Admissions Update Bulletin

Welcome to the second 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.

You asked…

How do I personalise my settings?
You can personalise your settings by clicking on the cog symbol in the top right hand of your screen and then selecting ‘Options’. This will open the ‘Set Personal Options’ screen. You can choose from a range of options, including selecting how many records to see per page. You can also use the ‘Screen Settings’ option to increase the size of the text and reduce the brightness on the screen.

How do I see the status of application reviews?
You can see which Reviewers have completed their Review form by opening up the IC – Team Incomplete Application Reviews report on the IC – Department Dashboard. Once open you can filter by Review Status to show which ones are In Progress, Complete or Not Started.

How do I find all the information regarding my UCAS applicant?
Searching by applicant UCAS ID using the magnifying glass search icon in the top right of the screen previously only returned the person record. This search has been improved to now return People, Applications, and Application Folder. This greatly reduces the number of clicks to find information associated with each type of listing such as Department Decision.

How do I see the different stages of my offers?
The ‘IC Management – All Applications’ report on the Recruitment Home Dashboard can be filtered on the Proposed Decision column to see all your offers at different stages (Unconditional Firm, Conditional Firm, Condition Pending, etc). Different versions of this report can be saved as your own views and added to a Decision Dashboard. See filtering and saving reports in the Recorder User Guide for further guidance or sign up for the ‘Admissions Application Management – Advanced Reporting’ training by clicking here and searching for Admissions.

How do I make an unconditional offer to a UCAS applicant?
In the Department Decision section on the Application Review tab, when entering a decision of ‘Offer’ the UCAS Offer Library appears as mandatory. However, if you enter explanation text regarding the Unconditional Offer in the Department Academic Condition then UCAS Offer Library (mandatory red tick) will disappear so you do not need to enter conditions from the Offer Library.

Is a Recorder able to add notes for a Reviewer to see?
A Recorder can add notes in the overall comments box in the Department Review Section on the Application Review screen. These comments will be visible to Reviewers if they open the Application Review screen or if they open the Application Review form on the Read Sheet tab.

How do I share a dashboard or report?
From the Dashboard in question, click on Share at the top. Click on add User/Team. In the Look in field change it to Enabled Users. Search for the person and select them under selected records. Click on Add. Allocate the relevant permissions including whether you want them to be able to amend the Dashboard. Ensure the person’s name is ticked on the left and click on Share. The Dashboard will then appear in their Dashboard views.

If reports are appearing with an Error (not enough privileges) then the reports also need to be shared. To do this, click on the Advanced find button (which looks like a filter) on the Navigation bar, in the Look for field choose the correct Entity (normally Application Folders or Applications) and click on Shared views. This will give you a list of all your reports. Tick the reports that need to be shared and go through the process above to share the relevant reports.

Attending an Advanced Reporting training session will enable you to tailor information to your requirements including amending and filtering existing reports, creating new reports, sharing reports...
with colleagues and, for Recorders, adding these to Dashboards. To sign up for the ‘Admissions Application Management – Advanced Reporting’ training click [here](#) and search for Admissions. The Advanced Reporting Manual can be found [here](#).

‘Being shown how to create my own reports is fantastic; I’ve now put together department-specific ones.’ Engineering

**Tell us…**

Is this Bulletin useful to you? Get in touch by emailing admissions.users@imperial.ac.uk and tell us what you want to read about in future Bulletins.

‘Our admissions team found this [Admissions Bulletin] really helpful and are reassured by the support on offer.’ Medicine

**Help! We are making it easier for you to contact us…**

**Raise a support request**… we have created an Admissions ASK category so that the support team can prioritise your query. Go directly to the Admissions form [here](#).

**Assisted Support** is available on Thursday 6 December and Tuesday 11 December. Work through your application queries, tailor reports with help on hand, or simply bring a list of questions you want answered. Sign up to one of these sessions by clicking [here](#).

‘Thank you very much for yesterday, it was extremely helpful and I am certainly less scared now when using the new system.’ Engineering

‘The session was extremely helpful.’ Natural Sciences

**Online guidance and your FAQs**… user guides, videos and FAQs are regularly updated. Missed an Admissions Update Bulletin? Copies are available [here](#) for reference.

**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.

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