not a UK or EU national but are currently living in the UK, do they have Indefinite Leave to Remain status (which has been entered on the passport)?</td>
<td>-</td>
</tr>
</tbody>
</table>

**Visa Requirements**

<table>
<thead>
<tr>
<th>Visa Status</th>
<th>This applicant will not require a visa</th>
</tr>
</thead>
</table>

**Nominated Third Party**

<table>
<thead>
<tr>
<th>Name</th>
<th>Paul Piper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>Father</td>
</tr>
<tr>
<td>Email</td>
<td>-</td>
</tr>
</tbody>
</table>
3.3.2 Changing Personal Details

Please contact the college to request any changes which are required to the candidate’s address or email.

3.3.3 Application Details

Displays details of their application. The Qualification Status show whether the candidate has been made:

a) Conditional offer - MV - May Qualify OR

b) Unconditional offer - QV - Qualified

3.3.4 Offer Details

Displays information about the offer made to the candidate. Other UCAS Conditions (NAC) shows whether the candidate has got any non-academic conditions attached, i.e.

a) Certification

b) English Language requirement

c) Both Certification and English Language requirement

If certification and English language certification have been provided and verified by a college admissions officer, the Other Academic condition field will be updated to reflect this, see below.
3.3.5 Supporting Materials

Documents appear in this section when they have been uploaded through Document Upload functionality by the college.

<table>
<thead>
<tr>
<th>Supporting Material</th>
<th>Description</th>
<th>Date Document Submitted</th>
<th>Uploaded By</th>
<th>Document Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Certificate</td>
<td>15/JUN/2017</td>
<td>Atigai Taylor</td>
<td>View Document</td>
<td></td>
</tr>
</tbody>
</table>

3.3.6 Language Tests

Displays a list of IELTS, TOEFL (internet based), Cambridge Certificate in Advanced English and Cambridge Certificate of Proficiency in English tests that have been verified by the College.

<table>
<thead>
<tr>
<th>TOEFL (internet based)</th>
<th>Date of Test</th>
<th>Registration Number</th>
<th>Listening Score</th>
<th>Reading Score</th>
<th>Structure/Writing Score</th>
<th>Speaking Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/MAR/2017</td>
<td>1234567890</td>
<td>28</td>
<td>27</td>
<td>28</td>
<td>27</td>
<td>110</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cambridge Certificate in Advanced English</th>
<th>Date of Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>A</td>
</tr>
</tbody>
</table>

3.3.7 Declared Qualifications

Displays a list of qualifications as declared by the candidate on UCAS.
3.3.8 Verified Qualifications

Displays the list of qualifications which have been either:

a) Verified by the college - Status (VERIF) or

b) Verified by UCAS - Status (VU)

3.3.9 Add a general note to the application

1) Hover over Task Selection to display the tasks available.

2) Click on Add a general note.

3) Enter the relevant text into the notes box.

4) Click on Save to display the note.
5) Click on  **Finish**  to complete the task.

### 3.3.10 View a General Note

1) Retrieve the application as shown in Section 3 above.

2) Click on  **Notes**. All notes related to that application will be displayed in a new tab.

3) Close the tab to return to application summary.

1) Hover over  **Task Selection**  to display the tasks available.

2) Click on  **Return to List, Search or Admissions**  to close the application.
4. **Overview of Confirmation Applicants**

The Overview of Confirmation Applicants allows departments to see a read-only view of where their conditional offer holders currently are in the admissions process.

| Information | Unconditional open offer holders can be found by using ‘Open Offer Unconditional Applicants’ |

1) Click on [ ] to return to the main menu.

2) Click on [Overview of Confirmation Applicants](#).

![Applicant Search](image)

| Information | Joint Schools: the Department parameter will allow the user to see the Confirmed Applicants for award programmes which are owned or co-owned by the department. |

3) Enter the parameters and choose [Search](#).
### Search Results

#### List of Applicants

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>College Decision</th>
<th>Student Number</th>
<th>UCAS ID</th>
<th>Name</th>
<th>College</th>
<th>SITS Course</th>
<th>UCAS Code</th>
<th>Cycle</th>
<th>Year of Entry</th>
<th>Pol</th>
<th>Offer Type</th>
<th>Dec. &amp; Reqs.</th>
<th>Other Coords.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No recommendation</td>
<td>Unprocessed</td>
<td>12345678</td>
<td>12345678</td>
<td>Andrew, Andrew</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2016</td>
<td>2016/17</td>
<td>2</td>
<td>UC OPEN CODE</td>
<td>CF</td>
<td>-</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Not Qualified</td>
<td>12345678</td>
<td>12345678</td>
<td>Brian, Brian</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2015</td>
<td>2015/16</td>
<td>1</td>
<td>UC OFFER</td>
<td>CP</td>
<td>RSB</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Not Qualified</td>
<td>12345678</td>
<td>12345678</td>
<td>Charles, Charles</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2017</td>
<td>2017/18</td>
<td>1</td>
<td>UC OPEN CODE</td>
<td>CF</td>
<td>-</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Unprocessed</td>
<td>12345678</td>
<td>12345678</td>
<td>Doreen, Doreen</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2016</td>
<td>2016/17</td>
<td>1</td>
<td>UC OFFER</td>
<td>CF</td>
<td>-</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Qualified</td>
<td>12345678</td>
<td>12345678</td>
<td>Emily, Emily</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2016</td>
<td>2016/17</td>
<td>1</td>
<td>UC OFFER</td>
<td>CF</td>
<td>-</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Unprocessed</td>
<td>12345678</td>
<td>12345678</td>
<td>Fred, Fred</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2015</td>
<td>2015/16</td>
<td>1</td>
<td>UC OFFER</td>
<td>CF</td>
<td>Y</td>
</tr>
<tr>
<td>Grades Not Met</td>
<td>Unprocessed</td>
<td>12345678</td>
<td>12345678</td>
<td>George, George</td>
<td>Corpus Christi College</td>
<td>BA Jurisprudence (with Law in Europe)</td>
<td>123456</td>
<td>2016</td>
<td>2016/17</td>
<td>1</td>
<td>UC OFFER</td>
<td>CF</td>
<td>-</td>
</tr>
</tbody>
</table>

Showing 1 to 9 of 9 entries

[Return to Admission] [Return to Search]
5. Managing the Qualified and Unqualified Pools

Qualified UG Offers: applicants whose results matching recommendation is Grades Met (Unconditional) are Qualified and can be confirmed to UCAS. These candidates will not be transferred to a pool.

Departments will be able to see these applicants in the Overview of Confirmation Applicants view (See section 6).

5.1 Qualified Pool

Qualified UG Open Offers: open offer candidates whose results matching recommendation is Grades Met (Unconditional) are Qualified and are moved to the qualified pool of open offers. The department will then transfer the applicant to a college. This could be back to the underwriting college or a different college.

5.2 Unqualified Pool

Unqualified UG Offers and UG Open Offers: applicants whose results matching recommendation is Grades Not Met and the College Decision is Unqualified are transferred to the unqualified pool. Departments may transfer near-miss candidates with extenuating circumstances and the ability to flourish to another college. If applicants are not placed elsewhere departments will return unqualified applicants to the original college for rejection.

5.3 View an Application in the Qualified Pool

1) Click on to return to the main menu.

2) Click on Confirmed Pool Applicants .

3) Search for the applicant or enter the Student Number into the search box.

Joint Schools: this link will return all qualified applicants for courses which are owned or co-owned by the user’s department.

4) View the application details by clicking on the Student Number to drill down to the details.
See section 3 above on navigating around the application.

5) Hover over the task list button and select Return to the List.

6) Click on **Info** to display a summary of the application.
7) Close the tab in the browser to return to the list.

5.3.1 Process an Application in the Qualified Pool

1) Click on to return to the main menu.
2) Click on .
3) Search for applicant or enter Student Number in the Search box.
4) Click on .
5) Enter a note into the Add General Note field if required.

5.3.1.1 Transfer an Applicant to Different College

1) Click on .
2) Select the destination college in the drop down list.
3) Click on to display a confirmation screen.
4) Click on **Save** to complete the process. A confirmation message will be displayed.

5) Click on **Return to List** or **Return to Admissions**.

An email notification will be sent to the underwriting college and UAO when a qualified applicant is transferred to a new college. If the qualified open offer holder is confirmed at the new college, the underwriting college, the department and the UAO will be notified. If the confirmation involves a change in course and the department differs, then both the former and new departments will receive a notification. See Section 8.3 Sample Email Notifications.

5.3.1.2 **Return an Applicant to the Underwriting College**

1) Follow the steps shown in section 3.1, 1-4 above.

2) Click on **Confirm at Underwriting college**. A confirmation screen will be displayed.

3) Click on **Save** to complete the process. A confirmation message will be displayed.
5.4 View an Application in the Unqualified Pool

5.4.1 Process an Application in the Unqualified Pool

1) Click on to return to the main menu.
2) Click on Unqualified Pool Applicants.
3) Search for the applicant or enter the Student Number in the search box.

Joint Schools: this link will return all unqualified applicants for courses which are owned or co-owned by the user’s department.

4) Click on Application.

5) Enter a note into the Add General Note field if required.

5.4.1.1 Transfer an Application to Different College

1) Click on Transfer to College.
2) Select the destination college in the drop down list.

3) Click on **Next** to display a confirmation screen.

4) Click on **Save** to complete the process. A confirmation message will be displayed.

An email notification will be sent to the offering/underwriting college and UAO when an unqualified applicant is transferred to a new college. If the unqualified applicant is confirmed at the new college, the underwriting/offering college, the department and the UAO will be notified. If the confirmation involves a change in course and the department differs, then both the former and new departments will receive a notification. See Section 8.3 Sample Email Notifications.

5.4.1.2 Return an Application to the Underwriting College

1) Click on **Return to Offering College**. A confirmation screen will be displayed.
2) Click on **Save** to complete the process. A confirmation message will be displayed.

An email notification will be sent to the department and to UAO when an unqualified candidate is rejected by the underwriting college. See section 8.3 Sample Email Notifications.

### 5.5 View Pre-Pool Unqualified Applications

Applicants who have been flagged as unqualified but have yet to be moved to the unqualified pool will appear in the Pre-pool Unqualified Applications.

1) Click on **View Menu** to return to the main menu.

2) Click on **Pre-Pool Unqualified Applicants**.

3) Search for applicant or enter Student Number in the search box.

   Joint School: this link will return all applicants who have a College Decision of ‘Not Qualified’ but have not been moved into the ‘Unqualified Pool’ for courses which are owned or co-owned by the user’s department.

4) Click on the Student Number link or click on the View Applicant Info link to view the application.

5) Click on **Return to Admissions** to return to the main menu.
6. **Open Offer Unconditional Applicants** (Open Offer Applicants who are already UF-Unconditional Firm)

Applicants in receipt of an unconditional open offer will not be processed by a college in the same way as those with a conditional offer. Applicants in receipt of an unconditional open offer are transferred directly from UCAS and then allocated to a college. These applications can be viewed by clicking on the **Open Offer Unconditional Applicants** menu item.

### 6.1 Process an Open Offer Unconditional Applicant

1) **Click on** to return to the main menu.

2) **Click on** **Open Offer Unconditional Applicants**.

3) **Search for** the applicant or enter the Student Number into the search box.

   - Joint Schools: this link will return all unconditional open offer holder applicants for courses which are owned or co-owned by the user’s department.

   - Application details can be viewed by clicking on the Student Number to drill down to the details (See section 3 on viewing an application).

4) **Click in** the **Action** column.
5) The applicant can then be either:

a) transferred a different college by using the **Transfer to College** button and confirming the new college.

OR

b) Confirmed at the underwriting college by using the **Confirm at Underwriting College** button and saving.

6) The applicant will then be confirmed to UCAS by the college.
7. **Reports**

The Undergraduate Admissions reports sit under the undergraduate admissions functionality menu. Access to this operational reports is therefore tied in with access to undergraduate admissions functionality. To request access, please contact your Information Custodian.

| i | Ensure that your preferred browser supports pop ups. For further guidance on this, please contact your local IT Support in the first instance as the steps vary according to the type and version of browser you are using. |
| i | Joint Schools: for all courses which are administered as Joint Schools, the Departmental Administrators in the owning and co-owning departments will have access to see all applications. |

**7.1 Confirmation Checking report**

The Confirmation Checking report supports the confirmation stage of the Undergraduate Admissions annual cycle i.e. where applicants (specifically offer holders) exam results become available to the University. The exam results are used to determine whether or not to accept applicants onto the course they applied to, by comparing their exam results to the conditions of their offer (e.g. have they obtained the two A* Grades and one A Grade in their A-Levels, as was asked of them back in December/January).

This report should enable users to review ‘at-a-glance’ the applications relevant to their college/department, so that they can use that information to make a final decision on whether to accept each applicant as a student.

7) Click on to return to the main menu.

8) Choose Confirmation Checking Report from beneath the Undergraduate Applications heading.

![Undergraduate Admissions Departmental Confirmation](image)

9) The report parameter screen will then load and you can use the parameters to return the required information.
10) Your own department will default in and you can then select the relevant Cycle.

11) Should you wish to narrow your search further you can use the other parameters such as Recommendation.

Grades Met, Grades Not Met or No Recommendation will be applied to each application after the results matching process has been run.

12) When your parameters are set, click on the `Run Report` button at the bottom of the page. The results will appear in a new ‘Report Viewer’ Tab opened in your internet browser.

The report results are divided into two sections:

**Search Parameters** – the parameters used to run the report are displayed at the top of the page, as well as the date it was run, who by and the total number of rows (records) returned.
Results – the main section consists of a row for each application. On the left hand side of the screen are the application offer details including the Recommendation (from the Results Matching Process). On the right hand side each application row is split into multiple rows showing the exam results.

13) You can navigate through the report results by using the tool bar at the top of the page.

14) The report can then be exported to Excel should you wish to do so. See Section 7.3 Exporting Report Results.
7.2 Undergraduate Final Status Check Report

The Undergraduate Final Status Check report shows which candidates you have dealt with and which you still need to deal with. The report gives an overview of your entire year’s cohort and allows you to check that each candidate has reached an appropriate final status.

1) Click on Undergraduate Final Status Check to return to the main menu.

2) Choose Undergraduate Final Status Check from beneath the Undergraduate Applications heading.

3) The report parameter screen will then load and you can use the parameters to return the required information.

4) Firstly you will need to choose the year of entry e.g. 2016/17 academic year.

5) Then decide if you wish to Include Previous Years.
6) Your own department will default in the department field.

7) When your parameters are set, click on the button at the bottom of the page. The results will appear in a new ‘Report Viewer’ Tab opened in your internet browser.

The dataview results are divided into two sections:

**Search Parameters** – the parameters used to run the dataview are displayed at the top of the page, as well as the date the dataview was run, who by and the total number of rows (records) returned.

**Results** – the main section consists of a row for each application. A total of 35 records are displayed on each page.

The names in the above report have been blanked out for the purposes of this manual. All data displayed is anonymous.

8) You can navigate through the dataview results by using the tool bar at the top of the page.

9) The report can then be exported to Excel should you wish to do so. See Section 6.3 Exporting Report Results.

### 7.3 Exporting Report Results

To export the report details:
1. Select and run the required report.

2. Click on the drop down arrow next to the Export icon on the Tool bar at the top of the page.

3. The report can be exported as an Excel spreadsheet.

When exporting dataview results, the first tab of the excel spreadsheet will display the University’s conditions for using applicant and student data (Data Supply Conditions), the second tab will display the parameters used to generate the report (Parameters) and the third tab will show the report results.
8. Appendix

8.1 Qualification Status Codes

<table>
<thead>
<tr>
<th>Qualification status code</th>
<th>Full name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV</td>
<td>MAY QUAL VACS</td>
<td>Candidate has received a conditional offer, but is yet to be confirmed.</td>
</tr>
<tr>
<td>QV</td>
<td>QUALIFIED VACS</td>
<td>Candidate has received an unconditional offer.</td>
</tr>
<tr>
<td>NF</td>
<td>NOW FAILED</td>
<td>Candidate has received a conditional offer, but did not meet offer and was rejected.</td>
</tr>
<tr>
<td>NQ</td>
<td>NOW QUALIFIED</td>
<td>Candidate has received a conditional offer and has been confirmed.</td>
</tr>
<tr>
<td>QU</td>
<td>RLS UA0 TO COLL.</td>
<td>Candidate has been released to the college for further processing (e.g. card forms, financial guarantees etc)</td>
</tr>
<tr>
<td>QC</td>
<td>UG READY 4 ATR</td>
<td>College has finished processing candidate. Now with Card Office for Applicant Transfer (to on-course).</td>
</tr>
</tbody>
</table>

8.2 Decision and Response Codes

<table>
<thead>
<tr>
<th>Decision</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Conditional Offer</td>
<td>D Decline Offer</td>
</tr>
<tr>
<td>D Delayed confirmation decision</td>
<td>F Firmly Accept Offer</td>
</tr>
<tr>
<td>R Reject</td>
<td>I Insurance</td>
</tr>
<tr>
<td>U Unconditional offer</td>
<td></td>
</tr>
</tbody>
</table>

For example, an applicant with a decision response code of CFU.

- The college made a Conditional offer to the applicant
- The applicant then Firmly accepted this offer.
- The results had been received from UCAS the applicant is then be made an Unconditional offer.
8.3 Sample Email Notifications

See below some sample notifications based on those in current usage for post-offer changes.

The departmental contact will be assigned at course level rather than department level.

8.3.1 Qualified applicant confirmed with changes (Applicant has college offer)

Email sent to UAO, department, and where the department has changed the former department too.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<table>
<thead>
<tr>
<th>Today's notes</th>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Confirmation Decisions

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 August 2016 - 15:11</td>
<td>Anthony Brown</td>
<td>Confirmed with changes.</td>
<td>Year of entry changed from 2016/17 to 2017/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Point of entry changed from 1 to 2</td>
</tr>
<tr>
<td>10 August 2018 - 15:09</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as qualified.</td>
</tr>
</tbody>
</table>

8.3.2 Qualified applicant confirmed with changes (open offer applicant confirmed after being sent to confirmed pool)

Email sent to UAO, department and where the department has changed then former department too.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<table>
<thead>
<tr>
<th>Today's notes</th>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/Aug/2016</td>
<td>Anthony Brown</td>
<td>Text... Confirm Open Offer applicant with changes (incl. department change)</td>
</tr>
</tbody>
</table>

### Confirmation Decisions

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2016 - 12:29</td>
<td>Anthony Brown</td>
<td>Confirmed and decision sent to UCAS</td>
<td>Decision 2 set as unconditional and status is now qualified. Course changed from BA History - Ballot to BA Phil, Politics and Econ - Keble. Year of entry changed from 10/17 to 2017/18 Point of entry changed from 1 to 2</td>
</tr>
<tr>
<td>11 August 2016 - 11:45</td>
<td>Gareth Green</td>
<td>Transfer to College</td>
<td>Transferred from Ballot College to Keble College.</td>
</tr>
<tr>
<td>11 August 2016 - 11:28</td>
<td>Anthony Brown</td>
<td>Passed to confirmed pool</td>
<td>No comments entered.</td>
</tr>
<tr>
<td>11 August 2016 - 10:48</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as qualified.</td>
</tr>
</tbody>
</table>
8.3.3 Qualified Open Offer Applicant is confirmed without changes at Underwriting College

Email sent to UAO and department.

Confirmation of Unqualified/Qualified Applicants:

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon
UCAS ID 1234567891

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/Aug/2016</td>
<td>Test</td>
<td>Send to Confirmation pool (no changes)</td>
</tr>
<tr>
<td>11/Aug/2016</td>
<td>Test</td>
<td>Return to Underwriting College for confirmation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2016 - 11:54</td>
<td>Anthony Brown</td>
<td>Confirmed and decision sent to UCAS.</td>
<td>Decision 2 set as unconditional and status is now qualified.</td>
</tr>
<tr>
<td>11 August 2016 - 11:44</td>
<td>Gareth Green</td>
<td>Confirm at Underwriting College</td>
<td>Flagged for confirmation at Balliol College.</td>
</tr>
<tr>
<td>11 August 2016 - 11:16</td>
<td>Anthony Brown</td>
<td>Passed to confirmed pool.</td>
<td>Test... Send to Confirmation pool (no changes)</td>
</tr>
<tr>
<td>11 August 2016 - 10:59</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as qualified.</td>
</tr>
</tbody>
</table>

8.3.4 Unqualified applicant confirmed with changes (Applicant confirmed after being sent to the unqualified department pool)

Email sent to UAO, department, offering/underwriting college and where the department has changed the former department too.

Confirmation of Unqualified/Qualified Applicants:

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon
UCAS ID 1234567891

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/Aug/2016</td>
<td>Test</td>
<td>Pass to Balliol</td>
</tr>
<tr>
<td>11/Aug/2016</td>
<td>Test</td>
<td>Confirm unqualified applicant with changes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2016 - 10:10</td>
<td>Anthony Brown</td>
<td>Confirmed and decision sent to UCAS.</td>
<td>Decision 2 set as unconditional and status is now qualified.</td>
</tr>
<tr>
<td>11 August 2016 - 07:23</td>
<td>Gareth Green</td>
<td>Transfer to College</td>
<td>Transferred from Keble College to Balliol College.</td>
</tr>
<tr>
<td>11 August 2016 - 07:14</td>
<td>Anthony Brown</td>
<td>Passed to unqualified pool.</td>
<td>No comments entered</td>
</tr>
<tr>
<td>11 August 2016 - 07:10</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as not qualified.</td>
</tr>
</tbody>
</table>
8.3.5 Unqualified applicant confirmed with changes (applicant confirmed after being sent to the unqualified department pool)

Email sent to UAO, department, and where the department has changed the former department too.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

Confirmation reason:

<table>
<thead>
<tr>
<th>Today's notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Anthony Brown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date/Time</td>
</tr>
<tr>
<td>10 August 2016 - 15:17</td>
</tr>
<tr>
<td>10 August 2016 - 13:59</td>
</tr>
</tbody>
</table>

8.3.6 Unqualified applicant confirmed without changes (applicant confirmed after being sent to the unqualified pool).

Email sent to UAO and department and offering/underwriting college.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<table>
<thead>
<tr>
<th>Today's notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created Date/Time</td>
</tr>
<tr>
<td>11 August 2016 - 07:48</td>
</tr>
<tr>
<td>11 August 2016 - 07:20</td>
</tr>
<tr>
<td>11 August 2016 - 07:14</td>
</tr>
<tr>
<td>11 August 2016 - 07:09</td>
</tr>
</tbody>
</table>
8.3.7 Unqualified applicant confirmed without changes (applicant confirmed without being sent to the unqualified pool)

Email sent to UAO and the department.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

Confirmation reason: Extenuating Circumstances

<p>| Today's notes |</p>
<table>
<thead>
<tr>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Brown</td>
<td>10/Aug/2016</td>
<td>Test... Confirm unqualified applicant without changes</td>
</tr>
</tbody>
</table>

<p>| Confirmation Decisions |</p>
<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 August 2016 - 15:14</td>
<td>Anthony Brown</td>
<td>Confirmed and decision sent to UCAS.</td>
<td>Decision 2 set as unconditional and status is now qualified.</td>
</tr>
</tbody>
</table>

8.3.8 Unqualified applicant is rejected by underwriting college

Email sent to UAO and department

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<p>| Today's notes |</p>
<table>
<thead>
<tr>
<th>Created Date</th>
<th>Created By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Brown</td>
<td>10/Aug/2016</td>
<td>Test... Send to unqualified pool</td>
</tr>
<tr>
<td>Anthony Brown</td>
<td>10/Aug/2016</td>
<td>Test... Reject unqualified applicant</td>
</tr>
</tbody>
</table>

<p>| Confirmation Decisions |</p>
<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 August 2016 - 15:39</td>
<td>Anthony Brown</td>
<td>College Reject Applicant.</td>
<td>Applicant rejected &amp; sent to UCAS.</td>
</tr>
<tr>
<td>10 August 2016 - 15:37</td>
<td>Gareth Green</td>
<td>Return to Offering College</td>
<td>Flagged for return to Keble College.</td>
</tr>
<tr>
<td>10 August 2016 - 15:23</td>
<td>Anthony Brown</td>
<td>Passed to unqualified pool</td>
<td>Test... Send to unqualified pool</td>
</tr>
</tbody>
</table>
8.3.9 College returns applicant to a departmental pool

Emails is sent to UAO and department.

Confirmation of Unqualified/Qualified Applicants.

An applicant change has been logged and confirmed to UCAS.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2016</td>
<td>Anthony Brown</td>
<td>Passed to departmental pool</td>
<td>Returned to departmental pool from Balliol College</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>Gareth Green</td>
<td>Confirm at Underwriting College</td>
<td>Flagged for confirmation at Balliol College</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>Anthony Brown</td>
<td>Passed to confirmed pool</td>
<td>No comments entered</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as qualified</td>
</tr>
</tbody>
</table>

8.3.10 Applicant is transferred from a departmental pool to a different college

Email is sent to UAO and underwriting college and the new college.

A pool applicant change of college has been logged.

Applicant: 1234567 Alan Maroon

UCAS ID: 1234567891

<table>
<thead>
<tr>
<th>Created Date/Time</th>
<th>Created By</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2016</td>
<td>Gareth Green</td>
<td>Transfer to College</td>
<td>Transferred from Balliol College to Keble College</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>Anthony Brown</td>
<td>Passed to confirmed pool</td>
<td>No comments entered</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>Anthony Brown</td>
<td>Results Matching Decision</td>
<td>Decision set as qualified</td>
</tr>
</tbody>
</table>

Note: No email is generated when an applicant is transferred back to the underwriting college.
9. Further Help and Information

9.1 Student Systems Support Centre (SSSC)

The Student Systems Support Centre (SSSC) provides guidance and assistance with the use of the University’s student systems and associated business processes. Guidance and further information about eVision can be found on the Student Systems Support Centre website:

http://www.admin.ox.ac.uk/studentsystems/

9.2 Education IT Programme (Edu IT)

The Education IT Programme (Edu IT) is responsible for delivering the development of Oxford’s IT-based systems used by academic and administrative staff, applicants and students in support of many aspects of teaching and learning. Further information about the programme can be found at:

http://projects.it.ox.ac.uk/education-it-programme

9.3 Data Protection

You should familiarise yourself with the University’s policy on Data Protection by reading the information available at:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

Further information about the Data Protection Act can be obtained from the website of the University’s Data Protection Officer:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

All university members should adhere to the following regulations when using IT facilities:

http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

9.4 Document Information

This document is subject to change, please ensure you have the latest version.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/04/2016</td>
<td>0.1</td>
<td>Initial creation</td>
<td>AEH</td>
</tr>
<tr>
<td>05/07/2016</td>
<td>0.2</td>
<td>Changes as requested by Libby Charlton and amendments made by Marianna</td>
<td>AEH</td>
</tr>
<tr>
<td>28/07/2016</td>
<td>0.3</td>
<td>Changes as requested by Mark Wormald</td>
<td>AEH</td>
</tr>
<tr>
<td>02/08/2016</td>
<td>0.4</td>
<td>Added details of available reports</td>
<td>AEH</td>
</tr>
<tr>
<td>03/08/2016</td>
<td>1.0</td>
<td>Reports section edited and made version 1</td>
<td>AQT</td>
</tr>
<tr>
<td>11/08/2016</td>
<td>1.1</td>
<td>Added email notification functionality</td>
<td>AQT</td>
</tr>
<tr>
<td>12/12/2016</td>
<td>1.2</td>
<td>Updated screenshots for 9.2 upgrade and slight re-wording of text referencing menus.</td>
<td>AQT</td>
</tr>
<tr>
<td>27/03/2017</td>
<td>2.0</td>
<td>Updated Language tab and screenshots. Included new EduIT link.</td>
<td>AQT</td>
</tr>
<tr>
<td>19/06/2017</td>
<td>2.1</td>
<td>Updates following UG enhancements</td>
<td>AQT</td>
</tr>
<tr>
<td>12/07/2017</td>
<td>2.2</td>
<td>Updated following review by MA</td>
<td>AQT</td>
</tr>
<tr>
<td>Date</td>
<td>Version</td>
<td>Description</td>
<td>Author</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>14/07/17</td>
<td>2.3</td>
<td>Amendment to section 5</td>
<td>AQT</td>
</tr>
<tr>
<td>24/10/17</td>
<td>2.4</td>
<td>Updated ‘no records returned’ screenshot</td>
<td>AQT</td>
</tr>
<tr>
<td>09/01/18</td>
<td>2.5</td>
<td>Updates to p.15 &amp; 16</td>
<td>AQT</td>
</tr>
<tr>
<td>04/06/18</td>
<td>2.6</td>
<td>Enhancements: Joint School functionality, correction to on screen typo,</td>
<td>AQT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>email notifications</td>
<td></td>
</tr>
<tr>
<td>29/9/18</td>
<td>2.7</td>
<td>Amendment to Confirmation Checking Report. Red text warning msg?</td>
<td>AQT</td>
</tr>
<tr>
<td>3/07/18</td>
<td>2.8</td>
<td>Esther’s changes</td>
<td>AQT</td>
</tr>
<tr>
<td>4/07/18</td>
<td>2.9</td>
<td>Marianna’s changes</td>
<td>AQT</td>
</tr>
<tr>
<td>12/12/18</td>
<td>3.0</td>
<td>Changes to values for ELQ (ELH, ELS, ECS, ECH)</td>
<td>AQT</td>
</tr>
</tbody>
</table>