Admissions Update Bulletin

Welcome to the Admissions Update Bulletin. This Bulletin shares details on questions you have been asking and updates that have been made to the applications management system to make it easier for you to use.

**NEW** Drop-in sessions start this week. Come along on Wednesdays, 1-3pm, Room 402 Sherfield, to ask your admissions system questions.

The communicated system downtime took place last night and fixed a number of known issues. The loading time for Letter of Recommendation has been improved, the ‘Share’ button for Personal Charts on the Opportunity entity is now visible, and the references predicted grade is now importing for UCAS applicants.

You asked…

Enhancement request: Can you provide access to UG statistical data for my department? Statistical UG admissions reports are now available in line with those previously available from ICA and can be accessed here. These figures are updated daily to show the most up to date picture of applications. The report contains Total Applications, Offers Made, Offers Firm and Offers Insurance. Further reports will be added to include WP, country, gender and age.

How do Reviewers change the Department Processing Status? Reviewers should change the Department Processing Status on an application so that Recorders can see when the Review process has been completed.

To amend the Department Processing Status, Reviewers need to scroll down to the Department Review Section on the Application Review screen, click into the Department Processing Status and click on delete on the keyboard to remove the existing status. Next, select a relevant status from the drop-down menu or click on Look Up More Records to see more options. Once the new Department Processing status is visible in the field, click on Save at the top of the page. Reports with this column visible can now be filtered by the relevant statuses.

Enhancement request: Can you enable Reviewers to create Dashboards? Reviewers can now create their own Dashboards. This means that they can tailor reports and then add them to their own Dashboard so that they are easily accessible in the system. For information on how to create Dashboards, please go to the Advanced Reporting User Manual or sign up to the Advanced Reporting Training Session for hands on experience.

How do I access the latest User Guides? User Guides have been updated to reflect latest changes in the system. These can be downloaded here. The Advanced Reporting guide now also includes a section on charts, detailing how to add these to your Dashboards.

When will Direct applicant deferred offers be available? We are continuing the process of downloading deferred applications from the old system and entering them into the new system to make deferred offers for 2019/20 entry. This activity remains on track to be completed by 11 January and decisions will be entered thereafter.

Tell us…

We are capturing the system enhancements that you are raising through ASK tickets and our engagement with you. These are being prioritised with Faculty representatives for development. Items currently being worked on include:

- Making the Excel data import button available to Recorders, alongside the currently available export button.
- Creating Department specific reports based on individual requests
- Reporting on the offers made to UG candidates for WP analysis
Keep sending us your suggestions for improvements, as well as anything you want to see in future Bulletins, by emailing admissions.users@imperial.ac.uk.

Help!…

Call us…. 020 7594 0956 if you have an urgent query preventing you from processing your applications.

Raise a support request… the Admissions ASK category enables the support team to prioritise your query. Click here to raise a request.

Remote assistance is available when you contact us. If you are struggling, we can see your challenge in real time on your screen and help you to resolve the issue. We will come to you if this is the best way that we can help you.

Advanced Reporting Training sessions are taking place on 10 and 15 January 2019. To sign up, click here to log onto ICIS. Go to My Training> My Training> My Training and search for 'Admissions'.

'We can now easily share reports with colleagues in a few seconds making this a wonderfully scalable toolkit that you have provided. And one that is easily adjustable as we adjust our processes.' Engineering

Drop-in sessions are available each Wednesday from 9 January, 1-3pm, Room 402 Sherfield. Please drop by to get your questions answered.

You can also attend an Assisted Support session to work through your application queries online or to tailor reports with help on hand. Sign up by clicking here.

'The one-to-one hands on support was really useful and has given me the confidence to experiment with the new system.' Medicine

Online guidance and resources… user guides, videos and FAQs are regularly updated. Missed an Admissions Update Bulletin? Copies are available here for reference.