

Admissions & Transfers

last updated for the Spring 2013 (3.50) release

Migration Notes

one



To contact the Service Desk:

Please log a case via [My Account](#)

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Please ensure that all the relevant sections are distributed to the appropriate section heads.

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Admissions and Transfers

One 3.46 Introduction to A&T v4

One 3.46 launched an exciting new interface for the migration of Admissions & Transfers to v4. LA users are now able to use a browser-based 'A & T Back Office' accessed from the Capita One home page, which offers many enhancements over v3, including improved user experience more closely aligning the software to the business processes of the Admissions team.

Note to System Administrators on configuring the Integration Service in order to run key processes including Offer Routines:

It is important to note that several key processes in A&T Back Office rely on a background 'Integration Service' to have been configured. This is used as a job scheduler to help trigger significant processes. The following A&T Back Office processes use this: **Make Offers, Resolve Offers, Final Allocations, Importing Test Results, Importing Online Applications and Importing Catchments.**

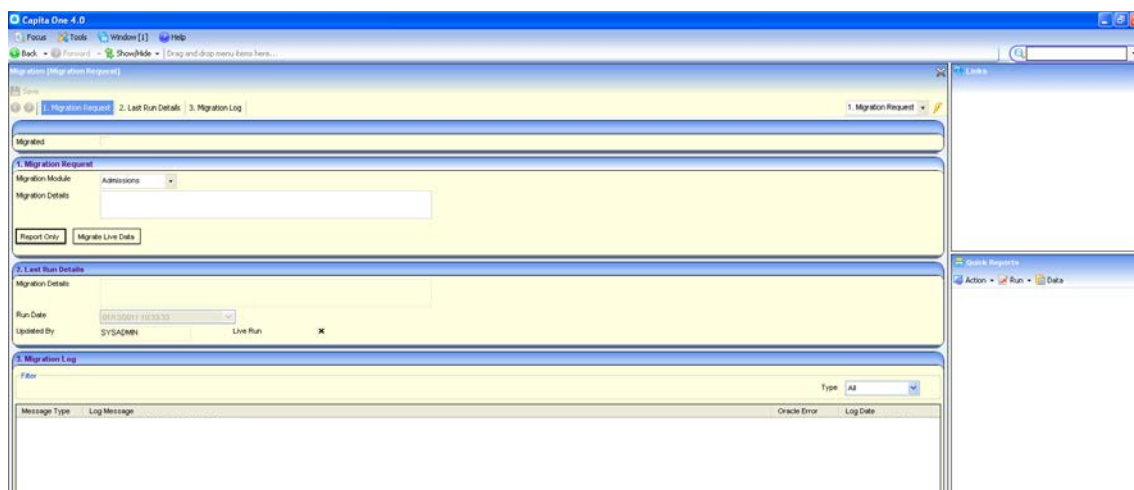
Please refer to the "**Technical Guide – Installing the CCS Integration Service**" for advice on configuring the Integration Service. If this is not configured then it will not be possible to complete these key processes.

Migrating your LA to use A&T Back Office

Local Authorities can choose a convenient time to migrate to 'A&T v4 Back Office'. Although the One 3.46 release includes v4 'A&T Back Office', this does not mean that LAs must use v4 'A&T Back Office' as soon as they upgrade to One 3.46. Instead, LAs can choose a convenient time after the upgrade to One 3.46 for the Admissions team to start using 'A&T Back Office'. Your LA may choose, for example, to continue using v3 in your live environment until the current normal Admissions rounds are nearing completion. You may choose to start your new normal Admissions rounds for entry in September 2013 in v4 'A&T Back Office'. It is strongly recommended that LAs trial 'A&T Back Office' in a test environment first. If time permits it is recommended that users try out processes in a test environment whilst at the same time carrying out similar processes in the v3 live environment so that they can compare the two and gain confidence with the updated system. Your Account Manager will be happy to discuss your implementation plans.

V4 'A&T Back Office' mainly uses the same tables for storing Admissions related data as One v3. For v4 'A&T Back Office' some existing tables have been extended to store additional information (e.g. the Preference History table ALLOC_PRINT) and there are a small number of new tables (e.g. to record inactive Preference records there is a new table ANT_INACTIVE_PREFERENCES and to record key Application History changes there is a new table ANT_APPLICATION_HISTORY).

A data migration process is only required to migrate Admissions User Defined Fields into the v4 environment (no other data migration is required). This is achieved via v4 rich client Tools | v3 Migration. Here, the System Administrator will need to select the 'Migration Module' of Admissions. It is recommended that the UDF migration process is run in 'Report only' mode first. Here is an example screen:



When your LA is ready to start using 'A&T v4 Back Office' live then the UDF migration process should be run in 'Migrate Live Data' mode. We expect this to take no longer than 15 minutes. While this routine is running then no users should be updating data in v3 Admissions & Transfers. There is no need to prevent users of other modules from using One at this time. This routine will only affect UDF data.

It is still possible to continue using v3 to update UDF information after running this routine - this UDF data will be accessible in v4.

There are technical documents to help you to understand the technical implications of the migration. See the 'Other Documents to Help You' section below.

What will not be Migrated to A&T Back Office

- In v4 'A&T Back Office' we are not providing support for transfer groups that do not use the offer scheme. The 'Provisional Allocation' routines and the associated 'Student Bulk Allocate' are not migrated to v4.
- Light Pen Entry of applications has not been migrated.
- V3 Access Rights. Permissions in v4 are completely separate from v3 so existing v3 access rights for users and groups for Admissions & Transfers v3 will have no effect in v4. Permissions will need to be set for v4 - please see the section above entitled 'System Administration and assigning Permissions.'


Other Documents to Help You

The One Release DVD includes further relevant documentation. In the Documentation\v4 Documents\Technical folder System Administrators should please note in particular the following:

- Technical Guide - Setting Up CCS v4 Online.pdf
- Technical Guide - Deploying and Setting Up CCS v4 Online AnT for Local Authorities.pdf
- Technical Guide - Setting Up the CCS v4 Online AnT Web Server.pdf
- Technical Guide - Deploying v4 GIS Services.pdf

Also in the Documentation\ERDs folder there are several Entity Relationship Diagrams for Admissions & Transfers, each file begins 'A and T'.

Where to go for more Help

More detailed information on v4 Admissions and Transfers is included in the Help Files accessed directly from the software by clicking  **Help**.

If you wish to discuss training and consultancy for migrating to v4 Admissions & Transfers, please feel free to discuss this with your Regional Services Manager or contact the Capita One Business Support Team:

Tel: 01234 832150

Email cesps@capita.co.uk

The Capita One Service Desk can be contacted on

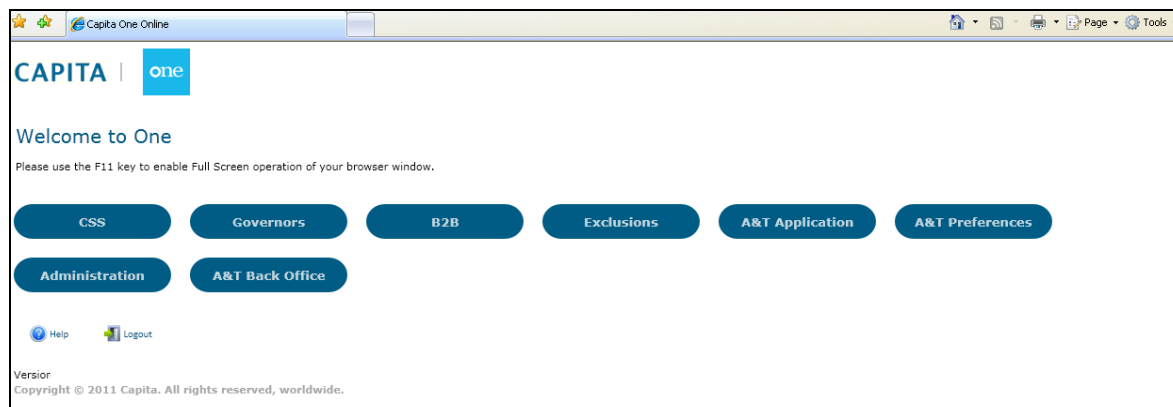
Tel: 0870 2411 323 (Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.)

Email: one.support@capita-cs.co.uk

Overview of Navigation of the new A&T Back Office interface

Accessing A&T Back Office

'A&T Back Office' is accessed from the Capita One Online Home Page. The options the individual user sees here will depend on their access rights. The example screen below shows the options for a System Administrator:



A user from the Admissions Team is likely to see many less options than those displayed above, depending on their access rights. On the example screen above you can see 3 options that refer to Admissions & Transfers:

A&T Applications - this is the route that can be used by LA support staff working in the community to make online applications on behalf of parents or carers who don't otherwise have easy access to the internet. This is only accessible if your LA has purchased the 'Admissions & Transfers Online v.4' license.

A&T Preferences - this is the route that can be used by users in Receiver Schools to view preferences recorded for their school as well as offers (once the offer processing is complete). This is only accessible if your LA has purchased the 'Admissions & Transfers Online v.4' license.

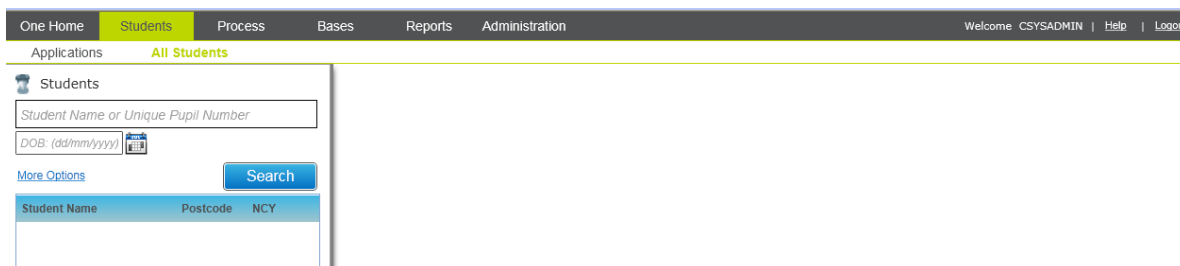
A&T Back Office - this is the route designed for use by LA Admissions teams and provides the new version of the equivalent of One v3 Admissions & Transfers. This is only accessible if your LA has purchased the 'Admissions & Transfers v4' license (note that this is different from the license which includes the word 'Online' described in the previous 2 options). Also this option will only be available if the user has been given at least **Read** permissions to one of two key processes:

- **Retrieving Application Summary information.** This permission can be granted to a group of users by System Administrators using v4 rich client Tools | Permissions | User Group Processes by selecting the Main Business Process 'Admissions Applications' and setting at least read access to 'Applications by Student'.
- **Retrieving Transfer Group Sub Group information.** This is being included in case there are users who do not have access to Student information but can set up or retrieve Transfer Group related data. This permission can be granted to a group of users by System Administrators using v4 rich client Tools | Permissions | User Group Processes by selecting the Main Business Process 'Admissions Set Up and Population' and setting at least read access to 'Applications Administration'.

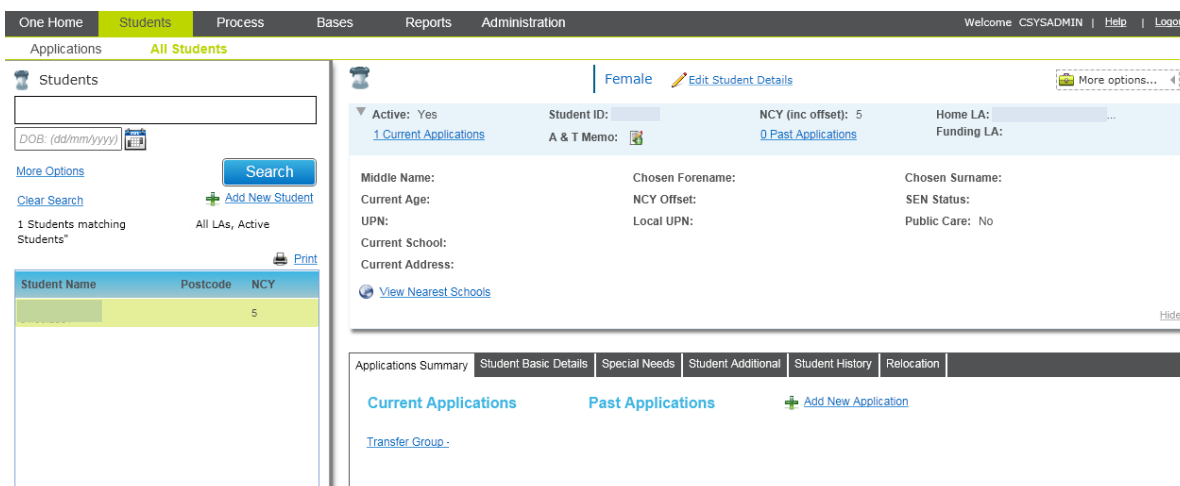
Once the user has clicked on the 'A&T Back Office' option, then by default they will be taken to a student search screen (Students | All Students). Users can then easily navigate to select other options.

Overview of Navigation

You can navigate through the system by selecting from a series of options presented horizontally. For each primary level navigation option (Students, Process, Bases, Reports and Administration) there is a default secondary option and other secondary options.



For most of the key screens, a Search area is presented on the left hand side of the screen. Some default search options are displayed and also more search options may be available via a 'More options' link. The search results are listed on the left along with an indication of the criteria used to carry out the search. Here is an example of the default Student | All Students search screen:



Once an entity (e.g. Student, Base or Transfer Group depending on the navigation option) has been selected, a summary of key details for that entity is presented in the top right side of the screen. This will be displayed in read mode. Where users have permissions to edit information, an Edit link will be displayed near the top of this area.

Underneath the summary, further details and options are available, depending on the user's access rights. In some areas these are presented as a series of tabs to organise the information.

Where some information is displayed in the Details section that may otherwise require a horizontal scroll bar to view, then a 'Wide view' option is provided so that the Search panel can be temporarily hidden to make the most of the horizontal space available.

A cleaner Interface where Users only see Information relating to their individual Business Processes

The general principle of A&T Back Office in v4 is that if a user does not have permission to read information in a particular area, or does not have permission to run a routine, then the information or process button will not be visible to them. This is to ensure that the information seen on an individual user's screen is relevant to their individual business processes and does not contain information that is not necessary to their individual business processes.

Quick High Level Mapping of v3 Admissions Key Processes to v4

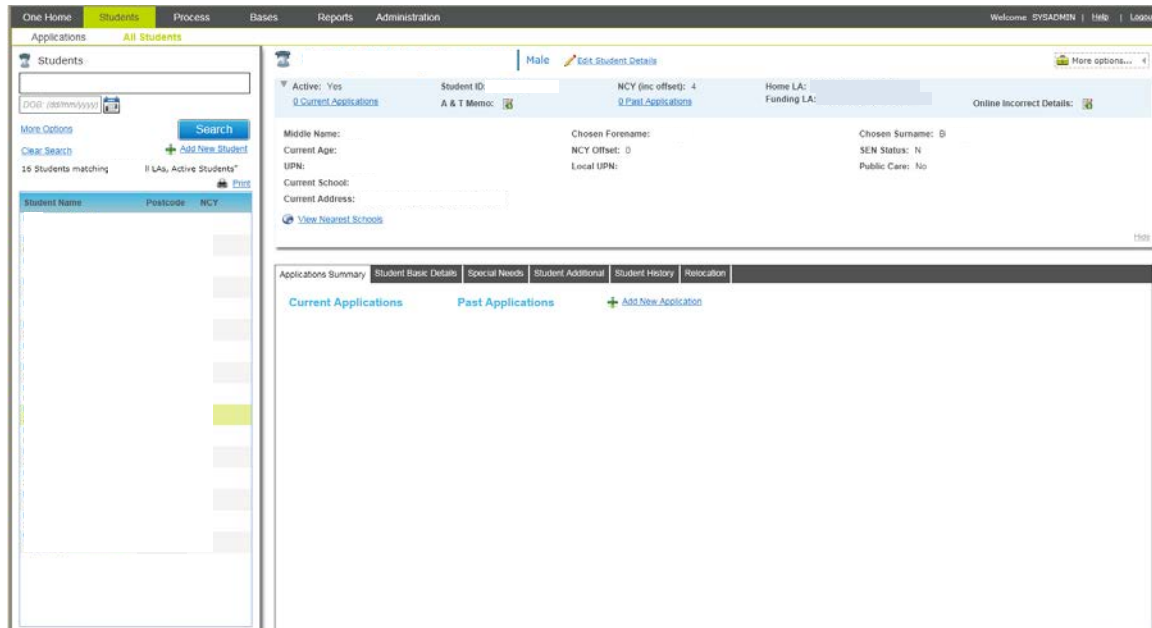
V3 Area	V4 Equivalent (in 'A&T Back Office' unless otherwise specified)
Manage Transfer Group	Students Applications
Manage Allocation	Bases Receivers
Casual Admission	Students All Students
Bases	Bases All Bases
Inter Authority Transfer	Not yet available in v4 – planned for 2012, once the 2012/2013 DfE schemas are finalised
Manage Appeals	Process Appeals
Report	Reports
Tools Routines Student Selection Tools Routines In Year Student Selection	Process Transfer Groups Students Student Selection
Tools Routines Import Results Tools Routines Process Results	Process Transfer Groups Tests
Tools Routines Copy Applicant Reasons	Process Transfer Groups Students Pre-Offer Processing Copy Applicant Reasons
Tools Routines Offer Scheme	Process Transfer Groups Students: Pre-Offer Processing section for Flag Feeder Receiver and Flag Catchments (use 'Catchments & Distances' option) Offers Processing section for Make Offers, Resolve Offers, Final Allocations, Publish Offer Information Online Reset Processes section for Reset Allocations, In year Reset and Clear Preferences
Tools Routines Final Transfer	Process Transfer Groups Students Post Offer Processing Final Transfer
Tools Routines Students Band Selection	Bases Receivers, Select a Receiver and a Band, then use 'Assign Students to Band' option
Tools Routines GIS Batch Processes	Process Transfer Groups Students Pre-Offer Processing Catchments & Distances
Tools Manage E-Applications	Process Incoming Students and Incoming Applications
Tools School Search	Bases Nearest School Search
Tools Module Administration User Codes	Not yet available in v4 Capita One Online - Instead please use v4 rich client Tools Administration Lookups or continue to use v3 for now
Tools Module Admin Transfer Groups Tools Module Admin Sub Groups	Process Transfer Groups
Tools Module Admin Special Reason Code	Administration Applications Special Reasons
Tools Module Admin Definition of Test Tools Module Admin Test Results	Process Transfer Groups Tests
Tools Module Admin Online Parameters	Administration Applications Online Parameters

Tools Module Admin Year	Please use v4 rich client Tools Year Settings Year Definition
Tools Module Admin Copy PAN	Administration Bases Copy PAN
Tools Module Admin Field Processing	For Online Applications: Administration Applications Online Parameters
Tools Module Admin NCY	Please use v4 rich client Tools Year Settings NCY
Tools System Administration	<p>Continue to use v3 for now to set up Users and Groups, managing passwords and datasets</p> <p>Define permissions for v4 via v4 rich client Tools Permissions User Group Processes (for normal permission settings). There is also a much more low level technical permissions setting area Tools Permissions User Group Permissions</p> <p>For User Defined Fields management in v4 use v4 rich client Tools Administration UDF Management</p> <p>For Permitted Websites use v4 A&T Back Office Administration Applications Permitted Websites</p>

Student Focus and Managing Applications by Student

Students | All Students

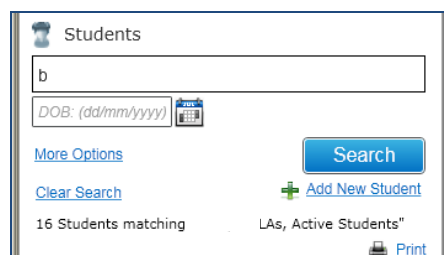
The Students | All Student area is the equivalent of the Casual Admissions focus and includes additional functional aspects.



Users can search for Students in the left hand panel based on student name (Forename, Mid Name, Surname), UPN and DOB and additional values after selecting the 'More Options' link.

The 'More Options' link provides fields Base (Current School), Student ID, Gender, NCY, Postcode (Current Address) , Active Student Only to produce a more refined student search. Additionally a search can be performed for only Home LA or All LA Students and when option 'Other LA' is selected a specific LA can be entered if appropriate, the ability to search for students who are within an Active or Inactive Transfer Group has been provided.

Performing a student search will display the total number of records retrieved along with the search criteria entered as displayed below:



The student search is paginated and where the number of records retrieved is over 200 the system will display the first 200 records in the results panel. When the user scrolls to the bottom of the list the system will then retrieve the next 200 records, this would carry on until the user has got to the end of the list of records retrieved for the student search defined.

The search results grid displays the Students Name (Legal), Gender, DOB, Postcode of their current address (Correspondence) and NCY value.

The first record within the list of results will be highlighted by default and display key summary information of the student in a view mode in the top right panel, the user can select any records displayed within the search result panel and the system will refresh the summary information displayed.

Some links displayed are permission driven and so where the User has 'Read' access to the associated Business Process the 'Edit' links will **not** be displayed.

E.g. Where the key student summary information is displayed in the top right the 'Edit Student Details' link will only be displayed where the User has 'Read/Write' as minimum permitted access to business process 'Student Data' - 'Core Data'.

An improvement on One v3 is the 'Application Summary' tab which displays existing 'Current' or 'Past' applications linked to the student, the applications listed are hyperlinks that when selected will navigate the user to Students | Applications to open the selected application, the tab is also displayed within route Students | Applications.

The logic for what applications are displayed under each heading is below:

'Current Applications' - For a normal phased transfer group applications are displayed where the TG is marked as 'Active' and if an In Year TG where the 'Application Status' for the in Year Application is not mapped to the external code 'CLOS' applications are displayed.

'Past Applications' - For a normal phased transfer group applications are displayed where the TG is marked as 'Inactive' and if an In Year TG where the 'Application Status' for the in Year Application is mapped to the external code 'CLOS' applications are displayed.

Individual tabs are provide in route Students | All Students of which each contain section headings that can be expanded or collapsed to show the associated information. The sections are based on the individual panels displayed within v4 rich client - Focus | People | Students | Student Details.

Due to the number of panels on the 'Student Details' screen these have been grouped together and are divided across 4 tabs, it is important to note not all sections have been delivered within A&T Back Office but the key panels are given either in a 'View' or 'View' / 'Edit' form.

Please note: Additional sections will be delivered in 2012.

Details of the tabs and the sections contained in each have been given below:

'Student Basic Details' tab contains the following sections:

- Student Profile – 'View' & 'Edit'.
- Language Details – 'View' only.
- Ethnicity, Religion and Culture - 'View' & 'Edit'.
- Deceased Details - 'View' & 'Edit'.

'Special Needs' tab contains the following sections:

- Disability Details - 'View' & 'Edit'.
- SEN Stage Details – 'View' only.

'Student Additional' tab contains the following sections:

- Supporting Details - 'View' & 'Edit'.
- Traveller Family - 'View' & 'Edit'.
- Asylum Details - 'View' & 'Edit'.

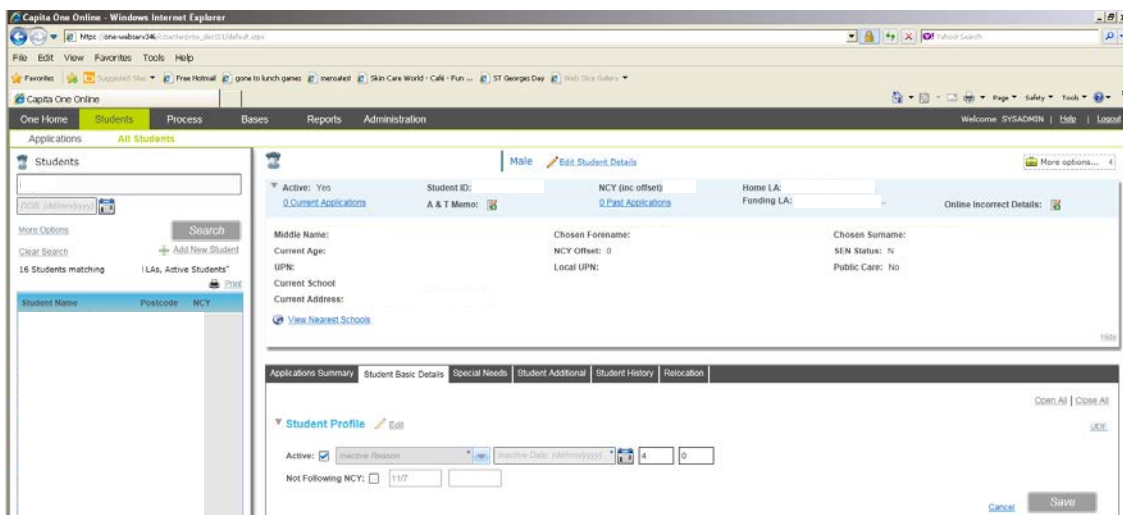
'Student History' tab contains the following sections:

- School History - 'View' & 'Edit'.
- Address History - 'View' & 'Edit'.
- Name History – 'View' only.

Permission on the majority of sections is controlled by Business Process ‘Student Data – Core Data’ with the exception of Disability Details, School History and Address History which are controlled by the business processes noted below.

- Disability Details – Main process ‘Disability Details’ – ‘Person/Student Disability Details’.
- School History - Main process ‘Student Data’ – ‘School History’.
- Address History - Main process ‘Addresses – Save Linked Addresses’.

Permission to each section has 3 levels where appropriate, ‘Read’ access provides the ability to retrieve and ‘View’ the information detailed in the section whilst ‘Read-Write’ will additionally display an ‘Edit’ link adjacent to the section heading. Where ‘Read-Write-Delete’ access is given the system will provide the ‘View’ & ‘Edit’ functionality but also display a ‘Delete’ link where there is the ability to remove records from the system.



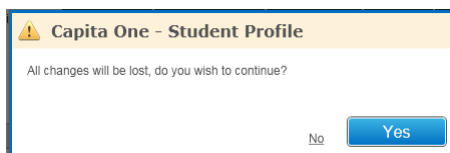
Selecting ‘Edit’ will display the section in an editable form mode and allow values to be updated, the system will disable all other links that exist outside the section being edited and not become active until ‘Cancel’ or ‘Save’ has been selected.

A ‘Cancel’ and ‘Save’ option is displayed in the bottom right of the section being edited; this theme is carried through out ‘A&T Back Office’.

The ‘Save’ button will only be active where a change has been made to any of the fields and when selected the system will provide feedback of whether the ‘Save’ was successful or not, the message will close automatically in 5 seconds, again this theme is carried throughout ‘A&T Back Office’.



Where ‘Cancel’ has been selected and no changes have been made the section is returned to a ‘View’ mode and if changes have been made a message will be displayed to the user as displayed below with a choice of whether to continue or not.



The 'School History' section in the 'Student History' provides the same functionality as within One v3 Student Details | School History.

Expanding the section heading to display a grid of existing school history records, to view full details of a school history record the user is required to select 'View & Edit full details' and when selected a transition takes place to display the 'School History Details' for the selected record. To navigate back to the summary view select the large arrow left to the 'School History Details' heading.



Where the user has only been permitted 'Read' access to the 'School History' business process the 'Add' link will not be displayed nor will the 'Edit' link within the 'School History Details' section.

The 'Address History' section in the 'Student History' tab will display the full address history and replaces the Address Manager from One v3 Student Details | Address Manager, below information has been given on how to 'View', 'Edit' existing records or 'Add' a new address history record but also add a new dwelling and completely new address to the system.

'View' or 'Edit' Full Address Details (e.g. Easting, Northing, Telephone, OSAPR and UPRN)

Note: Permission needs to be given to following business process to allow the information to be viewed, 'Addresses' – 'Save Linked Addresses'.

Expand the 'Address History' section by selecting the section heading and select the row which the address details are to be viewed, this will highlight the row and display a magnify glass in the 'Address' column shown in **Fig 1**.

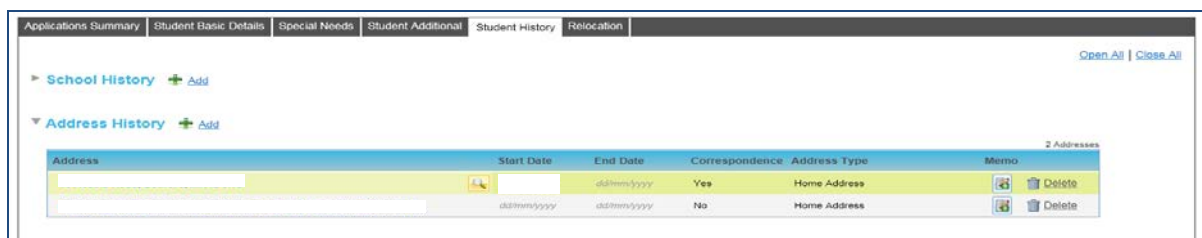


Fig 1

Select the magnifying glass; this will open an 'Address Manager' modal window populated with the 'Postcode' value for the selected address record, select search and the system will retrieve all addresses linked to the postcode ; select '+' to the left of the street record associated with the student to view the dwelling information shown in **Fig 2**:



Fig 2

To display the full address information for the street record select the 'Edit' link, the view will be change to display the 'Address Details' shown in **Fig 3**.

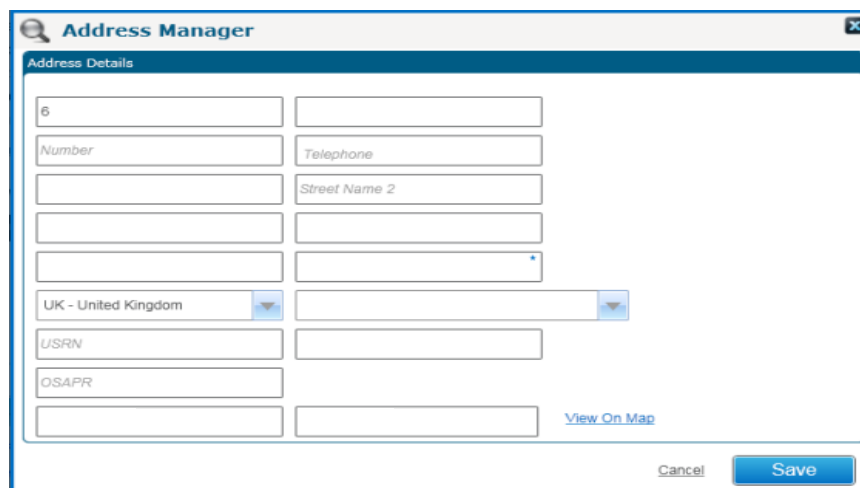


Fig 3

As access has to be permitted to business process 'Save Linked Addresses' to view the 'Address Details' section and it is advisable to **only** permit users 'Read-Write' access where it is likely the user(s) have the need to manage the 'Address History' information.

Please Note: The Addresses functionality will be reviewed during 2012.

'Add' a New Address History Record

Adjacent to section heading 'Address History' is an 'Add' link, selecting the link will create a new row within the grid displayed, click into the 'Address' column will display a magnifying glass displayed in **Fig 4**.

▼ Address History + Add

Address	Start Date	End Date	Correspondence	Address Type	Memo
		dd/mm/yyyy	Yes	Home Address	
	dd/mm/yyyy	dd/mm/yyyy	No	Home Address	
Choose an address	dd/mm/yyyy	dd/mm/yyyy	No	Please select	

2 Addresses
Cancel Save

Fig 4

Select the magnifying glass to display the 'Address Manager' modal window (**Fig 2**), enter a postcode value and select 'Search' matching address records will be displayed. Select the '+' icon on the left to view the associated dwellings (**Fig 2**). Enter the mandatory information 'Address Type', again select into the column and then select a value from the drop down menu at this point the record can be 'Save'.

Where not all mandatory information has been entered the system will display an appropriate warning message along with the field that has not been populated.

'Add' a Completely New Address / Dwelling to the System

Note: Permission needs to be given to following business process to allow a completed new address / dwelling record to the system 'Addresses' - 'Save Address (Online)'.

Follow the process which has been outlined previously in 'View', 'Edit' or 'Add' an address history record but where access has been permitted an 'Add a new address' link will be displayed, the system will only display the link after an initial address search has been performed.

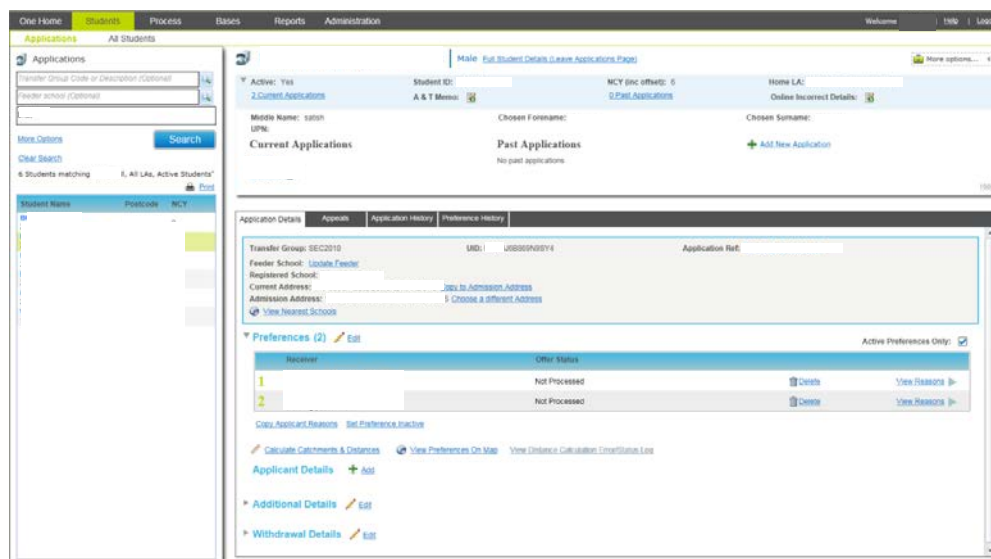
Selecting the 'Add a new address' link will display a blank version of the 'Address Details' window (**Fig 3**) in an 'Edit' mode to allow the address details to be entered, the record can only be saved to the system where all mandatory fields have been populated.

Where a new dwelling is required the user would have a list of existing addresses retrieved from the system (**Fig 2**) at this point, select the address for which a new dwelling needs to be created (by highlighting the dwelling information) and select the 'Add a new address' link. The 'Address Details' form will be displayed with the basic street information populated for the selected address and allow the details of a new dwelling to be entered and saved.

Note: Where access needs to be limited to **only** 'Edit' the 'Easting' / 'Northing' value, this can be achieved by only giving access to the following business process 'Addresses' - 'Save Address Geocode (Online)'.

Students | Applications

The Students | Applications area is the equivalent of v3 Manage Transfer Group | Preferences Focus, the A&T Additional tab including additional functionality.



Permission for Student | Applications area is controlled by business process 'Applications by Student' and where access has been denied the 'Applications' secondary navigation menu route will not be displayed, neither will the 'Application Summary' be displayed in route Students | All Students.

The Student Application search provides the same functionality which existed in v3 with the benefit of the student records always being displayed in the left hand panel along with the search criteria. Any record can be selected from the list results and the system will update the details displayed on the right hand side of the page.

The 'More Options' link provides fields to which values can be entered to further refine records retrieved by the system.

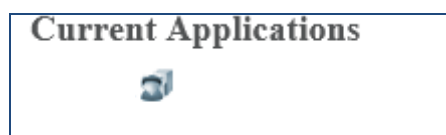
Additional search fields have been provided to allow Students to be filtered by their LA (Home, All or Other LA) where 'Other LA' is selected, a specific LA can be selected, also an option to filter on students with or without an Application Reference, this will refine students to be displayed who do not have any preferences recorded.

In the top right is the master panel displaying key summary information for the student record selected, including the number of 'Active' and 'Past'. Selecting either hyperlink will expand the summary information where collapsed to provide more space on the screen for viewing details of the selected application record.

To identify the application being viewed the system will display an icon next to the Transfer Group information as displayed below.

Where more than one application record is linked to the student there is the ability to select the any application current or past and the system will refresh to display details of the selected record.

The application link is the 'Code' and 'Year' of the associated Transfer Group.



Where the user needs to view the core student related information the 'Full Student Details (Leave Application Page)' link can be selected and will navigate the user to Students | All Students for the record being viewed.

Displayed in the 'Application Summary' is the 'Add New Application' link. This allows the user to create a new application and is the equivalent of v3 'Add to Transfer Group' in the Manage Allocation focus.

Selecting the link will display an 'Add New Application' modal window containing all of the eligible Transfer Groups for which an application can be created.

The information provided in TG links is (TG Code, Year & Description) and where there is an 'In Year TG' then 'In Year Transfer Group' will be displayed at the end of the description.

The validation for a normal phase Transfer Group has been updated and where a student has a current school which does not exist in the Transfer Group as a Feeder School an application can be created; there is no longer a dependency on the school being a part of the TG as a feeder school.

Selecting a TG link will add the student to the Transfer Group and create an application, there is a warning displayed to confirm whether the user wishes to create an application for the selected Transfer Group.

Depending on the type of TG the application was created for there will be one of two 'New Application Details' screens displayed as noted below.

Application created for an In Year TG - The main 'Application Details' cannot be accessed until mandatory In Year Details has been populated, where 'Cancel' is selected the system will display a message to notify the user that they will be navigated back to the search as the mandatory information has not been provided.

Where an application has been created for a Normal Phased TG the below screen is displayed.

Please note the fields are mandatory and the user can select 'Cancel' to skip to the full 'Application Details' page, the Applicant fields are only mandatory if the information is partially populated and 'Save' selected.

The 'Application Details' tab is the equivalent of the V3 preferences tab with the key benefits being that all the information is now displayed on the same screen and not across a number of tabs. The first section displayed is key information related to the application including the 'Feeder School', UID, Application Ref and Current / 'Admission Address' formally known as 'Allocation Address'.

To access and manage the Application Reference details select the value displayed to open a 'Manage Application Reference' modal window, the functionality from v3 has been replicated with some improvements. Where a reference does not exist then 'Add' will be displayed and will have the same function to open the modal window and allow the information to be managed.

Where the 'Feeder School' and 'Registered School' are different both values will be displayed but where both are the same only the 'Feeder School' will be displayed, the same logic has been applied to the 'Current Address' and 'Admission Address'.

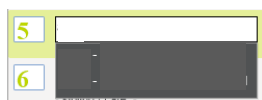
There is now the ability to select an 'Admission Address' value direct from the system, this has significantly reduced the amount of time to select the future address record. Selecting the 'Choose a different address' link will open an 'Address Manager' modal to which an address search can be processed and an address value selected, the address record is not added to the students address history but this function is currently under review for 2012.

The next section is the 'Preference' container, which will display the total number of preference records associated with the application next to the section heading. The number of linked sibling records and whether the preference has been recorded as late is displayed along with the 'Offer Status'.

To create a preference record select 'Edit', 6 blank preference rows will be displayed in an edit mode which can be populated with a receiver school. At the same point, the preference reasons can be populated by selecting the 'View Reasons' link.

It is important to note that many preference records can be created without the need to 'Save' the application information; this includes the preference reasons to allow more flexibility to key in applications and for editing purposes.

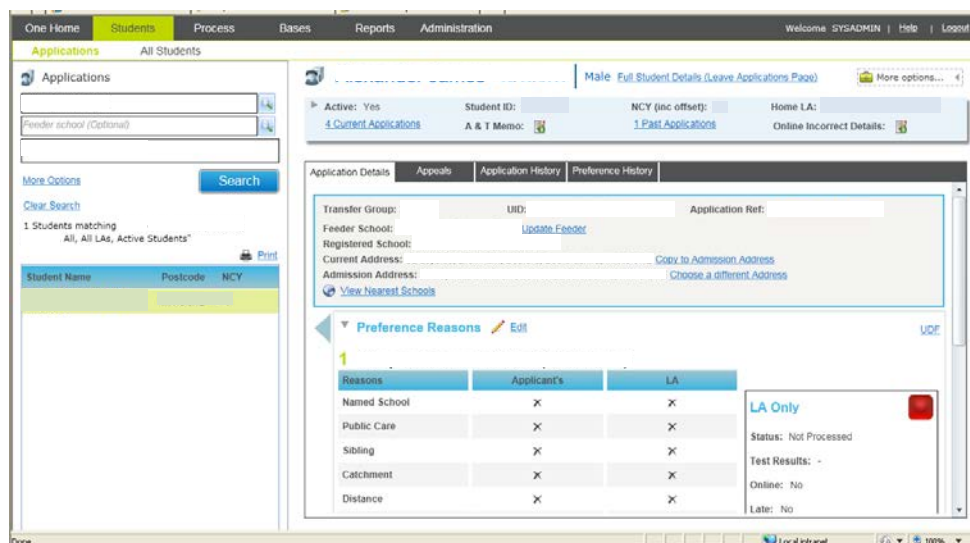
When creating a new preference record there are two ways the receiver school can be selected; 1st by typing directly into the receiver field to display an auto suggest list of matching records, the 2nd is to select the magnifying glass and use the 'Select a Receiver' modal window to filter the records and choose a receiver.



To change the preference number firstly select 'Edit' then click in to the preference number field and enter a unique ranked number and where there is the need to promote or demote a preference record, select and hold the left mouse button to drag and drop the preference record to the required position in the list of preference.

In the example above to promote 'Abacus' to first preference click on the record and drag to preference 1, the outcome would be the rest of the preferences being demoted the functions works exactly the same way to demote a preference record.

When selecting the 'View Reasons' link there will be a transition to the 'Preference Reasons' page, where the preference container is in an edit mode and the user has navigate to the reasons page it too will be in an edit mode.



The transfer group and preference information is displayed at the top of the reasons page, the reasons are now displayed in two columns 'Applicant's' and 'LA' this allows for a quicker comparison of information stated by the Applicant to that verified by the LA.

To the right is the 'LA Only' section that contains the ('Late', 'Online', 'Exceptional', 'Appeals', 'From Waiting List') flags to name a few that are set against a preference record this now includes the 'Applicant Response' information.

The preference reasons page has the same functionality as within v3 with the exception that some is shared between the main 'Applications Details' page and the 'Preference Reasons' page e.g. 'Copy Applicant Reasons', promote / demote and 'Delete' (Delete a preference).

Where the receiver school is a Home LA school with Banding setup there will be a 'Banded School' warning display to the right of the column headings with a 'View Band Details' link, the link will take the user to the foot of the page to either view or edit the band information linked to the preference record.

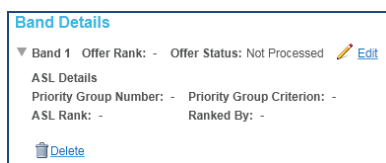
The Band information can only be processed when the main reasons page is not in an 'Edit' mode, selecting 'Add Band' will display a drop down field which when selected will display all bands setup.

Band Details

Band 1	Priority:- 1	Type:- Discrete	PAN:- 3
Band 2	Priority:- 2	Type:- Discrete	PAN:- 3

After selecting and saving the band details a record will be displayed below the section heading, selecting the band record will then expand the record to display the 'ASL Details', at this point the information can be edited but this can only be done where the 'Offer Status' is 'Not Processed'.

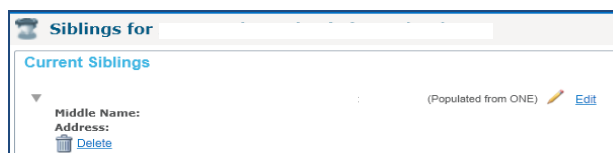
Once a band has been associated with the preference record it will no longer appear for selecting within the 'Band' drop down field and where all bands have been associated with the preference record the 'Add Band' will no longer be displayed.



Where the receiver selected is Out of LA the Banded School warning will be displayed, but this will be for where 'ALT Band' information can be recorded manually.

Within v3 the user had to create a preference save the record and then navigate to the 'Sibling' tab to record any supporting information that had been provided, the dependency to save the preference record has been removed from 'A&T Back Office'. Now the user can create preference record(s) the 'Preference Reasons' including 'Siblings' without the need to select 'Save' in between.

Where the 'Sibling' checkbox is ticked the magnifying glass will be enabled allowing the 'Siblings' modal window to be displayed, where records exist a summary of the sibling information is displayed under the 'Current Siblings' section. Select a sibling record will expand the record to display the 'Middle name' and 'Address' information along with a 'Delete' link if the appropriate access has been granted.



The process of creating a sibling record is the same as v3, selecting 'Add Sibling' will display a 'Add New Sibling' section where the user can choose 'Populate Sibling from ONE' (Search the One database for the sibling record) or 'Manually populate sibling' (To manually enter name, address & linked school information).

The number of sibling records is displayed on the reasons page along with details of whether the LA has verified the information or not by selecting the 'LA' Sibling preference reason as displayed below.

When in a view mode to display the access the sibling information select the 'View' link.

Reasons	Applicant's	LA
Named School	✗	✗
Public Care	✗	✗
Sibling	✓ - 1 View	✗

To navigate back to the main 'Application Details' page select the large arrow to the left of the 'Preference Reasons' page heading.

Note: Where 'Edit' has been selected against the 'Preference' container or the 'Preference Reasons' page the system will allow the user to process all preferences without the need to 'Save' the data entered and so the transition between the 'Application Details' page and 'Preference Reasons' the system will know if the data should be displayed in an 'Edit' form or not.

Updating the Offer Status in the Preference Container

The 'Offer Status' value can be updated for only one preference at a time and the details saved but where certain statuses are selected the system will now update the 'Applicant Response' value as stated :

- Where Offer Status 'Log Parental Acceptance' is selected the applicant response will be set as 'Accept'.
- Where Offer Status 'Log Parent Refusal' is selected the applicant response will be set as 'Reject'.

Where a preference has multiple bands associated the user was previously required to select a 'Band' when selecting certain values. The process has been simplified and the system will, when appropriate, set the offer status to the correct band and so the following rules are applied.

- Where only 1 band exists and the Offer Status is updated the system will apply the selected value to the band record.
- Where the offer status selected is one of 'O', 'P', 'Y' a 'Select a Band' modal will appear requiring the user to select a Band to which the offer status will be applied.
- Where the offer status select is 'A' the system will first validate if there is only one positive allocation and if so update the band offer status to 'A', where this is not the case a 'Select a Band' modal window is displayed for the user to select the appropriate band.
- Where 'X' (Refused by Parent) is selected the system will firstly validate is there is one out of the multiple band wish has an offer status of 'O', 'P', 'Y' or 'A' and if so update the band offer status, in the circumstances where no positive allocation exists or more than one exist a 'Select a Band' modal window will be displayed.

Displayed under the 'Preference' container are the following selections all of which contain the same functions as v3 including additional functionality.

- **'Applicant Details'** - Where no details have been entered then 'Add' will be displayed to allow information to be recorded.
Enhancements are:
 - The ability to create an email from the system using the default email client by selecting the envelope next to the applicant's email address field.
 - When updating the 'Email' flag the system will validate if there is an 'Active' online application and, if so, ask the user if they wish to update whether the Parent would like to receive an email or not. Where the Transfer Group has closed online there is no way to update this information.
- **'In Year Details'** - This section is only displayed for an In Year Transfer Group and has been separated out from the details displayed on v3 'A&T Additional' tab. Where the 'Fair Access Panel' value is 'No' the Fair Access Pane information is not displayed.
- **'Additional Details'** - The equivalent of the information recorded within the 'A&T Additional Tab', the 'In Year Details' is a section alone and is no longer included under this section
Enhancements are:
 - The ability to view and edit the council tax reference number.
 - The ability to edit the test score.
 - A new field 'Moving Address' which will display the future moving address imported from Admissions Online.
- **'Withdrawn Details'** - Another section from the v3 A&T Additional tab, both withdrawn from procedure / test have been grouped under the same section.
Enhancements are:
 - Withdrawing an application will set all preferences to have the 'Offer Status' of 'Q' ('No Longer Required').
 - When a 'Withdrawn' Application is re-activated the system will now give the student an 'Offer' to the Base setup as 'No Offer' for the TG, all existing preference offer statuses will be set as 'Not Processed'.
- **Relocations** - Where the application is for an In Year TG the relocation information will be displayed and will allow the user to view and edit the Relocation / School Approached details.

Copy Applicant Reasons: the ability to copy the reasons for one, all or a selection of preferences has been given, the link is displayed under the preference container and when selected will allow the user to process the copy routine. The changes are not saved when the copy routine is processed to allow the user to reverse the changes made if necessary or to further review the information that has been copied across to the 'LA Reasons'.

There are a number of major improvements to recording of application / preference information along with the ability to now process a preference record as Inactive, details of which are below.

Within v3 the system recorded 'Allocation History' and this was a snapshot of some preference information at the point where the receiver school or offer status was changed. In v4 the system will note records when a preference record was added to the system and every change that has been made to the preference record through the admissions cycle. The improvements will even track when a preference record was deleted and who deleted the record; this will aid LA's in any appeals process to provide information to why an allocation was not received.

We have introduced 'Application History'. The concept is to record application related information which is at a higher level rather than preference level. The following fields are tracked within the system and recorded within the Application History.

- Application Entered Date.
- Application Received Date.
- Date Place Required - (In Year Application).
- Application Reason - (In Year Application).
- Application Status - (In Year Application).
- Fair Access Panel - (In Year Application).
- Fair Access Panel Reason - (In Year Application).
- Fair Access Panel Decision - (In Year Application).
- Moving Date.
- Admission Address

It was established that for In Year Applications there was the need to make a preference record inactive because the student was allocated a place but the parent wanted to be put on the 'Waiting List' for higher ranked preferences. In 'A&T Back Office' there is now the ability to process a preference record as inactive which will copy the preference information to a series of new database tables that will allow the user to still access the information that had been recorded; details of the process has been outlined below and the associated DB tables.

Firstly there are differences between an In Year TG and a Normal Phase process wise and as a result there are different restrictions on where a preference can or cannot be processed as inactive.

In Year Application - A preference cannot be processed as Inactive if it has an Appeal linked to it, other than this there are no other restrictions.

Normal Phase Application - A preference cannot be processed if there is a linked Appeal or the offer status is one of ('O' - 'Offer', 'P' - 'Provisional', 'Y' - 'Allocated', 'A' - 'Accepted By Parent', 'X' - 'Refused By Parent' or 'X' - 'Refused By LA').

Processing a preference as inactive will delete any associated band information; the preference history is kept and can still be accessed via the 'Preference History' tab.

To process a preference record as inactive, below the 'Preference' section is a 'Set Preference Inactive' link and upon selecting the link, an 'Inactive Preference Details' window will be displayed. The system will only display preference records which can be made inactive, so where the system does not display all preferences linked to the application, please refer to the rules outlined above.

Receiver	Offer Status	Inactive
2	0 sibling Late: No	Not Processed
3	0 sibling Late: No	Not Processed
4	0 sibling Late: No	Not Processed

Inactive Date: (dd/mm/yyyy)

Inactive Reason

Close Save

After ticking the 'Inactive' check box the user can populate the mandatory fields 'Inactive Date' and 'Inactive Reason'. Once populated, the user can select 'Save'. The system will prompt the user to confirm whether they wish to continue as the process is irreversible.

Where the user has selected to continue with the process the following information is copied to a series of new tables (Preference data, Sibling Details, Special Subjects) and finally the active preference record is deleted. The system will record the fact the preference record was made inactive, the date and time plus the user who carried out the inactive process.

To view the Inactive preference uncheck the 'Active Preference Only' option adjacent to the 'Preference' section heading, this will display a second grid 'Inactive Preferences' displaying all associated records. The 'Preference Reasons' page can be accessed by the 'View Reason' link plus all memo information is retained. The user will see no difference to the screen to if they were accessing an active preference except the ability to 'Edit' the information record has been removed.

Clone Application Routine

The routine has been updated and now does not have a dependency on the student (application to be cloned to) needing to have an application or be associated with the Transfer Group before the clone routine can be processed.

The 'Clone Application' link is only displayed in the master panel when within route Students | Applications where access 'Read-Write' has been permitted to business process 'Applications by Student' and where the application is not withdrawn.

The updated routine now runs from within a selected In Year Application which the user wishes to clone the information from and to another student who or may not be associated with the TG, if they are already have an application there are a series of validation messages given to prompt the user about overwriting an application.

System generated preference are not copied across and neither are the fields mention below, this is to make sure the application created has a copy of the preference record and not all the reason information or the In Year Details:

In Year Details

- Application Status
- Application Entered Date
- Application Received Date
- Fair Access Panel value
- Fair Access Panel Reason
- Fair Access Panel Decision

Additional Details

- Test Score

Preference Reasons

- Offer status
- Distance
- Public Care
- Care Authority
- Catchment
- Address verified
- Applicant Response
- Supporting Text
- Online

Relocations

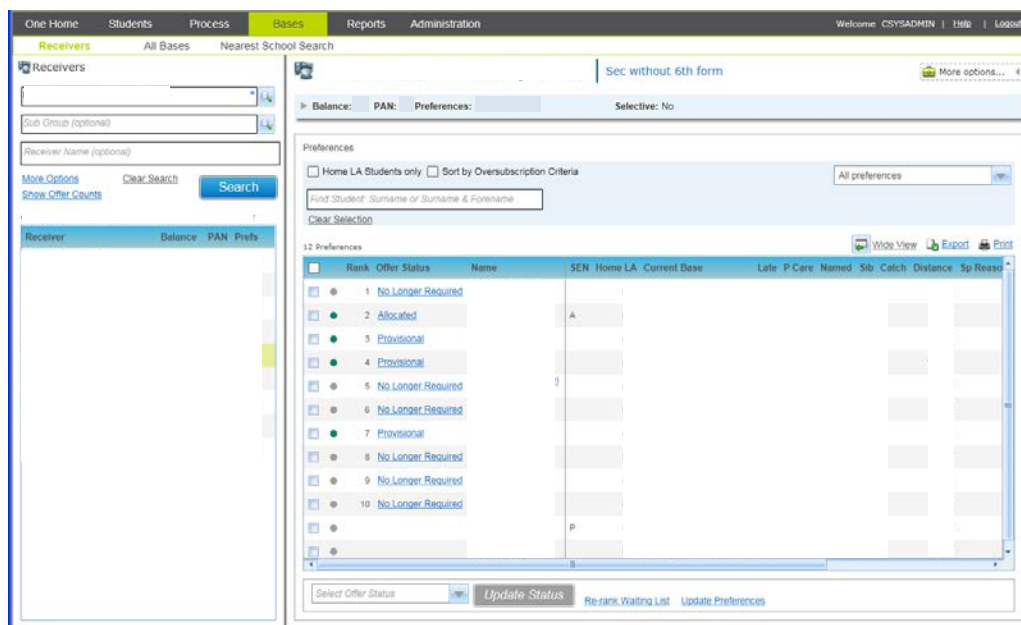
Relocation information for students changing schools mid year can be accessed from the Students | All Students | Relocations tab. Also, where the student has an application for an In Year transfer group then Relocations information can also be accessed via the Students | Applications | Application Details tab at the foot of this tab. Additional information can now be recorded for a Relocation compared to v3: Process End Date, Relocation Outcome and Reason for Ending Relocation. Relocation Outcome (table ID 1138) and Reason for Ending Relocation (table ID 1139) are both lookup fields for which locally defined codes can be set up via v4 rich client Tools | Administration | Lookups.

In the Schools Approached area of Relocations, currently the Support Officer details that could be associated with the Schools Approached record in v3, are not present in v4. If your LA has recorded Support Officers against Schools Approached details and continues to need to do so for Admissions related Relocations, please contact the Service Desk (telephone 0870 2411 323 - Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.).

Bases Focus and Managing Applications by Receiver

Bases | Receivers

The Bases | Receivers area is the equivalent of the v3 Manage Allocations focus including additional functionality.



Users can search for Receivers in the left hand search panel based on Transfer Group (remembered from your last session on your PC), also optionally search on Sub Group, Receiver Name and filter on home LA Receivers only.

The search results displayed on the left hand side include the number of active Preferences for the Receiver (not including 'No Longer Required' or 'Refused' preferences).

The 'Show Offer Counts' link displayed just above the search results shows additional information for the search results including counts of Offered, Provisional and Allocated/Accepted preferences.

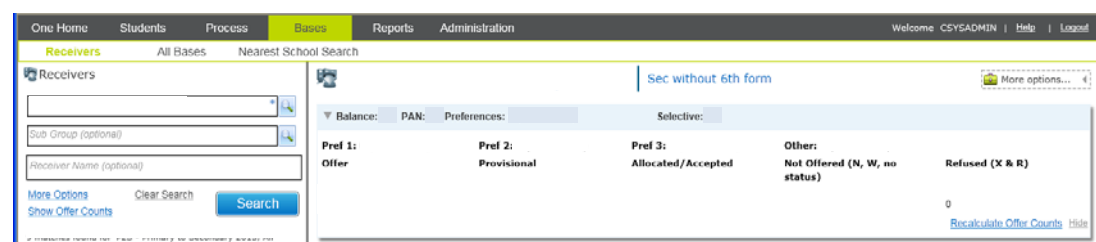
Once a Receiver has been selected the user can then access an overview of the Receiver counts in the top right hand panel and the list of preferences underneath.

The 'Wide view' option (displayed just above the list of preferences) can be used here to hide the search panel and use the maximum screen space to review the list of preferences. Also the Receiver Summary information at the top of the screen can be minimised or maximised using the ►/▼ symbols to the left of the summary line (this theme is carried throughout 'A&T Back Office'):

Receiver Summary shown with minimum information:



Receiver Summary shown with maximum information:

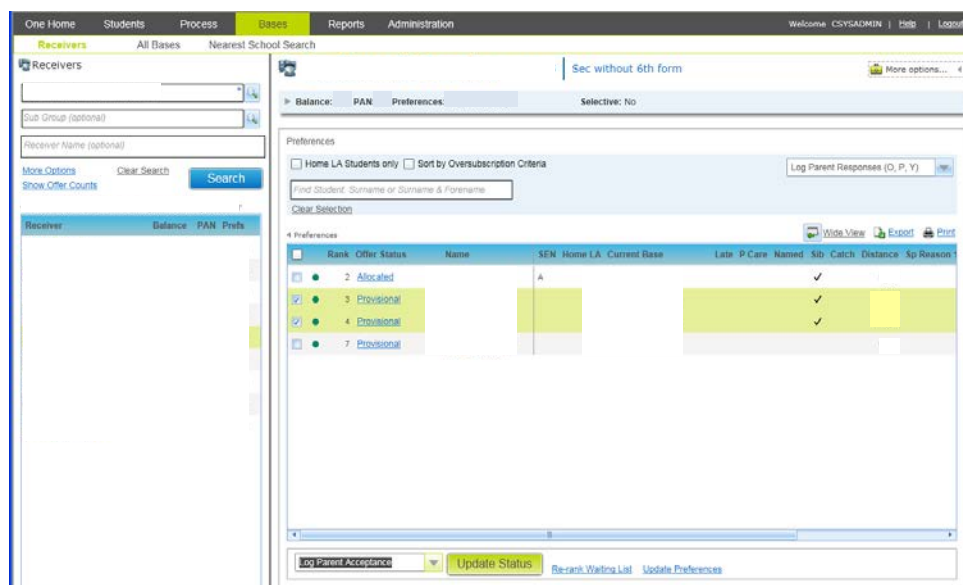


This Receiver Summary information is enhanced compared to the equivalent in the v3 Manage Allocations area, and now includes numbers of Not Offered preferences (with a status of either No Offer, Waiting List or not yet processed) and also Refused preferences (refused by parent and refused by LA).

Within this area users can carry out the following processes (which includes significant key time-saving enhancements over v3):

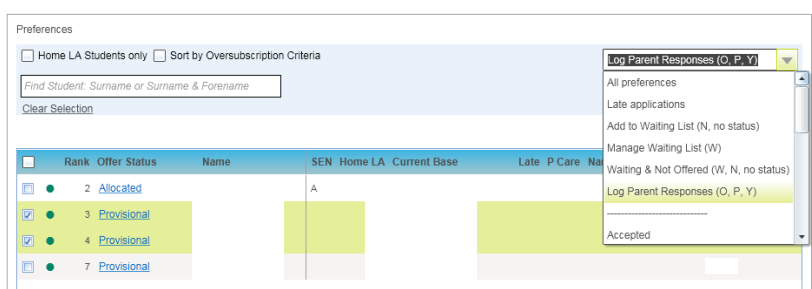
Update Offer Statuses for Single or Multiple Preferences

Offer statuses for a single or multiple preferences can be updated by clicking in the checkbox column at the start of each row, choosing the Offer Status and clicking the 'Update Status' button. Combining this with one of the offer status filter options, it is possible to select all the current listed preferences to update their offer status by clicking on the checkbox in the header at the top of the column.



There is now more flexibility in assigning offer statuses to improve the flow of using the system (it is possible to go from any offer status to any other offer status, although this is validated and warnings are displayed where necessary). This means that, for example, when manually allocating a free place to a student on the waiting list (who is already allocated to a lower parental preference), it is now possible to allocate that space, and then to drill down into the application details (by clicking on the student name) and then update the offer status for the lower preference to indicate that this is 'No Longer Required'.

There are now additional offer status filters to help with business process (e.g. logging parental responses, managing waiting list).



When users choose to update offer statuses to 'Accepted' this will now automatically update the separate Applicant Response field to 'Accept'. Similarly, when users update offer statuses to 'Refused by Parent', this will automatically update the Applicant Response field to 'Reject'.

Where a student has a preference for a banded Receiver and has been associated with 2 bands (e.g. for a school selecting some students based on their ability, if the student was associated with both the Ability band and the Mainstream band) then when updating offer statuses for the individual bands, there is now a revised calculation for the main preference's offer status. This takes the most 'positive' of the individual band offer statuses and copies it as the main preference's offer status.

This calculation is based on the offer status hierarchy (from 'most positive' to 'least positive') of: Accepted (A), Allocated (Y), Provisionally Allocated (P), Offer (O), Waiting List (W), No current offer (N), Not yet processed (null), Refused by Parent, No Longer Required, Refused by LA. For example, if the student had a 'Refused by LA' offer status for an Ability Band, and a 'Provisional Allocation' for the mainstream band then the main preference offer status would be 'Provisional Allocation'. If then a higher parental preference could be offered, so the mainstream band was updated to 'No Longer Required' (whilst preserving the Ability band's offer status of 'Refused by LA'), then the main preference offer status would be updated to 'No Longer Required'.

There is also a new 'Home LA students only' filter, this may be particularly useful when finding places for students assigned to the 'No Offer' base by the Offer processes, because it was not possible to place them at any of their parental preferences.

Manage Ranks for Own Admission Authority Schools

Managing ranks for Own Admission Authority Receivers is achieved via the 'Update Ranks' link on the Bases | Receivers screen (for banded schools this is available after selecting the band). Before clicking on Update Ranks, you can click on the 'Sort by Oversubscription Criteria' checkbox (if oversubscription criteria has been recorded against the subgroup that includes the Receiver), and then the list of students will be presented in this order when updating ranks. If required, you can also choose an offer status filter before clicking on Update Ranks too.

The 'Update Ranks' area includes a significant enhancement over v3: the ability to revise ranks easily to manage late applications at any stage in the offer process. For example, if after running Make and Resolve Offers, some late preferences need to be incorporated within the existing list of ranked preferences in order to be considered should places become available, you can easily enter the desired rank for the late preference and the system will ask for confirmation that other existing ranks of this number or lower should be incremented by 1. This will then automatically update all lower ranks (saving much time compared to the equivalent processing in v3). Here is a screen where the user has entered rank 3 for a late preference where rank 3 already exists. The system prompts the user to confirm that lower ranks should be incremented by 1:

The screenshot shows the 'Update Ranks' dialog box with the following table of data:

Rank	Offer Status	Name	SEN	Home LA	Current Base	P Care	Named	Sib	Catch	Distance	Sp	Reason 1
1	Allocated											
2	Allocated											
3	Provisional											
4	Allocated											
5	Provisional											
6	Allocated											
7	Provisional											

Warning message: Rank 3 already exists, do you wish to revise the existing ranks from this point to increment them by 1?

Updating ranks will not cause the offer status to be updated.

Manage Ranks for Maintained Schools where Late Preferences need to be Accommodated

A further new enhancement is that it is now possible to manage ranks for maintained schools where late preferences (not included in the Make Offers process) need to be accommodated. This is done via the new 'Re-rank Waiting List' option shown at the foot of the Bases | Receivers screen for schools in subgroups not marked as 'edit rank' (for banded schools this is available after selecting the band). After the user confirms that they wish to continue, this will re-rank in oversubscription criteria order any preference for the school with an offer status of 'No Offer' or 'Waiting List', regardless of whether or not they have a current rank.

This means that any late preferences that were not included in the Make Offers ranking process can be subsequently included for consideration in the next run of Resolve Offers for allocation if places are available. This is because 'Resolve Offers' will consider allocating places to preferences with a rank and with an offer status of 'No Offer' or 'Waiting List' only. The re-rank waiting list process will not re-rank preferences that have an empty/'not processed' offer status.

When re-ranking the waiting list the system will rank the highest sorted preference (by oversubscription criteria) with a current offer status of N or W with a new rank which is 1 more than the current lowest ranked preference of *any* offer status for the Receiver. This is being done to ensure that there are no duplicate ranks for the Receiver - this will mean that there may be some gaps in ranks which could be large gaps. If this routine is run more than once for a Receiver then there will be additional large gaps. This will help to identify that the re-ranking process has taken place. Only Ns and Ws are given new ranks. The existing ranks for other offer statuses will be preserved. Updating ranks will not cause the offer status to be updated

Drill down from Receiver's Preference List to an Individual's Application Details

A further key enhancement in v4 is that it is possible to access full application details for an individual student by drilling down from the Receiver's list of preferences by clicking on their name which is underlined:

Rank	Offer Status	Name	SEN	Home LA	Current Base	Late	P Care	Named	Sib	Catch	Distance	Sp Reaso
1	Allocated											
2	Allocated											
3	Allocated											
4	Provisional											
5	Allocated											
6	Provisional											
7	Allocated											

Application Details for
Full Application Details (leave the Receivers page)

Application: [redacted] Application Ref: [redacted]
 Additional Details: UID: [redacted]

Transfer Group: [redacted] Registered School: [redacted]
 Current Address: Address not set Admission Address: Address not set

Preferences (3) [Edit](#)

Receiver	Offer Status	
1	Refused by LA	View Reasons
2	Provisional	View Reasons
3	No Longer Required	View Reasons

Applicant Details [Edit](#)

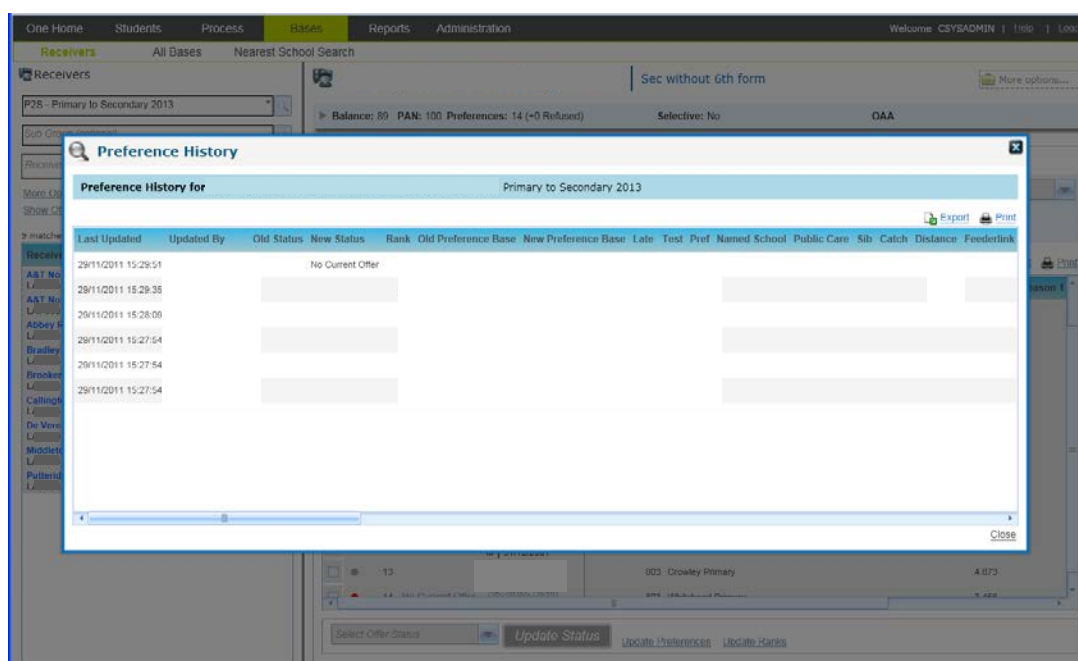
Name: [redacted] Responsibility: No Relationship: Mother
 Phone(H): [redacted] Phone(W): [redacted] Phone(M): [redacted]
 Email: [redacted]
 Notify By: -
 Address: [redacted]

After clicking on the student name to access the Application Details it is possible to update offer statuses for other preferences and also access Applicant contact details. This means that when manually processing updates to offer statuses post offer date, you can allocate a free place to the student at the top of the waiting list (who is already allocated to a lower parental preference), then drill down to their application to free up their current allocation at the other school to indicate that it is no longer required, as well as phone or email the applicant.

Drilldown from Receiver's Preference List to an Individual's Preference History

You can drill down from the list of preferences by clicking on the Offer Status to **access the individual student's full Preference History**. This is much enhanced compared to the Allocation History of v3 and tracks key changes to the preference (including the addition and deletion of preferences, changes to preference reasons and ranks) in addition to tracking changes in offer status. This list can be exported to Excel or printed.

This is presented as a window on top of the existing list of preferences. As is the case with other windows displayed on top of the Bases | Receivers list (e.g. for accessing an individual's application details, updating ranks, preferences, assigning students to bands etc) it is possible to resize the default view of this overlaid window by dragging the borders of the window to best suit your screen. The size will be remembered for subsequent uses of this window by the user on this PC.



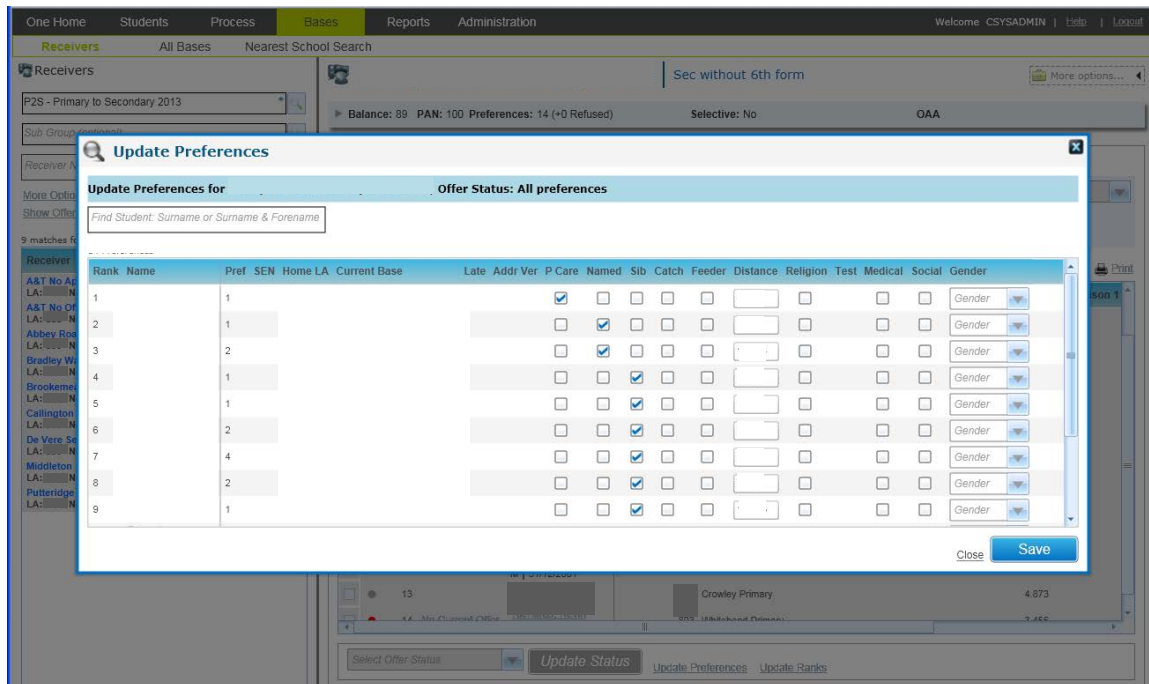
Assign Students to Bands and Move Students within Bands Flexibly

Where the Receiver uses banding to allocate places, the initial list of preferences accessed from the Bases | Receivers area before selecting a band is now sorted to highlight students not yet assigned to a base at the top of the list, followed by students assigned to bands in band priority and then rank order, with unranked students then listed in name order.

Once preferences have been recorded for a Receiver school using banding, then students can be easily assigned to bands, individually and in bulk, via the Bases | Receivers area by selecting the band and using the 'Assign Students to Band' option. This is accessed from the 'More options' link at the foot of the Bases | Receivers screen for a banded Receiver. Here the user can easily search for students to assign to the band by current school, by name, including optionally only searching for students with a preference for this Receiver but not yet assigned to any band for the school, and then can easily select one or more students to assign to the band. If you need to move students between bands as part of your post offer processing, this is also now possible (an enhancement over v3) - you can remove any student from a band as long as their offer status for that band is not offered or allocated (not one of O, Y, P or A). When assigning to bands users can see student test scores and specialisms.

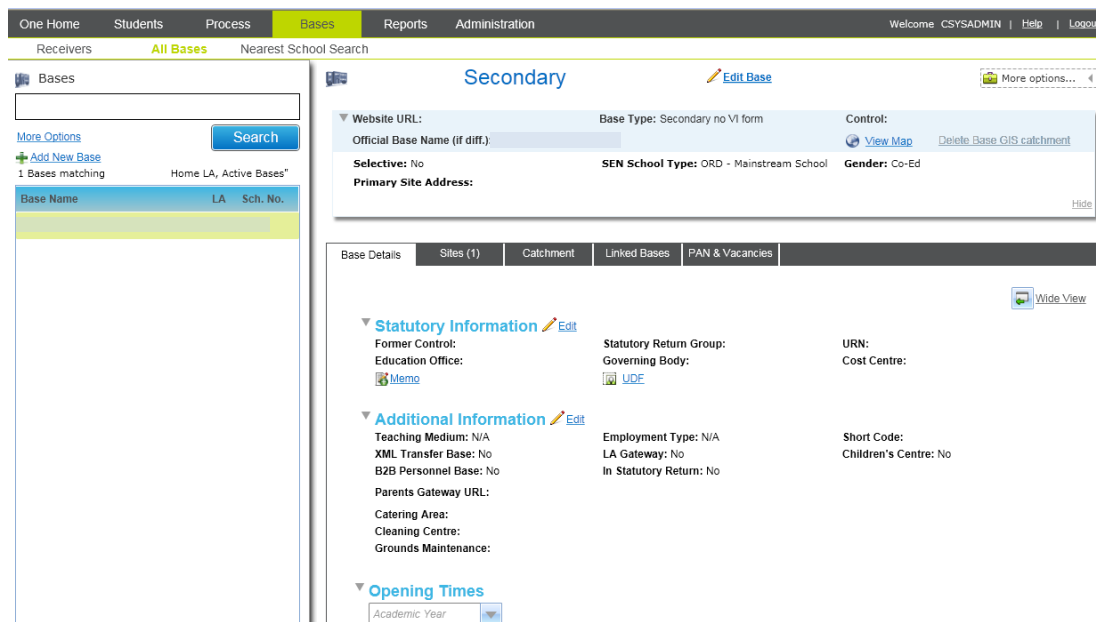
Update Preferences in Bulk via the Receiver

There is also the option to Update Preferences in a grid format, which migrates the v3 Manage Allocations | Edit Preferences functionality. This is accessed via the 'Update Preferences' option on the Bases | Receivers screen.



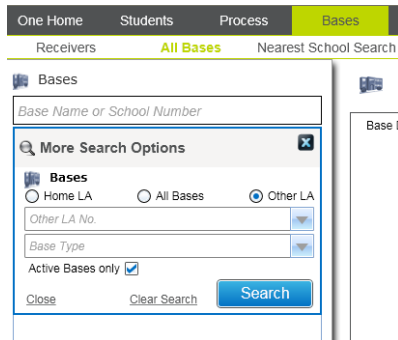
Bases | All Bases

The Bases | All Bases area is the equivalent of the Bases focus in v3.



Through this area you can add or update Base information including Base Details, Sites, Opening Times as well as Admissions & Transfers specific Base information of Catchment areas, define Linked Receivers (and easily view Linked Feeders) as well as PAN and Vacancy information. In this release Base Contacts information is not yet available in A&T Back Office. This area will be migrated in a later release. In the short term it would be possible to create a Crystal Report to display Base Contact information and link it to this area, so that Admissions users can continue to access Base Contact information.

When searching for Bases by default the user is prompted to search by Name (including any part of the name) and School Number. By default the search is on active Home LA Bases only. Under 'More Options' it is possible to search on All Bases, Base Type, inactive and also to search for a specific Other LA's bases.



Managing the Transfer Group and Carrying out Key Processes

In order to manage Transfer Group information or run routines to process the applications within a selected transfer group, choose the 'Process' option from the primary navigation and then choose 'Transfer Groups'. This enables you to search for an existing transfer group, or add a new one. After selecting a transfer group then some key information relating to that transfer group is shown at the top right of the screen, and then the options to process are displayed in a series of tabs underneath.

In order to edit the main transfer group details on the screen above, there is an Edit link near the top right corner of the screen.

Setting up a Transfer Group

In order to set up a new Transfer Group, use the 'Add new transfer group' link displayed on the left hand side of the screen just above the search results. This will open up a new form to record the transfer group details. Mandatory fields are indicated with an asterisk:

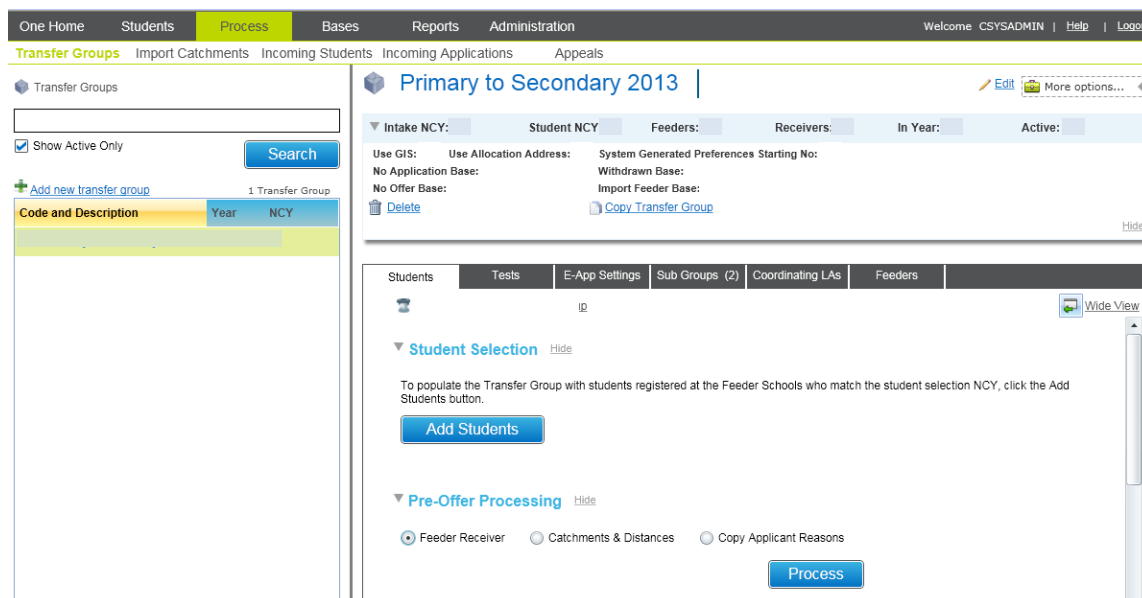
One difference compared to v3 is that there is no longer a checkbox to 'Use Offer Scheme' when defining a transfer group. Any transfer group defined in v4 will automatically be assumed to use the Offer Scheme. V4 processes assume that all transfer groups will be using the offer scheme. Historic functionality in v3 to manage transfer groups under old rules for 'provisional allocations' (routines available in v3 via Tools | Routines | Provisional Allocation) are no longer supported.

Once the new transfer group main details are saved, use the tabs below to choose Feederes, Coordinating LAs, define Sub groups of Receivers and set Transfer Group level information for Online Applications via the 'E-App Settings' tab (for those LAs using Capita's A&T Online).

Please note that the area of selecting Receivers for Sub Groups is currently under review. There are currently some issues with searching for Receivers and we will ensure that these are resolved in a release in 2012.

Populating the Transfer Group and Running Bulk Application Updates (e.g. Flag Feeder Links, Copy Applicant Reasons)

The Student Selection routine to initially populate the transfer group is available via the Process | Transfer Groups | Students tab as per the screen below in the 'Student Selection' area. This will be specific to a normal phased transfer group or In Year transfer group depending on which type of transfer group has been selected.



The Student Selection routine now has a persistent error log with enhanced messages; this process can be run multiple times without losing the previous error log. The log can be cleared when the user chooses to do so.

The 'Pre-Offer Processing' area of the Process | Transfer Groups | Students tab is home to the Flag Feeder Receiver routine (to flag feeder school links in preference LA Reasons), as well as home to the bulk routine to Copy Applicant Reasons in preferences to the LA Reasons area. Click on the relevant radio button on the screen above and click on Process. Catchments & Distances routines are also accessed from here. The **Catchments & Distances Routines** are described elsewhere in this document.

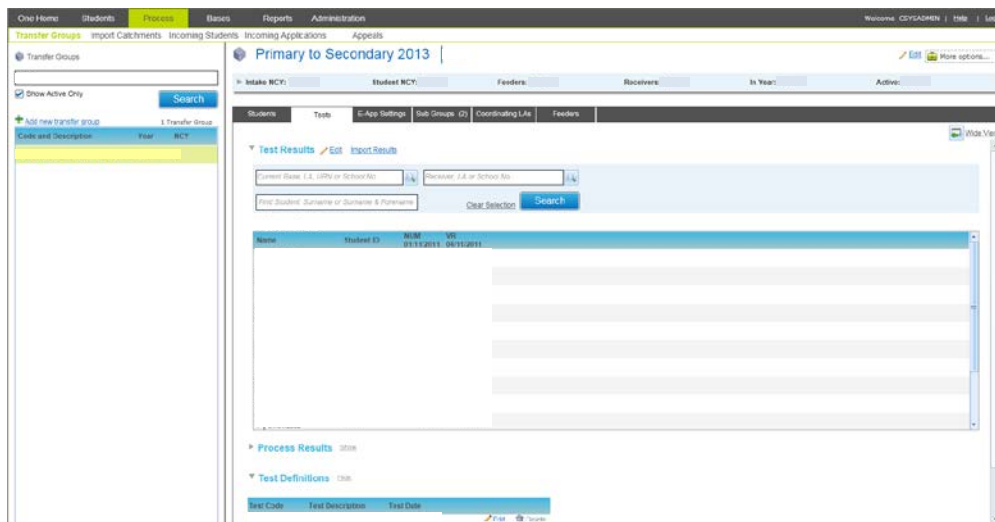
Managing Test Results

Processes to manage test results are carried out via the Process | Transfer Groups | Tests tab. Where no test information has yet been associated with the transfer group then initially the tab will prompt the user to associate test definitions with the transfer groups.



Test Codes lookups (table ID 0421) need to have been previously set up either in v3 or in v4 rich client via Tools | Administration | Lookups, since lookups management is not yet available in Capita One Online.

Once Test Codes have been associated with the transfer group, please click on 'Search' again in the transfer group search area, and the Tests tab will be refreshed and it will be possible to import files containing test results or manually input Test Results. The process of manually entering test results has been much enhanced compared to v3; results can be entered much more quickly in a grid format.

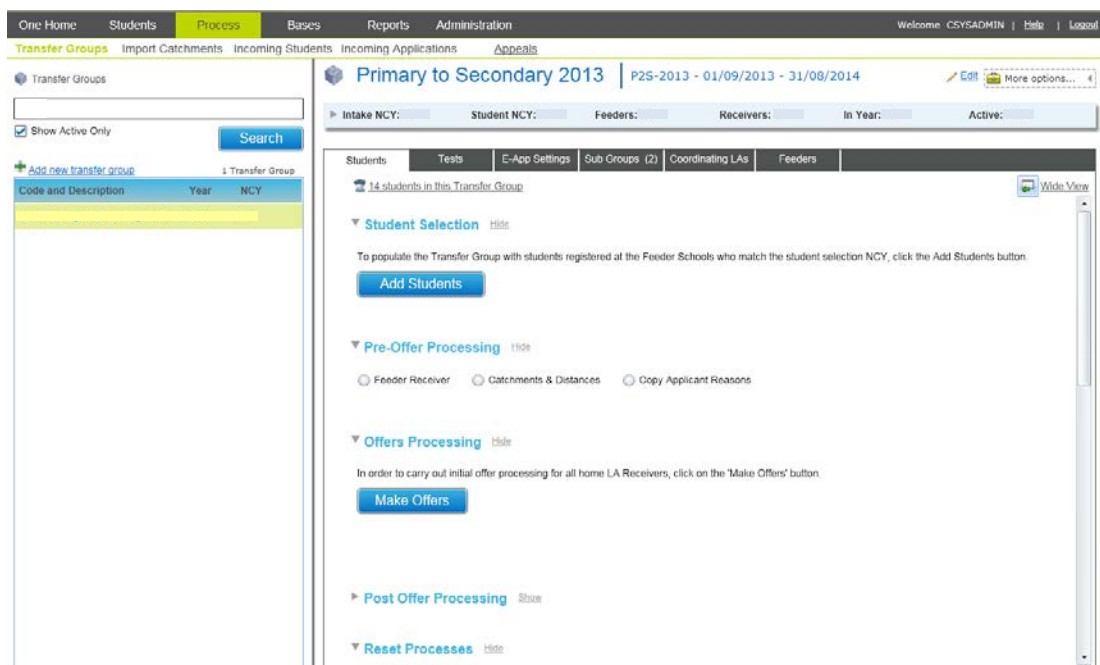


The 'Process Results' area is accessed underneath the 'Test Results' area. You can optionally enter a Cut Off Mark and select the method for processing test results.



Offer Routines (Make Offers, Resolve Offers, Final Allocation, Publish Offer Information Online)

The 'Make Offers', 'Resolve Offers', 'Final Allocations' and 'Publish Offer Information Online' routines are accessed from Process | Transfer Groups | Students tab under the 'Offers Processing' section. Here is an example screen for a transfer group where 'Make Offers' has not yet been run.

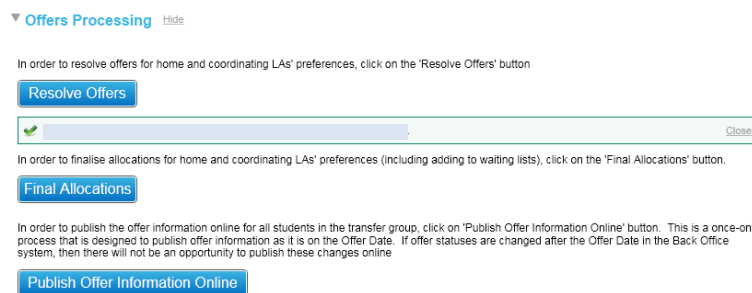


Please note that here only the 'Make Offers' button is displayed and other options such as 'Resolve Offers' are not shown. This is because 'Make Offers' needs to be run before other options can be activated, so they are not displayed until this time. Here is an extract from a screen after the 'Make Offers' process has been run for the transfer group:



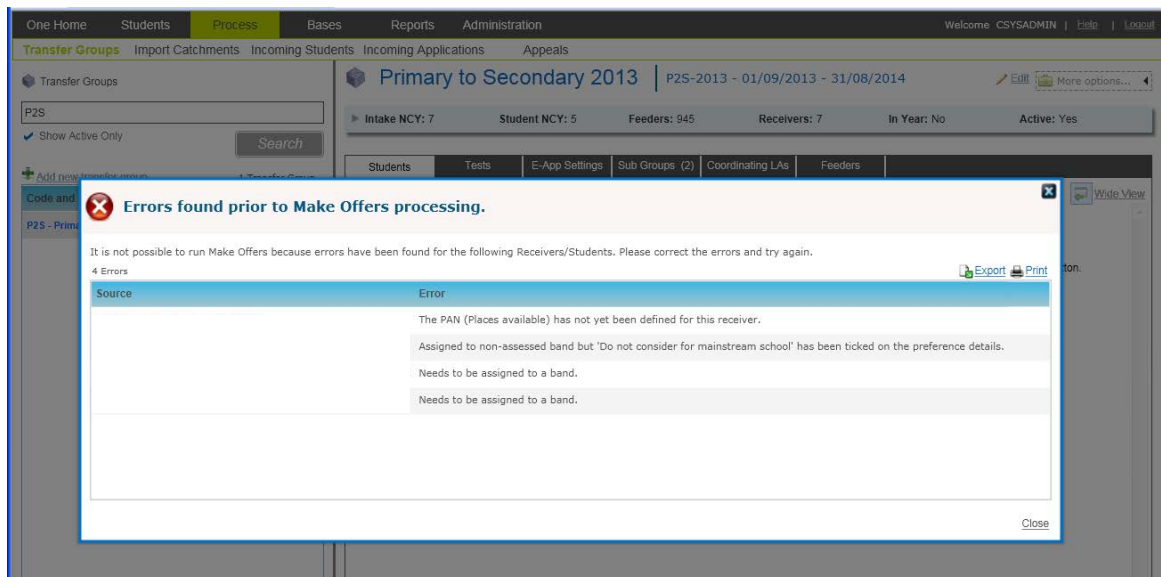
Now the 'Resolve Offers' button is displayed and active. Also, status information is displayed about the running of the 'Make Offers' process. As soon as an offer routine is initiated then a status update will be displayed every 10 seconds in this area. It is possible for a user to navigate away from the screen to carry out another activity and then navigate back, and the process will still continue with status updates continuing to be displayed from here.

Once the 'Resolve Offers' process has been run then the 'Final Allocations' button becomes visible as well as the 'Publish Offer Information Online' button (the 'Make Offers' information is no longer displayed at this point):



Enhancements to 'Make Offers'

The validation message processing has been enhanced compared to v3 such that when the 'Make Offers' button is clicked, the system will check for any validation issues that need to be corrected prior to running this process, and will then list them all at once. Here is an example:



Enhancements to 'Resolve Offers'

Enhancements have been made to the 'Resolve Offers' routine in v4 to enable more effective post offer date processing:

- It is now possible to run 'Resolve Offers' after running the 'Final Allocation' routine.
- Where places for home LA Receivers are available, Resolve Offers will now process students with an offer status of 'Waiting List' in addition to processing those with a status of 'No current offer' in allocating those places, as long as those student's preference for the Receiver has a rank. These students will be processed in rank order. 'Resolve Offers' will not allocate places to unranked students.
- Further, where a student has an Allocated or Accepted preference which is not their first choice but has higher ranked No current Offer/Waiting List preferences then the system will now consider the higher ranked No current Offer/Waiting List preferences when allocating places available for home LA Receivers (this is a change from v3). If such a place becomes available, then lower ranked Allocated/Accepted preferences will be updated to No Longer Required by Resolve Offers and written to a log that is displayed at the end of the Resolve Offers process. The LA can use this log to carry out any manual checks required here. If the parent changes their mind and does not want to accept the new allocation then the previous allocation would need to be manually restored. This log is displayed at the end of the Resolve Offers process and its entries will not be cleared automatically. Instead the entries will keep being displayed at the end of Resolve Offers until the user chooses to clear individual/multiple entries. Here is an example of the log:

The screenshot shows the 'Resolve Offers' process in the system. A warning message is displayed, stating: "Allocations marked No Longer Required, also Receivers with places available and students waiting". Below the message, there is a table with the following columns: "Log Date", "Student", and "Warning". The table contains two entries:

Log Date	Student	Warning
<input type="checkbox"/>		updated from Allocated to No Longer Required
<input type="checkbox"/>		sted from Allocated to No Longer Required

At the bottom of the log, there are buttons for "Close" and "Clear records from log".

Final Transfer

The Final Transfer routine is available from the Process | Transfer Groups | Students tab in the 'Post Offer Processing' area. This is used by LAs to update students' school history with their allocated base; it is used only by LAs *not* using B2B Student to exchange student information with schools.

Reset Processes

Routines for 'In Year Reset' (for an in year transfer group to initialise the next process period), 'Reset Allocations' (for a normal phased transfer group, used in exceptional circumstances), and 'Clear Preferences' (for a normal phased transfer group, used in exceptional circumstances) are available via the Process | Transfer Groups | Students tab underneath the Post Offer Processing area. These routines are not displayed by default; the user must expand the area first by clicking on the grey arrow. The process buttons are coloured red for the routines that are only run in exceptional circumstances and significant amber warning messages are displayed to the user, explaining the consequences of running the routines and asking for confirmation before continuing.

GIS

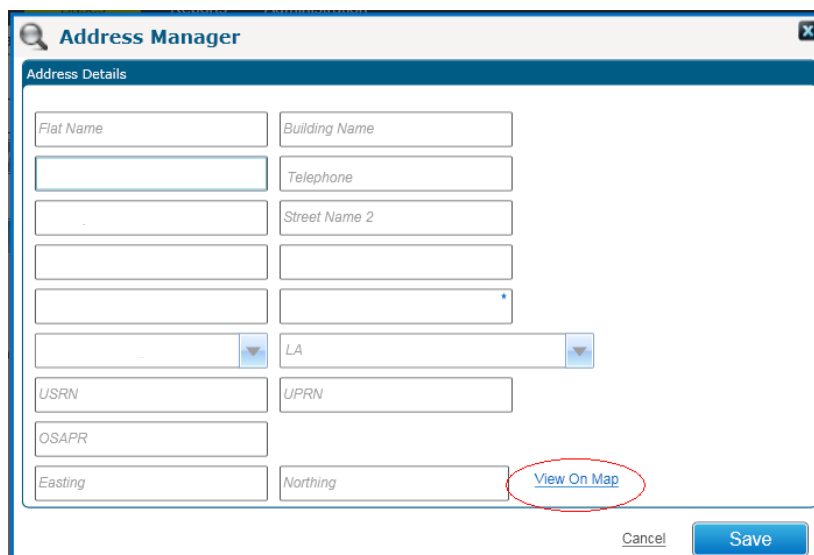
Licence

The GIS functionality allows One Users to view addresses and schools visually on a map. It also provides the facility to calculate the nearest schools to an address, or whether an address is in catchment from geographic information.

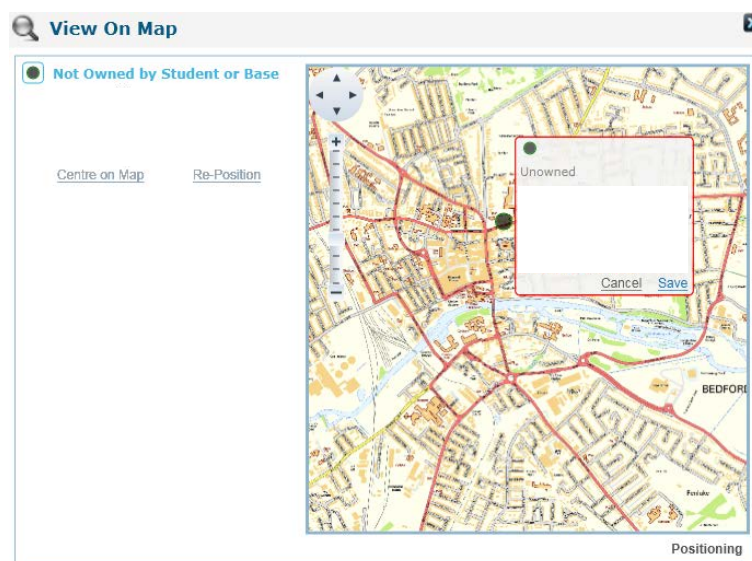
One GIS v4, as a separate purchasable site licence, has been available for some time for PULSE and Early Years rich client GIS functionality. GIS functionality for admissions is being migrated from v3 to v4 at the same as A&T Back Office. For the One 3.46 release, A&T v4 nearest school search, application preferences, addresses and bases have been integrated with GIS v4. In the future, as other parts of the One suite are migrated, where appropriate, they will be integrated with GIS v4. Having purchased a GIS v4 site licence customers will receive these and future GIS v4 enhancements without any need to purchase extra GIS v4 licences.

Geocoding an Address

Like GIS v3, GIS v4 can be used to set the Easting and Northing coordinates for an address. In GIS v4 this is activated from the screen to edit an address.



When viewing entities on a map the zoom level will automatically set the zoom level at which all plotted entities are visible.



To position an address, the most effective method is to scroll and zoom the map to where the address is to be positioned. Then click on the address in the left panel. This will show the 'Position' or 'Re-Position' link. Activate the 'Position' or 'Reposition' link. Click on the map where the address is to be placed. A dialogue will appear (as shown in the picture). Click on 'Save', and the system will write the Easting and Northing coordinates of the indicated position to the Easting and Northing fields of the address. It should be noted that if the address is being edited, it will still need to be saved when control returns to the edit address window.

Note: Positioning or repositioning of an entity on the map will only work accurately when the zoom level of the browser is set to 100%.

Geocoding a Base

There is more than one way to set the Easting and Northing for a base.

A base site is linked to an address, so geocoding a site's address (as described in the section above – 'Geocoding an Address Using GIS v4'), geocodes the site

A gate is not linked to an address, so it cannot be geocoded in the same way. There is a link against each gate to be able to view and position the gate on a map (a facility that was not present in A&T v3). This link is only visible for open gates

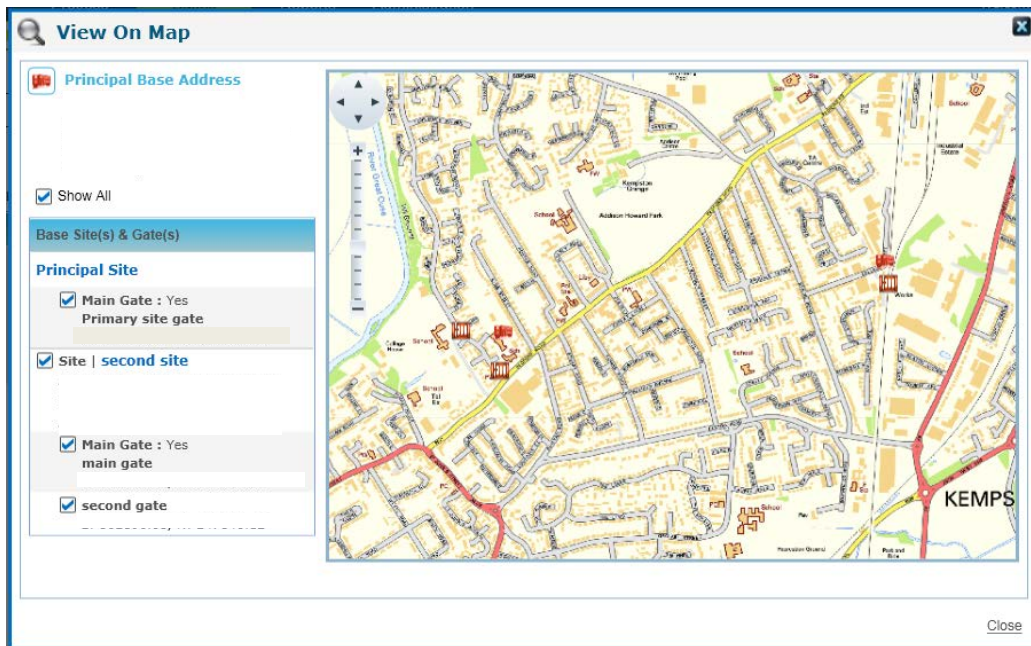
The screenshot shows the 'Test Base' edit form with several tabs: 'Base Details', 'Sites (1)', 'Catchment', 'Linked Bases', and 'PAN & Vacancies'. The 'Gates' section is expanded, showing a table with one row for 'Primary site gate'. The 'Main Gate' checkbox is checked, and the 'Open' checkbox is also checked. The 'Easting' and 'Northing' fields are empty. A red circle highlights the 'View Map' link next to the 'Northing' field. Other buttons like 'Add Gate', 'Cancel', and 'Save' are also visible.

When 'View Map' is activated, the gate is displayed on the map. It can be positioned or re-positioned on the map, and the Easting and Northing coordinates saved back to the appropriate fields in the same way as for an address.

The above methods for geocoding gates and sites are intended to be used if a single gate or single site is being added to a base. An alternative method exists to be able to view and to position all the sites and gates for the base on a single map. There is a 'View Map' link associated with the base

The screenshot shows the 'Test Base' edit form with a 'View Map' link circled in red. The form includes fields for 'Website URL', 'Official Base Name (if diff.)', 'Base Type: Sec without 6th form', and 'Control: Local Authority'. There are also links for 'View Map' and 'Delete Base GIS catchment'. The 'Gates' section is collapsed, and the 'Sites' section shows two items: 'Test Base' and 'second site', both with 'Edit' links.

This shows, and allows positioning of all the base's sites and gates. Any gate or site can be selected from the left menu, and positioned.



Catchments

GIS v4 allows catchment polygons to be imported so that they can be used to determine whether an address falls within the catchment or not. There is no facility to create a catchment polygon within GIS v4.

Catchment Files

Catchment polygons have to be supplied in an xml file using gml to specify the polygon. It should be noted that during the development of the catchment, the test catchment files were created using an open source GIS product 'Quantum GIS' The gml files created required minimal manipulation to successfully import into GIS v4.

The catchment file can contain the catchments for multiple bases if desired. The file structure should conform to the following rules.

It should be noted that the gml namespace is administered by the Open Geospatial Consortium

- The file must have an xml element (in the gml namespace) <featureMember> for the container for each catchment. (see below for further restrictions)
- The file must have an xml element (in the gml namespace) <Polygon> for the polygon information for a catchment (see below for further restrictions)
- The file may have an xml element (in an alternative namespace) <School_Id> or <Base_Id> for the base id for the catchment
- If there is no <School_Id> or <Base_Id> element, the file must have Two xml elements(in an alternative namespace) <LA_No> for the local authority to part identify the base for the catchment <School_No> for the school number complete the identification of the base for the catchment
- <featureMember> is the container element
It will contain one <Polygon>
It must contain either
(one <School_Id>) or (one <Base_Id>) or ((one <LA_No>) and (one <School_No))
- <Polygon> will be a valid gml container that contains the coordinates of the catchment polygon
- The XML file may have elements other than those listed above alongside and within <featureMember>. If so, these other elements should be ignored.

Example1 of Catchment File

```
<?xml version="1.0" encoding="utf-8" ?>
_ <ogr:FeatureCollection xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ogr.maptools.org/ ..... .xsd" xmlns:ogr="http://ogr.maptools.org/"
xmlns:gml="http://www.opengis.net/gml">
_ <gml:boundedBy>
_ <gml:Box>
_ <gml:coord>
_ <gml:X>: </gml:X>
_ <gml:Y>: </gml:Y>
_ </gml:coord>
_ <gml:coord>
_ <gml:X> </gml:X>
_ <gml:Y>: </gml:Y>
```



```

</gml:coord>
</gml:Box>
</gml:boundedBy>
<gml:featureMember>
<ogr:Catchment fid=" " >
<ogr:geometryProperty>
<gml:Polygon>
<gml:outerBoundaryIs>
<gml:LinearRing>
  <gml:coordinates>
    </gml:coordinates>
  </gml:LinearRing>
</gml:outerBoundaryIs>
</gml:Polygon>
</ogr:geometryProperty>
<ogr:School_Id> </ogr:School_Id>
<ogr:Name>      School</ogr:Name>
</ogr:Catchment>
</gml:featureMember>
<gml:featureMember>
<ogr:Catchment fid=" " >
<ogr:geometryProperty>
<gml:Polygon>
<gml:outerBoundaryIs>
<gml:LinearRing>
  <gml:coordinates>
    </gml:coordinates>
  </gml:LinearRing>
</gml:outerBoundaryIs>
</gml:Polygon>
</ogr:geometryProperty>
<ogr:School_Id> </ogr:School_Id>
<ogr:Name>      School</ogr:Name>
</ogr:Catchment>
</gml:featureMember>
</ogr:FeatureCollection>

```

Example 2 of Catchment File

```

<?xml version="1.0" encoding="utf-8" ?>
_ <ogr:FeatureCollection xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ogr.maptools.org/          xsd" xmlns:ogr="http://ogr.maptools.org/"
xmlns:gml="http://www.opengis.net/gml">
_ <gml:boundedBy>
_ <gml:Box>
_ <gml:coord>
  <gml:X>          </gml:X>
  <gml:Y>:        </gml:Y>
  </gml:coord>
_ <gml:coord>
  <gml:X>:        </gml:X>
  <gml:Y>:        </gml:Y>
  </gml:coord>
  </gml:Box>
  </gml:boundedBy>
_ <gml:featureMember>
_ <ogr:Catchment fid="1" >
_ <ogr:geometryProperty>
_ <gml:Polygon>
_ <gml:outerBoundaryIs>
_ <gml:LinearRing>
  <gml:coordinates>
                                </gml:coordinates>
  </gml:LinearRing>
  </gml:outerBoundaryIs>
  </gml:Polygon>
  </ogr:geometryProperty>
  <ogr:LA_No>: </ogr:LA_No>
  <ogr:School_No>: </ogr:School_No>
  <ogr:Name> .      School</ogr:Name>
  </ogr:Catchment>
  </gml:featureMember>
_ <gml:featureMember>
_ <ogr:Catchment fid=" " >
_ <ogr:geometryProperty>
_ <gml:Polygon>
_ <gml:outerBoundaryIs>

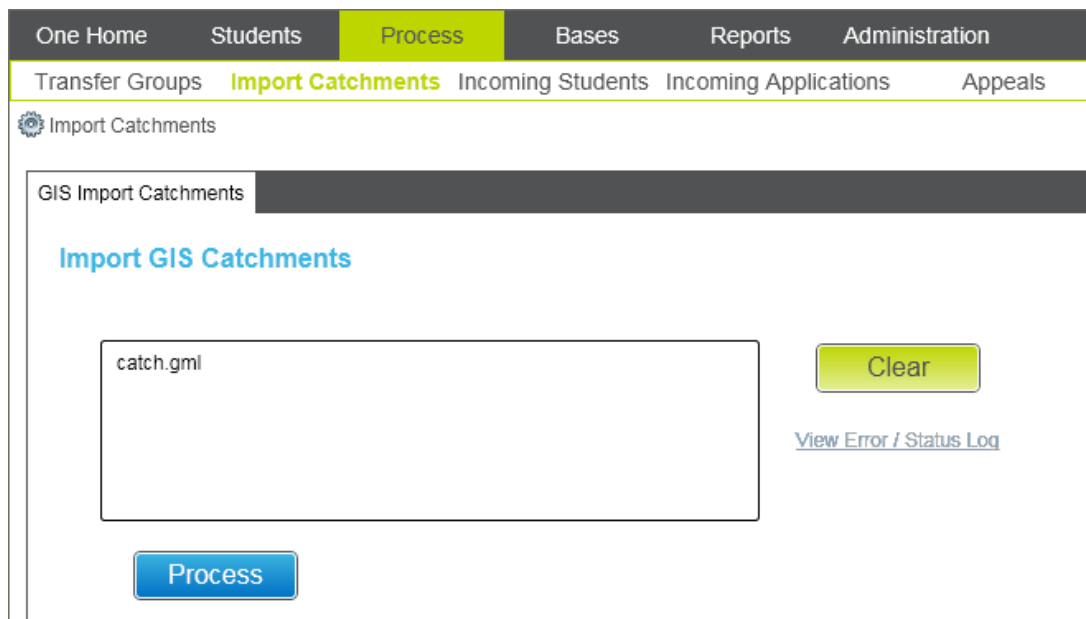
```

```

- <gml:LinearRing>
  <gml:coordinates>|
    </gml:coordinates>
</gml:LinearRing>
</gml:outerBoundaryIs>
</gml:Polygon>
</ogr:geometryProperty>
<ogr:LA_No>| </ogr:LA_No>
<ogr:School_No>| </ogr:School_No>
<ogr:Name>          School</ogr:Name>
</ogr:Catchment>
</gml:featureMember>
</ogr:FeatureCollection>
    
```

Importing a Catchment File

Catchment files are imported in the Process | Import Catchments window. To import a file, browse to the location of the XML catchment file, then click 'Process'. This will import the valid catchments within the supplied file.

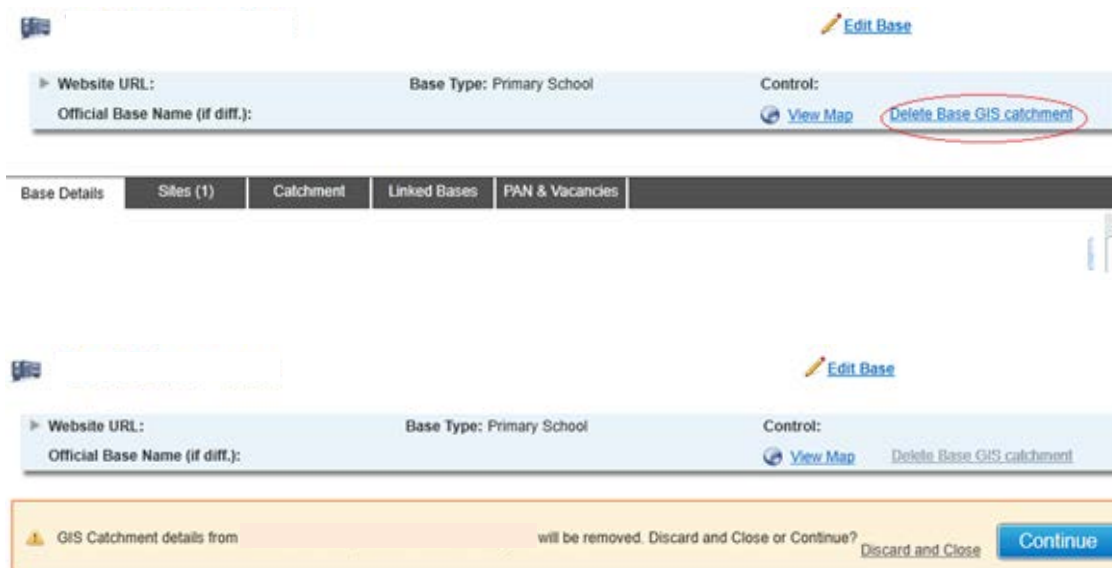


After clicking 'Process', interaction with the system can continue, while the catchment is imported in the background. Activating the 'View Error' will display any errors or progress messages.

Once imported, the catchment for a base can be viewed using the View Map link associated with the base. The catchment will be displayed as a polygon superimposed upon the map.

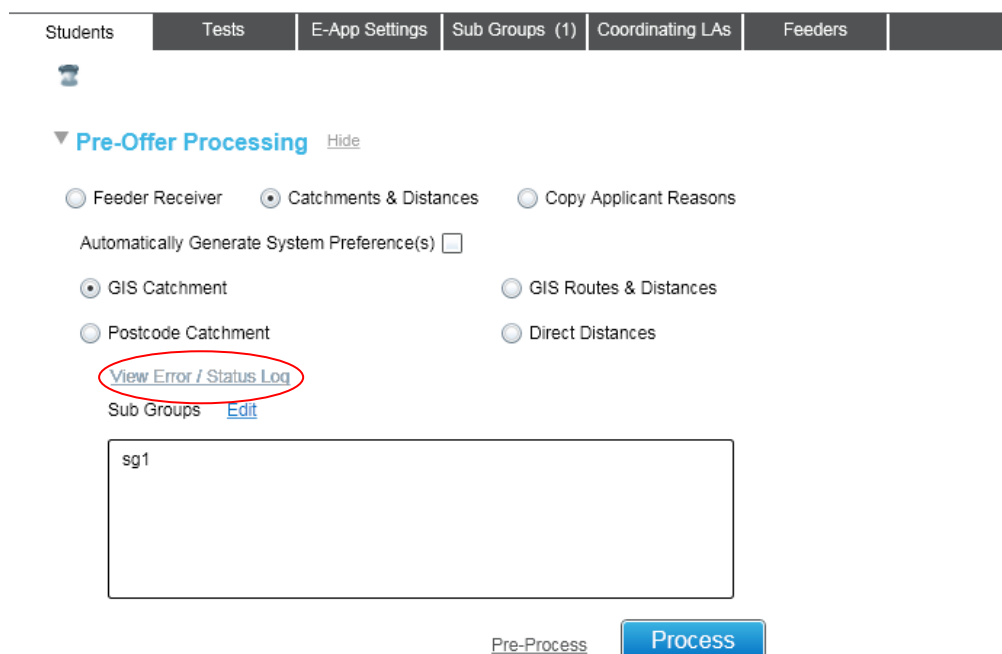
Deleting Catchments

Individual base catchments can be deleted using the 'Delete GIS Catchment' link. This link is disabled if you do not have permission and/or there is no catchment defined for the base.

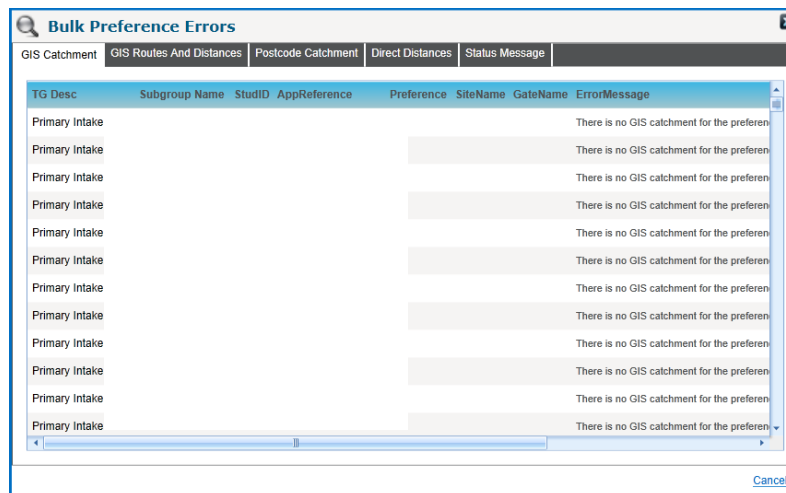


Bulk Calculation of Preference in Catchment

Under Process | Transfer Groups is the section 'Pre-Offer Processing'. Choosing the option 'Catchments & Distances' provides the facility to calculate either whether a student is in the catchment of a school, or what the distance is to a school. This is a bulk facility that will perform the selected calculation for every preference, for all students in the selected transfer group.

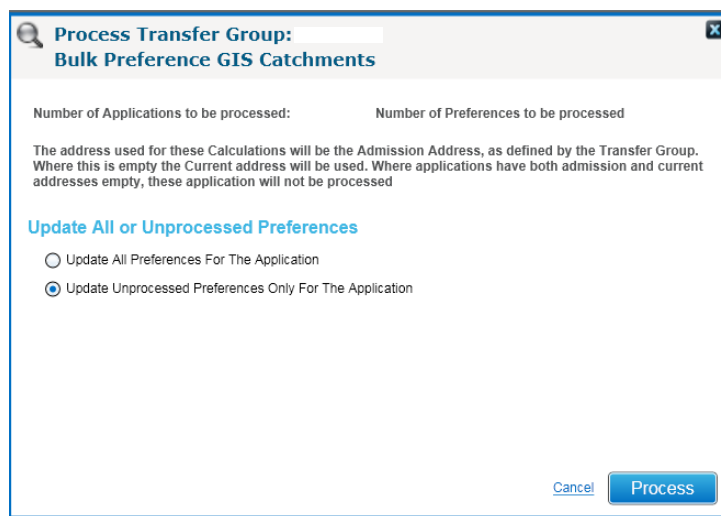


The link labelled- - 'View Error/Status Log' will be enabled when a routine has errors or status to show. Clicking this link will show the errors and status specific to the Bulk Calculation performed



The checkbox 'Automatically Generate System Preference(s)' only has an effect if the option is chosen to calculate Catchments. To calculate, for each preference whether the student's address is in the chosen school's catchment polygon, the 'GIS Catchment' radio button should be chosen. After that, the subgroups to be included in the calculation should be selected (the sub groups allowed to be chosen will only be those that have 'Flag catchment' ticked)

At this point it is possible, but not necessary, to choose to 'Pre-Process'. This will perform some validation and provide feedback without updating the preferences in the transfer group. Clicking 'Process' will allow the choice of updating all preferences in the transfer group, or only updating preferences that have not had 'In Catchment' previously determined.



Clicking 'Process' on this modal window will visit each preference in the transfer group, and, according to the selections, calculate and then update the preference to record whether or not the student's address is in the school's catchment shape.

If 'Automatically Generate System Preference(s)' has been selected, the GIS Catchment routine will also automatically generate preferences for any school where the student's address falls within the catchment polygon, and no preference currently exists. These system generated preferences will have a preference number determined by the setting against the transfer group.

Bulk Calculation of Preference Distance

In the same place as the bulk calculation of 'In Catchment', choosing the option 'GIS Routes & Distances' provides the facility to calculate the distance from the chosen school to the student's address. The subgroups to be included in the calculation need to be chosen, then 'Process' activated to display the modal window that provides the parameters for the calculation.

The value for 'Nearest Point On Base' is defaulted from the Administration parameter. Options are

- Nearest Site – this will select the nearest geocoded site to the student's address, and ignore the school's gates
- Nearest Gate – this will select the nearest geocoded gate to the student's address, and ignore the school's sites
- Nearest Gate or Site – this will select the nearest geocoded point on the base to the student's address, whether it is a gate or a site
- Nearest Gate, if no gate then Nearest site – for each site, this will select the nearest geocoded gate. If a site has no open geocoded gates, then the site itself will be considered

The value for 'Distance Calculation Method' is defaulted from the Administration parameter. Options are

- Driving – the nearest point on the school will be selected using the driving network, and the driving distance will be used for the preference distance
- Walking - the nearest point on the school will be selected using the walking network, and the walking distance will be used for the preference distance
- Direct - the nearest point on the school will be selected using direct distance, and the direct distance will be used for the preference distance

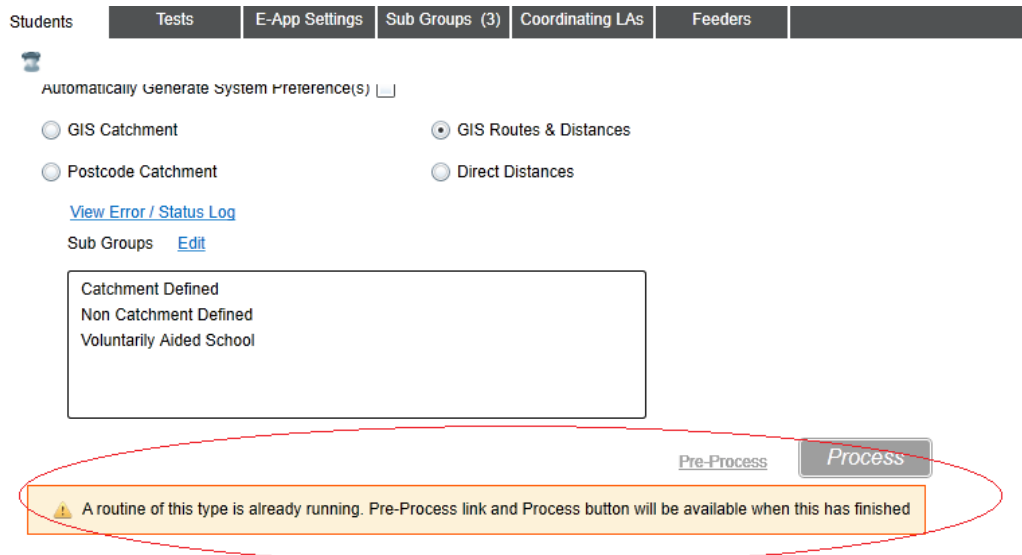
The third parameter determines whether all the preferences will be updated, or just those that have not had a distance previously calculated.

Clicking 'Process' on this modal window will visit each preference in the transfer group, and, according to the selections, calculate and then update the preference to record the distance from the student's address to the school. The route used to calculate the distance will also be recorded against the preference, and can be viewed subsequently (see the section 'Viewing Preference Catchments, Routes and Distances').

Note: Owing to the implementation of new data architecture, routes calculated in this release will not be available in v3, and vice versa

Bulk Preference Calculation Locking

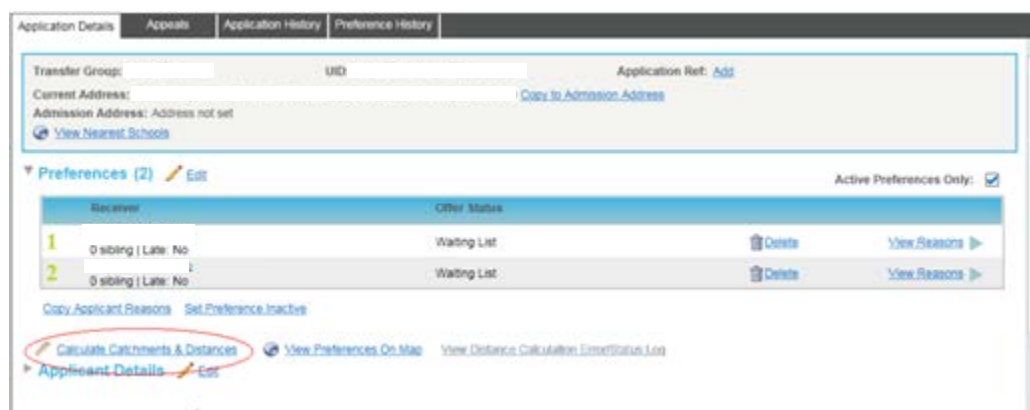
Bulk preference calculations are defined in two types, catchments and distances. When one type of bulk preferences calculation is running, the same type cannot be started for the same transfer group, until this type has finished.



It is possible for an Administrator to reset the lock that prevents the bulk update utilities running. This is to allow for when a utility ends abruptly (for example if the server fails in the middle of the utility), the Unlock Routines allows an Administrator to reset the lock so that the utility can be started again. Please refer to the section below on 'Administration of GIS v4'

Individual Calculation of Preference

In addition to being able to calculate In Catchment and distances in bulk, it is now possible to calculate these values for the preferences on an individual application. This is done using the 'Calculate Catchments & Distances' link from the Students | Application window



As for the bulk routines, activating this link displays a modal window that specifies the parameters for the calculation

Clicking Update from the modal window will execute the calculation, and update the selected preferences for the application

Viewing Preference Catchments, Routes and Distances

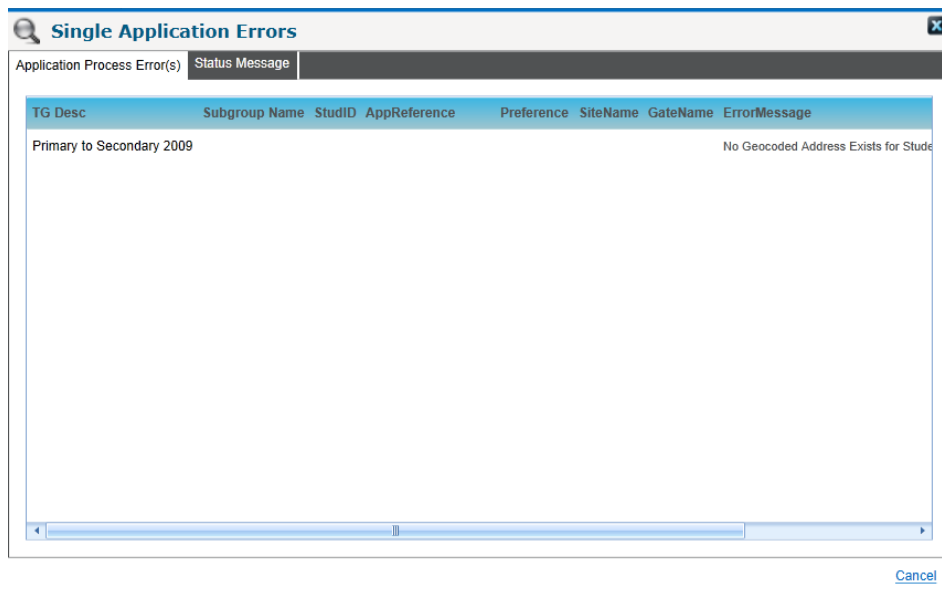
After distances and in catchments have been calculated, they can be viewed at any later date using the 'View Preferences On Map' link located next to the 'Calculate Catchments & Distances'. This will show the student's address, the point on the school, and the distances. It can also show the route used, by using the 'Map Options' drop down and the parameter values used in the calculation by using the roll over tip for a preference.

It should be noted that the distances are all to the same point on the base, selected by the method chosen in the Calculation Method parameter. In the picture, the calculation method is 'Direct', and that has chosen Gate 1 as the nearest point to the student's address by direct distance. The walking distance and driving distance for Brimsham Green Secondary are the distances to Gate 1. There may be an alternative gate for the school that has a shorter driving distance but it is not shown because it has a longer direct distance..

Preferences can be printed, but only one at a time. So the Print Preference link will only be enabled when a single preference is displayed on the map. The walking and driving routes for the preference will only be included on the print out if they are displayed on the screen when the print link is activated. It should be noted that the printing of the maps works best in landscape.

Viewing Individual Preference Distance Errors

Errors and status messages, generated whilst calculating individual calculation of preferences, can be viewed by clicking the 'View Distance Calculation Error/Status log'. This link is enabled once there are distance related errors or status to show.



Nearest School Search from Application

On a student application, there is a 'View Nearest Schools' link associated with address(es) supplied with the application.



Activating the 'View Nearest Schools' link will initiate nearest school search automatically, passing the following information from the application:

- Student Application Address(es)
- NCY
- Date for when the place is required, determined by the transfer group
- Number of schools to return
- Nearest Point of the school
- Method selecting school by distance
- All Bases
- Active bases

Where more than one address is on the application then both are passed to Nearest school search, default set by the use admission address flag. Address selection can be achieved by the drop down selection

The address(es) passed to nearest school can be non-geocoded, in this case, the GIS elements of the nearest school search will not be shown.

The Values for the following are defaulted from Administration parameter:

- Number of schools to return
- Nearest Point On Base
- Distance Calculation Method

Where no defaults have been set in the administration page the following defaults are used instead:

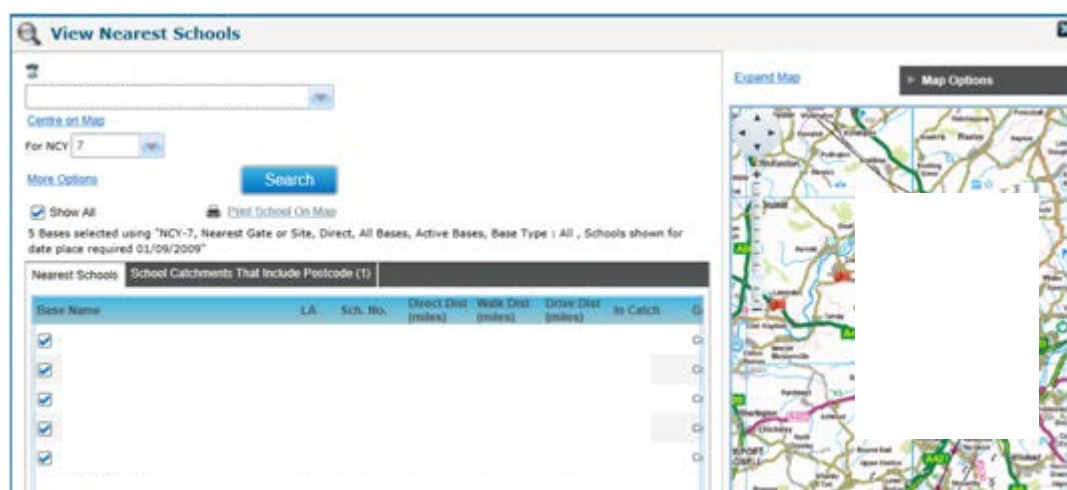
- Number of schools to return = 20
- Nearest Point On Base = Gates or Sites
- Distance Calculation Method = Direct

Please refer to section above – ‘Bulk Calculation Of Preference Distance’ for more details about these search criteria.

The Nearest School Search will return the bases that are closest to the selected address using the parameters chosen. For the Nearest School Search initiated from Applications, the gates and sites returned will only be those that are active and open when the place is required. For In Year applications, this is taken from the date place required information. For Normal Phase applications, this is the start of the next academic year.

To exclude after school clubs and other bases that are not schools, Nearest school search will only display bases with valid numeric LA and school numbers.

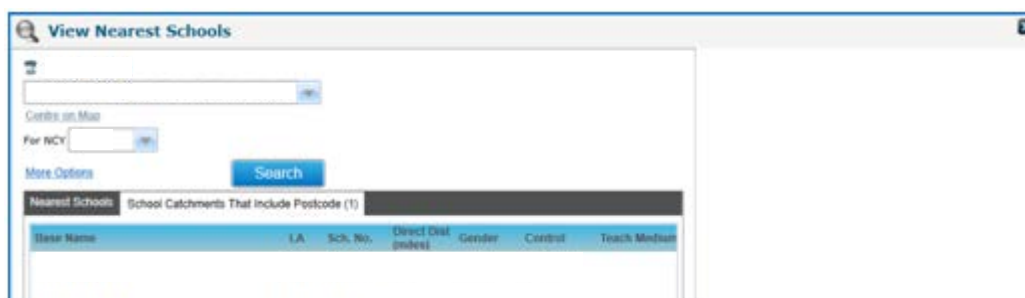
Note: Where a Nearest school search is taking a very long time, it may be indication that there are breaks in the road/path network.



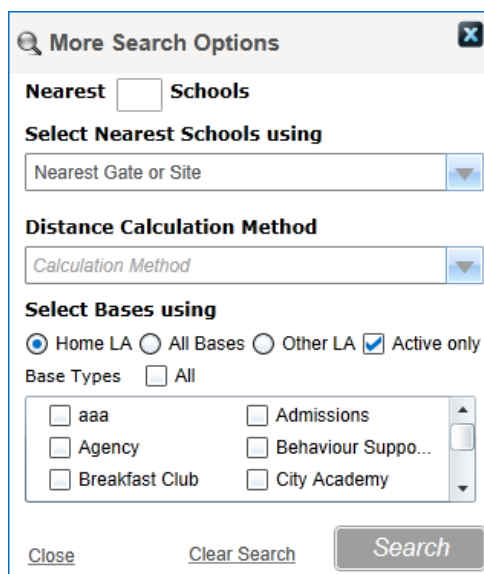
Nearest Schools can be printed, but only one at a time. The ‘Print School on Map’ link will only be enabled when a single school is displayed on the map.

Click on the second Tab labelled – ‘School Catchments That include Postcode’, gives a list of where the address’s postcode is included in the list of postcodes that comprise the postcode catchment of a school. Please refer to the section below, labelled – ‘Postcode Catchments’

This second tab, takes away the GIS related items on the screen, reverting back to the first tab will restore the GIS items. Where the second tab has no results to show it is not active.



All the values can be edited and the Nearest school search activated. Some of the options are in the More Options section. The selected search criteria will apply to schools in both tabs.



Nearest School Search from Student

On a student record, there is a 'View Nearest Schools' link associated with address(es) supplied for the student.

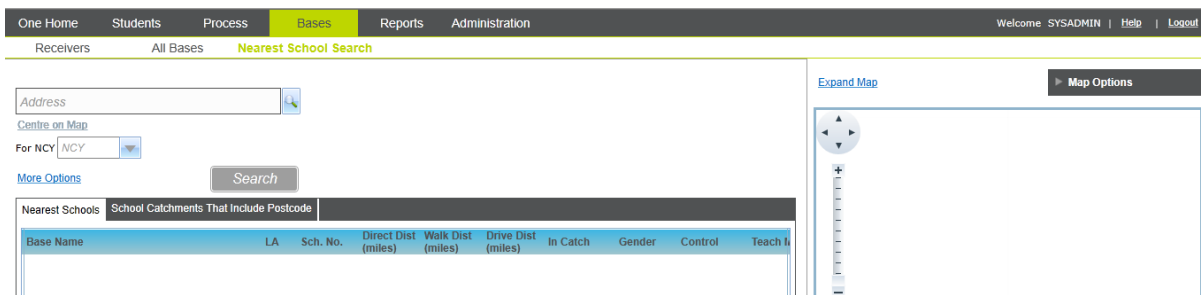


When activated from student the Nearest school behaves just like from student application, with two exceptions:

1. The gates and sites returned are those open today. (if Nearest school search is activated from the application, the gates and sites returned are those open when the place is required)
2. The addresses supplied are all of the student's current addresses, but not the admissions address.

Nearest School Search Supplying Address

This can be conducted under Bases | Nearest School Search.



This version of nearest school does not pass the same defaults values, as the previous nearest school searches above.

The following will be defaulted :

- Home LA bases
- Active bases
- All Bases Types

Other values that may be defaulted are those from Administration parameter:

- Number of schools to return
- Nearest Point On Base
- Distance Calculation Method

Where no defaults have been set in the administration page the following defaults are used instead:

- Number of schools to return = 20
- Nearest Point On Base = Nearest Gates or Sites
- Distance Calculation Method = Direct

An address needs to be supplied, the search button remains inactive until an address is selected.

The remaining parts of this nearest school search behaves exactly like the previous nearest school searches. Please refer to the section above – ‘Nearest School Search From Application’

Administration of GIS v4

Module admin

This can be found under Administration | GIS.

Here you will find the default definitions for:

- Distance Calculations

These are used as defaults for:

- Individual calculation of preferences
- Bulk Calculations of routes and distances
- Nearest School Search.

Also you will find

- Number of schools Returned, which is used by Nearest school search as a default value
- Ordnance Survey Licence Key, which is used to store licence key information, in turn used whilst printing preferences or nearest school.

The screenshot shows the Administration GIS interface. The top navigation bar includes 'One Home', 'Students', 'Process', 'Bases', 'Reports', and 'Administration'. Below this, there are sub-navigators for 'Applications', 'GIS', and 'Bases'. The main content area is titled 'Administration GIS' and contains a 'GIS Parameters' section. This section is divided into several expandable categories:

- Distance Calculations** (with an 'Edit' link):
 - Nearest Point On Base Selected Using : Nearest Gate or Site
 - Distances Calculated Using : NotSet
 - Include Off Road Distance In Walking Distance Calculation : False
 - Include Off Road Distance In Driving Distance Calculation : False
- Nearest Schools Search** (with an 'Edit' link):
 - Number of Schools Returned :
- Ordnance Survey Licence Key** (with an 'Edit' link):
 - Ordnance Survey Licence Key:
- Unlock Routines** (with a 'Hide' link):
 - A table with columns: TG Name, Start Date, Process Type, Lock Status, Lock Time, Unlock Routines.

The options for 'Nearest Point On Base Selected Using' are:

- Nearest Site – this will select the nearest geocoded site to the student's address, and ignore the school's gates
- Nearest Gate – this will select the nearest geocoded gate to the student's address, and ignore the school's sites
- Nearest Gate or Site – this will select the nearest geocoded point on the base to the student's address, whether it is a gate or a site
- Nearest Gate, if no gate then Nearest site – for each site, this will select the nearest geocoded gate. If a site has no geocoded gates, then the site itself will be considered

The options for 'Distance Calculation Method' is defaulted from the Administration parameter. Options are

- Driving – the nearest point on the school will be selected using the driving network, and the driving distance will be used for the preference distance
- Walking - the nearest point on the school will be selected using the walking network, and the walking distance will be used for the preference distance
- Direct - the nearest point on the school will be selected using direct distance, and the direct distance will be used for the preference distance

Include Off Road Distance in Walking Calculation

The walking distance is calculated using the ITN network to the closest point on the network to the base and the address. If this parameter is set to True, the direct distance from the network to the actual base and address Eastings and Northings are added to the distance of the network route to give the total distance. If this parameter is set to false, only the distance of the network route is returned.

This parameter applies to the calculation of walking distance for preferences and Nearest School Search

Include Off Road Distance in Driving Calculations

This is the same as the parameter above, but it affects the driving distance instead of the walking distance.

Number Of Schools Returned

This provides a default for the number of schools returned by Nearest School Search. It has no effect on preferences.

Ordinance Survey Licence Key

This is the text for the licence statement that will appear on map print outs

Unlock Routines

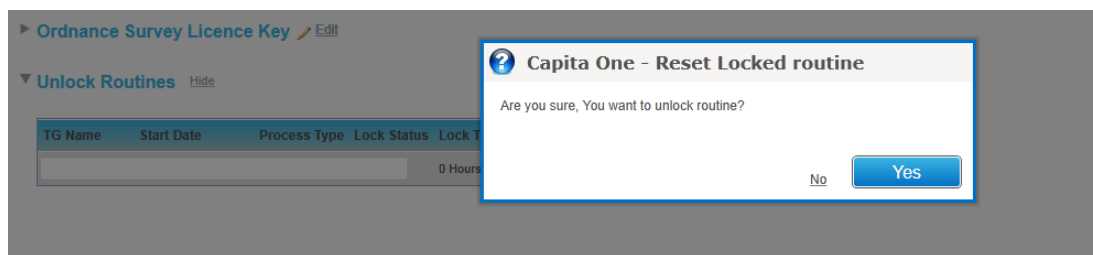
‘Unlock Routines’ is a table showing currently running Bulk preference routines and the ability to unlock them.

These allow an Administrator to reset the lock that prevents the bulk update utilities running. The intention of the lock is to stop multiple iterations of the utilities running in parallel, and interfering with each other. However if a utility ends abruptly (for example if the server fails in the middle of the utility), the Unlock Routines allows an Administrator to reset the lock so that the utility can be started again.

▼ **Unlock Routines** [Hide](#)

TG Name	Start Date	Process Type	Lock Status	Lock Time	Unlock Routines
		Distances	Locked	0 Hours 0 Minutes 12Seconds	Unlock Routines

Clicking Unlocking will show a confirm message.



This allows that bulk routine type to be run for that transfer group

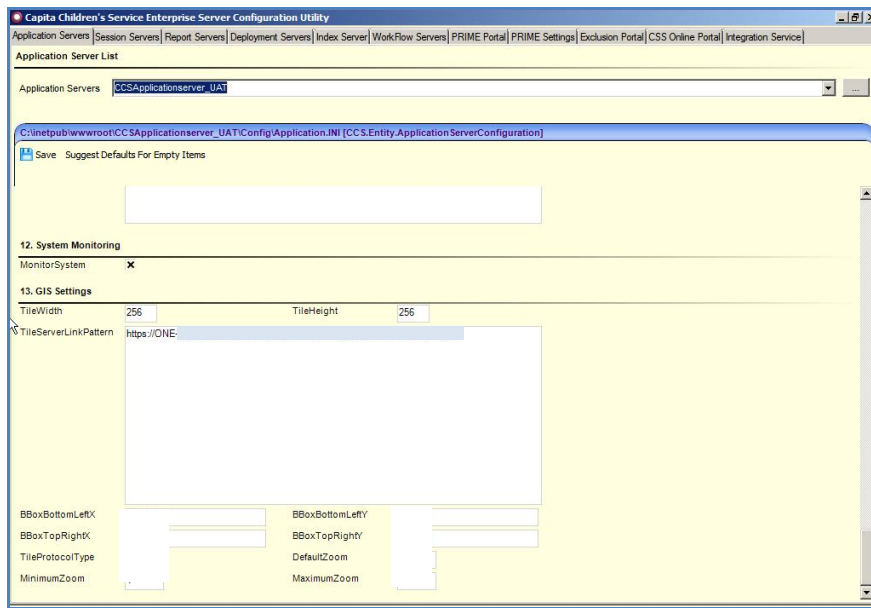
Configuration Tool

A new section has been add to the CCSserverConfig.exe, Labelled – GIS Settings

The following can be defined here:

- Tile Width & Tile Height
- TileServerLinkPattern
- Map Boundary Box settings – Bottom LeftX, Bottom LeftY, Top RightX, Top RightY.
- Tile Protocol Type
- Default Zoom
- Minimum And Maximum Zoom

Boundary Box and zoom level setting will only have an effect for those using TMS protocol



RWNetserver ini (set to KM)

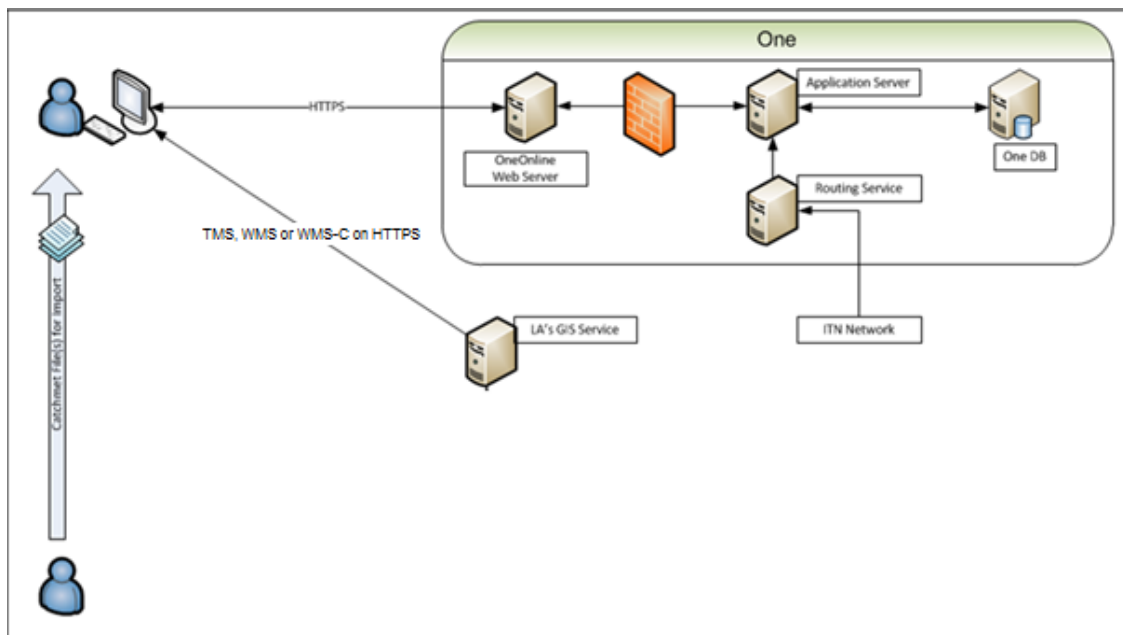
Distances need to be returned in Kilometres so the One system can convert to Miles. The Unit parameter will need to be set to 0 in the RWNetserver.ini for both walking and driving distances, before any routes and distance are calculated

For advice on any of the sections above, refer to ‘Technical Guide – Deploying v4 GIS Services’

Architecture of GIS v4

Comparing GIS v4 with GIS v3, it is obvious that they function differently. To allow v4 to display maps, addresses, bases and catchments inside One v4 has necessitated a complete rethink of the GIS architecture that One supports. As a result, instead of pictures, GIS v4 holds polygon information for catchments and routes. This section provides an overview of the GIS architecture that GIS v4 fits within. For advice on installing GIS v4, refer to ‘Technical Guide – Deploying v4 GIS Services’

It is intended that One will fit within the customer's architecture as shown in the diagram:



Map Tiles

GIS v4 requires map tiles to be able to display maps within the client. Provision of these map tiles is outside of the One product. It is expected that the tiles will be provided by a standard GIS application. GIS v4 requires map tiles to be provided using either TMS, WMS or WMS-C protocols over https. Consequently, GIS v4 does not require a particular map tile server, but will work with any server that can provide tiles using either TMS, WMS or WMS-C protocols. For our own test, Capita Children's Services has successfully used MapServer to provide map tiles.

Note: The map tiles have to be provided over https because the client communicates with the application server over https, so all web service calls have to be over https.

It is recommended that a tile cache service be implemented on the tile server that supplies tiles to One. This is necessary to provide a reasonable user experience when panning or zooming around the map.

Walking And Driving Routes

Driving and walking routes are calculated using RWNetserver, provided by HMS. To access RWNetserver, GIS v4 requires the installation of the CCSGisApi service. This webservice accepts requests for routes from GIS v4, and passes them to RWNetserver. It then passes the results of the calculations back. The information handed back includes distances, and the shape of the route. The route is now stored in the One database, and can be subsequently viewed.

To calculate the route, RWNetserver uses a binary version of the an ITN network. This binary can be provided either by HMS RouteFinder, for customers that have purchased it, or by an application MakeNetwork, that HMS distributes with RWNetserver

It is left to the customer to ensure that the ITN network provided to RWNetserver matches the map tiles provided by the tile server.

Catchments

GIS v4 requires the geographic polygon of a catchment, because the calculation of whether an address is in a catchment or not is now done by GIS v4, instead of being left to external products. As a result, the catchment polygons have to be imported into One v4 where they are stored against the base.

The catchment polygons have to be presented in an XML file which is imported from the local file system. Details of the structure and content of the catchment file are given in the sections **Catchment Files** and **Importing Catchment Files** earlier in this document.

As for the ITN network, it is left to the customer to ensure that the catchment polygon information matches the map tiles provided by the tile server.

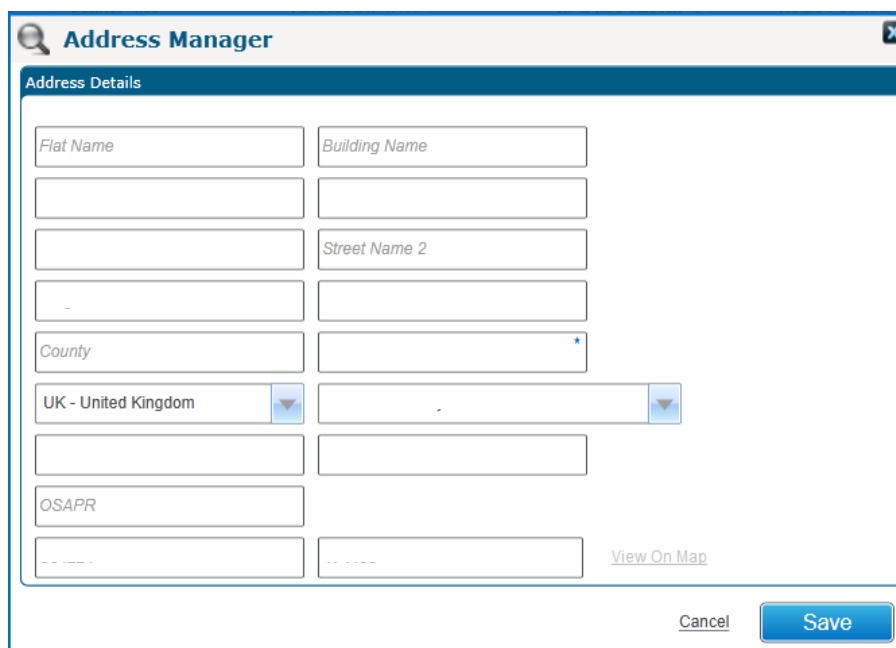
Manage Catchments and Distances without GIS v4

The One GIS product provides the facilities to see and manipulate addresses and bases geographically. It displays houses and schools on a map, and provides facilities to calculate the nearest schools to an address, and to calculate walking and driving distances.

If desired, A&T v4 will operate correctly without GIS v4. It provides facilities to record a catchment as a list of postcodes, and will check an address against the postcode catchment. It will also calculate the straight line distance from a house to a school, and record that distance on a preference.

Geocoding an Address without GIS v4 Licence

To be able to calculate straight line distances, A&T v4 will need Eastings and Northings recorded for addresses and bases, even if GIS v4 is not licensed. Without GIS v4, the Easting and Northing coordinates can be recorded in the screen to edit an address.



The screenshot shows the 'Address Manager' window with a 'Address Details' section. The form contains the following fields:

Flat Name	Building Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	Street Name 2
<input type="text"/>	<input type="text"/>
County	<input type="text"/>
UK - United Kingdom	<input type="text"/>
<input type="text"/>	<input type="text"/>
OSAPR	<input type="text"/>
<input type="text"/>	<input type="text"/>

At the bottom right of the form area, there is a 'View On Map' link. Below the form area are 'Cancel' and 'Save' buttons.

Easting and Nothing coordinates can be entered into the last two fields. They are then saved as part of the address data

Geocoding a Base Without GIS v4

There is only one way to set the easting and northing for a base.

A base site is linked to an address, so a site can be geocoded by geocoding its address as described in the section above, 'Geocoding An Address without GIS v4 licence'.

A gate is not linked to an address, so it cannot be geocoded in the same way as a site. Instead, clicking the Add Gate will show a new gate row for date entry. Here the Easting and Northing can be entered

Postcode Catchments

The facility to create and maintain catchments as lists of postcodes has been implemented in A&T v4. This is available to customers whether or not they have purchased GIS v4. Use the Catchment tab in the Bases | All Bases window to set up and maintain a postcode catchment. Use the 'Copy Catchment from Base' link to copy a list of postcodes from a different base to the current one or use the 'Edit' link to change to edit mode where the postcodes that comprise the catchment can be maintained individually. In edit mode, tick the postcodes that are to be included in the catchment, and click Save to store the list.

In view mode, there is a filter so that only the desired postcodes can be shown from the postcode catchment. In edit mode, the entire list of postcodes in the authority is shown, so a Search is provided instead of a filter.

Bulk Calculation of Preference in Catchment

Without the GIS v4 licence, the system uses the postcode catchment to determine whether a student's address is in a school's catchment.

Under Process | Transfer Groups is the section 'Pre-Offer Processing'. Choosing the option 'Catchments & Distances' provides the facility to calculate either whether a student is in the catchment of a school, or what the distance is to a school. This is a bulk facility that will perform the selected calculation for every preference for all students in the selected transfer group.

The checkbox 'Automatically Generate System Preference(s)' only has an effect if the option is chosen to calculate Catchments. To calculate, for each preference whether the student's address has a postcode that is included in the postcode catchment list for a school, the 'Postcode Catchment' radio button should be chosen. After that, the subgroups to be included in the calculation should be selected.

At this point it is possible, but not necessary, to choose to 'Pre-Process'. This will perform some validation and provide feedback without updating the preferences in the transfer group. Clicking 'Process' will allow the choice of updating all preferences in the transfer group, or only updating preferences that have not had In Catchment previously determined.

Clicking 'Process' on this modal window will visit each preference in the transfer group, and, according to the selections, calculate and then update the preference to record whether or not the student's address is in the school's catchment postcode list.

If 'Automatically Generate System Preference(s)' has been selected, the Catchment routine will also automatically generate preferences for any school where the student's address is in the postcode catchment list, and no preference currently exists. These system generated preferences will have a preference number determined by the setting against the transfer group.

Bulk Calculation of Preference Distance

Without the GIS v4 licence, the system can calculate the straight line (direct) distance from an address to a school

In the same place as the bulk calculation of In Catchment, choosing the option 'Direct Distances' provides the facility to calculate the distance from the chosen school to the student's address. The subgroups to be included in the calculation need to be chosen, then 'Process' activated to display the modal window that provides the parameters for the calculation.

The value for 'Nearest Point On Base' is defaulted from the Administration parameter. Options are the same as for the calculation of distance with GIS

- Nearest Site – this will select the nearest geocoded site to the student's address, and ignore the school's gates
- Nearest Gate – this will select the nearest geocoded gate to the student's address, and ignore the school's sites
- Nearest Gate or Site – this will select the nearest geocoded point on the base to the student's address, whether it is a gate or a site
- Nearest Gate, if no gate then Nearest site – for each site, this will select the nearest geocoded gate. If a site has no geocoded gates, then the site itself will be considered

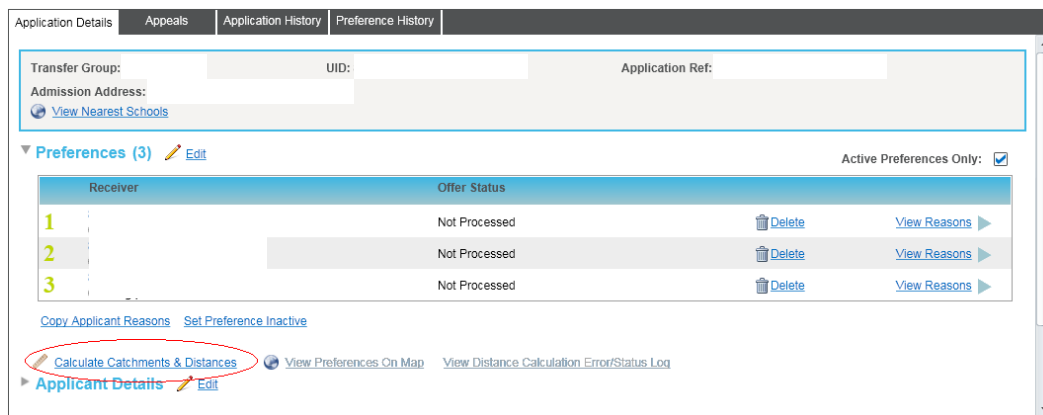
The value for 'Distance Calculation Method' is set to be Direct, as the other options are only available with the GIS v4 licence

The third parameter determines whether all the preferences will be updated, or just those that have not had a distance previously calculated.

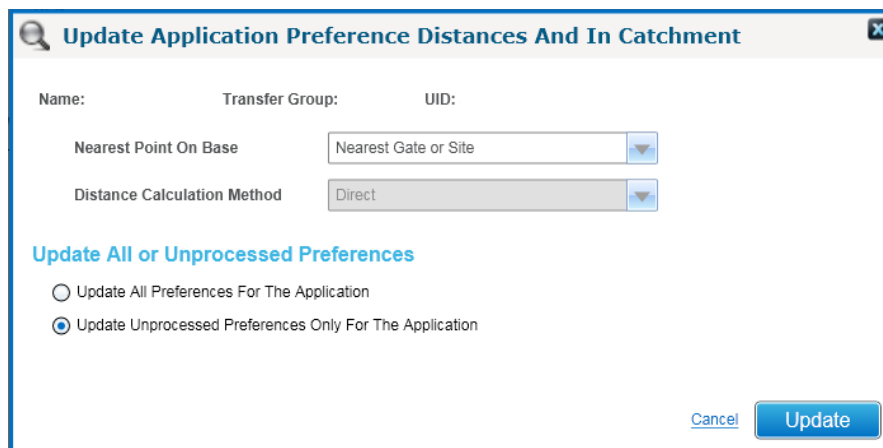
Clicking 'Process' on this modal window will visit each preference in the transfer group, and, according to the selections, calculate and then update the preference to record the direct distance from the student's address to the school.

Individual Calculation of Preference

In addition to being able to calculate In Catchment and distances in bulk, it is now possible to calculate these values for the preferences on an individual application. This is done using the 'Calculate Catchments & Distances' link from the Students| Application window



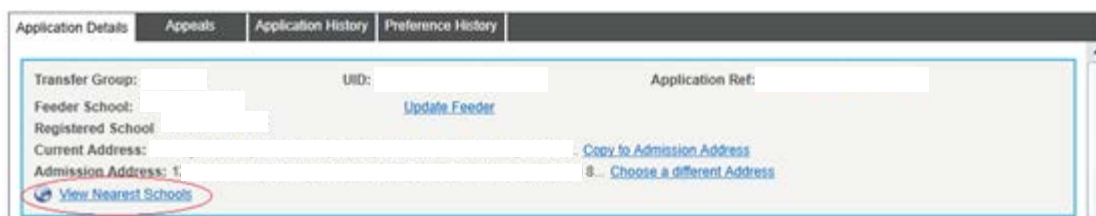
As for the bulk routines, activating this link displays a modal window that specifies the parameters for the calculation



Clicking Update from the modal window will execute the calculation, and update the selected preferences for the application

Nearest School Search from Application

On a student application, there is a 'View Nearest Schools' link associated with address(es) supplied with the application.



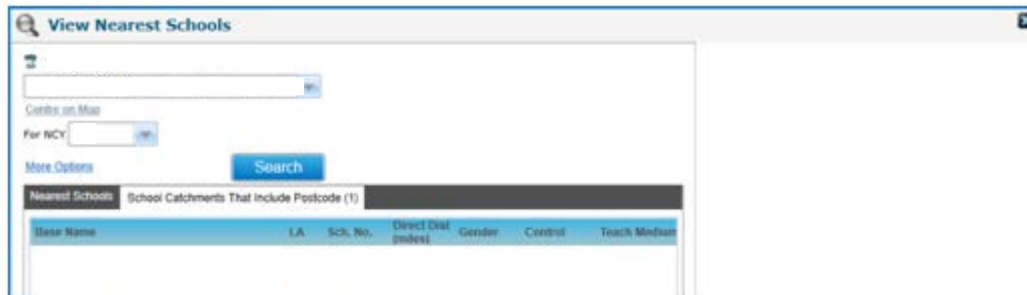
Activating the 'View Nearest Schools' link will initiate nearest school search automatically. Only the following search criteria apply to nearest school search without GIS v4:

- Student Application Address(es) – defaulted from application
- NCY – defaulted from application
- Defaulted to All Bases
- Defaulted to Active bases

Without GIS v4, the following options are available but do not apply to nearest school search:

- Number of schools to return
- Nearest Point On Base
- Bases Types

Where more than one address is on the application then both are passed to Nearest school search, default set by the use admission address flag. Address selection can be achieved by the drop down selection



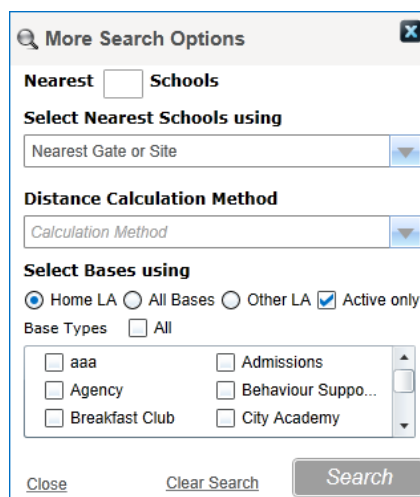
The first tab - 'Nearest Schools' is inactive .The second Tab labelled – 'School Catchments That include Postcode', gives a list of where the address's postcode is defined as postcode catchment of a school. Please refer to the section below, labelled – 'Administration Of Catchments And Distances If Not Using GIS'

All the values can be edited and the Nearest school search activated. Some of the options are in the More Options section.

Only the following will actually apply to Nearest school without GIS v4:

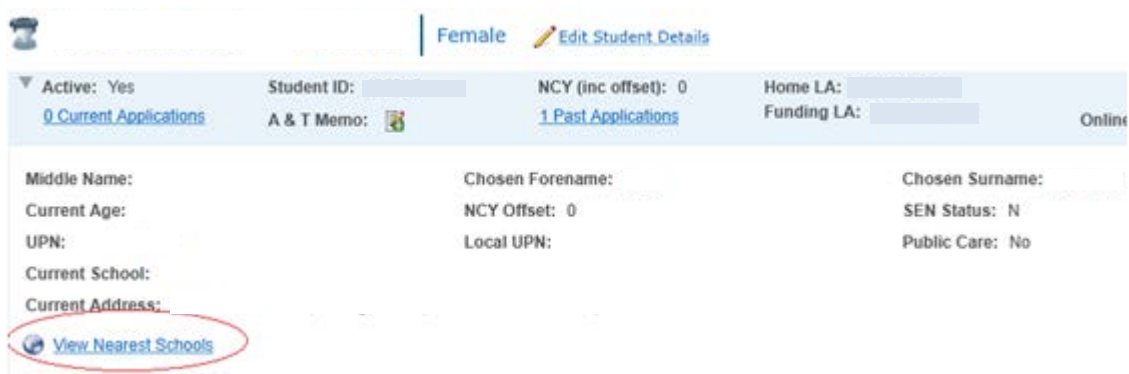
- Student Application Address(es)
- NCY
- Home LA\All Bases\Other LA
- Active Only

Some of these options can be found in the More Options section.



Nearest School Search from Student

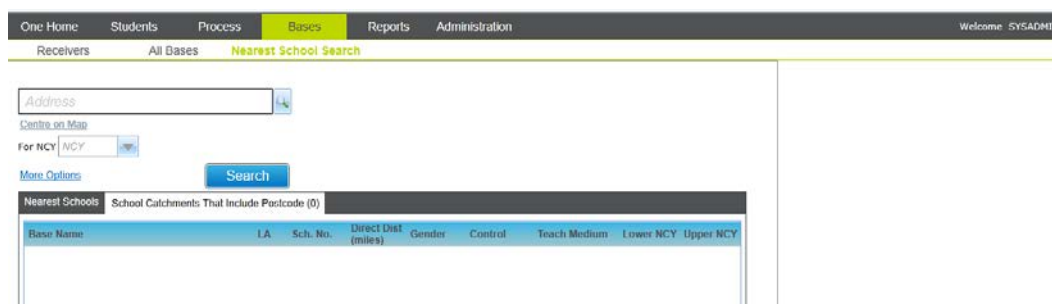
On a student record, there is a 'View Nearest Schools' link associated with address(es) supplied for the student.



When activated from student the Nearest school behaves just like from student application. Please refer to the section above – 'Nearest School Search From Application'

Nearest School Search Supplying Address

This can be conducted under Bases | Nearest School Search.



This version of nearest school does not pass the same defaults values, as the previous nearest school searches above.

The following will be defaulted and are applicable to Nearest school search:

- Home LA bases
- Active bases
- All Bases Types

Other values that are also applicable:

- NCY

The remaining parts of this nearest school search behaves exactly like the previous nearest school searches. Please refer to the section above – 'Nearest School Search From Application'

Administration of Catchments and Distances if not using GIS

GIS Parameters

▼ **Distance Calculations** [Edit](#)

Nearest Point On Base Selected Using : Nearest Gate or Site

Distances Calculated Using : NotSet

Include Off Road Distance In Walking Distance Calculation : False

Include Off Road Distance In Driving Distance Calculation : False

▶ **Nearest Schools Search** [Edit](#)

▶ **Ordnance Survey Licence Key** [Edit](#)

▼ **Unlock Routines** [Hide](#)

TG Name	Start Date	Process Type	Lock Status	Lock Time	Unlock Routines
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The administration parameters that apply for customers without the GIS v4 licence are:

- **Nearest Point On Base Selected Using**

The options for 'Nearest Point On Base Selected Using' are:

- Nearest Site - this will select the nearest geocoded site to the student's address, and ignore the school's gates
- Nearest Gate - this will select the nearest geocoded gate to the student's address, and ignore the school's sites
- Nearest Gate or Site - this will select the nearest geocoded point on the base to the student's address, whether it is a gate or a site
- Nearest Gate, if no gate then Nearest site - for each site, this will select the nearest geocoded gate. If a site has no geocoded gates, then the site itself will be considered

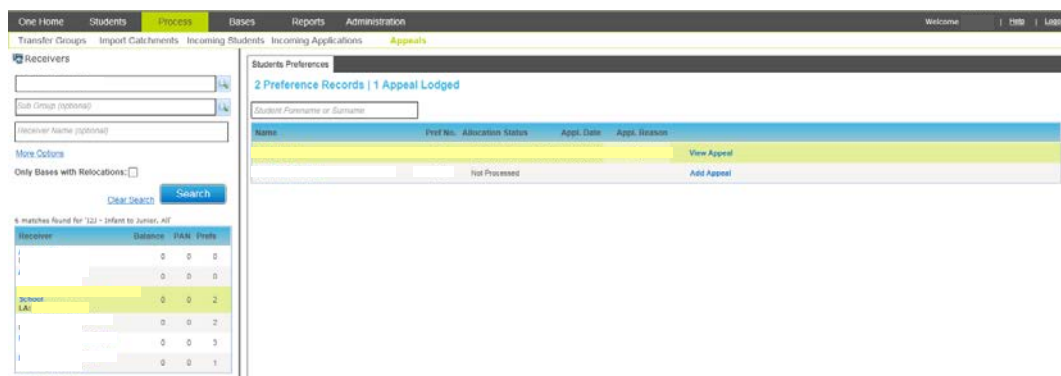
- **Unlock Routines**

These allow an Administrator to reset the lock that prevents the bulk update utilities running. The intention of the lock is to stop multiple iterations of the utilities running in parallel, and interfering with each other. However if a utility ends abruptly (for example if the server fails in the middle of the utility), the Unlock Routines allows an Administrator to reset the lock so that the utility can be started again.

Appeals

Process | Appeals

The Process | Appeals area is the equivalent of v3 Focus | Manage Appeals Focus and Casual Admissions | Appeals Focus including additional functionality.



In v3 a search window (QBE) was displayed to allow the user to select Receiver or Relocation record, once selected there was no way to easily select the next record, this has been greatly improved on by the inclusion of the Receivers / Relocation Bases being displayed in the left hand panel along with the search criteria.

Where option 'Only Bases within Relocations' has not been selected the Transfer Group field is mandatory and a search cannot be performed until a value is stipulated, once selected the list of Receivers can be further reduce by filtering by Sub Group.

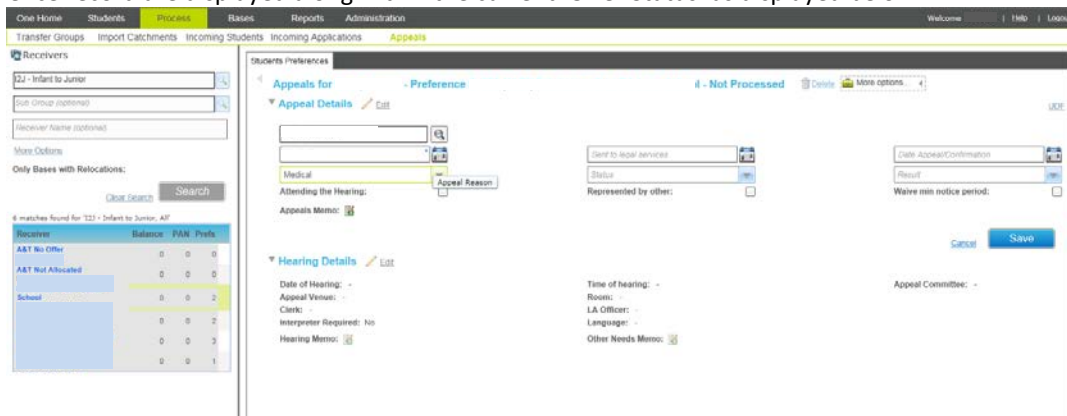
A 'More Options' link is provided to further filter receivers based on 'Home' / 'Other' LA, this option is not available when option 'Only Bases within Relocations' is selected.

Where a Transfer Group has been selected the system will display a 'Student Preferences' window on the right hand side of the screen displaying students who have expressed a preference for the selected receiver school. A summary is provided at the top of the Tab stating the number of preference records and out of them how many have lodged an Appeal. Where option 'Only Bases with Relocations' is selected a 'Student Relocations' window is displayed with the number of relocations linked to the base and Appeals lodged.

Note: In v3 the system did not display 'Student Preference' records until the 'Final Transfer' routine had been processed. It was established that not all LA's run this process and, as such, the restriction has been removed. This also now allows the area to be used for In Year Transfer Groups so Appeals can be maintained.

It is important to note that where a user has 'Read' access to the 'Appeals' business process under 'Admissions Applications' main process the 'Add Appeal' link will not be displayed, where an Appeal already exists a 'View Appeal' link is displayed to allow the user to view the Appeal Details.

To create an Appeal, where the user has been permitted at least 'Read-Write' access, select 'Add Appeal' there will then be a transition to a new window where the details of the Appeal can be entered, details of the preference record are displayed along within the current 'Offer Status' as displayed below.



Where 'Add Appeal' has been selected for a Student Relocation record, the screen will be the same as the above except for the details on the first line as shown below.



The screen layout for Appeals is shared throughout the system and common functionality, as can be seen from the screen shot above selecting 'Add Appeal' has displayed the 'Appeal Details' section in 'Edit' mode to allow information to be recorded.

The 'Appeal Details' and 'Hearing Details' are now displayed on the same page without the need to open a new section and to allow all information to be viewed and edited easily.

The field 'Appellant' has been updated and the user may now select the 'Applicant' linked to the application, where no Parent / Carer details are recorded against the student the user can stipulate the applicant instead, if appropriate. To denote the applicant within the list of available value(s) for 'Appellant' the relationship of the applicant is displayed preceded by 'Applicant' as displayed below.



After selecting 'Save' the 'Appeals Details' will be displayed in a 'View' mode at which point an 'Edit' link is displayed next to the section headings to allow further details to be entered. The Appeal would also now be accessible through route Students | Applications | Appeals except where the Appeal was associated with a Relocation record.

The 'Hearing Details' section has been reviewed and the following changes made to provide more functionality but also to preserve data where updated

- 'Appeal Committee' and 'Appeal Venue' the ability to set records as 'Active' or 'Inactive' has been introduced to allow records to be maintained, there is an active only option which will be checked as default to only allow an Active record to be selected. The system will still allow inactive records to be displayed and selected.

Users will only be able to manage the data where 'Read-Write' access has been permitted to business process 'Appeals', the user must have 'Read-Write-Delete' access for the 'Delete' link to be displayed but the link will only be available where the 'Appeal Committee' / 'Venue' has not been associated with any Appeal records.



- V3 Functionality for 'Clerk' and 'LA Officer' has been replicated with one exception; in v3 where a person was disassociated from the role they were removed from all previous Appeal records, thus losing the record of who was the officer or clerk. For data integrity this dependency has been removed, this would mean there could be a person displayed as a 'Clerk' who is not displayed within the list of available records and would be where the person has been disassociated from the role.
- The 'Interpreter Required' field when selected will display the 'Language' field to allow a value to be selected; the approach has been taken to simplify the viewing of fields to only when certain values have been selected.

To access UDFs linked to the 'Appeals' entity a 'UDF' link is provided adjacent to the 'Appeal Details' section permission to edit the UDF information is controlled by the 'Appeals' business process.

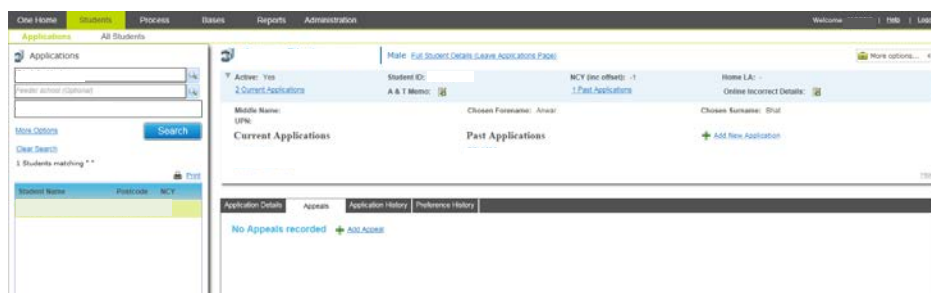
Once the user has completed entering the 'Appeal Details' and saved the record to view the full list of students selecting the arrow to the left of the preference summary, there will be a transition back to the main view of all records, where the link for the student preference record was previously 'Add Appeal' it will now be displayed as 'View Appeal'.

The count of 'Appeals Lodged' will have been incremented by 1; this would be the same for where an Appeal had been created against a relocation record.

154 Preference Records | 1 Appeal Lodged

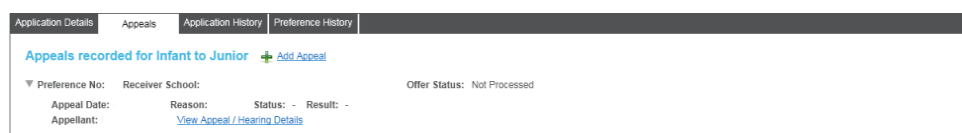
Students | Applications | Appeals

The Students | Applications | Appeals area is the equivalent of v3 Manage Transfer Group | Appeals including some additional functional aspects.



The 'Appeals' tab will not be displayed until a user has selected to view an application and where they have been permitted the minimum access level of 'Read' to the 'Appeals' business process.

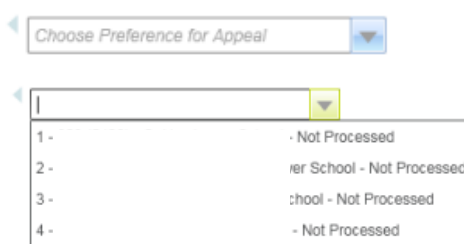
The main difference on the Appeals tab from v3 Manage Transfer Group | Appeals is a list of existing preferences is no longer displayed, instead the system will only display preferences where an Appeal exists as displayed below.



Where 'Add Appeal' is selected the same 'Appeal Details' page will be displayed as noted in route Process | Appeals - Add / View Appeal with one exception a 'Choose preference for Appeal' is displayed to selected a preference record, the records displayed are only parental preference records.

Parent Preferences are defined by the preference rank / number being less than the transfer group's 'Process Start No.'

An example of the field has been given below; the first is before selecting the field to display the watermark and the second to show the possible values.



Saving the Appeal record will set the 'Appeal Details' to a view mode and display the associated preference information at the top, at this stage to navigate back to the Appeal Summary the arrow to the left of the preference information needs to be selected.

To view the details of an existing Appeal record select the preference summary to expand the row to display the Appeal summary, select the 'View Appeal / Hearing Details' there will be a transition to the Appeal Details page, at this point if required the Appeal record can be deleted.

The 'Delete' link will only be displayed where the user has 'Read-Write-Delete' access to the Appeals business process.

After consultation with a number of authorities the v3 'Update Preferences' function has been removed, where an Appeal was upheld the system would allocate a place (set the 'Offer Status' to 'Allocated' and set the value of 'Appeals' to 'T'). The process of allocating from an upheld Appeal is treated manually and so the process has not been carried over to 'A&T Back Office'.

To record UDF information for an Appeal this is again displayed when within the actual 'Appeal Details' page, the 'UDF' link is displayed adjacent to the 'Appeal Details' heading.

Importing and Managing Online Applications

There are several key changes to the importing and management of online applications in v4. The primary enhancement is to import any newly submitted applications as well as manage resubmitted applications each day on a scheduled basis. This will enable the LA to validate its online applications quickly following up any additional information / supplementary forms at the earliest opportunity. It will spread the workload currently not available until after the closing date for applications.

Administration to Support Import

To support the import of online applications and parent/carer responses the following administration setup is required:

- Define version of Online Applications Import to use** - In v4 the automatch student logic has been amended to allow students to be matched if they don't already have a back office application (*TRANSFERS* record). In v3 through Tools | Manage E-Applications | Unmatched Student | Automatched Student outside transfer group sub-tab, users could link an incoming student to a Transfer Group manually. In v4 if there is no existing *TRANSFERS* record for the incoming student/transfer group the import will create one automatically. Therefore in v4 there is no equivalent Automatched Student outside transfer group sub-tab. In order to set which version to use for the automatch logic a **Define version of Online Applications Import to use** section is available through Administration | Applications | Online Parameters. The default is v3 but this can be changed to v4. **Once v4 has been selected and saved this cannot be reversed.**
- Schedule and Log Import of Online Applications** - The time the daily import of online applications is run can be defined through Administration | Applications | Online Parameters | Schedule Import of Online Applications section. An 'Import Online Applications Daily at' field allows a time format of HH:MM:SS to be recorded. Once a valid time has been entered clicking on the [Start Scheduled Task] button will save the time recorded to the *ONLINE_PARAMS* table. The [Start Scheduled Task] button will become disabled and a [Stop Scheduled Task] button will become enabled. Clicking the [Stop Scheduled Task] button will clear the time value on the *ONLINE_PARAMS* table.

▾ **Define Version of Online Applications Import to use** [Edit](#)
 Version of Online Applications Import to use: V4

▾ **Schedule and Log Import of Online Applications** [Edit](#)
 Import Online Applications daily at: 00:00:00

[Clear Application Logs before:](#) 28/07/2011

[Clear Response Logs before:](#) 28/07/2011

[Cancel](#) [Start Scheduled Task](#) [Stop Scheduled Task](#)

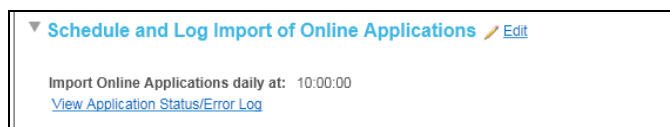
The following additional options will become available when the scheduled time has been entered and activated.

Users have the ability to clear down the import application and response logs before a date specified (both default to 4 months before the current system date but can be changed). Clicking the link(s) to the left of the dates specified will clear records from the:

- Application logs - *ATON_PROCESS_ERROR* and *ATON_APPL_COUNT* tables
- Response logs - *ATON_PCRESPONSE_PROCESS_ERR* table

Please note- the exception log records (*ATON_EXCEPTION*) will not be cleared down.

A [View Application Status/Error Log](#) link will be available in non-edit mode.



Clicking this link will open a modal window with the title 'Incoming Applications Error and Status Messages'

For each import of a single transfer group

- A message area displays that an import has started, with a date/time and the name of the transfer group the applications are being imported for
- Any process error messages will appear after the start message. The error messages will also include the process type, and if available, one or more of date/time, student id, procedure name, error number, oracle error message
- A message will be displayed to indicate that the import has finished, this message will include the number of applications successfully processed and the number failed
- Messages will be displayed in date/time order with the most recent at the top
- **Data Processing Rules** - Users can set up Data Processing Rules for incoming student, sibling and applicant addresses through Administration | Applications | Online Parameters in the Data Processing Rules section. This is the equivalent functionality in v3 Tools | Module Administration | Field Processing tab.
- **Suspend Conflicts For** - In conjunction with the address data processing rules an additional section 'Suspend Conflicts For' is available for managing conflicts where the incoming student has other active records within the One database, i.e. active SEN records. This is the equivalent functionality in v3 Tools | Module Administration | System Behaviour tab.
- **Import Response Date** – In order to support the automatic import of parent/carer responses an additional option 'Import Response Date' can be set against Transfer Groups that allow online responses to be recorded through Process | Transfer Group | e-Apps Settings | Basic Details section.

Import Online Applications and Responses

The import of online applications in v3 was a one off process for each Transfer Group, in v4 the import has been enhanced to include:

- **Automatic daily import of online applications** - When a scheduled time has been recorded for the import of online applications and responses, a routine is automatically run at set intervals to poll the *ONLINE_PARAMS* to check for the time the import should be run. An import job is added to the Integration Server import queue (*CCS_IMPORT_QUEUE* table) with a request type of *ANT_IMPORT_APP* and status of 'Q' (queued), when the current time is greater than the set time on the *ONLINE_PARAMS* table and an instance of the same job type does not already exist in the queue for the same date. When the Integration Server runs, the *ANT_IMPORT_APP* job will be processed and the import of online applications and/or responses will be run. The status of the job in the *CCS_IMPORT_QUEUE* table will be updated with 'P' (in process), 'C' (completed) or 'F' (failed). The import will only process submitted applications and resubmitted applications where an actual change has been made to the original application. The import will only process the changed element.
- **Imports both normal phased and in year applications** - In v3 the import [Transfer Data] processed normal phased applications. In One 3.46 we have included the ability to apply for an In Year application online. The import process in v4 will process these in year applications in addition to the normal phased applications.

- **Imports resubmitted applications** – In v3 the import was a one off process per transfer group after its closing date. Applicants could make changes to their application online until the closing date. The import would then process the final application. In v4 the import will process changes on a daily basis, i.e. if an applicant makes changes to their application and resubmits these changes will be processed in the next import run.
- **Writes to the applications and preference history tables** - During the import if any changes are made to the existing back office application and/or preferences, a record will be written to the application and preference history tables.
- **Automatic import of responses** - The import of online responses are processed through the same mechanism as the online applications. The import of online responses will only occur if for a transfer group:
 - A scheduled time has been defined, and the scheduled task has been started
 - An import responses date has been recorded
 - All applications have been imported (*AT_APPLICATION_FORM.imported='T'*)
 - If the date the import is running matches the import responses date
 - The responses have not already been imported (*TG_INFO.imported_online_responses='F'*)
- **Display imported moving address** – If a moving address has been recorded as part of the online application, the import will add/update one of the following new fields on the *TRANSFERS* table.
 - *moving_address_id* will be populated if the moving address entered online was selected from existing addresses
 - *moving_address_text* will be populated if the moving address was entered online manually or an existing address was selected and modified

The imported moving address will be displayed in view only mode through Students | Applications | Application Details | Additional Details section. If there is no moving address recorded the text 'No Moving Address' will be displayed.

- **Display student incorrect details memo** - If an applicant has entered information into the incorrect details section online, this will be imported into a new memo against the student's *EDUCATION_DETAILS.incorrect_details_id*. This memo has been added in view only mode through the Students | Applications | right hand header pane 'Online Incorrect Details'. **Note:** the existing A&T Memo stored against the Student will no longer be populated with the 'changed details' from online and can be used for any admissions or student related data; the contents of this memo will no longer be seen in A&T Online v4.

Process | Incoming Students

When accessing the Process | Incoming Students area a list of Transfer Groups will be displayed automatically in the left hand search panel. The list will default to all active Transfer Groups in Transfer Year descending order. Users can choose to include inactive Transfer Groups by unticking the 'Show Active Only' checkbox. The first Transfer Group listed will be selected by default.

In the right hand panel there are 3 tabs:

Unmatched

This tab is the equivalent of the v3 Tools | Manage e-Applications | Unmatched Students tab.

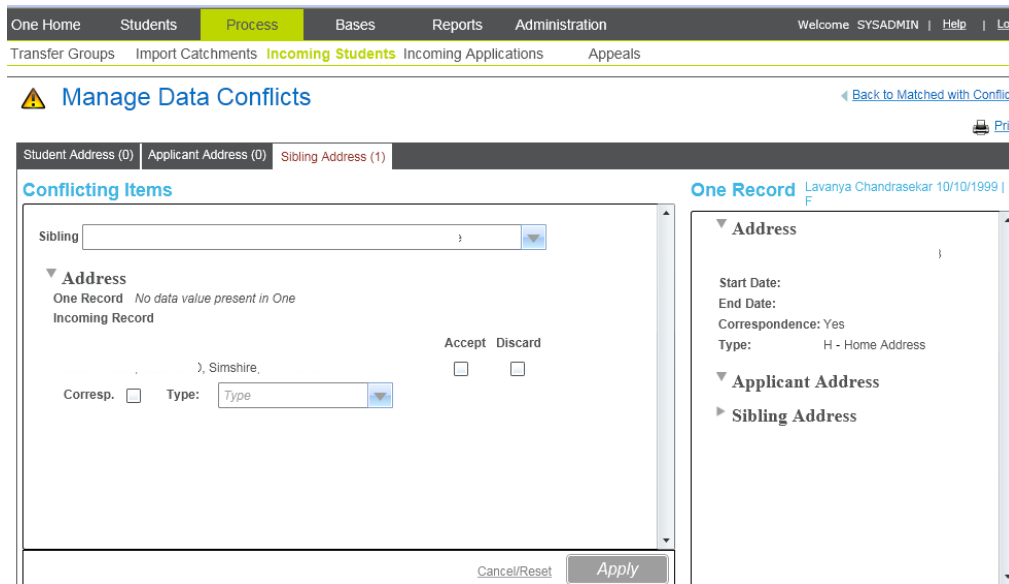
From the list of unmatched students users can:

- **Make a manual match with an existing One student.** By selecting a student and clicking the [Match] button, a Possible Matches screen will be displayed. A list of One students will be shown automatically based on the incoming students surname, date of birth, first 3 characters of their postcode and Transfer Group. Users can use additional search filters to refine the search results. If a match is found, users can select the chosen student and create a match.

- **Add new students.** If a match cannot be made a new One student can be created using the incoming student details.
- **Discard selected students.** Discards the selected incoming student record. The record is not deleted from the database (*GP_STUDENT.discarded* flag is set to 'T'), but no further actions can be carried out, i.e. importing the students application

Matched with Conflicts

This tab is the equivalent of the v3 Tools | Manage e-Applications | Student Suspense tab. If there are address data conflicts (based on the Data Processing Rules) for the incoming student (applicant and sibling) these will be displayed in the Matched with Conflicts tab. From the list of matched students clicking on the Student Name link will display a Manage Data Conflicts screen.

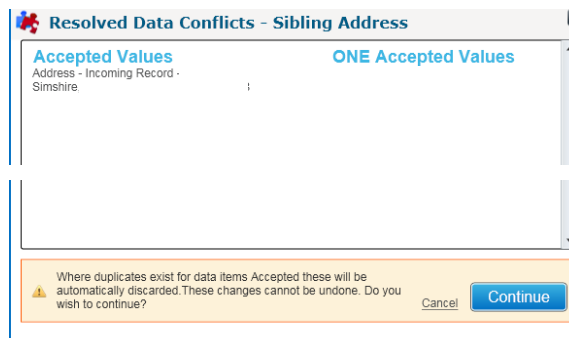


The Manage Data Conflicts screen will display 3 tabs Student Address, Applicant Address and Sibling Address. If a conflict exists, the relevant data tab will be shown in red and the number of conflicts will be shown in brackets.

There are 2 main sections:

- **One Record** - displays in view only mode the full address history of the student, sibling and applicant
- **Conflicting Items** - displays the One current address for the selected entity (i.e. students) plus details of the incoming address record. Users have 2 options Accept or Discard.
 - **Accept** will display an Address Manager search, allowing users to search for an existing One address or add a new address

Once an address has been selected or added, users will be returned to the Manage Data Conflicts tab. Users can choose to make the selected address the correspondence address or not, and can choose an address type. Clicking the [Apply] button will display a summary of the accepted address.



Clicking [Continue] will update the selected address in the One database against the entity (i.e. sibling). If all conflicts have been resolved for the student in the transfer group, the student will be removed from the Matched with Conflicts tab

Discard selecting to discard an address and clicking [Apply] will display a summary of the discarded values. Clicking [Continue] will remove the selected conflict, and if all conflicts for the student in the transfer group have been resolved, the student will be removed from the Matched with Conflicts tab

Matched

This tab is new to v4 to show all incoming students that have been successfully matched with a student within One.

Process | Incoming Applications

When accessing the Process | Incoming Applications area a list of Transfer Groups will be displayed automatically in the left hand search panel. The list will default to all active Transfer Groups in Transfer Year descending order. Users can choose to include inactive Transfer Groups by unticking the 'Show Active Only' checkbox. The first Transfer Group listed will be selected by default.

In the right hand panel there are 3 tabs:

Multiple Applications

This tab is the equivalent of the v3 Tools | Manage e-Applications | Multiple Applications tab. A list of students with multiple applications for the selected Transfer Group will be displayed. A list of applications will be displayed for the first student on the list by default. In order to view the applications against other students listed, users should click on the arrow next to the students' name.

A summary of each application held against the student will be listed. From here users can:

- View and update memo information to record decisions made. The memo displayed will differ depending on whether the application displayed was recorded online or in the back office. For online applications this is the *AT_APPLICATION_FORM.inactive_memo*. For back office applications this is the *EDUCATION_DETAILS.at_memo_eupdate*, this memo is displayed through Students | Applications | Application Details | 'AT Memo'
- View basic applicant information, this includes applicant's email (if available). Users can click on the email link which will open a new email. The 'To' field will be populated with the email address selected. The 'Subject' will be populated with 'Multiple Admission Applications for <Student Name>'
- View the first 3 preferred bases recorded. A [View Application](#) link will be available next to each application which will display a summary of all preferences recorded online or against the back office application. The Online Application column will indicate whether the application has been recorded online or not
- A checkbox is available against each application listed. When one more applications is selected (ticked) the [Make Selected Applications Inactive] button will become enabled. Clicking the [Make Selected Applications Inactive] button for:
 - Online application – will make the online application inactive
 - Back office application – will mark all preferences attached to the application inactive. The details from the *CHOICES* record will be moved to the *ANT_INACTIVE_PREFERENCES* table. (Note: this is a new table; please refer to the section on recording the preferences manually for more details)
- When only one active application exists for the student, the list of multiple applications will be refreshed. If the remaining application is an online application it will be imported during the next daily import

Exceptions

This tab is the equivalent of the v3 Tools | Manage e-Applications | Exception Log tab. A list of students with exceptions at the selected Transfer Group will be displayed. A list of exceptions will be displayed for the first student on the list by default. In order to view the exceptions against other students listed, users should click on the arrow next to the students' name. From the Exceptions tab users can:

- Search for all exceptions by Student and / or by Exception Message
- View the exception messages, to enable further investigations as required
- Delete all exception messages against selected students. When at least one student's checkbox has been ticked the [Delete Exceptions against selected Students] button will become enabled. Clicking the [Delete Exceptions against selected Students] button will remove all exception message listed against selected students at the selected transfer group

Response Messages

This tab will display the online responses that have been imported for the selected Transfer Group.

The fields that are displayed are Date/Time, Process Type, Transfer Group, Student Id, Rank, LA Number, School Number, Base Name, Parent Response, Parent Support Text, Procedure Name, Error No.

If there are any error/oracle messages these will be displayed in an expandable message area.

Address Matching on A&T Online Applications

Local Authorities have experienced large numbers of address records going into Suspense when importing A&T Online applications.

The following details how the address matching has been amended in One 3.46 (One 3.44.08 Update and One 3.45.01 Update) to ensure that only key address fields are being matched to prevent an unnecessary volume of addresses going into suspense (for manual resolution).

KB105076

If an address has been edited or added manually during the A&T Online application process then all of these addresses are going into Suspense even if they match an existing One address in the database.

If the applicant makes any amendments to the address presented to them Online (i.e. a change to a County) or enters a free text address this results in a 'modified address' stored in the GP_ADDRESS table and, even though Suspense processing rules are set to 'Always Import' the addresses are going into Suspense rather than set as an automatically matched address.

In One 3.44.08 Update, 3.45.01 Update and One 3.46 we are changing the address matching rules in A&T Online at the point the Online application is **submitted**.

In order for an address to be considered as a match there must be:

- a postcode
- one of house no, house name, apartment
- at least 5 characters in address line 1

In terms of how each element will be handled:

Postcode

- Postcode must match exactly

House Number, House Name and Apartment

- Converting characters to upper case
- Trim any leading and following spaces
- House Number, House Name and Apartment must match to the same. An empty value will match to an empty value, for example, if house number only has been provided in both the Online address and the One address that will be enough to attempt a match

Address Line 1

- Removing all non alphanumeric characters (before doing this we will replace '&' with 'and')

- We will remove all spaces
- Converting characters to upper case
- Trim any leading and following spaces
- Will be looking at the first 5 characters only (once all alphanumeric and spaces have been removed)

Examples

1. Online address has different County and/or Country to the values stored in One:

Field	Online Address	One Address
House Number	1	1
House Name	One Villa	One Villa
Apartment		
Address Line 1	One Street	One Street
Town	Onetown	Onetown
County	Ones	Oneshire
Postcode	ON11 1ON	ON11 1ON
Country		United Kingdom

The new address matching rules will identify that the Online and **One** address match on the key 'matching' identifiers (House Number, House Name, Apartment, 1st 5 characters of Address Line 1 and Postcode). Therefore in this example;

- a match will be made
- the address will not go into suspense
- the One address details will be preserved

2. Online address has different House Number, House Name, Apartment, Address Line 1 and / or Postcode to the values stored in **One**:

Field	Online Address	One Address
House Number	1A	1
House Name		One Villa
Apartment		
Address Line 1	One Street	One Street
Town	Onetown	Onetown
County	Oneshire	Oneshire
Postcode	ON11 1OM	ON11 1ON
Country	United Kingdom	United Kingdom

The new address matching rules will identify that the Online and One address does not match on the key 'matching' identifiers (House Number, House Name, Apartment, 1st 5 characters of Address Line 1 and Postcode). Therefore in this example;

- a match will not be made
- the address will go into suspense
- the One address details will be preserved

Existing Online Applications

If there are any A&T Online applications that have been **submitted** but **not imported**, when One 3.46 is applied a script will be automatically run against any existing addresses stored with the A&T Online application to apply the new address matching rules to them. This will ensure that when these applications are imported only those address with genuine conflicts will be sent to Suspense.

Reporting & Alerts

Introduction

Reporting in A&T Back Office will be familiar to users of v3 as most of the functionality of the Report Module Tool, Quick Reports, SQL Mail Merge and Linked Documents have been included in slightly modified form. It will be possible to add, edit and delete Reports, run them centrally and from specific contexts within the module, run SQL Mail Merge Queries and link documents to specific entities.

Some notable changes to the way reporting works in v3 are that Reports will not be run from files stored on individual computers but must be uploaded to the Report Server and only one parameter will be passed to a Report when run from a specific context, not up to three as previously possible in v3.

Quick Reports have been re-labelled Linked Reports to bring them in line with other modules of v4 online.

Alerts for A&T Back Office will also be managed in the v4 rich client.

Permissions

In order to use the reporting features of A&T Back Office users will need to have the appropriate Group Permissions applied.

Additionally, a user will need appropriate permissions applied for the processes associated with a screen (e.g. Applications, Appeals, etc.) in order to make full use of the more options control to run Linked Reports, SQL Mail Merge queries and Link Documents.

Group Permissions

Access to the reporting functions is controlled by the assignment of user group processes in the v4 rich client at Tools | Permissions | User Group Processes | Administration Main Business Process.

It is possible to segregate the management of Reports from their use by assigning these permissions accordingly. The core business processes under Administration which relate to reporting are:

- **Report Processing** - Granting Read/Write/Delete on this process allows a group's users to search for and run all Reports on the all Reports screen they have been granted through Report permissions
- **Summary Reports** - Granting Read/Write/Delete on this process allows a group's users to run Linked Reports from the more options control for all Reports they have been granted through Report permissions which are linked to a particular screen
- **Report Management** - Granting Read/Write on this process allows a group's users to add new Reports, edit existing Reports, edit an existing Report's description and edit a Linked Report's linked screens. Granting Read/Write/Delete allows a group's users all of the above as well as granting the ability to delete a Report
- **Linked Documents** - Granting Read/Write/Delete on this process is required to allow a group's users to view the PDF copies of Logged Report files
- **SQL Mail Merge** - Granting Read/Write/Delete on this process allows a group's users to add SQL Mail Merge queries via the Administration Module online.

N.B. It will be necessary to re-grant permissions on the Report Permissions, Report Processing and Summary Reports business processes under Administration for groups who have previously been granted permissions for these processes if they need to use the reporting functions in Admissions and Transfers.

Managing Reports

Users in groups who have been granted Read/Write or Read/Write/Delete on the Report Management Business Process will be able to manage Reports used in A&T including adding new Reports, editing information about existing reports, linking Reports to screens within A&T and deleting Reports.

Adding a New Report

To add a new Report navigate to Reports | All Reports and click the 'Add New Report' link between the search criteria entry fields and the search results grid.

The New Report entry fields will be displayed in the master panel in editable mode:

- **Report Title** - This is user specified, can be up to 40 characters, can not contain / \ ? % * : | " < > . and must be unique
- **Select Process** - This allows the user to select the folder or subfolder on the Report Server where the Report will be placed and indicates the process that Report relates to.

This is pre-populated with Admissions and Transfers but any other folders which have been added on the Report Server underneath this directory may be selected using the magnifying glass to search for them or typing a portion of the folder name in the text box and selecting it from there.

- **Upload New Report** - This is a standard windows dialog for selecting a file from an accessible location on the local or network drives. The file must be a *.rpt. The filename must be unique within a subfolder. If the filename already exists in the folder the newly added file name will be appended with an _x incrementing by one each time a file of the same name is added (e.g. Report.rpt, Report_2.rpt, Report_3.rpt)
- **Data Shielding** - This is a tick box which indicates a Report contains sensitive information. (**N.B.** It is for information purposes only and does not prevent the Report from displaying that information)
- **Linked Report** - Ticking this flags the Report as linked and enables the 'Links To' tab and ability to link the Report to other screens in Admissions and Transfers.
- **Last Uploaded** - This is a read only field and will display the date the *.rpt file was uploaded. (**N.B.** if the Report has been added directly to the Server and not added via the user interface this will display the created date in the file's properties)
- **Report ID** - This is a read only field which will display the unique Report ID generated by and stored in the database for the Report.

Once all required fields have been populated clicking save will copy the selected *.rpt file to the chosen process folder on the Report Server and create a database record for the Report. The Report will appear in the search results grid and the Report Details and, optionally, the Links To tabs will be displayed.

If a *.rpt file has been added directly to the Report Server and not through A&T Back Office it will still appear in the search results and it will be possible to run the Report from the all Reports screen. In this case the file name will display as the Report title, the Report will not have a Report ID and it will not be possible to link the Report to any screens until the Report information has been edited and the Linked Report flag set. Editing a Report which has not been added through A&T Back Office will create a database record for the Report.

Editing an Existing Report

To edit an existing Report navigate to Reports | All Reports, search for and select a Report from the results grid and click the Edit link in the upper right hand corner of the Master Panel.

When editing a Report its title can be changed, a new *.rpt file uploaded and the Data shielding and Linked Report Flags changed.

If a Report has previously been linked removing the Linked Report flag will remove the report from all screens it was previously linked to. A confirmation message will be displayed to warn of this impact.

N.B. It is not possible to change the process folder of a previously added Report by editing the Report.

Deleting a Report

To delete a Report select the Report from the search results grid and click the 'Delete Report' Link in the upper right hand corner of the master panel.

Deleting a Report will have the following effects

- The physical *.rpt file will be deleted from the Report Server
- The Report will no longer be visible when searching for Reports at Reports | All Reports
 - The record for that Report in the ccs_online_reports_repository table will be deleted
- If the Report is a linked Report it will no longer appear in the linked Reports list
 - The records associated with that Report will be deleted from the ccs_online_reports_links_table
- Where the Report has been logged against an entity these records will be retained but it will not be possible to re-run the Report and users attempting to do so will receive an error

Report Description (Memo)

The description field on the Report Details tab provides a basic text editor to record relevant details of the specific Report.

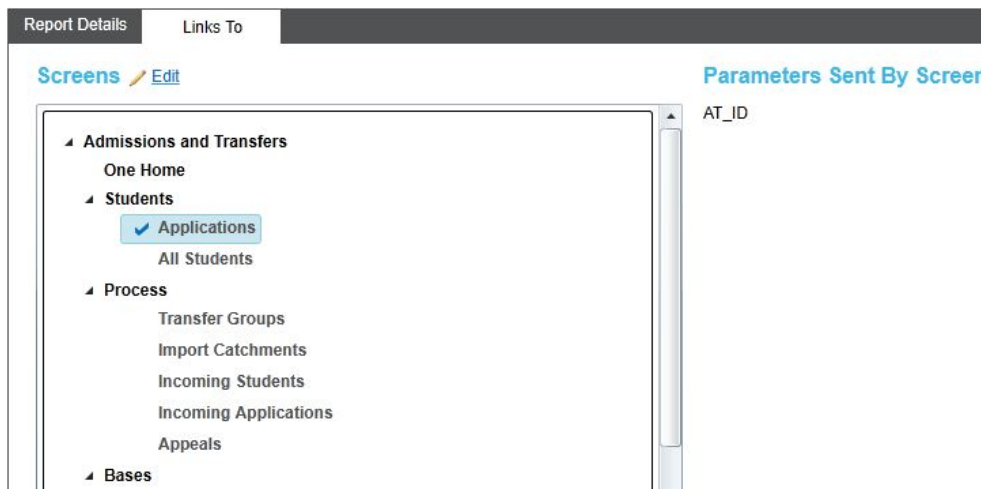
To add or amend the Report Description, click the 'Edit' link next to the Description label and enter a description.

Linking Reports

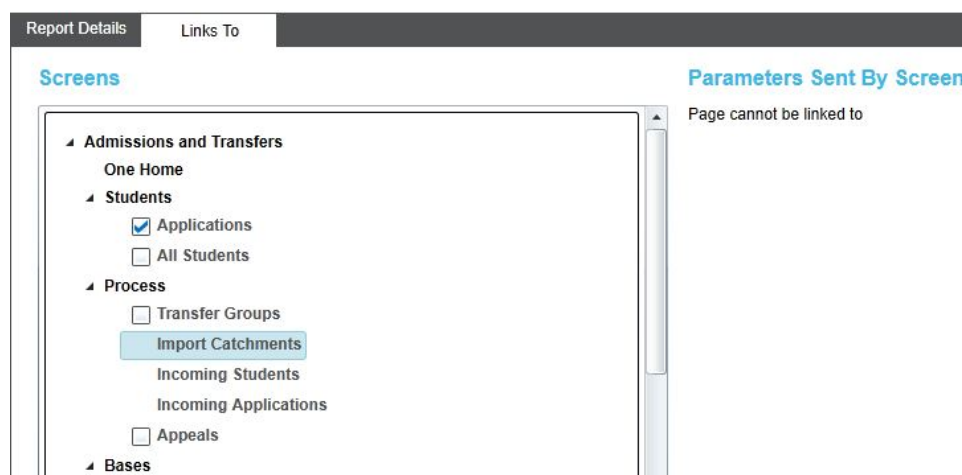
Where a Report has the Linked Report flag set to true (Linked Report ticked when a Report was added or edited and displaying Yes in read only mode in the Master Panel) the 'Links To' tab will be visible in the Details Panel.

The 'Links To' tab displays an expandable hierarchy of screens in 'A&T Back Office' with linkable screens appearing at the lowest level of the hierarchy. Any previously linked screens will display a tick to the left of the screen name. Highlighting a screen will display the parameter passed to a Report from that screen or 'Page cannot be linked to' if it is not possible to link to the screen.

To link a Report to a screen or screens select the Edit link to the right of the Screens Label which will enable editing of the linked screens. Those screens which may be linked to will have a tick box to the left of the screen name (if a Report is currently linked to a screen this will be ticked). Ticking the box next to the screen or screens and saving the changes will link the Report to those screens.



(Read Only Links To Tab)



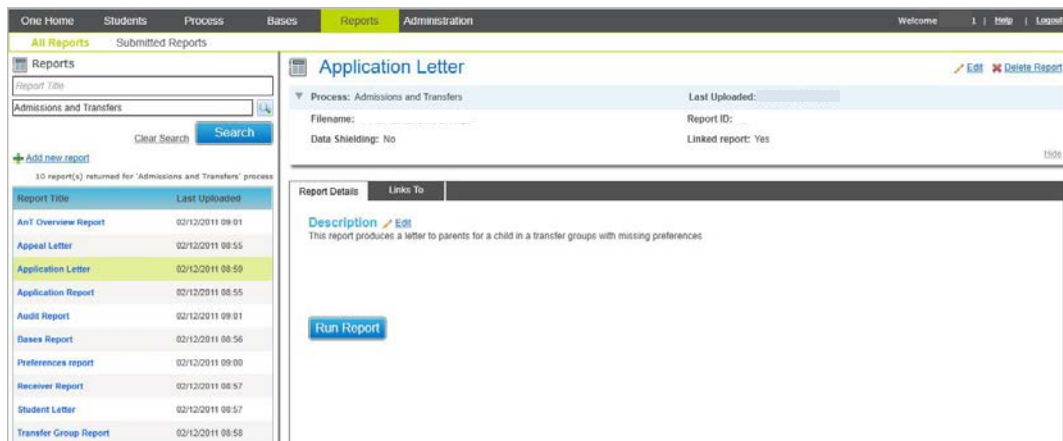
(Edit mode 'Links To' tab)

Running Reports from All Reports

All Admissions and Transfers Reports which are available to be run can be found at Reports | All Reports. Selecting a Report from the search results grid will display details of the Report in the master and details panels. The selected Report can be run by clicking the Run Report button on the Report Details tab which will allow for the entry of parameters and submission of the Report to the submitted Reports screen for collection.

Searching

By default the search results grid at Reports | All Reports will pre-populate the list of Reports in the Admissions and Transfers folder when navigating to the screen. It is possible to search for Reports based on Report title and process folder by entering a portion of the Report title and/or selecting a process folder and clicking search. The list of Reports in the search results grid will update to display those Reports matching the criteria as well as a summary of how many Reports have been returned with the criteria listed above. Clicking the clear search link will clear the search results and criteria.



Reports with Parameters

Where a Report contains parameters a modal window will be displayed allowing the entry of all required and optional parameters prior to the Report being submitted. The parameters displayed will be individual to each Report and dynamically displayed on running.



Submitted Reports Screen

The Submitted Reports screen, which may be accessed at Reports | Submitted Reports or by clicking the link on the success message received on running a selected Report, will list all Reports run by the logged on user from any module in One online or v4 rich client and is analogous to the 'My Submitted Reports' found in v4 rich client.

This screen shows the Report Status icon, Title, Date the Report was submitted, the Report's Start Time (not used by Admissions and Transfers), the Report Status and a folder icon to open the Report as well as a delete icon to remove the Report from the screen.

Report submitted to the queue will show several status outlined below:

- **Not started** - When a Report has been submitted to the queue to be run but has not yet started
- **Executing** - When a Report is currently being run
- **Complete** - When the Report has completed successfully
- **Error** - When the Report running has failed

Report Title	Submitted On	Start Time	Report Status
Audit Report	02/12/2011 09:30		Not Started
Audit Report	02/12/2011 09:30		Executing
Audit Report	02/12/2011 09:26		Completed
AnT Overview Report	02/12/2011 09:25		Completed

To open a Submitted Report, with a status of complete click the folder icon. The Report will open in a Crystal Report Viewer window.

Reports will be retained until deleted and can be opened at any point in the future.

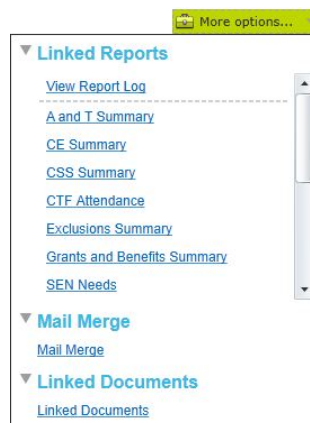
To delete a Report from the list click the delete icon. This deletes the user's stored copy of the previously run Report and not the Report Definition the Report was run from.

N.B. Deleting a Report from the Submitted Report screen removes it from the user's My Submitted Reports in all One Modules online and in the v4 rich client.

Running Linked Reports

Reports which have been flagged as linked and which have been linked to a screen or screens will appear in the Linked Reports menu under More Options in the upper right hand corner of the screen. Currently Reports may be linked to the following screens.

- Student | Applications (@TRANSFERS.AT_ID)
- Student | All Students (@STUDENT.STUD_ID)
- Process | Transfer Groups (@TG_INFO.TGH_ID)
- Process | Appeals (@APPEALS.APPEAL_ID)
- Bases | Receivers (@TGROUPTS.TG_ID)
- Bases | All Bases (@BASES.BASE_ID)



Expanding the Linked Reports menu will display a list of Reports linked to the particular screen and will scroll where the list exceeds the allotted space.

Clicking on a Report title will run the Report. As with v3 Quick Reports a Linked Report may be configured to accept a default parameter. If no other parameters are present the Report will run without prompting for other parameters. If the Report contains multiple parameters including the one passed from the screen the modal parameters window will display with the passed parameter pre-populated.

A prompt will appear asking if the Report should be logged. Once all parameters have been supplied and the Report Logging option selected the Report will launch in a Crystal Report Viewer window.

N.B. Linked Reports are not sent to the Submitted Reports screen and are not retained for future viewing by the logged on user.

Report Visibility

All users who have access to a screen will see the reports which are linked to a particular screen even if they do not have report permissions granted on them.

Reports with Parameters

As previously described each of the screens which accommodate Linked Reports will pass a single parameter to a Linked Report (see above). If a Report contains additional, different or other parameters a modal window will display allowing the input of these parameters prior to submitting the Report.

Report Log

When running a Linked Report it is possible to log that Report's running. Each time a Report is run from the list of Linked Reports a confirmation message will ask if the Report should be logged. Clicking Yes will create an entry in the Report log for that entity (Student, Transfer Group, Base, Appeal etc.) storing a link to the Report file and the parameters supplied to the Report at the time it was run. This entry will then be visible to all users who have access to that entity and Linked Reports and is accessible by clicking the 'View Report Log' link at the top of the list of Linked Reports.

Report Title	Date/Time Run	Re-run?
Student Letter	02/12/2011 09:20	
A and T Summary	02/12/2011 09:18	
Student Letter	02/12/2011 09:17	✓

A *.PDF copy of the Report output will also be saved in the Linked Documents for that entity.

Description	File Name
Logged Report Student Letter	
Logged Report A and T Summary	
Logged Report Student Letter	

Re-Running a Logged Report

As in v3 it is possible to re-run a previously Logged Report. When viewing the Report Log click the Re-Run Folder icon to re-run the selected Report. The log entry may either be overwritten with the current run date or a new entry created to show that the Report has been run more than once. Reports which have been re-run will display a tick in the 'Re-run?' column to indicate that they have been re-run even if the existing log entry has been overwritten. A *.PDF copy of the Re-Run Report output will be added to the linked documents for the entity.

Deleting a Logged Report

Clicking the cross next to the Logged Report entry in the Logged Reports modal window will delete the log. That entry will no longer be visible, it will not be possible to Re-Run the Report and the database entries which store the Report Parameters will be removed.

N.B. Deleting a Report Log entry will not delete the *.PDF copy of the Report output stored in the linked documents for the entity.

Summary Reports

The following Summary Reports have been pre-loaded in the Admissions and Transfers/Student Summary Reports process folder on the Report Server and Linked to the Students | All Students Screen.

- A and T Summary
- CE Summary
- CSS Summary
- CTF Attendance
- Exclusions Summary
- Grants and Benefits Summary
- School Census Termly Attendance
- SEN Needs
- SEN Summary
- SEN Summary List
- Transport Summary

These Reports replace the Summary tabs available in v3 and are duplicates of Reports located in other folders accessible from the v4 Rich client.

N.B. Changes to the Reports in one location will not be reflected in any other locations

N.B. Users in Groups with Report Management permissions will be able to edit and delete these Reports as any other Reports.

Linked Documents

Linked Documents may be accessed from the More Options menu in the upper right hand corner of the screen. This will be visible on selecting a valid entity.

Please refer to the Reference Guide: **RG_OnLine_Common Functionality** on the One DVD for generic information on how to use Linked Documents.

One Reference Guides are also available in One: SupportNet | Documentation | Category - One Reference Guides.

SQL Mail Merge

SQL Mail Merge may be accessed from the More Options menu in the upper right hand corner of the screen. This will be visible on selecting a valid entity.

Please refer to the System Product Notes in One **3.45 (v4) Product Notes** on the One 3.45 DVD and the Reference Guide: **RG_OnLine_Admin_SQL Mail Merge** for information on how to use SQL Mail Merge. One Reference Guides are also available in One: SupportNet | Documentation | Category - One Reference Guides.

A&T specific entities which queries can be created for include

Entity	Table	Primary key (Parameter)	Group	V4/Online
AnT - Applications	TRANSFERS	AT_ID	A&T	Online
AnT - Receivers	TGROUPS	TG_ID	A&T	Online
Base Details	BASES	BASE_ID	Person/Student	Online
Process Appeals	APPEALS	APPEAL_ID	A&T	Online
Process Transfer Groups	TG_INFO	TGH_ID	A&T	Online
Student Details	STUDENT	STUD_ID	Person/Student	Online

Alerts

Please refer to the System Product Notes in One **3.45 (v4) Product Notes** on the One 3.45 DVD and the Reference Guide: **RG_OnLine_Common Functionality** for information on how to configure Alerts. **One** Reference Guides are also available in **One**: SupportNet | Documentation | Category - One Reference Guides.

A&T specific database trigger alerts definitions have been added for the following data changes

- Student change of LA
- Student change of address
- Student feeder base changed

These alerts are not active by default and will need to be enabled before users will receive alerts.

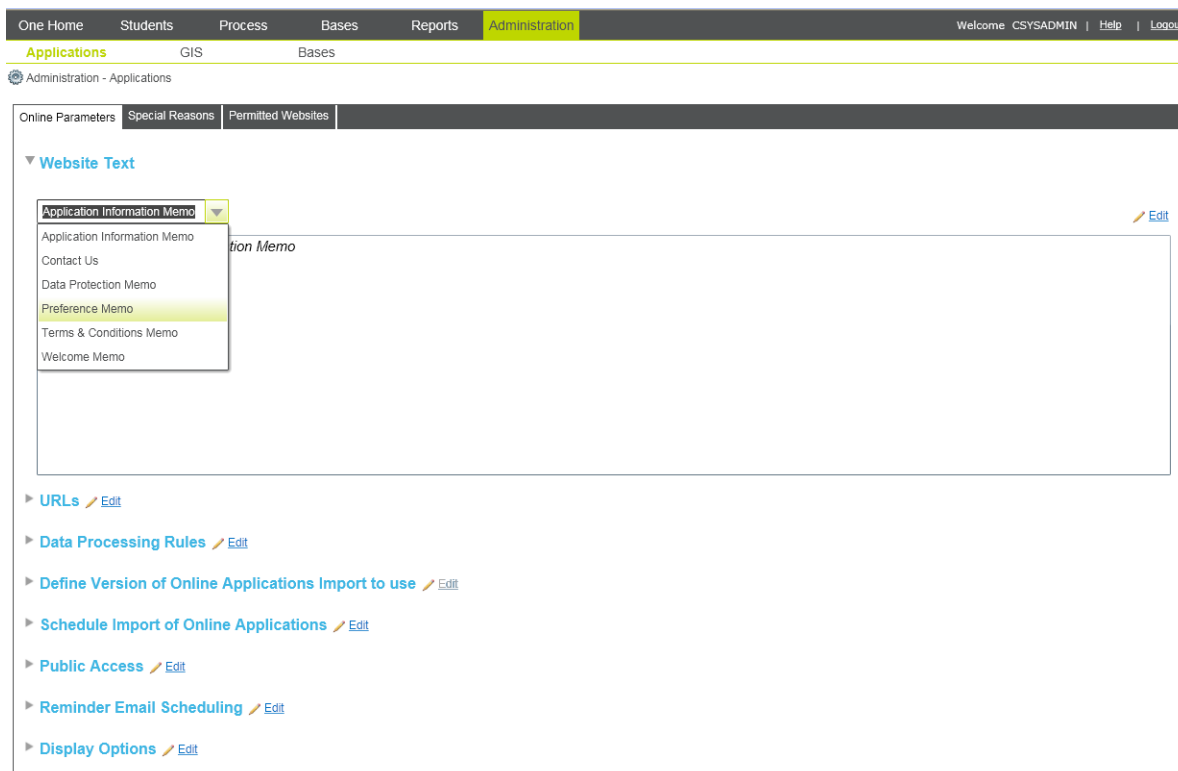
PRIME Report Model

The PRIME Report model has been updated to reflect all changes to Admissions and Transfers tables

Module Administration

Transfer Group specific set-up activities are carried out through the Process | Transfer Groups area.

Many Module Administration activities that are not specific to a transfer group are carried out via the Administration area. Here is an example screen from the Administration | Applications area:



This includes set up for use of Capita’s A&T Online and set up for Special Reasons (these are used as locally definable sets of lookups for oversubscription criteria to meet your local needs).

New Flag for Welsh LAs to Support Welsh Language

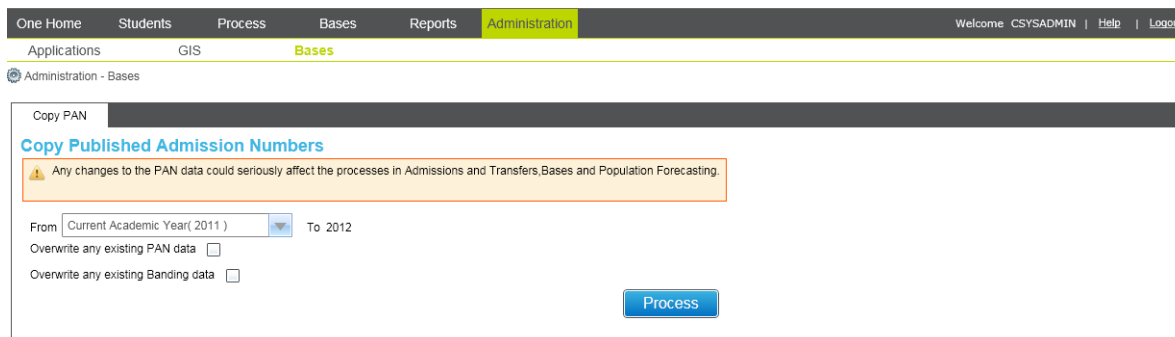
In the Administration | Online Parameters | Public Access area there is a new flag that enables Welsh LAs to provide the option to online applicants to view the contents of the website in Welsh while making their application. This is ‘Display ‘Newid i Cymraeg’ hyperlink on Welcome and Home Pages’. By default this flag will be unchecked. Welsh LAs wishing to provide this option will need to tick this box.

Managing Lookups

It is not yet possible to manage lookup codes in Capita’s One Online solution (which includes A&T Back Office). For the time being, lookup codes for Admissions & Transfers will need to either be managed in One v3 or One v4 rich client via Tools | Administration | Lookups.

Copy Base Published Admission Numbers to the Next Academic Year

Using the Administration | Bases area it is possible to copy PAN information from one academic year to the next:



The 'Copy PAN' routine has been enhanced compared to v3 and now is more closely aligned with the 'Copy PAN' process in the Population Forecasting module. PAN information for a specific NCY will now be carried forward to the next academic year for the specific NCY+1 (except for where the previous year's NCY-1 has not been defined). For example:

NCY	2011/2012 copied to:	2012/2013
7	100	100 (copied from NCY 7, since the NCY for 6 was not defined for this school)
8	102	100 (copied from NCY 7 in 2011/2012)
9	101	102 (copied from NCY 8 in 2011/2012)
10	103	101
11	93	103

Band Details are only copied to the matching NCY in the next year. Here is an example of how Band Details will be copied for Receivers with Band information defined:

In 2011/2012 a School using Fair Banding had a PAN of 100 defined for NCY 7, with 4 fair bands with 25 places each. No band information was defined for any other NCY. When this is copied into 2012/2013 the following would apply:

NCY 7 – since the NCY for 6 in 2011/2012 is not defined or 0 then instead the system would copy the NCY from the matching NCY 7 in 2011/2012 – PAN 100. Since this is the matching NCY and Band details are present then the Band Details would be copied here too.

NCY 8 – this would be copied from 2011/2012 NCY 7 so would be set to 100. Since this is not the same NCY as the one being copied from then the Band Details would not be copied.

System Administration and Assigning Permissions

System Administrators will need to ensure that Access Rights have been set appropriately in v4 before users start to use v4 'A&T Back Office'. Access rights for v3 have no effect in v4.

Note that System Administrators will automatically have access to all areas in v4.

The general principle of A&T Back Office in v4 is that if a user does not have permission to read information in a particular area, or does not have permission to run a routine, then the information or process button will not be visible to them. This is to ensure that the information seen on an individual user's screen is relevant to their individual business processes and does not contain information that is not necessary to their individual business processes.

Managing Users and Groups

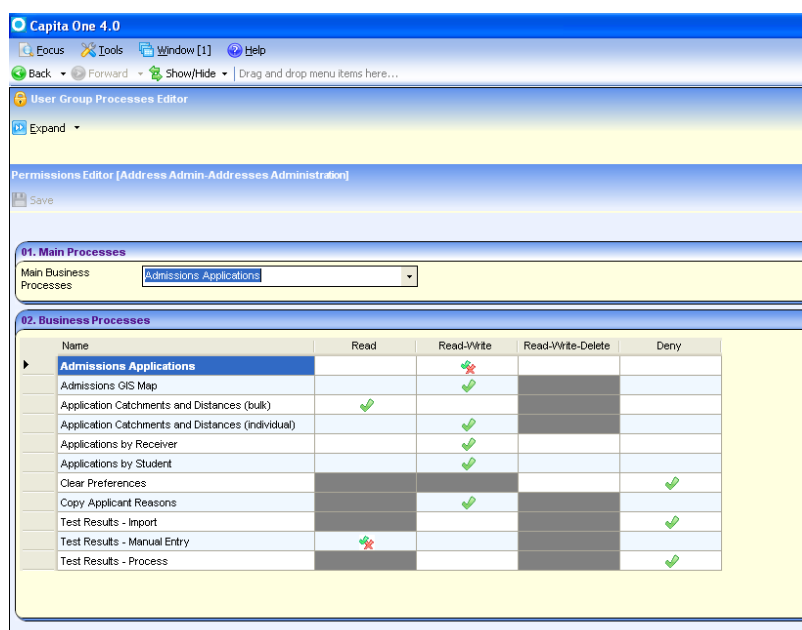
User accounts (including passwords) will need to continue to be created in v3 for the time being. Groups will also need to be created and user membership of groups maintained in v3 (see v3 System Administration | Users/Groups). Currently this functionality has not yet been migrated to v4.

Permissions

System Administrators will need to manage permissions for 'A & T Back Office' in the v4 rich client. The main area for managing permissions is Tools | Permissions | User Group Processes. Permissions set up has been simplified compared to v3 in this area. Business processes are listed which represents a logical grouping of a number of lower-level individual 'web methods'. Granting Read-Write permission to a specific Business Process automatically grants Read-Write permission to the lower level 'web methods' that are linked to that Business Process.

Normally, we would expect that Admissions permissions will be granted to users via Tools | Permissions | User Group Processes. In addition to this there is another option which gives greater visibility to the very many individual web methods which is via Tools | Permissions | User Group Permissions. This area could be used if greater refinement of permission control is required. The information presented in this area is quite technical so if your LA needs to use this area in order to refine permissions you may need to seek assistance from Capita via the Service Desk. Please note that where a Groups of users is granted access to any Business Process within the v4 system through the Tools | Permissions | User Group Processes area, then this group of users will also automatically inherit access to a number of low level low risk individual web methods across the system that carry out background utility processes, for example to retrieve lists of lookups.

As mentioned above, the normal area for permission setting is Tools | Permissions | User Group Processes. Within this area, first search for the Group Name. Once the Group has been selected, the System Administrator will be prompted to select the Main Business Process. Once a Main Business Process has been selected then this will list a number of Business Processes within this main heading to which the System Administrator can grant the selected Group of users Read, Read-Write or Read-Write-Delete access (options depend on the nature of the business process). By default, Groups will have no permissions to business processes so a tick in the 'Deny' column will be displayed. Here is an example screen:



Please note that where a tick and cross icon is shown together in one area (e.g. for Test Results - Manual Entry in the screen above) this means that only some of the individual web methods that are linked to this business process have been granted to the Group of users because they are shared with other business processes.

The Main Business Processes relevant to Admissions & Transfers are the following:

Student Data

Includes Business Processes for:

- **Core Data** – Admissions & Transfers users need at least Read Access to Core Student Data to enable student searching
- **School History**
- There are many other business processes here controlling access to specific areas of student data

Addresses

Includes Business Processes for:

- **Person/Student Addresses** - This deals with associating addresses to people/students within the v4 rich client so is not used for v4 'A&T Back Office'
- **Save Address (Online)** - This permission enables users to add a new address to the address database (e.g. a new street, or a new dwelling on a street)
- **Save Address Geocode (Online)** - This permission enables users to update Geocode information (e.g. Easting and Northing) for an address.

Save Linked Addresses - This permission enables users to associate addresses to people/students within v4 'A&T Back Office'. This is required to manage Address History information for a student.

Admissions Applications

Includes Business Processes for:

- **Applications by Student** - this enables users to access information under the Students | Applications route where users can search for a student and then access their application details
- **Applications by Receiver** - this enables users to access information under the Bases | Receivers route where the user can search for a Receiver and then see a list of preferences and, subject to permissions, update offer statuses, ranks and assign and remove students from bands
- **Admissions GIS Map** - enables access to view a map. LAs require a licence for GIS v4.

- **Application Catchments and Distances (bulk)** - enables users to execute the bulk update routines for calculating distances and updating catchment flags available via Process | Transfer Groups | Students | Pre-Offer Processing – Catchments & Distances
- **Application Catchments and Distances (individual)** - enables users to calculate distances for an individual application via the Students | Applications area
- **Clear Preferences** - this is the routine to Clear all Preferences for the selected Transfer Group that should only be used in extraordinary circumstances, so it is recommended that this permission is denied to all Groups until a circumstance arises which requires this process to be run. Where necessary the Clear Preference routine is run via Process | Transfer Groups | Students under the Reset Processes heading
- **Copy Applicant Reasons** - enables users to copy the applicant's preference reasons to the LA reasons area of the preference
- **Test Results - Import** - enables users to import csv files containing Test Results via the Process | Transfer Groups | Tests area
- **Test Results- Manual Entry** – enables users to access a list of students and test results via the Process | Transfer Groups | Tests area, and to update these, subject to permissions
- **Test Results - Process** - enables users to run a routine to calculate an overall test score for each student and to write this to the application record. This is also done via the Process | Transfer Groups | Tests area

Admissions Offers and Ranks

Includes Business Processes for:

- **Offer Statuses** - enables permission to update Offer Statuses for applications either via the Bases | Receivers area for a single student or group of students and also via the Students | Applications area
- **Ranks** - enables permission to update and revise ranks via the Bases | Receivers area for Own Admission Authority Schools (OAs) and also to Re-rank Waiting Lists for LA maintained schools.
- **Make and Resolve Offers** - enables permission to run these key routines to process offers. Make Offers generates offer information for Home LA Receivers and is run once. Resolve Offers is run to free up unwanted places and to allocate places available and is run iteratively in conjunction with exchanging offer information with other LAs (e.g. via ALT files). These process buttons are available via Process | Transfer Groups | Students. The Resolve Offers button becomes visible once the Make Offers process has been run.
- **Final Allocations** - enables permission to run the routine that can optionally be run prior to Offer Date to help to ensure that each student has an Allocated School. Run via Process | Transfer Groups | Students - Final Allocation button is visible after Resolve Offers has been run.
- **Publish Offer Information Online** - enables permission to run the routine that is run just before Offer Date for the transfer group to publish offer status information to Admissions & Transfers Online. This is required for LAs using Capita's Admissions & Transfers Online software. This is also used to populate the information for the Report to the DfE for 'Secondary Preferences Met' since it provides a reference point to the offer statuses on Offer Date. Run via Process | Transfer Groups | Students - Publish Offer Information Online button is visible after Resolve Offers has been run.
- **Reset Allocations** - This enables permission to both the 'Reset Allocations' routine for a normal transfer group and the 'In Year Reset' routine for an in year transfer group. These are run via Process | Transfer Groups | Students under the Reset Processes heading.

Admissions Set Up and Population

Includes Business Processes for:

- **Applications Administration** - enables users to set up & configure A&T Online via Administration | Applications
- **Base Admin for Admissions** - enables users to run the Copy PAN routine via Administration | Applications
- **Flag Feeder Receiver Processing** - enables users to run the routine to flag Feeder Links against preferences via Process | Transfer Groups | Students | Pre-Offer Processing - Feeder Receiver
- **GIS Administration** - enables users to set GIS Parameters via Administration | GIS Parameters
- **Linked Receivers** - enables users to link Feeder schools to Receiver schools via Bases | All Bases | Linked Bases
- **PAN (including Banding) and Vacancies** - enables users to record Published Admission Numbers for Bases as well as in year vacancy information via Bases | All Bases | PAN & Vacancies
- **Populate Transfer Group in bulk** - enables users to run the Student Selection routines to initially populate the transfer group via Process | Transfer Groups | Students | Student Selection
- **Test Definitions** – enables users to associate Test Codes with a transfer group via Process | Transfer Groups | Tests
- **Transfer Groups / Sub Groups Administration** - enables users to set up Transfer Group related information via Process | Transfer Groups
- **Update Catchments** - For LAs using GIS, this enables users to import GIS catchments and also delete (if delete permission is granted). Importing of catchments is carried out via Process | Import Catchments. For LAs still using postcode catchments, this enables users to maintain these via Bases | All Bases | Catchment

Admissions Manage Import of Online Applications

- **Manage import of Online Applications**

Admissions Finalising Processes

- **Final Transfer Routine** - enables users to run the routine which uses the student's Allocated Base to create a School History record for the student in preparation for the start of the new academic year via Process | Transfer Groups | Students | Post Offer Processing. LAs using B2B to exchange student information with schools are recommended not to run this routine.

Base Administration

- **Bases** - access to Bases and Sites information via Bases | All Bases

Relocations

- **Relocation Processing** - access to maintaining Relocations & Schools Approached information for Students. In v4 'A&T Back Office' this gives access to Relocations under the Students area. This permission also grants access to users of v4 rich client to Relocations processing.

Administration

Includes Business Processes for:

- **Lookup Administration** - if any member of the Admissions Team who is not flagged as a System Administrator needs to be able to manage lookup codes then they need Read-Write access to this business process. Lookups are managed via v4 rich client Tools | Administration | Lookups for the time being.
- **Linked Documents**
- **Reports**
- **UDF Management** - access to v4 rich client Tools | Administration | UDF Management

- **NCY Administration** - access to v4 rich client Tools | Year Settings | NCY
- **Year Definition** - access to v4 rich client Tools | Year Settings | Year Definitions

The business process headings represent a collection of a number of individual web methods. If more granular control of permissions is required then the individual web methods are listed under Tools | Permissions | User Group Permissions. This area contains more technical detail.

Other

V3 will also continue to be used for maintaining LA Details, LA Defaults & Permitted Websites (used by Admissions & Transfers Online).

Admissions & Transfers Online (Public-Facing)

Summary of Items Covered in the One 3.46 Release

In this release, facilities have been added to allow Parents to make In Year applications online. Parents may choose to make a phased application, or an in year application, or both; if they choose both (for the same child) the system remembers the child details previously entered and 'fast tracks' the parent through the application process.

One 3.46 provides a dual language version of the public facing website for Local Authorities whose Locale is 3 (Wales). Parents who apply to Welsh Local Authorities will be able to choose to make an application via an English or Welsh language version of the website. There will be a hyperlink on the Welcome page and the Home Page of the website which parents can click on to switch between the two languages.

The Local Authority facility to set up memo text that Parents will see, in either English or Welsh, is only available in both languages by adopting A&T V4 Back office (memo text can be set up in one language in V3 Back Office). For those Welsh Authorities who wish to continue using V3 Back Office with the 3.46 release of V4 Online, we have automatically prevented Parents from being able to switch the website from English to Welsh, by switching these hyperlinks off. Once V4 Back office is adopted, these hyperlinks can be switched on from Module Administration | Public Access.

In addition to the dual language website and the ability to make In Year applications online, a number of enhancements have been provided for the processing of phased applications and a number of defects have been resolved, as follows:- (more details follow in the body of the document about each of these items

- All LA search will display the same set of Home LA schools as can be seen from Home LA search
- Consider for Mainstream flag was saving the opposite value in the database than was implied from the online user interface, thereby creating incorrect data when viewed in Student Preferences in V3. This issue has been resolved.
- Duplicate phased applications are trapped (if applications are made with same combination of child forename, surname, gender, date of birth and address) and Parent is not allowed to proceed.
- Details of all Email Messages that are sent to the Parents were being stored in CCS_EMAIL_MESSAGE_LOG. Implementing a bi lingual text version of all emails (bi lingual version only created for Locale 3 users) has forced the creation of a new database table where the Body text of all email messages is now stored, whether they were generated in English or Welsh, also whether they were sent immediately or waiting in the queue.

In Registration page - Navigation to the next page was not occurring when some Address fields exceeded the maximum allowable limit. This issue has been resolved. Mismatch between length of child's name field details stored in database and those displayed Online. This issue has been resolved.

In Year Applications

Allowing In Year Applications to be Made

It is your choice whether to make the online In Year (IY) facility available to parents. A new flag has been created in the database which determines whether IY applications are allowed online. By default, this flag is FALSE, i.e. applications cannot be made. This flag can be set via Administration | Applications | Online Parameters | Public Access in A&T V4 Back Office. Please note that you cannot import In Year applications until you have upgraded to A&T V4 Back Office therefore you cannot allow Parents to start making In Year applications until that time.

Registering for an IY Application

For those Parents who have not previously made a phased application, the IY process will start by the Parent registering, as they do for phased applications. This will ensure the email address provided is an active email address and can safely be used later to communicate with the Parent. If they have already made a phased application, they should login and not re-register!

Combining the In Year Application with Phased Applications

Having registered and/or logged in, the Parent will be provided with a page where a single data entry field is required, which is the date of birth. This page is now displayed for all online applications (i.e. phased or in year).

The screenshot shows a web form titled "Make an Application". The main heading is "CHILD'S DATE OF BIRTH". Below this, there is a prompt: "Please enter your child's date of birth and select Confirm." The form includes a text input field labeled "Date of Birth (dd/mm/yyyy)" with a calendar icon on the left and a "Confirm" button to its right. At the bottom of the form, there is a link: "If you are still having problems or are not sure what to do, please [Contact us](#)". Below the form, there is a footer bar with several links: [Contact us](#), [Data Protection Statement](#), [Blank Application Forms](#), [Education Websites](#), and [Terms & Conditions](#).

Having entered the child's date of birth, the system then checks for an appropriate IY transfer group and if one is found, a clickable hyperlink is displayed enabling the Parent to continue with the application.

(The online label for the IY Transfer Group is not displayed to the Parent, instead, we have used the following words:-

'Change School immediately/in near future'

We have used these words because 'In Year', is not a term that many parents would be familiar with.)

If a phased transfer group appropriate for the age of the child exists and is open, the Transfer Group Online Label of that phased transfer group will also be displayed to the Parent as a clickable hyperlink.

If a transfer group is found of each type, we will also display 'I want to apply for both of the above' as a third hyperlink (more details follow on how to apply for both types of application).

Which Academic Years can a Parent make an IY Application For?

For an IY application, 'appropriate' transfer group would be an IY transfer group set up for either the current academic year or the next academic year. Allowing applications for the next academic year will allow for the situation where it is nearing the end of the academic year and you want to open an IY transfer group for the following academic year.

If you set up IY transfer groups for the current academic year and the next academic year, then when the transfer group's opening date is reached and an online label has been added, both of these transfer groups will be potentially available to the Parent, although the hyperlink 'Change School immediately/in near future' is only displayed once on the web page.

You can alternatively set up an IY transfer group just for the current academic year or just for the next academic year; as soon as the opening date is reached and you have entered an online label for the transfer group, the term 'Change School immediately/in near future' is displayed to the Parent. The date of birth entered for the child is irrelevant at this stage for an IY application, although it is used to display the correct phased transfer group, in case the Parent is making a phased and an IY application simultaneously.

Making the IY Application

Once the Parent has clicked on the 'Change School immediately/in near future' hyperlink, they will need to enter an Application Reason and a Date Place Required; these are two new mandatory fields for the IY application.

Application Reason is a lookup and therefore may be populated by the Local Authority as appropriate e.g. 'Moving into LA'. Application Reason has been added for the 3.46 release, a default set of Lookups have been added to the CustomLookups.xml file, this set is currently as follows:-

```
<IYApplicationsReasonsLookup>
<!--int_code field from lookups_full table (table_id 1155)-->
<Reason>MIN</Reason>
<Reason>OUT</Reason>
<Reason>MOV</Reason>
</IYApplicationsReasonsLookup>
```

Please advise Capita Technical Services of the set of Application Reasons, from your own Lookup tables, that you want to be visible online.

'Date Place Required' is the date (or approximate date) that the school place is required by the Parent.

Once the Parent has entered the date place required, the system will use this, together with the date of birth entered, to ascertain what NCY the child is currently in and what NCY the IY place is required for. A message is displayed to the Parent, e.g.

'Your child is currently in Year 6 and you have applied for a place in Year 6. Select Next to continue.'

If the above is not correct, are you sure you have entered the correct date of birth/date to start new school?'

CHILD'S DATE OF BIRTH

Please enter your child's date of birth and select Confirm.

Date of Birth (dd/mm/yyyy)
 :

For your child's date of birth you can apply for the following school places:

- [Transfer to Secondary 2011 ***](#)
- [Change school immediately/in near future](#)
- [I want to apply for both of the above](#)

Please tell us your reason for wanting to change school?

Please tell us the date you would like your child to start at the new school?

Your child is in Year 7 and you have chosen to apply for a place in Year 7. Select Next to continue.

If the above is not correct, have you entered the correct date of birth/date to start new school?

If the Parent is actually applying for, (e.g.) a place in Year 7 for a child currently in Year 6, the message is displayed accordingly - 'Your child is currently in Year 6 and you have applied for a place in Year 7, etc.'

If the Date Place Required would mean that the Parent is not applying for either the current or next academic year, a warning message is given and the Parent may not continue with the online application.

The Parent may amend either the child's date of birth or the date place required in line with the advice given on the message. Once the Parent can see a confirmation message which agrees with both the year they know their child to be in now and the year they are trying to apply for, they can continue their application by pressing the Next button to continue.

When the Parent confirms they are applying for the correct NC Year by pressing the Next key, the system will create a relationship between the IY application and the correct Transfer Group (i.e. correct as confirmed by the Parent).

Going forward from here is very similar to making a phased application; the current school must be selected, a number of preference schools may be selected according to the settings in the A&T Back office software and preference reasons may be chosen by the parent.

Parents making an IY application may choose to submit immediately or choose to 'finish for now and return later'. If they choose to 'finish for now' they will be able to edit their application.

Once **they have submitted** their IY application, **they will no longer have the chance to edit it online**. The text on the post submission page confirms this and advises them to contact you if they need to make any changes.

The printed application form (accessed by pressing the Preview button) for the IY application has appropriate text on it regarding the fact that changes cannot be made online post submission.

The 'School Place Offer' text shown on the 'Terms and Conditions' page does not refer to an offer being made available via email or post, it simply advises that the Local Authority will contact them regarding an offer of a school place, leaving you free to contact them via email, letter or telephone as you prefer.

Applying for Both Phased and IY places at the Same Time

If the system does determine a phased and an IY transfer group in the database, the term 'I want to apply for both of the above' is displayed as a third clickable hyperlink on the same page.

Clicking on this option will force the Parent to complete the phased application first, but at the end of the application, when they reach the submission confirmation page, they will be shown some text that tells them when they started the application, they chose to make a second (IY) application, do they still wish to make it, if so, continue and if not, logout or go to the Home Page.

If at this point, they choose to continue (with the IY application), they will simply be asked the two questions relevant for an IY application (described in next paragraph), after validation they will then be taken straight to the 'Preference School' search pages, in order that they can make their preferred choice of school for the IY application that they are now in the middle of making.

If the Parent chooses to logout at this point in time, none of their details will be retained and if they return to make an IY application at a later date, they will need to enter the child's details and current school again.

Welsh Version of Website

In 3.46 we delivered the option to Welsh LAs (Locale 3 only) to offer their parents the switch to Welsh language version for the online application, in order to do this we have had to add a number of fields to the interface and database to hold the Welsh language version of text exposed online. These fields are not available from the V3 UI and as such unless the Welsh LA adopts version 4 Back Office they cannot allow a parent the option to switch to Welsh via the Module Administration area in V3 Back Office.

However, if any Welsh LA wants to enable the switch to Welsh Language option before adopting version 4 Back Office please contact Capita directly and we will be able to provide a chargeable service to populate your customised memo text fields in your database and provide you with a script that will allow the 'Switch to Welsh' hyperlinks to be available online.

Before making the Switch to Welsh hyperlink available to Parents, Welsh LAs will need to set up their Welsh Memo text for all the areas where this is displayed to the Parent (i.e. Welcome Memo, Contact us, Application Information, Moving On Text etc). Also please remember that School Names and Addresses will be displayed exactly as they are recorded in your database. All Lookups will also be displayed as recorded in your database therefore if you wish Parents to see both languages online, please amend your Lookup descriptions. It is not possible to dynamically translate Lookups for display in solely Welsh or solely English, therefore to allow Parents to see Lookups in Welsh, it will be necessary to define the lookups that are displayed online in both languages (the Parent will see both versions of the Lookup text). Please revise your Lookup descriptions for the following fields:-

Parental Relationship, Secret Question, Local Authorities, Application Reason, Titles. Please remember that if you revise the set of Lookups that you want parents to see online, you must advise the revised set to Technical Services who currently manage the reduced set of lookups that are exposed online. We are planning to bring this functionality within the application as soon as possible.

As Application Reason has been added for the 3.46 release, a default set of Lookups have been added to the CustomLookups.xml file, this set is currently as follows:-

```
<IYApplicationsReasonsLookup>
  <!--int_code field from lookups_full table (table_id 1155)-->
  <Reason>MIN</Reason>
  <Reason>OUT</Reason>
  <Reason>MOV</Reason>
</IYApplicationsReasonsLookup>
```

It is your choice whether, when re defining Lookups, you put the English or Welsh text first.

Also, Transfer Group Online label must be entered in Welsh in Back Office if you wish Parents to see it in Welsh or treat like Lookups and enter in both languages.

Once the Display 'Newid i Cymraeg' hyperlink flag has been set, either via a Capita script or from A&T V4 Back Office, Parents may switch to the Welsh language version of the website by clicking on the 'Newid i Cymraeg' hyperlink which may be seen on either the Welcome Page or the Login Page.

One-shire County Council

[[Newid i Cymraeg](#)]

A A A ? Help

Welcome to School Admissions Online

I am new to this service.

Help me register. [Register](#)

I am already registered and want to log in.

Email Address

Password

[Forgotten your password?](#) [Login](#)

Before you begin...you will need:

- Any information you have been given about applying for a school place
- Your child's full address (including postcode)
- Your child's date of birth
- Approx 15-20 minutes to complete the application (but you can save and come back to it later)
- For security, the website will timeout if

WELCOME TO ADMISSIONS ON-LINE

If you applied on-line, you will be able to view the outcome of your application late afternoon on Monday, 1 March 2010.

To Access offer details online, you will be required to provide the email address and password **used at the time of application.**

An Information pack will be posted second class to all applicants on Monday 1st March 2010 and once received you will be required to reply on the form enclosed. If after receipt you have any queries, please contact South Gloucestershire Children and Young People Information Service.

The Parent may choose to switch back to English by clicking on the 'Switch to English' hyperlink on the same two pages.

There is a hyperlink to the Login page on every page in the application, so if Parents cannot see how to swap back, they may be directed to the Login page and the hyperlink will be visible from there.

One-shire County Council

[[Switch to English](#)]

A A A ? Cymorth

Croeso i Dderbyniadau Ysgolion Ar-lein

Rwy'n newydd i'r gwasanaeth hwn.

Helpwch fi i Gofrestru. [Cofrestru](#)

Rwyf wedi cofrestru eisoes a hoffwn fewngofnodi

Cyfeiriad E-bost

Cyfrinair

[Wedi Anghofio'ch Cyfrinair?](#) [Mewngofnodi](#)

Cyn i chi ddechrau bydd angen y canlynol amoch:

- Unrhyw wybodaeth a roddwyd i chi am wneud cais am le ysgol
- Cyfeiriad llawn eich plentyn (gan gynnwys y côd post)
- Dyddiad geni'ch plentyn
- Oddeutu 15-20 munud i gwblhau'r cais (ond gallwch ei gadw a dod yn ôl ato nes ymlaen)
- Am resymau diogelwch, byddwch yn

After switching to Welsh, all screen text and error messages will be in Welsh.

Manylion y Plentyn >> Manylion Cyfeiriad >> Ysgol Bresennol >> Dewisiadau Ysgolion >> Gorffen am y tro a dod yn ôl nes ymlaen >> A a

T >> Cadarnhau

Online In year Test TG Current

MANYLION Y PLENTYN

Enw Blaen Cyfreithiol * Enw Canol Cyfenw Cyfreithiol *

Dyddiad Geni (dd/mm/yyyy) Rhyw * Gwryw Benyw

Oes Datganiad o Anghenion Addysgol Arbennig gan eich plentyn? Oes Nac Oes

Ydy'ch plentyn wedi'i gofrestru am ei fod yn derbyn gofal gan Awdurdod Lleol e.e. ydy'n cael ei faethu neu'n derbyn gofal? Ydy Nac Ydy

CHI A'CH PLENTYN

Beth yw'ch perthynas â'r plentyn? *

Oes gennych Gyfrifoldeb Rhiant am y plentyn? Oes Nac Oes

Nesaf >>

Help is also available in Welsh:-

Derbyniadau Ysgolion Ar-lein

Cynnwys

- Cymorth
- Croeso i Adran Cymorth Derbyniadau Ysgolion Ar-lein
- Dechrau Arni
- Mewngofnodi
- Hafan
- Gwneud Cais
- Gwneud Cais am Le i Ddechrau Ar Unwaith
- Cynigion

Cymorth

Croeso i Adran Cymorth Derbyniadau Ysgolion Ar-lein

Bydd y tudalennau hyn yn eich helpu i ddefnyddio'r ffurflen ar-lein i gwblhau eich cais am le ysgol. Dewiswch bwnc o'r rhestrau isod, neu gallowch ddewis prif bwnc yn y panel Cynnwys ar y chwirth i neidio i'r pwnc hwnnw ar y dudalen hon.

Os ydych wedi diffodd Javascript ar eich cyfrifiadur a/neu rydych yn defnyddio bysellfwrdd yn unig, gallowch symud drwy'r ffeil Cymorth hon ac i lawr y dudalen drwy ddefnyddio'r fysell Tab ar y bysellfwrdd.

Os oes gennych gwestiynau nad ydynt yn cael eu hateb yma, cysylltwch â'r Tîm Derbyniadau Ysgolion. Gallowch ddefnyddio'r ddolen "Cysylltu â ni" ar waelod unrhyw dudalen.

Nodiadau Pwysig:

Os byddwch yn mewngofnodi i system Derbyniadau Ysgolion Ar-lein ond yn aros am dipyn cyn ei defnyddio, cewch eich allgofnodi. Mae hyn yn digwydd yn awtomatig i atal rhywun arall rhag gweld manylion eich cais.

Peidiwch â defnyddio'r botwm "Yn ôl" yn eich porwr i fynd yn ôl i sgrin flaenorol. Drwy wneud hyn, gallech gollu rhywfaint o'r wybodaeth a nodwyd gennych. Yn lle hynny, dylech ddefnyddio'r botymau "yn ôl" ar sgriniau Derbyniadau Ysgolion Ar-lein.

Dechrau Arni

Defnyddio Derbyniadau Ysgolion Ar-lein

- Sut i ddefnyddio'r Ffeil Cymorth hon
- Sut i lenwi'r Ffurflen Gais
 - Nodi gwybodaeth
 - Defnyddio fersiwn hygyrch Derbyniadau Ysgolion Ar-lein

Cofrestru a Rhoi'ch Manylion i ni

- Cofrestru gyda Derbyniadau Ysgolion Ar-lein
 - Gwirio eich bod yn cyflwyno cais i'r awdurdod lleol cywir
 - Nodi'ch Gwybodaeth Bersonol

Display of School Names and Addresses

Please note that school names and addresses will be displayed exactly as they are recorded in your database (which includes that in UK_Bases table as populated by the One 3.44 release).

Emails Generated for Parents

The emails that are generated are printed firstly in English then in Welsh (only when the generating LA system is Locale 3). Please note that, when a Parent receives the Registration Confirmation email, they may only click on one hyperlink i.e. either the link within the English text or the link within the Welsh text. If they click on both, then on the second click, they will be taken to the page which advises they have already clicked on the link. Please scroll down to view this email in Welsh.

Child's name: |

Date of Birth: |

Dear Mrs | ,

Thank you for submitting your application for a school place.

Your application has been received by the Oneshire School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Royal Academy	:

If you wish to change the details of your application, you may do so by logging back into the School Admissions Service at any time.

If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your Internet browser.

https://QAWEB2000/AnTOnline_DEC150

Notification of your school place offer:-

When you made your application, we gave you a choice about the way your school place offer will be communicated to you on 11/12/2011.

You chose to receive your school place offer via email.

To change your chosen method, please contact us using the contact details below.

Kind regards,

Admissions Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT MAY NOT GO TO YOUR LOCAL AUTHORITY.
TO CONTACT US, PLEASE SEE THE DETAILS BELOW:

Contact Us and Frequently Asked Questions

[Click here](#) if you have any queries about the online application form.

Enw'r Plentyn: I

Dyddiad Geni: :

Annwyl Mrs

Diolch am gyflwyno'ch cais am le ysgol.

Mae eich cais wedi'i dderbyn gan Dîm Derbyniadau Ysgolion Oneshire ac nid oes rhaid i chi wneud unrhyw beth arall er mwyn ei brosesu. Fodd bynnag, os bydd angen tystiolaeth neu wybodaeth ychwanegol ar gyfer yr ysgolion rydych wedi eu dewis e.e. tystysgrifau meddygol/bedyddio neu ffurflenni ychwanegol, bydd rhaid i chi ddarparu'r rhain.

Rydych wedi dewis yr ysgolion canlynol yn y drefn flaenoriaeth hon:

Dewis Ysgol	Enw'r Ysgol	Cyfeiriad
1	Royal Academy	

Os hoffech newid manylion eich cais, gallwch wneud hyn drwy fewngofnodi eto i'r Gwasanaeth Derbyniadau Ysgolion ar unrhyw adeg.

Os gallwch weld dolen isod, gallwch glicio arni i agor ein gwasanaeth, neu copi'wch y testun a'i ludo yn eich porwr rhyngwyd.

https://QAWEB2000/AnTOnline_DEC150.

Hysbysiad o'ch cynnig lle ysgol:-

Pan wnaethoch eich cais, cawsoch gyfle i ddewis eich dull o dderbyn eich cynnig lle ysgol ar 11/12/2011.

Rydych wedi dewis derbyn eich cynnig lle ysgol drwy e-bost.

I newid eich dewis dull, cysylltwch â ni gan ddefnyddio'r manylion isod.

Cofion cynnes,

Gweinyddwr Derbyniadau

PWYSIG - PEIDIWCH AG YMATEB I'R E-BOST HWN. EFALLAI NA FYDD YN CYRRAEDD EICH AWDURDOD LLEOL. I GYSYLLTU Â NI, GWELER Y MANYLION ISOD:

Contact Us and Frequently Asked Questions

[Click here](#) if you have any queries about the online application form.

Other Enhancements/Defect Resolution

'All Local Authorities' Search Results for Preference and Current School

Previously, the system could display a set of Home LA schools that were not all seen when looking at the All Local Authorities (LA) search. This was because when the All LA search option is chosen, the system matched the details of each school in UK Bases to the same school in Bases and when a match was found, displayed the set of details stored for the school from UK bases on the basis that this was the 'master' information as it is required to be kept up to date on Edubase.

This was giving misleading results when the data from UK_Bases was not actually the most recent information, or, as in one case when the same school was present twice on UK bases but each one with slightly different information.

To simplify this, we have changed the All LA search so that the same set of schools that can be seen in the Home LA search results, will ALWAYS be seen within the larger set of schools displayed when the All LA search is used.

The following changes have been made:-

- 'All Local Authorities' search will now return all bases in **other** local authorities (records will be fetched from UK_BASES as it was doing previously) plus **home** LA Bases (i.e. receiver bases from sub-groups for the transfer group).
- Any base that is returned in UK_BASES search when using 'All Local Authorities' search which have a home LA number will **not** be shown.
- If a base from the UK_BASES table (that has an address in uk_base) is in the home LA and without the address then the home LA base would be displayed without the address.

Therefore it is important that bases in One (BASES table) are always updated by the Local Authority.

(Until such time as Capita are able to provide an Administration screen for the editing of UK_Bases, this will provide not only a more easily understood set of results, but also a way of 'forcing' schools into the search results, as if you create a school as a Receiver school for a sub group, that school will get displayed in both the Home LA and the All LA search result.)

Note: Schools in sub groups flagged as 'Do not include in offer processing' will not be included in any online search

Consider for Mainstream Flag

It has been discovered that, when the Selective and/or Specialist Preferences for a sub group are displayed online to Parents, in some instances the 'Do not Consider for Mainstream' flag is being set in the database to TRUE, even when the 'Consider for Mainstream Flag' is not being displayed to the Parent.

This has arisen because we have reversed the language used when the question is displayed to the Parent and now we present 'if my child does not get a place in this school based on their ability (or aptitude) I would still like them to be considered for a place at this school', which we felt would be easier for Parents to understand, whereas in the Back Office, we have retained the term in the negative 'Do not Consider for Mainstream'. If the Parent left the question on the online form set at the default of YES (= Consider for Mainstream), the MAINSTREAM field in the database was being set to TRUE whereas as the field really means 'DO NOT CONSIDER FOR MAINSTREAM' it should have been set to FALSE and therefore no tick would be visible in the Preferences area on Back Office.

We have spent many hours testing and re-testing this condition and are now confident the database flag will be set correctly in all circumstances, whether or not the question is presented to the Parent.

Duplicate Phased Applications

Duplicate phased applications are trapped (if applications are made with same combination of child forename, surname, gender, date of birth and address) the Parent is not allowed to proceed.

Please note that it is only possible to trap duplicate applications if the applicant enters precisely the same details on the subsequent application as on the first application.

CCS_EMAIL_MESSAGE_LOG

In v3 a log of emails sent was retained on the web server; this was replaced in 3.42 for v4 by enabling a copy of any email sent to be copied to a nominated BCC email address therefore it is strongly recommended that the BCC email address is set so that copies of any emails sent are retained. Please note only one BCC address can currently be set.

From December 2011 (Release 3.46) onwards, sent email details will now additionally be logged in the One database. There are now 3 database tables which store details of email messages; EMAIL_MESSAGES is the table that has always stored unsent email messages, CCS_EMAIL_MESSAGE_LOG is a new table which stores the sent email data and also new for 3.46 release, CCS_MEMO_CLOB stores just the body text of all emails, whether they are sent or unsent.

We have had to separate the email data into separate tables as we have introduced emails in Welsh as well as English for Welsh Local Authorities and the additional text on the email cannot be adequately stored, so the CCS_MEMO_CLOB has been used to store body text only.

More information on this, together with SQL queries that can be used to retrieve email data can be found in **Appendix A of Technical Guide – Deploying and Setting Up CCS v4 Online AnT for Local Authorities** which can also be found on the Release DVD (Documentation folder).

We recommend that you run a query to check that there are no unsent email messages in the EMAIL_MESSAGES table before upgrading, although a SQL query has been provided to allow you to retrieve data from both the old and the new tables.

In Registration Page

Navigation to the next page was not occurring when some Address fields exceeded the maximum allowable limit. This issue has been resolved

In the Registration page when the address fields entered were longer than the maximum allowed, the validation messages were not being displayed. However, it was not possible to navigate to the next page, thereby preventing the Parent from completing the registration process.

This has been resolved and error messages are now displayed correctly and when corrected, the Parent can continue with the process.

Mismatch between Length of Child's Name Field Details stored in Database and those Displayed Online

Where a UID is being used and there are particularly long Midname or Surname fields stored in the One database, an error was discovered whereby the field lengths for the Online application form are shorter than those allowed in the database. The fix that has been implemented For Midname and Surname is that the online validation for the UID route has been removed to allow the full name to be displayed from the database. The online form will display up to 25 characters for Midname and up to 30 characters for Surname. The text box that is shown online should be big enough to display all characters clearly, but if the full name cannot be seen, the left and right arrow keys can be used.

One 3.47

The One 3.46 release (December 2011) included the launch of 'A&T Back Office' in v4 Online which provides Local Authorities with processes to manage Admissions Applications in a new Online interface.

In the One 3.47 release some enhancements have been made to both 'A&T Back Office' and 'A&T Online'. This section summarises these enhancements, each of which will be described in more detail below:

Enhancements in v4 'A&T Back Office'

- Student Searching – In the Students focus, in both the 'All Students' and 'Applications' default search screens the Student_ID and Postcode options are now immediately visible (rather than accessed via More Options)
- Student Basic Details – 'Addressee' data item now available
- Application's Additional Details – New checkbox fields for 'Multiple Birth' and 'Pupil Premium'
- Application's Preference Reasons – New 'Staff Child' Applicant and LA Reason
- Application's Preference Reasons – Improved navigation of, and between, preference reasons
- Application's Preference Reasons – 'Copy Applicant Reasons' option now available from the Preference Reasons page (in addition to the Application Details page)
- Bases | All Bases – User Defined Fields for Bases and Sites now accessible
- Process | Transfer Groups – Improved searching for Receivers

For LAs using Capita's v4 'A&T Online' to support Parents/Carers to make Online Applications

- New Privacy Policy text available for Parents/Carers to access from A&T Online. The text is locally definable, some default text is provided
- New question in relation to Child's Details - 'Is your child a twin or triplet, etc. (one of a multiple birth)?'
- Optional new Preference Reason for Preference Schools that will be using 'Staff Child' as an oversubscription criteria: 'I am selecting this school because *Forename* is a child of a member of staff currently working at this Preference School'. This option is configured in A&T Back Office at the Sub Group level
- Managing incoming Students and applications in 'A&T Back Office' - summary of the Online application for listed Students now visible in all tabs in the Process | Incoming Students area as well as in Process | Incoming Applications | Multiple Applications
- Facility in 'A&T Back office' via Administration | Bases | UK Bases to enable LAs to update temporarily the National Database of Bases that is used by Parents/Carers making online applications to search for preference and current schools, so that local information that has become out of date can be corrected locally.

A number of defects present in One 3.46 in the 'A&T Back Office' area have also been resolved including the following:

Issues related to Admissions & Transfers v4 Back Office

- KB115604 – A&T v4 Back Office – Bases | All Bases. Previously the 'Wide View/Normal View' options were only visible on the Base Details tab in this area. Now the 'Wide View/Normal View' options are displayed when viewing any tab in this area
- KB116944 – A&T v4 Back Office - Process | Transfer Groups | Sub Groups | View Details - Special Reasons. When choosing Special Reason Codes the codes were not initially listed in order. This has been resolved so that now selected codes are displayed first in code alphabetical order, then unselected codes are subsequently displayed in code alphabetical order. After codes have been selected and saved, now the display of these selected codes is also presented in alphabetical order.

Issues related to Admissions & Transfers v4 Online

- KB114558/KB115844 – A&T v4 Online - Where Special Reasons have been set up locally to be used as additional Preference Reasons, it was reported that when editing an application where the Special Reason response had previously been set to 'Yes', the response was incorrectly being displayed as 'No'. This has now been resolved.
- KB116032 – A&T v4 Online - The first time a user navigated to the Welcome page after an IIS reset on the web server an error was displayed 'Object reference not set to an instance of an object'. If the page was refreshed then the page loaded normally. This error when first navigating to the Welcome page has now been resolved.
- KB102889 – A&T v4 Online – When searching for a school there was previously an error where the initial default focus was on the Back button rather than on the Next button. This meant that when pressing the Enter key when searching for a school it was taking the user back to the previous page. This has now been resolved.

A Summary of what will be delivered in Future Releases of A&T Back Office

Miscellaneous further enhancements will be made across the system in future releases based on prioritised feedback from Local Authorities; your feedback is very much appreciated.

The following areas that are present in A&T v3 are planned for migration to v4 A&T Back Office in a future release:

- E-Applications Enquiries focus - this is planned for One version 3.48
- Support for enabling File Exchanges for APT, ADT, ASL, ALT and ATF
- Transport Assessment and the associated bulk Transport Assessment routine (v3 Admissions & Transfers | Tools | Routines | GIS Routines | Transport Assessment)
- Student Parents/Carers information (equivalent of the v3 Students | Guardians tab)

A&T Back Office Enhancements

Searching for Students

As soon as the user accesses the Students focus (for either the Applications or All Students areas) they will now be able to search for the Student based on their Student Identifier or on their Postcode (with a filter of choosing to search on All Addresses, Current and Future Addresses, or Correspondence Addresses only). These options have been made more visible and brought forward from the 'More Options' area in response to feedback from LAs helping Capita with acceptance testing. This is in addition to other immediately available search criteria such as Name and Date of Birth.


Student Details - Addressee

On the Students | All Students | Student Basic Details tab, there is a new section header 'Addressee' which contains the editable Addressee data item which is already available in v3. When a new Student is added using 'A&T Back Office' either manually via the Students | All Students area or by creating a new Student while managing online applications via Process | Incoming Students, then, as per v3, the Addressee data item will be automatically populated for the new Student. This is populated with a default value set up by your System Administrator in v3 Admissions & Transfers | System Administration | LA Defaults – where the Description is 'Default Addressee'. For example, your LA might choose to enter a default value of 'Mr and Mrs' here. The Addressee for each Student will then be automatically populated with the chosen default value + ' ' + Surname, for example 'Mr and Mrs Jones'. This is editable.

Important Note for System Administrators: There is a new permission to control access to the 'Addressee' data item which must be set to at least 'Read' in order for users to be able to access Student Details in A&T Back office. This can be set via v4 client under Tools | Permissions | User Group Processes. After selecting a Group of users, choose the Main Business Process of 'Student Data' then set Read or Read/Write permission for the Group of users for the 'Addressee' process.

Application Details - New data items Multiple Birth and Pupil Premium

On the Students | Applications | Application Details tab in the Additional Details section there are now two new checkbox data items which will be stored for each application:

▼ **Additional Details**  [Edit](#)

Application Received: Application Entered: Moving Date: - Moving Address: No Moving Address

Council Tax Reference: - Test Results: - Crown Servant / Returning Service: No Address Verified: Yes

Multiple Birth: Yes Pupil Premium: No

- **Multiple Birth** - to indicate whether the child is a twin or triplet, etc. (one of a multiple birth) - this may be used to help inform decisions about whether places over PAN can be manually awarded to multiple birth Students. This checkbox is manually editable and will not be ticked automatically unless this is for an Online Application where the applicant has indicated that this child is one of a multiple birth. This information will not be used in any Offer routines to allocate places.
- **Pupil Premium** –In the DfE's 'Code of Admissions' 2012 it states that Academies and Free Schools can prioritise children who are eligible for the Pupil Premium. The DfE's current advice is that Pupil Premium will be allocated to those pupils on roll in January 2012 that are known to have been eligible for free school meals (FSM) on any pupil level census in the last six years (known as FSM Ever).

Therefore we have introduced a new checkbox data item at the application level called 'Pupil Premium'.


This checkbox is manually editable and will not be ticked automatically. There is no mention of the Pupil Premium in Capita's Online Application form, so this checkbox will not be automatically ticked by the import of an online application. This information will not be used in any Offer routines to allocate places in this release, however this it is planned to add a new Oversubscription Criterion option of 'Pupil Premium' in One version 3.48 that can be used in the Make Offers process if selected.

Note that these fields have also been added to A&T in v3 client in the One 3.47 release. 'Multiple Birth' is a new data item that can be exchanged with other LAs via the ADT file as per the DfE's version 9.1 schema files (which are also being supported in A&T v3 in this release). 'Pupil Premium' was originally proposed by the DfE for inclusion in the ADT file schema, but this proposal was then withdrawn. It remains a probable data item for collection in the DfE's version 10 schemas for 2013.

Application Details - New Preference Reasons for 'Staff Child' - for Data Collection only at this time

On the Students | Applications | Application Details | View Reasons 'Preference Reasons' screen there is now an additional checkbox reason displayed in both the Applicant's Reasons column and the LA Reasons column for 'Staff Child'. This reflects latest Statutory requirements that it is now possible for an Own Admission Authority school to include in its oversubscription criteria that the Student is a child of a member of staff currently working at the school.


School Gender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specialist School	0	0
Selective	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Reason 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Reason 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Reason 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Other Details Memo: 

Parent/Carer Response

Applicant Response: -

Imported from Online: No

Supporting Text: 

The Applicant's 'Staff Child' reason will be ticked automatically if the application has been imported from an Online Application where the Parent/Carer selected this Preference Reason. Otherwise the 'Staff child' reason data items will not be ticked automatically but are available for manual editing.

The 'Copy Applicant Reasons' routine will not copy over the 'Staff Child' Applicant's reason to the LA Reason column, since this information needs to be verified by the LA.

The Preference History (e.g. available from the Students | Applications | Preference History area and also from the Bases | Receivers area by clicking on the Offer Status) has also been updated to include changes to 'Staff Child' preference reasons.

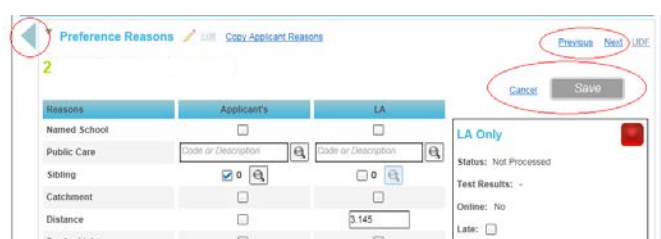
For this release these data items are provided for data collection only. In a future release we are planning to enable using 'Staff Child' in the oversubscription criteria for a Receiver via the Sub Group and to take account of this when running 'Make Offers'.

Staff Child is also being added to Preference Reasons in A&T v3 client and is also a data item that can be exchanged via ADT file in the version 9.1 schema files via v3.

Application Details – Preference Reasons, Improved Navigation

Several enhancements have been made to the Students | Applications | Application Details | View Reasons 'Preference Reasons' screen to improve user experience, particularly while verifying Preference Reasons:

- The 'Copy Applicant Reasons' option is now available directly from the Preference Reasons page (in addition to the Application Details page)
- It is now possible to navigate directly to the Next or Previous Preference's Reasons from this screen via the 'Next' and 'Previous' links – this applies whilst in View mode or Edit mode.
- When editing Preference Reasons, there are now additional 'Save' and 'Cancel' options located near the top of the Preference Reasons list, as well as being available near the foot of this screen. This means that less scrolling is required to make changes in this area.
- The transition arrow that takes the user from the Preference Reasons screen back to the Application Details page will now continue to be visible, regardless of the user's scrolling down this page.



The screenshot shows the 'Preference Reasons' screen with a table of reasons and a sidebar with navigation and editing options. The 'Previous' and 'Next' links are circled in red, as are the 'Cancel' and 'Save' buttons. The table has columns for 'Reasons', 'Applicant's', and 'LA'. The 'LA Only' section is also visible on the right.

Bases | All Bases Enhancements

In the Bases | All Bases area, after searching for a Base, the following enhancements have been made:

- It is now possible to access User Defined Fields from the Base Details and Sites tabs via the UDF link
- There is a 'Wide View/Normal View' option visible for use for any sub-tab in this area. Clicking on 'Wide View' will hide the Search area; clicking on 'Normal view' will restore the Search area.

Transfer Group set up – Associating Receivers with Sub Groups

Process | Transfer Groups | Sub Groups: The Receivers area now has improved searching and filtering options. It is now possible to filter on Home LA Bases, a specific Other LA's Bases, by Base Name, School Number, Base Type and Base Control.

Note to System Administrators on Configuring the Integration Service in order to run Key Processes including Offer Routines

It is important to note that several key processes in A&T Back Office rely on a background 'Integration Service' to have been configured. This is used as a job scheduler to help kick off significant processes. The following A&T Back Office processes use this:

- Make Offers
- Resolve Offers
- Final Allocations
- Importing Test Results
- Importing Online Applications
- Importing Catchments.

Please refer to the **Technical Guide – Installing the CCS Integration Service** for advice on configuring the Integration Service. If this is not configured then it will not be possible to complete these key processes.

Note on PRIME Report Model

In this release the PRIME Report Model for Admissions & Transfers has been updated to include the new data items that have been added (such as Multiple Birth flag and Staff Child preference reasons).

A&T Online Enhancements

Privacy Policy

In order to meet statutory obligations for public websites, a 'Privacy Policy' memo information area has been made available from any page in A&T Online so that Parents/Carers can access information about the LA's Privacy Policy for data handling when they are making or reviewing their Online Applications.

Accessing the Privacy Policy via A&T Online - The Privacy Policy link will be available in the footer area of each page of the A&T Online Application:

[Contact us](#) | [Data Protection Statement](#) | [Blank Application Forms](#) | [Terms & Conditions](#) | [Privacy Policy](#)

Set Up - The Privacy Policy text can be defined in 'A&T Back Office' via Administration | Online Parameters. In the Website Text section select the drop down option (which will by default show 'Application Information Memo') and choose 'Privacy Policy'. Use the Edit link to update the text. For Welsh LAs, there will be the option of defining both English and Welsh language versions of this information.

Some initial text will be automatically seeded in this area. For Welsh LAs there will be seeded text in both Welsh and English. The English text automatically seeded is as follows. This can be edited by your LA to meet your local needs:

Seeded Text - English Version

Your Privacy - Cookies

Some websites send small amounts of data to your computer, which are then stored on your computer as 'cookies'. Cookies do not collect information from your computer.

They are used for various reasons, for example, to see how many people are looking at specific web pages or to improve the service you receive by tailoring the content to your needs. Some websites use cookies to recognise that you may have already given a Username and Password so don't need to do it for every web page requested.

This site does not use cookies to increase the relevancy of what is displayed or to enable us to see how many people are looking at specific web pages.

This site only uses cookies in the following ways:-

Site Customisation

Cookie Name: FontSize.

Typical content: the font size you've selected from the website e.g. small.

This allows the font size you've selected to be remembered whenever you visit our website.

Cookie Name: Culture

If you are a Parent using the Admissions Website of a Welsh Local Authority, you may make your Application in either English or Welsh. This cookie allows the language you've selected to be remembered.

Typical content: the language you've selected, either English or Welsh.

Online forms

Cookie Names: ASP.NET_SessionId, ASPSESSIONIDxxxxxxx (randomly generated and encrypted characters).

These cookies identify you when you are connected to the site and actively using the website.

There is no data in the cookie over and above that which you have already given us when you registered to use the site.

This cookie holds your logged on Name, User_ID, email address, User Profile_ID, and User Type. This data is fully encrypted, i.e. it cannot be read by anyone else, either person or machine.

These cookies allow you to complete the application form without re-entering information you've already given.

After 30 minutes or when you LOGOUT from the site, the cookie expires and is deleted by your browser or, if you do not use your computer, the cookies stay there and are deleted the next time the browser is started.

If you were to remove these cookies in the middle of the application process, you would be logged out of the service as the server would not know who you are and you will be asked to log in again.

More information

Cookies are sent to your browser by a website and your browser may be Internet Explorer, Google Chrome, Firefox, Safari or any other browser.

To check your cookie settings, you will need to know what browser you are using and what version of it you have. You can usually find this out by opening the browser then clicking on 'Help' and then 'About'. This will give you information about the browser version you are using.

For more information on managing your cookies, follow the link below and select the browser you are using. You can also read your browser's help for more information.

[How to control or delete cookies](http://www.aboutcookies.org) (Note: this hyperlink takes the user to www.aboutcookies.org)

Note on Privacy Policy text for those LAs not migrating to A&T v4 Back Office with One version 3.47

Whilst the interface to change the Privacy Policy text is only available in A&T Back Office v4 we will be making a script available via the One Service Desk following the release of One version 3.47 for any LA who wishes to alter the text but has not yet migrated to version 4.

Should you require further clarification please do not hesitate to contact the One Service Desk.

New Question on Child Detail's page in relation to Multiple Birth

On the Child Details page there is a new question 'Is your child a twin or triplet, etc. (one of a multiple birth)?' The default response is No. This will be displayed for any Online Application.

If the applicant responds Yes to this question, then this information will also appear on the printable Online Application summary.

It will be imported to the A&T Back Office's Application Details 'Additional Details' section (this is described above) and will also appear on the Online Application Summary available within A&T Back Office accessible from the Process | Incoming Students and Incoming Applications areas.

Optional new Preference Reason for Staff Child

Where Own Admission Authority Schools include within their selection criteria that the Student is a child of a current member of staff, then it is now possible to collect this information in the online form when Parents/Carers are expressing reasons for choosing the Preference School.

Set Up – This is configured at the Sub Group level, along with other Preference Reasons for display online, via 'A&T Back Office' Process | Transfer Groups | Sub Groups – View Details under the 'Additional Online Parameters' section under a further sub-heading of 'Preference Reasons Displayed Online':

Additional Online Parameters

Oversubscription Criteria Memo [Edit](#)

Example text explaining the Oversubscription Criteria for this Group of schools.

Preference Reasons Displayed Online [Edit](#)

Sibling: Yes	Religion: Yes	Medical: Yes
Selective School: Yes	Specialist School: Yes	Catchment: Yes
Feeder Link: Yes	Social: Yes	Distance: Yes
Ease Of Travel: Yes	School Gender: Yes	
Do Not Consider For Mainstream: Yes	Staff Child: Yes	

By default this option will be set to No. Where this is set to Yes by the LA, then in the A&T Online Application, where the Parent/Carer has selected a Preference School which is within a Sub Group where the 'Staff Child' reason has been set to Yes to be displayed online, then on the Preference Reasons page there will be an additional Preference Reason to which the Parent/Carer can choose to set to 'Yes':

'I am selecting this school because *Forename* is a child of a member of staff currently working at this Preference School'.

Here is an example Preference Reasons screen showing this statement:

The screenshot shows a form titled 'PARENT & TODDLER GROUP' with the following content:

DATE OF BIRTH : : APPLICATION FOR PARENT & TODDLER GROUP

In order to support your application for a place at this school you can select appropriate reasons below. You will have the opportunity to tell us in your own words, of any additional reasons, on the next page.

Does your child have a sibling attending the school when your child starts? Yes No/Not Applicable

I am selecting this school because it is a Faith School. Yes No/Not Applicable

I am selecting this school for medical reasons. Yes No/Not Applicable

I believe my child can pass this school's entrance test. Yes No/Not Applicable

I am selecting this school because my child has an aptitude for the school's specialism(s):- Yes No/Not Applicable

I believe my child lives in this school's catchment. Yes No/Not Applicable

I believe my child attends a feeder school to this school. Yes No/Not Applicable

I am selecting this school for social reasons. Yes No/Not Applicable

I am selecting this school because of the distance from my child's home to this school. Yes No/Not Applicable

I am selecting this school because it is easy to make arrangements for my child to travel to this school. Yes No/Not Applicable

I am selecting this school because it is a single-sex school co-educational school Not Applicable

I am selecting this school because Sue is a child of a member of staff currently working at this Preference school Yes No/Not Applicable

If the applicant responds Yes to this statement then this information will also appear on the printable Online Application Summary.

It will be imported to the A&T Back Office's Application Details Preference Reasons - Applicant's Staff Child Reason (this is described above) and will also appear on the Online Application Summary available within A&T Back Office accessible from the Process | Incoming Students and Incoming Applications areas.

Accessing the Online Application Form Summary in 'A&T Back Office'

When using the Process | Incoming Students / Incoming Applications area it is now possible to access a summary of the listed Students' Online Application via the 'View Application' link from each of the following areas:

- Incoming Students | Unmatched
- Incoming Students | Matched with conflicts
- Incoming Students | Matched
- Incoming Applications | Multiple Applications

In a future release we will look to enhance this further including providing access to the Submission History for each application. Also we will introduce an E-Applications Enquiries focus. These changes are planned for One version 3.48.

Updating the National Database of Bases temporarily in 'A&T Back Office' to help control the Bases listed as potential Current and Preference Schools in 'A&T Online'

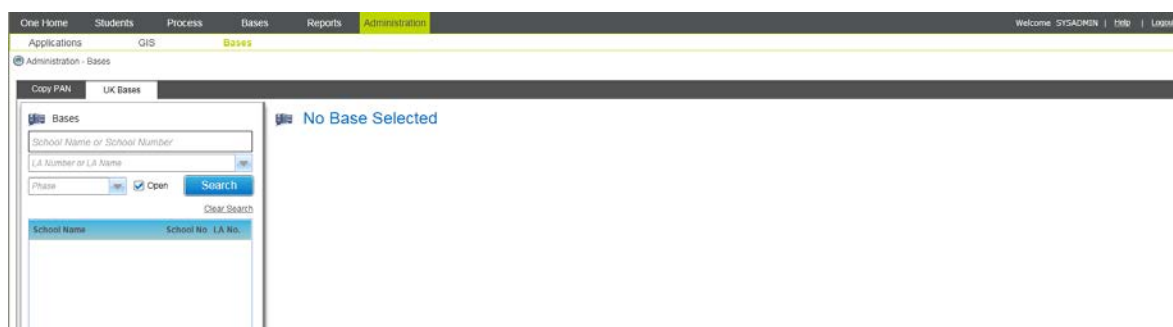
When Parents/Carers search for Preference Schools or Current Schools in A&T Online then, depending on their search criteria entered, they are mostly searching on the contents of the National Database of Bases (stored in the UK_BASES table) which is separate from the list of Bases that have been locally defined and are accessible from the A&T Back Office Bases | All Bases area.

Capita updates this National Database of Bases on an annual basis based on information provided from sources such as Edubase and the Welsh Assembly Government. This 3.47 release includes the annual update to the National Database of Bases.

This information can become out of date with schools becoming Academies and/or changing their name as well as other changes.

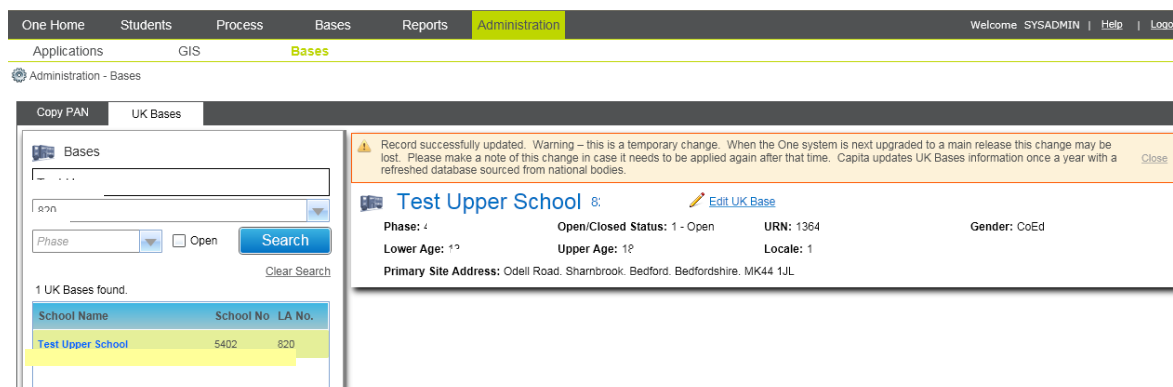
In order to enable LAs to reduce the risk of Parents/Carers accessing out of date School information, we have introduced a new area in A&T Back Office to enable the LA to make changes to this National Database of Bases temporarily via Administration | Bases | UK Bases.

Important Note: Changes made in this area will only be temporary until the next main release of One is installed. The UK_BASES table is dropped and re-imported as part of the upgrade procedure for each main release of One (this does not apply to interim update releases). Please make a note of any changes that are made to this National Database so that, after the next One main release is applied to your system, you can check whether those changes need to be re-applied.



Within the Administration | Bases | UK Bases area, users with sufficient permissions can search the National Database on School Name, School Number, LA Name, LA Number, Phase (e.g. Primary, Middle Deemed Primary, Secondary, etc.) and whether the base is 'Open'. The default 'Open' filter will search on Bases that have an Open/Closed code of one of 'Open', 'Open, but proposed to Close' or 'Proposed to Open' (only Bases matching one of these Open/Closed code options will be displayed in A&T Online).

After searching for a Base, users with appropriate permission will be able to edit the record. This enables the user to change the Base Name, Open/Closed Status, Address as well as other details. When saving changes a warning message will be displayed confirming that this is a temporarily change:



There is no facility to Add new UK Bases in this release. This is due to the risk of Online Applications referencing locally added UK Bases where the LA has not fully imported this application data before the next One release is applied (at which time the locally added records would potentially be removed).

Note for System Administrators: In order to give users permission to search and edit the National Database of Bases via Administration | Bases | UK Bases, please use A&T v4 client Tools | Permissions | User Group Processes, select the appropriate Group of Users, choose the main business process of 'Base Administration' and set Read or Read-Write permissions for the process 'Manage UK Bases'.

Welsh Language Enhancements

A number of small improvements have been made to text on various pages in A&T Online when making an application using the Welsh language option.

Configuring the System's Scheduled Tasks to Send A&T emails

It is essential for System Administrators to review the section of this document entitled '**Scheduled Tasks**' which provides important information about a new v4 interface to enable System Administrators to schedule tasks that control the sending of Offer emails, Reminders to Submit emails and Reminders to Respond to Offer Information emails to Parents/Carers with reference to their Online Admissions Applications.

Scheduled Tasks in A&T

It is vital that the existing **Scheduled Task.xml file** is imported in to v4 before creating any new scheduled tasks. Once the scheduled task.xml file has been imported then we strongly advise not to change the A&T Emails and Email Queue Processor actions after they have been imported in to v4.

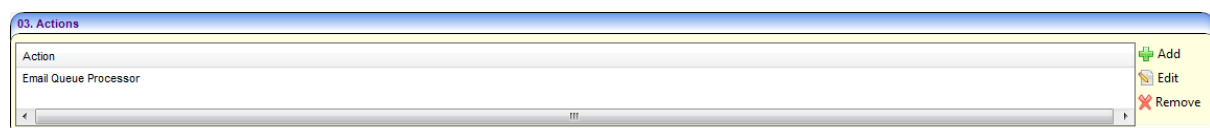
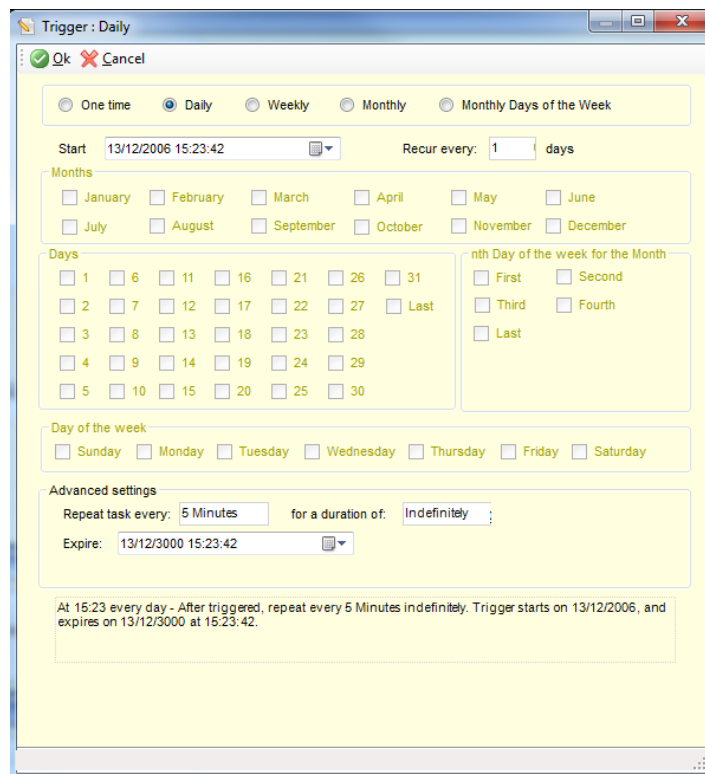
IF THESE ARE CHANGED THEN IT COULD RESULT IN A&T EMAILS NOT BEING SENT OR BEING SENT MULTIPLE TIMES.

We strongly advise to import existing Scheduled Tasks instead of re-creating them manually. However, if you choose to do so then please continue to have the A&T emails setup exactly the same as before. The current default setup for the A&T emails in the scheduled task.xml is as follows:–

Email Queue Processor

```
<ScheduledTask xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
<TaskName>EMAIL_QUEUE_PROCESSOR</TaskName>
<TaskType>StoredProc</TaskType>
<NextRunDate>2006-12-13T15:23:42</NextRunDate>
<StartHour>0</StartHour>
<StartMinute>0</StartMinute>
<RepeatInterval>5</RepeatInterval>
<RepeatIntervalUnit>Minute</RepeatIntervalUnit>
<LastRun>2006-12-13T15:08:42</LastRun>
<LastError />
</ScheduledTask>
```

If this was to be set up manually within the new Scheduled Tasks screen then the setup would be as follows:

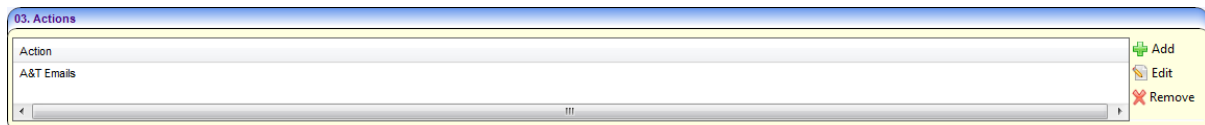
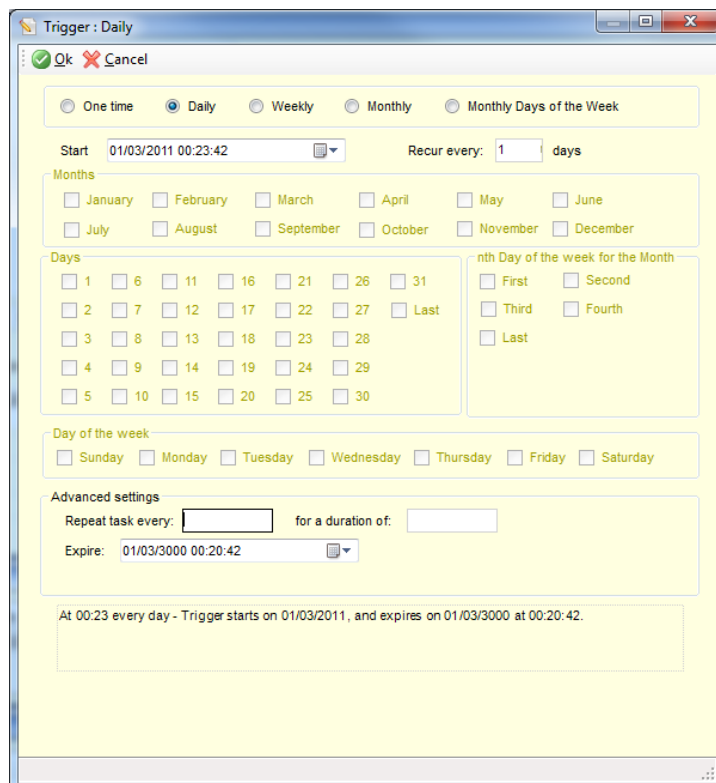


Note: The Task Name will be taken from the old Scheduled Task.xml file. This will be taken from the TaskName tag.

A&T Emails

```
<ScheduledTask xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
<TaskName>PROCESS_ANT_EMAILS</TaskName>
<TaskType>StoredProc</TaskType>
<NextRunDate>2011-03-01T00:23:42</NextRunDate>
<StartHour>0</StartHour>
<StartMinute>23</StartMinute>
<RepeatInterval>1</RepeatInterval>
<RepeatIntervalUnit>Day</RepeatIntervalUnit>
<LastRun>2006-12-13T00:08:42</LastRun>
<LastError />
</ScheduledTask>
```

If this was to be set up manually within the new scheduled tasks screen then the setup would be as follows:



Note: The Expire date will default to one year on from the start date. It is advised that this is changed to a future date.

One 3.48

Summary of Improvements in v4 'A&T Back Office' in 3.48

New oversubscription criteria

Support for new oversubscription criteria: Pupil Premium flag, Staff Child flag, Social flag and Medical flag in set up and offer routines

KB118023

New facility to use User Defined Fields at the Application level

KB117692

Student Memo has been added to Student Details in Students | All Students

KB116931

Improved process for editing Memos

KB118382

Adding Students process is now improved in Students | All Students

KB119202

Fix to an issue with adding new students and this causing the associated address to lose its geocoding details.

KB117732

New (view only) Carers tab in Students | All Students to provide read access to Parent/Carer data (formerly referred to as Guardians in v3)

KB117833

SEN Status has been added to the Application summary in Students | Applications

KB117714

New option to 'select/de-select all' when managing Feeders and Receivers via Process | Transfer Groups

Student Searches

Improvements to searches in Students | All Students and Bases | Receivers

For LAs using 'A&T v4 Online' to support Parents/Carers to make Online Applications, enhancements in 3.48

KB117422

New Students | E-Applications Enquiries search in Back Office area to support LA officers to deal with telephone enquiries from parents/carers about making online applications

Variable Sibling definitions

Support for variable Sibling definitions across different schools within A&T Online v4 application

Online Application

Online Application full Submission History now accessible in Back Office

Improvements to searches

Improvements to searches in Process | Incoming Applications | Multiple Applications and Process | Incoming Applications | Exceptions

A&T v4 Back Office Enhancements

Support for new oversubscription criteria: Pupil Premium flag, Staff Child flag, Social flag and Medical flag

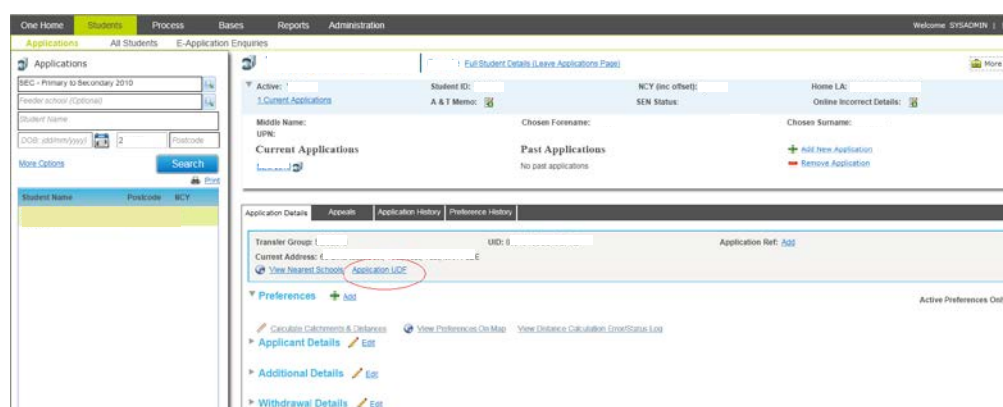
When setting oversubscription criteria for a Subgroup of Receivers (via Process | Transfer Groups | Subgroups) or for a Banded school's Bands (via Bases | All Bases | PAN & Vacancies) it is now possible to include any of four new potential oversubscription criteria: 'Pupil Premium', 'Staff Child' (data items both newly added in **One 3.47**), or 'Social' or 'Medical' (data items that have been available for several years). Where any of these are included in oversubscription criteria, these new selections will be taken into account when running the Make Offers routine, sorting by Oversubscription Criteria in the Bases | Receivers area and using the 'Re-rank Waiting List' option also in the Bases | Receivers area.

New facility to use User Defined Fields at the Application level (KB118023)

It is now possible for System Administrators to define User Defined Fields (UDFs) to store locally defined data at the Application Level. This is a new enhancement to A&T v4 that has been a popular change request raised by many LAs. This is not available in A&T v3.

System Administrators need to define these UDFs in v4 rich client via Tools | Administration | UDF Management then select the Entity Name 'A&T - Applications'. System Administrators should please note that the description for other A&T areas where UDFs can be set up - against Preference Details and Appeals - has now been modified in v4 rich client to 'A&T - Preference Reasons' and 'A&T - Appeals'.

Once defined, users will be able to access Application UDFs in A&T Back Office via Students | Applications on the Application Details tab via the [Application UDF](#) link:



Please note that some fields on the A&T v3 Manage Transfer Groups | A&T Additional tab have not been migrated to A&T v4 Back Office: Test Venues and Dates, Selection Status, Boarding Place flag, Single Sex School flag and Changed record waiting to be exported flag. These are fields for which the original purpose we believe is no longer required. However, some LAs have re-labelled some of these fields in A&T v3 and are using them for different purposes. We advise that these locally defined data items are now set up as User Defined Fields on the Application in A&T v4. We can provide assistance in copying the data from the original field location to the newly created UDF. Please contact the Service Desk for assistance providing field name details of the original field used and a screenshot of the Application UDF definition from v4 rich client. If your LA would prefer to see new data items added to the main Application Details form then please use a UDF for now but also please log a change request on SupportNet detailing which data items you require. Other LAs will then be able to provide their opinions on change requests and we can consider these change requests when planning to enhance the software in future.

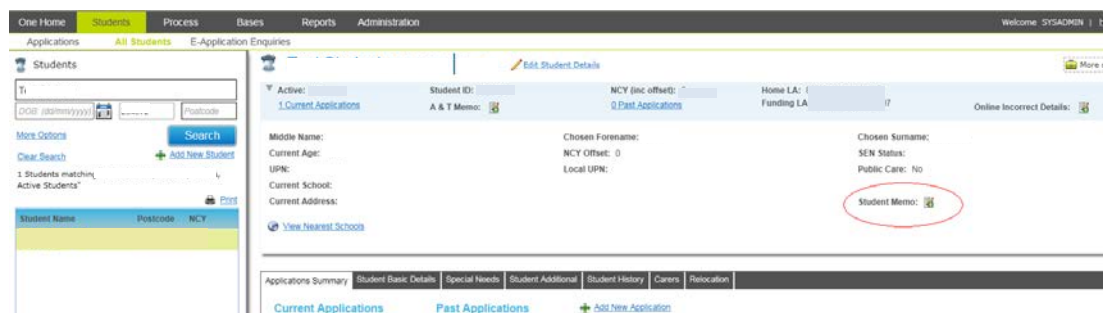
Searching for Students via Students | All Students search

A technical change has been made to improve response times when searching for students via Students | All Students. In addition, where multiple records are returned by a search, the system no longer automatically

opens the first record in the search listed. Instead no student's details will be opened until a student has been selected from the list of records returned. If only one student is returned in the search then their details are automatically opened.

Student Memo has been added to Student Details in Students | All Students (KB117692)

The 'Student Memo' which is already available in A&T v3 when viewing Student Details has now been added to the Students | All Students area in A&T v4 Back Office.



Improved process when editing Student and Application Memos (KB116931)

The process of editing memos via the Students | All Students and Students | Applications areas has been improved. Now, when the memo is selected from 'view mode' of the student or application, an Edit Memo link appears in the memo window so that users can more easily edit the memo contents. Previously, in order to update the memo contents, the user had to open the student or application in 'edit mode' before selecting the memo.

Adding Students process improved in Students | All Students (KB118382)

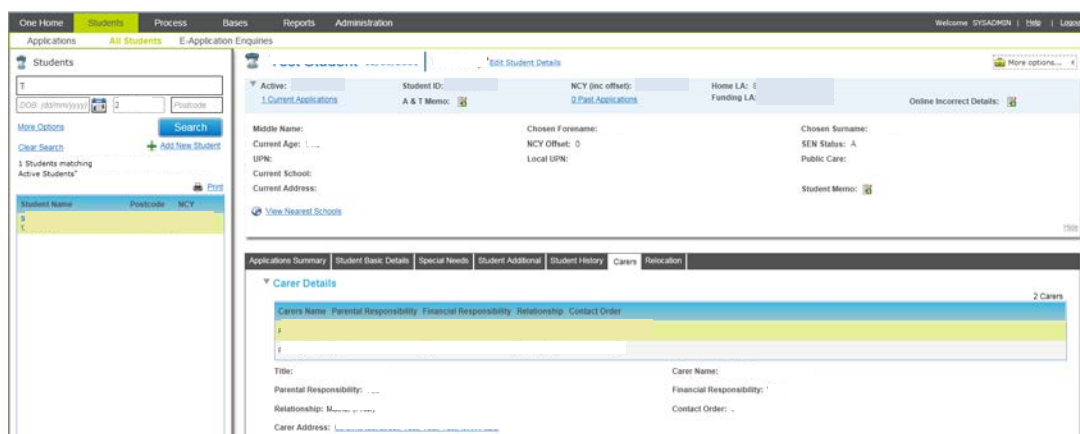
The process to add a student manually via Students | All Students has now been improved so that users can tab between the Name, Date of Birth, Gender and Home LA fields and can enter M or F to select the Gender of Male or Female

Fix to an issue with adding new students and this causing the associated address to lose its geocoding details (KB119202)

This release fixes the following issue present in A&T Back Office **One 3.46** and **One 3.47**. Where a student was manually added using the Add New Student link available via Students | All Students, and the user populated the Current Address by selecting an existing address which included geocoding details (Easting, Northing and UPRN), then upon saving the details the system erroneously removed the Easting, Northing and UPRN details from the associated address in the database.

New (view only) Carers tab in Students | All Students (KB117732)

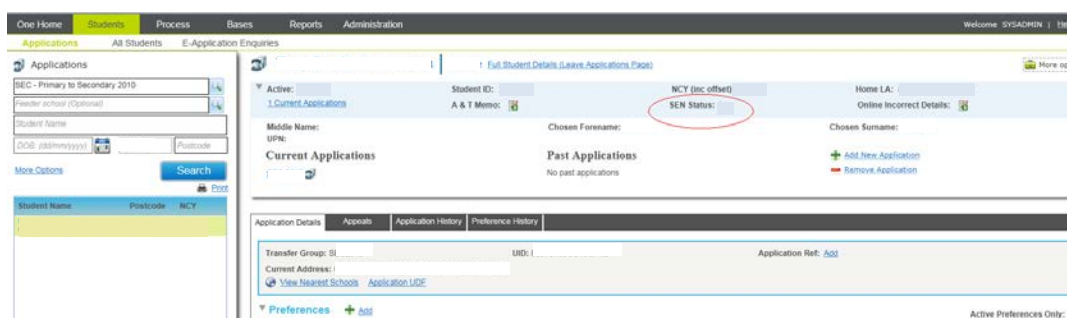
There is a new Carers tab under Students | All Students which displays, in view mode only for the One 3.48 release, Parents/Carers already associated with the student (via A&T v3 or One v4 rich client) and shows information including relationship, responsibility, contact order and address. These are displayed under a heading of Guardians in A&T v3. Please note that in the next release, One 3.49, it will be possible to update this information via A&T v4 Back Office.



Note for System Administrators. Please give access to groups of users to enable them to use the Carers tab via v4 rich client Tools | Permissions | User Group Processes. After selecting the user group, select the Main Business Process of 'Student Data' and then grant access to the Business Process of 'Student Carer Details'.

SEN Status now displayed on Application summary in Students | Applications (KB117833)

The student's Special Needs Status is now always displayed on the Application Summary on the Students | Applications area.

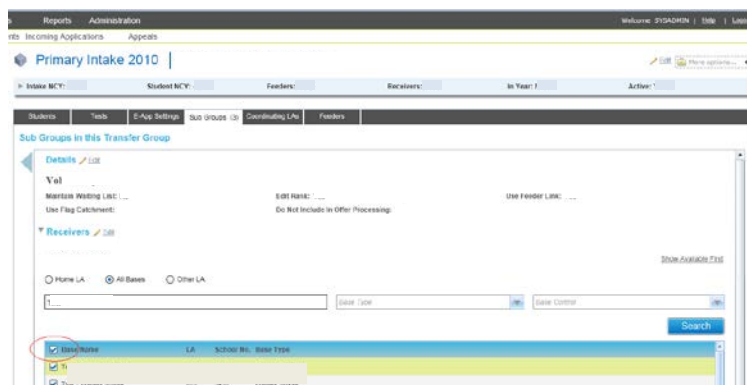


Bases focus - change to default searching in Receivers area

Bases | Receivers - When the 'Bases' focus is selected, the system automatically loads the default tab 'Receivers'. In versions 3.46 and 3.47 the system remembered the Transfer Group previously selected by the user and automatically searched on that transfer group's Receivers as soon as the 'Receivers' tab was loaded. In version 3.48 the system will continue to remember the transfer group, but it will not automatically carry out the search. Instead the 'Search' button will need to be clicked in order for the search to be carried out. This means that users navigating to 'All Bases' or 'Nearest School Search' need not carry out a search in the 'Receivers' area first (due to this being the default tab in the Bases focus). Also, for users of the 'Receivers' area they will be able to refine their search before any initial search is carried out.

New option to select/de-select all when managing Feeders and Receivers via Process | Transfer Groups (KB117714)

Process | Transfer Groups - When selecting Bases as either Feeders for a Transfer Group or Receivers for a Sub Group it is now possible to Select All those bases that match the search criteria by clicking on the check box at the top of the initial 'Select' column. This should be helpful particularly when setting up In Year transfer groups. Once this 'Select all' checkbox is ticked, if the user then unticks the box then this will de-select all those selected during this session and not yet saved; it will not de-select those Bases already saved as Feeders or Receivers for the Sub Group.



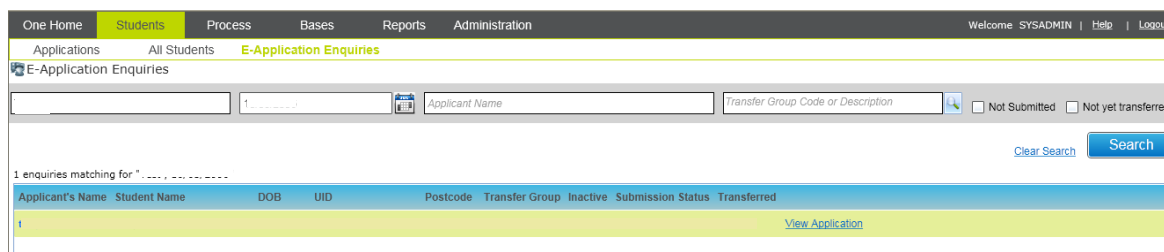
Enhancements to support LAs using A&T Online

New 'Students | E-Application Enquiries' search in Back Office (KB117422)

There is a new tab accessed via A&T v4 Back Office | Students | E-Application Enquiries. This is designed primarily to help LAs provide telephone support to parents with enquiries about online applications that they are in the process of making. It provides many of the features present in the v3 E-Applications focus.

It enables LA users to search for online applications by any of:

- Student Name (using a similar Name 'contains' search as is available via the Students | All Students area)
- Student Date of Birth
- Applicant Name
- Transfer Group
- Also optionally to filter on applications that are 'Not submitted' or 'Not yet transferred'



The list returned displays the Applicant's Name, Student Name, Student DOB, UID, Postcode, Transfer Group, Inactive flag, Submission Status (e.g. Not yet Submitted, Submitted, Set back to Unsubmitted or Resubmitted) and the Transferred flag. Also there is a link to [View Application](#). Clicking on this opens in read only mode the details recorded by the applicant in the online form. This includes the full Submission History of the application.

With this E-Application Enquiries area, the approach we have taken is to concentrate on providing support to LA Officers on the telephone to parents who have an enquiry about their child's application - therefore we have included the key identifiers in the search rather than all in a 'like for like' migration from v3. For instance we have not included the facility to search on UID considering that it is cumbersome to search upon.

For the 3.48 release, we have also omitted the Current School and Preference School from the search criteria and list, although this information is included via the 'View Application' link when reviewing the individual application details. We believed that this was less of a priority when identifying an application to help a parent on the phone. Whilst it is understood that some LAs also use this area in v3 for providing management information on current schools/preference schools, these needs can be met by reporting. Regular imports of applications into the transfer group will also allow the LA to see the full list of current applications for a

preferences school from the Bases | Receivers process. However, we appreciate that where LAs are used to using this area in v3 they may be disappointed when they don't see it in v4.

Concentrating on this approach has enabled us to include a greater range of enhancements in the 3.48 release. However, we are very interested to hear your feedback on this area. If your LA feels that the ability to search upon Current School and Preference School and also viewing this information in the list is very important to your processes please let us know and we will look at providing these features in a future version.

Note to System Administrators. In order for users to use the E-Applications tab, System Administrators will need to give access to groups of users who need to use this area. This is carried out via One v4 rich client via Tools | Permissions | User Group Processes. After selecting the group of users, select the Main Business Process of 'Admissions Applications' and grant read access for the Business Process 'E-Applications Enquiries'. Since this is a 'read-only' area there is no Read-Write permission here.

Submission History available when processing Incoming Students/Applications in Back Office

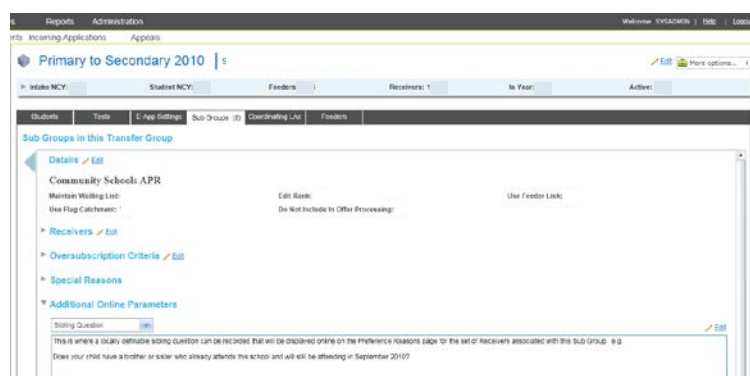
Under Process | Incoming Students for each of the tabs Unmatched, Matched with Conflicts and Matched there is a [View Application](#) link which enables the LA user to see the online application details. This has now been improved in One 3.48 to include the full submission history for the application.

Configuring the Sibling Question displayed on the Online form's Preference Reasons page for specific Sub Groups of Receivers in Back Office

The locally configurable Preference Reason 'Sibling Question' displayed on the Online form can now be defined for specific Sub Groups of Receivers in Back Office (in addition to the existing functionality that enables the Sibling Question to be defined at the Transfer Group level).

This change supports the change in the DfE's Code of Admissions 2012 allowing one school to consider a former pupil to be considered as a sibling whilst another school might only considered current pupils as siblings. Thus LAs can take account of Receivers schools' different definitions of 'sibling' with reference to their oversubscription criteria phrasing the sibling question presented to the parent/carer in the online form appropriately. This means that in order to change the sibling question online for some schools, LAs will need to group Receivers into sub groups according to their sibling definitions in addition to grouping them according to their oversubscription criteria and other settings such as 'edit rank'.

The Sub Group's Sibling question can be set up via A&T Back Office | Process | Transfer Groups | Sub Groups - View Details under the Additional Online Parameters heading:



If there is no text defined here, then the system will check for text stored against the Transfer Group's Sibling Question defined via Process | Transfer Groups | E-App Settings, and if found, will display that instead in the online form. If that is also not defined, then the default text is displayed on the online form, as per existing functionality, 'Does your child have a sibling attending the school when your child starts?'

Performance enhancements to two searches when processing Incoming Applications in Back Office

Process | Incoming Applications | Multiple Applications - A technical change has been made to improve the response time to load the list of multiple applications in 3.48.

Process | Incoming Applications | Exceptions - A technical change has also been made to improve the response time to load the list of exception messages in 3.48.

Other Issues Resolved

A number of defects relevant for LAs using Admissions & Transfers v4 Online have also been resolved:

KB117868 - Excluding inactive students from bulk emails

Improvements to Bulk Emails to ensure bulk emails are not generated to inactive students for Offer emails, Reminder to Submit emails and Reminder to Respond to Offer emails. The Reminder to Respond emails now excludes withdrawn applications and students who have not been offered a place.

KB117675 - Bulk emails to use student's legal names

Changes have been made to all bulk emails (Offer emails, Reminder to Submit emails and Reminder to Respond to Offer email) to use Student Legal Names and not Chosen Names. Using Chosen names sometimes resulted in the name being missing when these fields were not populated in **One**.

KB117709 - Names not listed in Process | Incoming Students | Matched area if they do not have a chosen name recorded

This has been corrected to ensure that matched students are correctly shown irrespective of them having a chosen name or not.

KB113134 - Validation on email address has been relaxed

The validation of the format of email addresses used to register for A&T Online has been relaxed. For example, previously the system did not allow emails to be used where there was an underscore directly before the @ symbol.

Configuring the Integration Service - a reminder

It is important to note that several key processes in A&T Back Office rely on a background 'Integration Service' to have been configured. This is used as a job scheduler to help kick off significant processes. The following A&T Back Office processes use this:

- Make Offers
- Resolve Offers
- Final Allocations
- Importing Test Results
- Importing Online Applications
- Importing Catchments.

Please refer to the **Technical Guide – Installing the CCS Integration Service** for advice on configuring the Integration Service. If this is not configured then it will not be possible to complete these key processes.

Note on Performance

A number of customers have reported concerns with the performance of the A&T Back Office v4 module.

One of the main workstreams of our investigations has been focused on identifying environmental factors affecting overall performance with some of our customers. There have been a number of site visits to LAs reporting poor performance with A&T v4 throughout May and early June.

After visiting 3 of those sites the team has identified a common problem with network settings which has been significantly restricting the performance of A&T v4 and any other v4 Online modules including, for example, Governors.

Resolving this problem during the last 2 visits saw transaction times reduced from multiple minutes down to less than 10 seconds when performing a large and extensive search of Students.

We have documented the required settings and have emailed these to all LAs in May 2012 so that LAs can investigate this possible cause of poor performance. These can also be found on SupportNet with resource id 19494.

In addition to this, in the 3.48 release some specific areas have been improved in terms of response times as described above.

We will continue to work with our Customers to ensure any performance concerns are investigated and where appropriate feed these findings to all our Customers.

One 3.49

System Administrator Actions

This section draws together specific actions to be carried out by System Administrators in relation to the enhancements and resolved issues for Admissions & Transfers included in this release. These items are also included in more detail in the sections of this document that relate to their area of functionality.

KB119456

Facility to Record Public Care Details via Students | All Students and to See Where Students were Formerly In Care

To support this change System Administrators need to grant write access to the **Students Looked After Details** permission. This is under the main **Student Data** business process in v4 Client **Tools | Permissions | User Group Processes**. This must be granted to the relevant groups of Admissions users.

KB117732

Students' Parents/Carers can Updated in Back Office

It is now possible to update a student's carer information via **Students | All Students | Carers**. This is the equivalent of the v3 **Guardians** area. Permissions to access and update carer details need to be granted in v4 Client **Tools | Permissions | User Group Processes** by selecting the main **Student Data** business process and then granting appropriate access to the **Student Carer Details** permission. This enables the associated groups of users to update the details of the record storing the carer's relationship with the child. In order to update the actual personal details of that carer, the groups of users will need to be granted a different permission; select the **Person Administration** main business process and grant permission to **Person Details**.

If required, new user defined fields for carers can be defined by the System Administrator in v4 Client **Tools | Administration | UDF Management**, by selecting the **Carer Details** entity name.

KB119347

Welsh Local Authorities Accessing EOTAS Details for Students via Students | All Students

System Administrators should note that permissions to access and update EOTAS History are governed by the **Edit Student EOTAS History** business process under the main **Student Data** business process in v4 Client **Tools | Permissions | User Group Processes**. This must be granted to the relevant groups of Admissions users.

KB400295

Students | Applications, 'Error during Get Applicant Transfer Details' / 'Base Class may not have more than one row'

Some Local Authorities have experienced an issue with some applications in **Students | All Students | Current Applications**. When a user opened the current application details, error messages were displayed, for example:

Error during Get Applicant Transfer Details

Base Class may not have more than one row

These messages prevented the user from updating the application and were caused by the presence of erroneous duplicate applicant records associated with the application. The records were created when the applicant details were manually added in situations where performance was slow and a timeout message was

displayed while in the process of saving. The underlying cause of this has been resolved in this release to prevent creation of duplicate applicant records.

A script is available from the Service Desk (reference KB400295) to remove duplicate applicant records that may have already been created on your system. System Administrators should ensure that this script is run, ideally before your Local Authority upgrades to v3.49. This script can be run more than once.

Enhanced Configurable Content for Submission and Response Emails

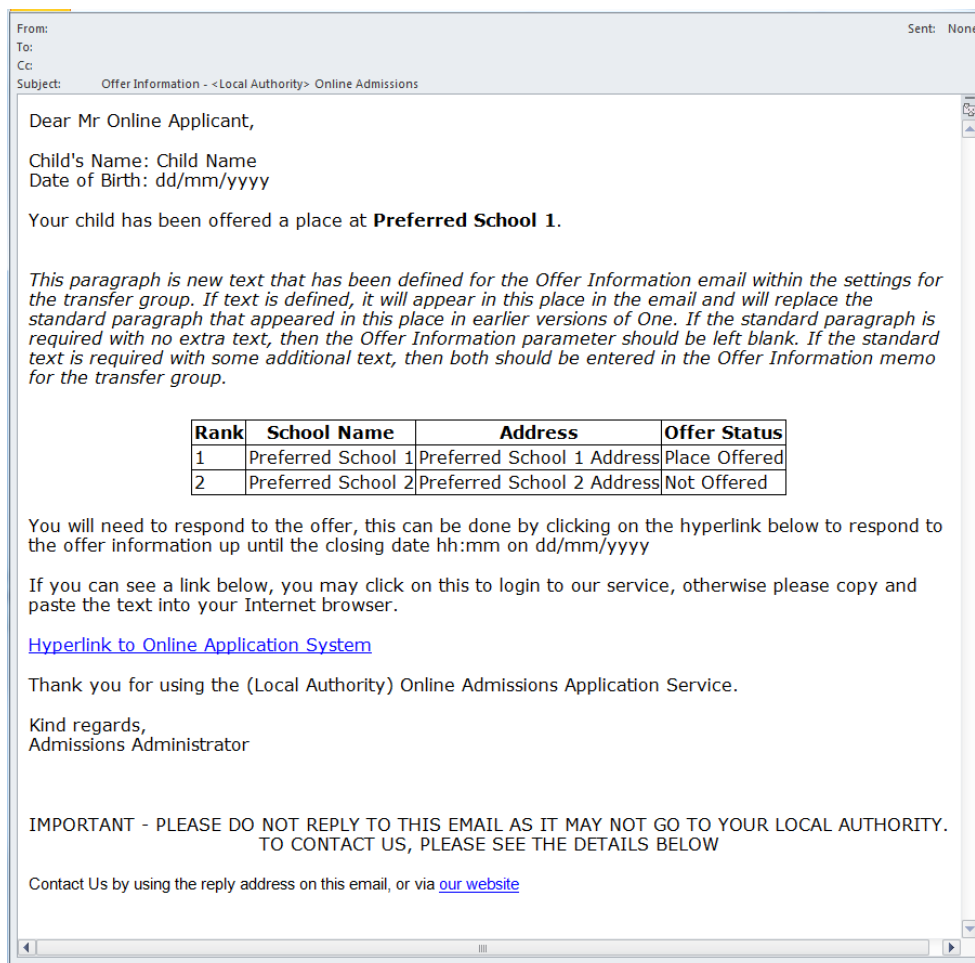
Specific Impact on Existing Offer Email Content

These product notes contain detailed notes on the enhanced configurable content for Submission and Response emails. At this point, we wish to draw System Administrators' attention to a specific impact on the Offer Email.

It is very important to note that any existing **Offer Information** content which a Local Authority has defined for any active transfer group should be reconfigured to ensure that the format of the **Offer Information** email remains acceptable. This content is stored in A&T v4 Back Office **Process | Transfer Groups | E-App Settings | Online Text** section – **Offer Information** memo.

This must be done before Offer emails are sent around the beginning of March. Previously, the content defined by the Local Authority for offer information was inserted into the **Offer Information** email as a new paragraph. It will now replace a standard paragraph. The standard paragraph (which is replaced by text in italics in the following example) reads:

The Local Authority's allocation process has resulted in the following for each of the preferences you expressed in your application:



Therefore, please add the following text (or similar) at the start of your **Offer Information** memo for each active transfer group:

The Local Authority's allocation process has resulted in the following for each of the preferences you expressed in your application:

KB400291

Online Application's Current School Missing / Oracle Error on Matching Student

Previously, there was an error when the applicant had selected a current school from the UK Bases National Database of Schools, and then subsequently revisited the **Current School** page (by editing a submitted application or clicking on **Finish for now and come back later** before submitting their application). In these scenarios the system identifier for the UK base was being replaced with the local Bases table equivalent value for that school. The symptoms for the error included the following:

- The **Current Base** from the online application was blank. This affected a parent reviewing their application online, or a Local Authority user viewing the online application details in either A&T v3 or A&T v4 Back Office via the **E-Applications** area
- An error log of **Oracle Error** was displayed. This affected a Local Authority user when trying to add unmatched students in v3 **Tools | Manage E-Applications | Unmatched Students**, after selecting and clicking on **New Student**.

This release resolves the underlying cause of this issue to prevent this happening when applicants edit online applications.

System Administrators please note that the Service Desk has a script to identify and, in most cases fix, online application records that have already been affected by this issue. If your Local Authority has not already used this script for your online applications (reference KB400291) then please contact the Service Desk.

A&T Back Office v4

Usability Improvements

KB116797

Improved Performance in A&T v4 Back Office

A&T Back Office has been reported as being slow to respond, and demanding on the network. Generic changes have been made to the underlying coding infrastructure that supports outgoing requests from the Client machine.

This has resulted in a significant reduction in the network footprint of the outgoing requests across the application as a whole and improved performance to acceptable levels in One v3.49. These improvements were also included in One v3.48.200 Service Pack 2.

Enhancements - Students

KB117732

Students' Parents/Carers Updated in Back Office

It is now possible to update a student's carer information via **Students | All Students | Carers**. This is the equivalent of the v3 **Guardians** area.

A new **Carers** tab has been introduced after the **Student History** tab to view and manage the carers associated with a student.

A new carer can be added by clicking the **Add** hyperlink shown on the previous screen shot. This displays the **Person Search and Select** dialog:

Enter search criteria for a person to add as a carer then click the **Search** button. An individual can be selected from the list of people matching the criteria and associated with the student as a carer.

If required, a new person can be added by clicking the **Add New Person** hyperlink to display the **Add New Person** page.

The new person’s details can be entered in each of the sections: **Person Details**, **Person Profile**, **Contact Details**, **Ethnicity Details**, **Impairment Details** and **Address Details**. **Base Links** is a read only section that displays the service term, post and base recorded, for example, via the Personnel module.

Once the new person is saved, they will be listed in the person search and can be selected as the new carer.

The carer-specific information for the new carer can be recorded in the fields below the **Carer** list.

The dependants of the carer can be viewed using the **View Dependants** hyperlink and information can be recorded in User Defined Fields (UDFs) using the **UDF** hyperlink. UDFs for carers can be defined by System Administrators in v4 Client **Tools | Administration | UDF Management**, by selecting the **Carer Details** entity name.

Permissions to access and update carer details are granted in v4 Client **Tools | Permissions | User Group Processes** by selecting the **Student Data** main business process and then granting appropriate access to the

Student Carer Details permission. This enables the associated groups of users to update the details of the record storing the carer's relationship with the child. In order to update the actual personal details of that carer, the groups of users will need to be granted a different permission. Select the **Person Administration** main business process and grant permission to **Person Details**.

KB400217

Wide View Option in Students | All Students and Students | Applications

There is now a wide/normal view toggle option in each tab in the **Students | All Students** and **Students | Applications** areas. This is particularly helpful when viewing the **Application History** or **Preference History**.

KB118314

Student Search More Options – Changed Default Option and Guidance Text

In **Students | All Students Search | More Options**, previously the default search selection was **Students in Active Transfer Group**. This now defaults to **All Students**. The guidance wording on this search option has also changed to **Current Application filter** so that it describes the purpose of the filter.

KB119624

Students' Address Details, Including Geocoding, Easily Accessed from Student Summary Header

In **Students | All Students**, the label **Current Address** has been changed to **Correspondence Address** to reflect its purpose, and it has been changed to a hyperlink. Clicking on the hyperlink displays the address details including **Geocoding, Start Date, End Date** and **Telephone Number** associated with the address.

The same enhancement is also available in the **Students | Applications** area, where the **Admission Address** is also changed to a hyperlink to provide access to the address details.

KB118381

'Last Updated' Information Displayed to Screen for Student Details and Address History.

In **Students | All Students | Student Basic Details | Student Profile**, the student record's **Last Updated By** user and the date and time are displayed.

In **Students | All Students | Student History | Address History**, the student's address record's **Last Updated By** user and the date and time are displayed.

KB119456

Facility to Record Public Care Details and to See Where Students were Formerly In Care

In **Students | All Students** there is a new **Public Care** tab enabling users to update the **Public Care** details of the student. In order to do this System Administrators need to grant write access to the **Students Looked After Details** permission (under the main **Student Data** business process in v4 **Client Tools | Permissions | User Group Processes**).

The screenshot displays the Capita One system interface. At the top, there are navigation tabs: One Home, Students, Process, Bases, Reports, Administration. The user is logged in as SYSADMIN. The main area shows the 'PublicCare New' form for a student with ID 8902997, born on 03/09/2002, male. The form includes fields for Active status, Applications, NCY (inc offset), Home LA, Funding LA, Online Incorrect Details, Middle Name, Chosen Forename, Chosen Surname, Current Age, SEN Status, UPN, Local UPN, Public Care status, Current School, Correspondence Address, and Student Memo. A 'View Nearest Schools' link is also present. Below the form, there is a tabbed interface with 'Public Care' selected, showing 'Public Care Details' and a 'Date first looked after' field.

To record **Public Care** details, click the **Add** hyperlink to enable editing.

The screenshot shows the 'PublicCare New' form with the following details:

- Header:** PublicCare New, 03/09/2002 | Male
- Form Fields:**
 - Active: Yes, Current Applications: 0
 - Student ID: 8902997, A&T Memo: [icon]
 - NCY (inc offset): 5, Home LA: [icon]
 - 0 Past Applications, Funding LA: [icon]
 - Online Incorrect Details: [icon]
 - Middle Name: Student, Chosen Forename: PublicCare, Chosen Surname: New
 - Current Age: 10/0, NCY Offset: 0, SEN Status: [icon]
 - UPN: [icon], Local UPN: [icon], Public Care: No
 - Current School: [icon]
 - Correspondence Address: [icon], Student Memo: [icon]
- Navigation:** Applications Summary | Student Basic Details | Special Needs | Student Additional | Student History | Carers | Relocation | **Public Care**
- Form State:** Public Care Details + Add. Date first looked after: [icon]. No Public Care details found.
- Input Fields:** LEA, Category, Start Date (DD/MM/YYYY), End Date (DD/MM/YYYY), Reason Ceased.
- Buttons:** Cancel, Save.

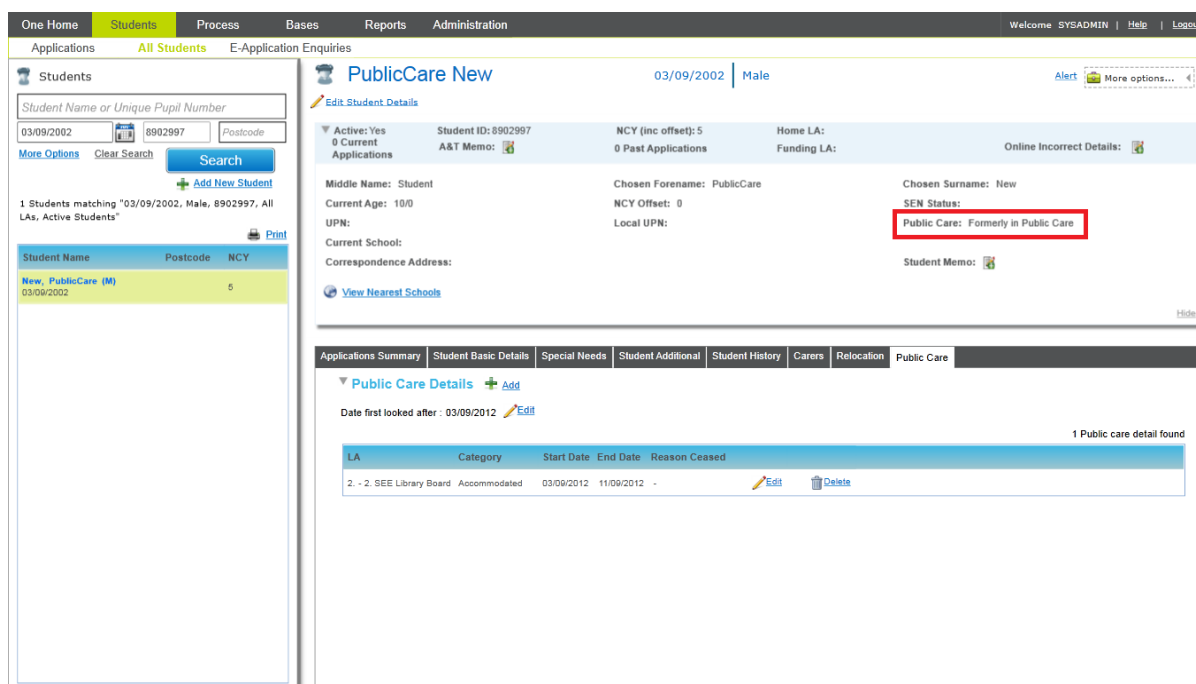
Once the details have been entered and saved the record is displayed in the list:

The screenshot shows the 'PublicCare New' form with the following details:

- Header:** PublicCare New, 03/09/2002 | Male
- Form Fields:**
 - Active: Yes, Current Applications: 0
 - Student ID: 8902997, A&T Memo: [icon]
 - NCY (inc offset): 5, Home LA: [icon]
 - 0 Past Applications, Funding LA: [icon]
 - Online Incorrect Details: [icon]
 - Middle Name: Student, Chosen Forename: PublicCare, Chosen Surname: New
 - Current Age: 10/0, NCY Offset: 0, SEN Status: [icon]
 - UPN: [icon], Local UPN: [icon], Public Care: Yes
 - Current School: [icon]
 - Correspondence Address: [icon], Student Memo: [icon]
- Navigation:** Applications Summary | Student Basic Details | Special Needs | Student Additional | Student History | Carers | Relocation | **Public Care**
- Form State:** Public Care Details + Add. Date first looked after: 03/09/2012. 1 Public care detail found.
- List:**

LA	Category	Start Date	End Date	Reason Ceased	
2 - 2	SEE Library Board - Accommodated	03/09/2012	-		[Edit] [Delete]

Where the child was formerly, but is not currently, in public care, this status is displayed on the **Students | All Students** and **Students | Applications** student summary header area. Previously, only a status of **Yes** or **No** was displayed.



KB119347

Welsh LAs Accessing EOTAS Details for Students

The **EOTAS** flag is now included for Welsh LAs on the **Students | All Students | Student Details | Supporting Details** section. This flag indicates that a student is educated other than at school. The **EOTAS History** is displayed on the **Student History** tab.

System Administrators should note that permissions to access and update **EOTAS History** are governed by the **Edit Student EOTAS History** business process under the main **Student Data** business process in v4 Client **Tools | Permissions | User Group Processes**.

KB118445

Students | Applications, Application Opened Immediately After Selecting Transfer Group and Selecting Student

Previously, where the **Students | Applications** search criteria included a transfer group, then if that student had applications in other transfer groups, after selecting a student, the user was forced to click on the application link under **Current Applications** or **Past Applications** (an unnecessary extra keystroke). The software has been improved so that when a transfer group is included in the search criteria and the student is selected, their application details will be opened immediately.

KB118505

Improved Search on In Year Transfer Group to Show Application Status and Filter on Current Applications

The software has been enhanced to include functionality for searching for In Year applications that was missing in v4 compared to v3. Now, in **Students | Applications**, when an In Year transfer group is selected, then the search defaults to show only current applications (those with an application status not mapped to the external code CLOS – Closed/Completed). A new **Current** check box is displayed which is selected by default. The user can choose to search on all in year applications, including closed applications, by deselecting this box.

The list of search results now includes the application status.

KB400208

Display and Set Up of Pop Up Alerts

Users with write permission to **Student Core Data** can now define pop-up alerts for individual students in A&T v4 Back Office **Students | All Students** via the **Alert** hyperlink displayed in the top right of the **Student Summary** header.

Any alerts set up here are visible against the Student Details anywhere in v4 Client, A&T v4 Back Office or CSS v4 Online.

Display and Set Up of SQL and Trigger Alerts

In v4 Client **Tools | Administration | Alert Definition**, it is already possible to define SQL and trigger alerts. For this release, this area has been enhanced to enable the setup of **SQL** and **Trigger** alerts against A&T applications and preferences.

An **Applications** context has been added for SQL alerts so it is now possible to define an SQL alert that executes when the A&T v4 Back Office **Students | Applications** focus is entered.

Applications and **Preferences** have been added as tables for trigger alerts, so it is now possible to define trigger alerts that execute when there are changes to applications. These alerts can send emails, or can create messages that are displayed after entering A&T v4 Back Office **Students | Applications**.

In addition, any appropriate alerts set up in v4 Client defined to display against the student are now displayed in A&T v4 Back Office **Students | All Students** and **Students | Applications** as soon as the student is selected from the list. Previously, student alerts only displayed once the user had selected the **Student Basic Details** tab.

Enhancements - Bases

KB118270

Bases | Receivers – Columns in Preference List Reflect Oversubscription Criteria for Receiver

Previously in A&T v4 Back Office, the columns in the **Bases | Receivers** area were fixed and, unlike v3 **Manage Allocations**, did not reflect the oversubscription criteria for the selected receiver. Now, the columns include the oversubscription criteria for the selection in both the main preference list and the **Update Ranks** window (for Own Admission Authority schools).

For banded schools where oversubscription criteria is defined at the band level, then when viewing preferences for a selected band, the columns will reflect the band oversubscription criteria. This is an enhancement compared to A&T v3.

KB117747

Bases | Receivers – Row Number Column Included to Help Identify Child's Position on Waiting List

Previously in A&T v4 Back Office, there was no **Row Number** column and instead the **Rank** column was displayed. The **Row Number** column has been added to the main list of preferences, immediately before the **Rank** column, to help users identify the relative position of a child on the waiting list.

KB119050

Bases | Receivers – Show Offer Counts Includes Overall Totals

The **Show Offer Counts** window now includes overall totals for each appropriate column.

Enhancements - GIS

KB119841

GISv4 - Support for WMTS Protocol for Map Tiles

One GISv4 already supports TMS and WMS-C protocols for requesting map tiles from GIS map servers. In this release, support for the WMTS protocol is introduced. This protocol is supported by many GIS map server applications, including ARCGIS. Please refer to *Technical Guide - Deploying v4 GIS Services* for details of the changes to the configuration of One to enable the WMTS protocol.

Note: maps must still be served under HTTPS.

TileServerLinkPattern Improvements

The TileServerLinkPattern is specified in the configuration application for the One application server. It specifies the URL to be used to retrieve map tiles from the mapping server.

Two improvements have been made for this release:

1. The pattern has been lengthened to 2000 characters.
2. The substitution parameters in the pattern have been made case insensitive, so either upper or lower case can be used.

Enhancements - Process | Transfer Groups | Offer Processing

KB117278

Make Offers Process No Longer Raises Errors Where There are Children not Assigned to a Band for an Edit Rank (OAA) School

Previously in v4 Back Office **Process | Transfer Groups | Students | Offers Processing | Make Offers**, it was a requirement that all children with preferences for a banded school (except for schools in a non-edit rank sub group that use fair banding) must be assigned to a band before the **Make Offers** routine could be run. If not, an error was reported for each of these students.

In line with v3, this validation has been relaxed for edit rank OAA schools, so that the **Make Offers** process does not report an error if there are children with a preference for an edit rank school who have not been assigned to a band. This means that for heavily oversubscribed schools Local Authorities do not need to assign all students to bands.

Local Authorities Using A&T v4 Online to Support Parents/Carers Making Online Applications

Usability Improvements

KB119840

A&Tv4 Online/Back Office - enable the Public Care/Looked After question in the online form to be configurable so that English Local Authorities can refer to children previously in care

The most recent DfE Code of Admissions for English Local Authorities advises that priority must be given to children who are either currently or, in certain circumstances, were previously in public care. The question in the A&T v4 Online form's **Child Details** page that asks about public care status has not been configurable until now and refers only to children currently in care. The English language wording of the question is:

Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?

There is also a Welsh language equivalent.

This release enables Local Authorities to configure the wording of this question. In A&T v4 Back Office **Administration | Applications | Online Parameters | Website Text** there is a new option to specify the wording of the **Public Care Question**. This can be recorded in both English and Welsh for Welsh Local Authorities. By default this memo area will be empty. If the Local Authority does not record any text here, then the existing wording for the question will be displayed in the online form.

KB119677

Entering applications using 'No UID' -enhanced automatic matching to improve security

When applications are entered using the No UID method, One needs to automatically match the entered student details based on all of name, gender, date of birth and address. From v3.46 onwards, address was not used in the matching process. Therefore, a member of the public entering the name, gender and date of birth of a child could have gained access to their address and current school details while making an online application.

KB400211

Searching for current schools and preference schools – change of default options to remove postcode outcode

Previously, the default search parameters for the current and preference school search included the postcode outcode from the student's address. This default has now been removed. The postcode outcode will no longer be shown by default. Applicants need to enter search parameters and click on **Search**.

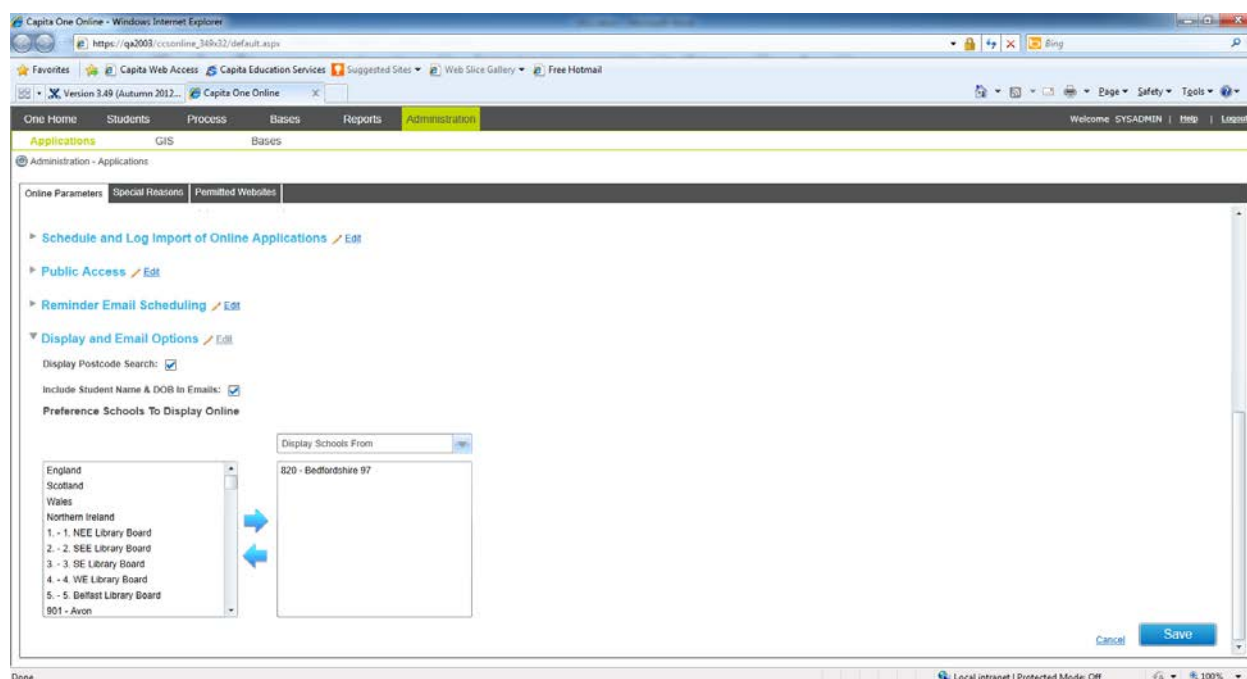
KB400212

Searching for preference schools – enable the Home Local Authority to control which other Local Authorities' schools will be displayed for selection as preference schools

By default, all open schools in the UK Bases database that are relevant to the child's age and transfer group are available for selection as preference schools. In response to requests primarily from Welsh Local Authorities, we have introduced the ability for the Home Local Authority (from any locale) to restrict which other Local Authorities' schools will be displayed for selection as preference schools to online applicants.

A facility has been introduced in the **Display and Email Options** section of A&T v4 Back Office **Administration | Applications | Online Parameters**. This enables the Home Local Authority to choose to exclude or include specific other Local Authority schools and also to exclude or include all schools recorded for a specific locale (e.g. English or Welsh).

If the **Display schools from** value is used, only schools specified in the list will be available for applicants to choose from when selecting their preferences in A&Tv4 Public Facing Online. If the **Display all schools except those from** value is used, all schools from UK bases, except those specified in the list, will be available for applicants.



KB400221

System-generated emails to applicants – Welsh Local Authorities can now set the order of language text globally – either Welsh then English, or English then Welsh

For Welsh Local Authorities, in A&T v4 Back Office **Administration | Applications | Online Parameters | Display and Email Options**, there is a new parameter, **Order of Text in Online Application Emails**. This has the options Welsh followed by English and English followed by Welsh (the latter will be the initial default). This global setting will affect all A&T Online emails generated automatically by One.

The setting of this parameter will affect the order of presentation of language elements in the subject line and in the body of the email. Also, the first line of the body of the email will use appropriate wording – currently this reads:

Please scroll down to read this email in Welsh.

KB400229

Supporting In Year Applications online - new option for configuring text displayed online to explain your Local Authority's in year admissions processes

When a parent/carer makes an online application for an in year place, after entering the child's date of birth, the next screen can now include content defined locally by the Local Authority to explain its In Year admissions processes. This appears below the **Date Place Required** field. The Local Authority can specify this text in A&T v4 Back Office **Process | Transfer Groups | E-App Settings | Online Text** in the **In Year Transfer Process Description** memo.

There is also a Welsh language equivalent.

KB400213

Enhanced configurable content for submission & response emails

Previously, only the **Offer Information** email could include content defined by the Local Authority. Following consultation with Local Authorities, the following emails have now been enhanced so that the Local Authority can define text to include at a specific point in the standard email text:

- **Submission Confirmation** email: generated individually when a parent submits their application.

- **Reminder to Submit Application** email: generated in bulk n days before the transfer group application closing date to all parents who have started to record an online application but it is not in a submitted state.
- **Resubmission Reminder** email: generated individually when a parent has amended the application but not re-submitted it.
- **Resubmitted Application Confirmation** email: generated individually when a parent re-submits their application.
- **Offer Response Confirmation** email: generated individually when parent makes responses to offers online.
- **Reminder to Respond to Offer** email: generated in bulk n days before the transfer group response closing date for all parents who have made an online application but have not yet made a response online or had one recorded in the main database tables.

For Welsh Local Authorities, this configurable text can be defined in English and Welsh.

The configurable text is specified separately for each transfer group in A&T v4 Back Office via **Process | Transfer Groups | E-App Settings | Online Text**. Where no text is specified then the current wording is used in emails. Where text is specified for an email within a transfer group, then this replaces a specific paragraph of standard text as shown in the following examples.

In order to ensure conformity of operation across all these emails, the configuration of the Offer Information email has changed. Previously, the content defined by the Local Authority for offer information was inserted into the **Offer Information** email as a new paragraph. Now it will replace a standard paragraph. This is also shown in the following examples.

WARNING: It is important to note that any existing offer information content that a Local Authority has defined for any active transfer group should be reconfigured via the **Offer Information** memo on A&T v4 Back Office **Process | Transfer Groups | E-App Settings | Online Text** to ensure that the format of the **Offer Information** email remains acceptable.

Examples of the emails which have been enhanced to allow configurable content are included in the following section.

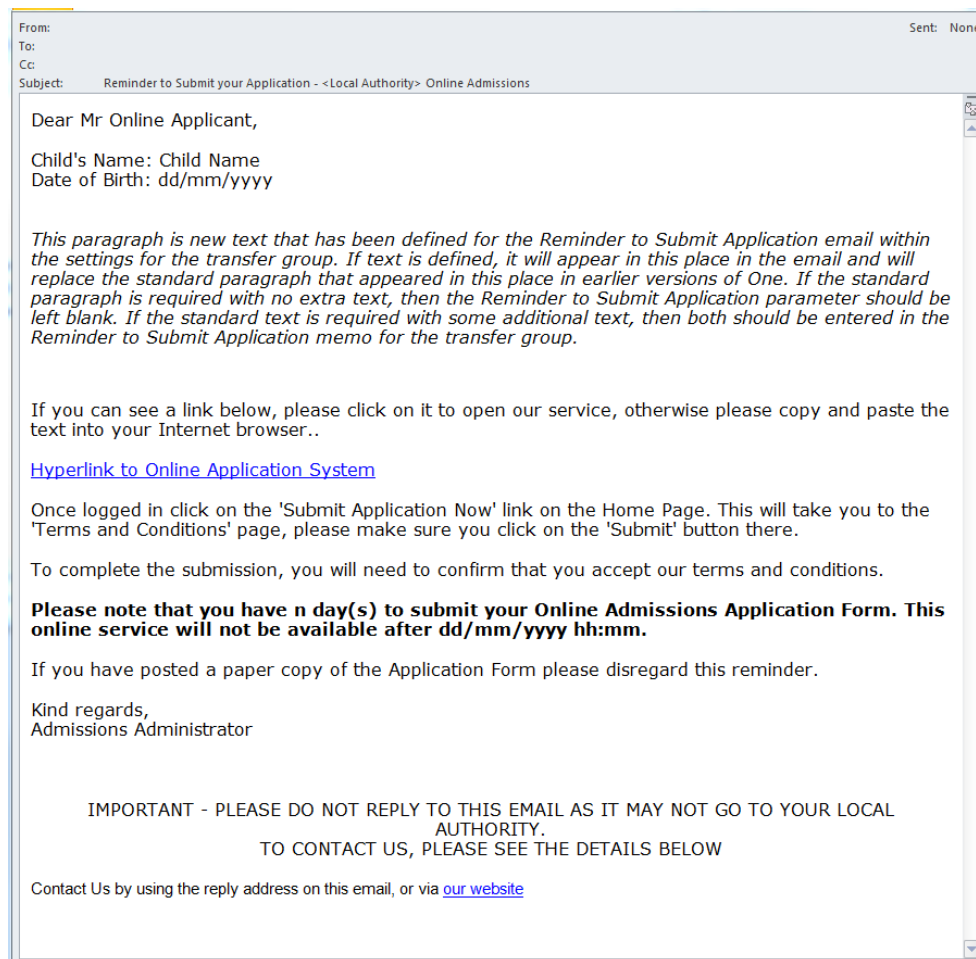
Online Applications – Examples of Enhanced Emails To Allow Configurable Content

Emails relating to making an application for a school place have been enhanced to allow some configurable content. Examples of these emails are included here, with the inserted user defined content shown in italics.

Reminder to Submit email

The standard paragraph (which is replaced by text in italics in the example below) reads:

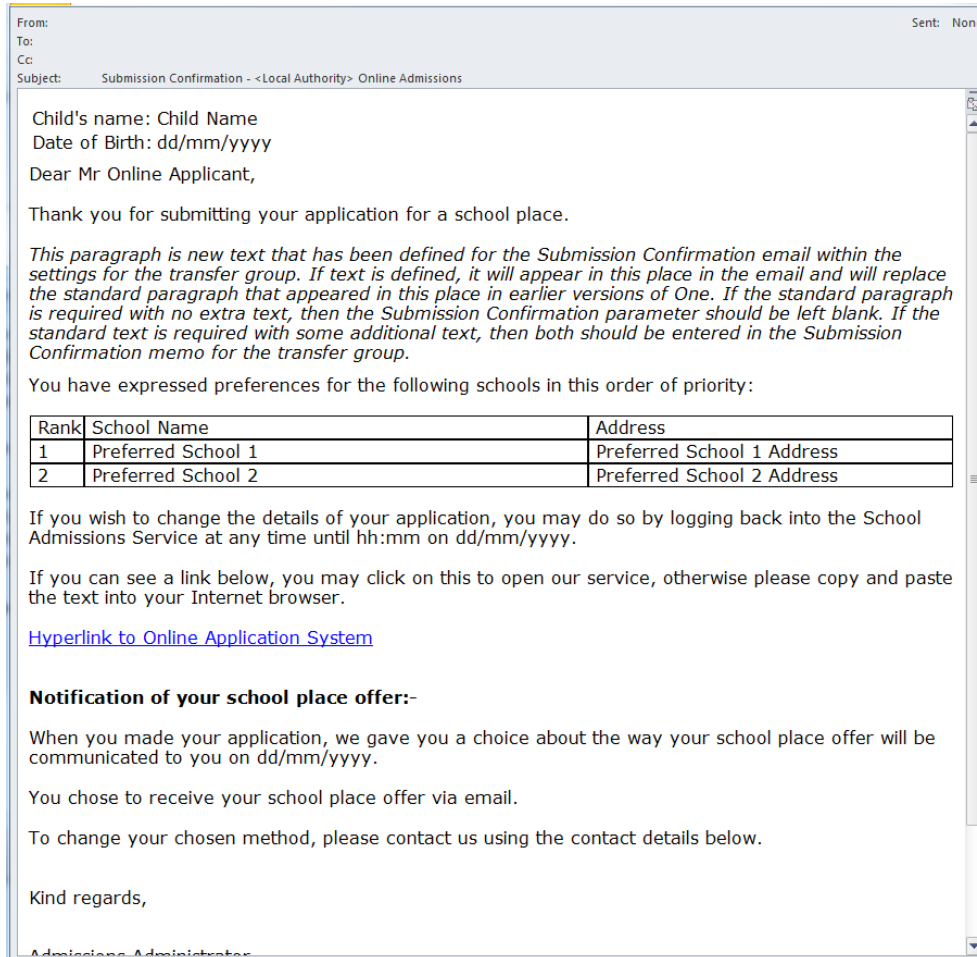
You currently have an Online Admissions Application Form that has not been submitted. In order for the application to be considered by the Local Authority you must login to our service and submit your application.



Submission Confirmation email

The standard paragraph (which is replaced by text in italics in the example below), reads:

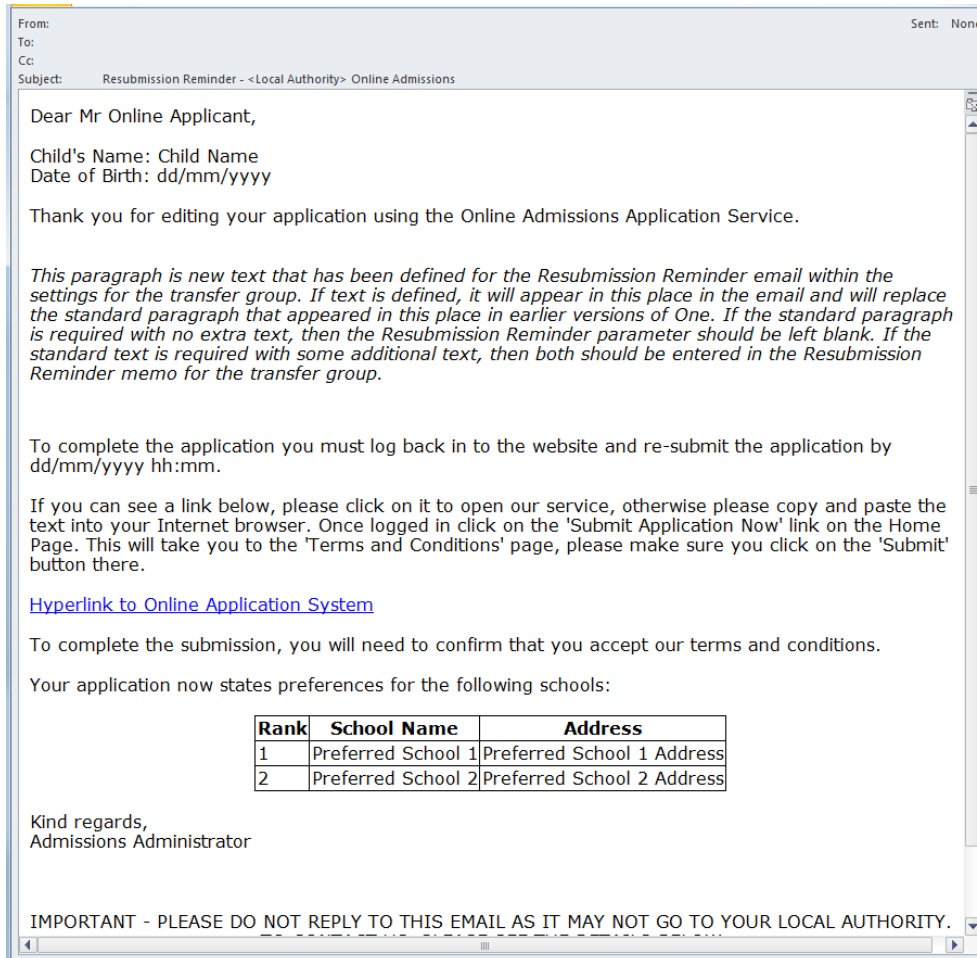
Your application has been received by the <Local Authority> School Admissions Team and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.



Reminder to Resubmit email

The standard paragraph (which is replaced by text in italics in the example below), reads:

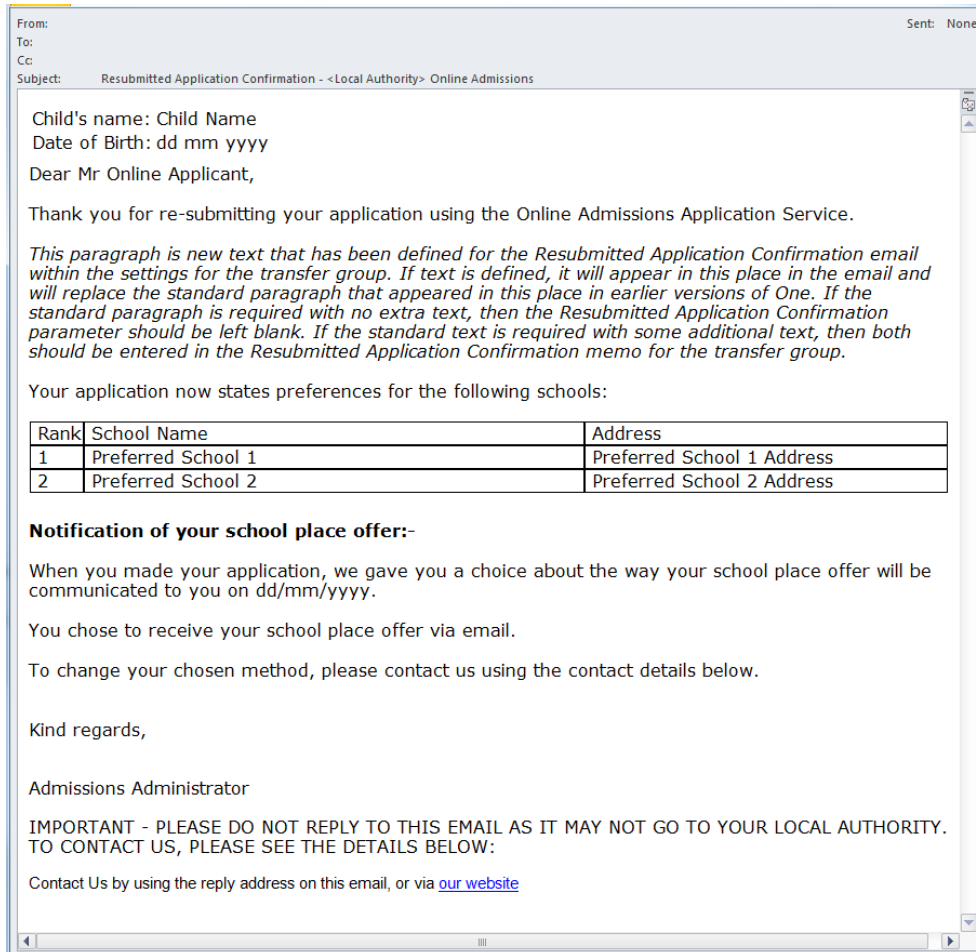
You have not re-submitted the application after making your changes. This means that as far as the Local Authority is concerned, the application is NOT yet completed.



Resubmitted Application Confirmation email

The standard paragraph (which is replaced by text in italics in the example below), reads:

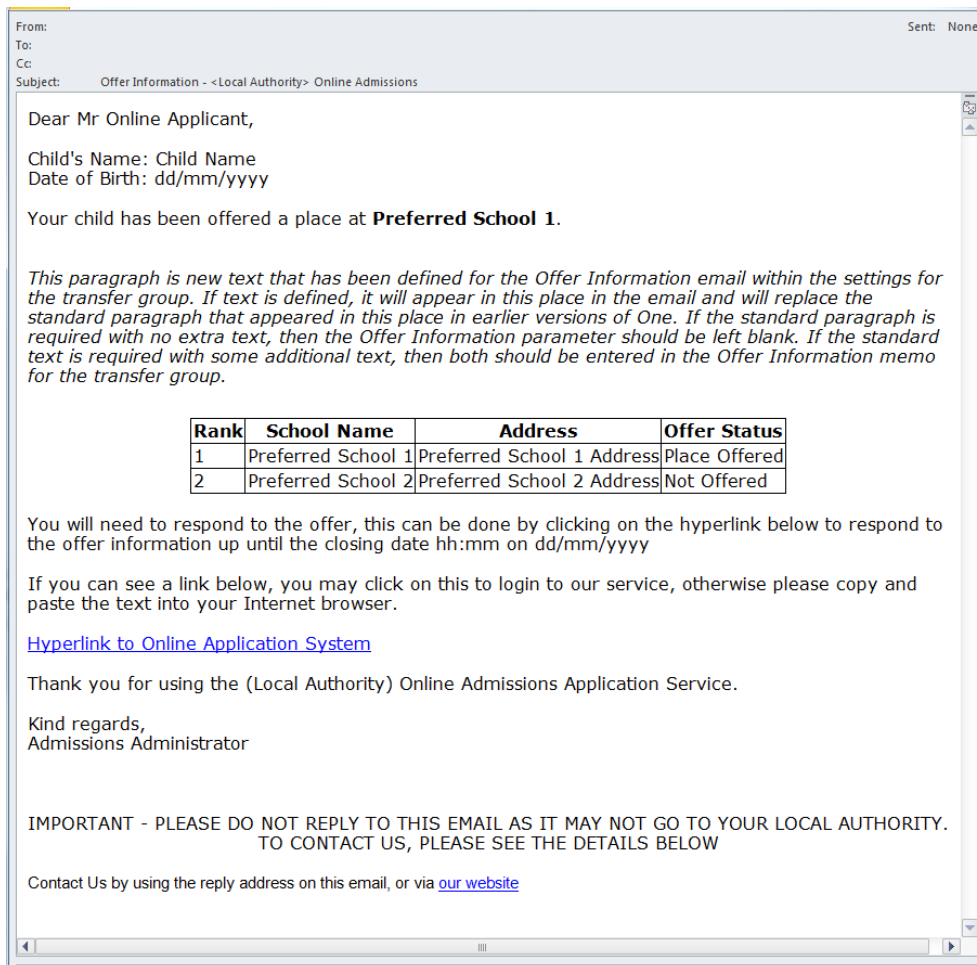
Your application has now been submitted to the LA and does not require any further action by you in order for it to be processed. However, if additional evidence or information is required for the schools you have expressed preferences for e.g. medical/baptism certificates or supplementary forms, you will need to supply them.



Offer email

The standard paragraph (which is replaced by text in italics in the example below) reads:

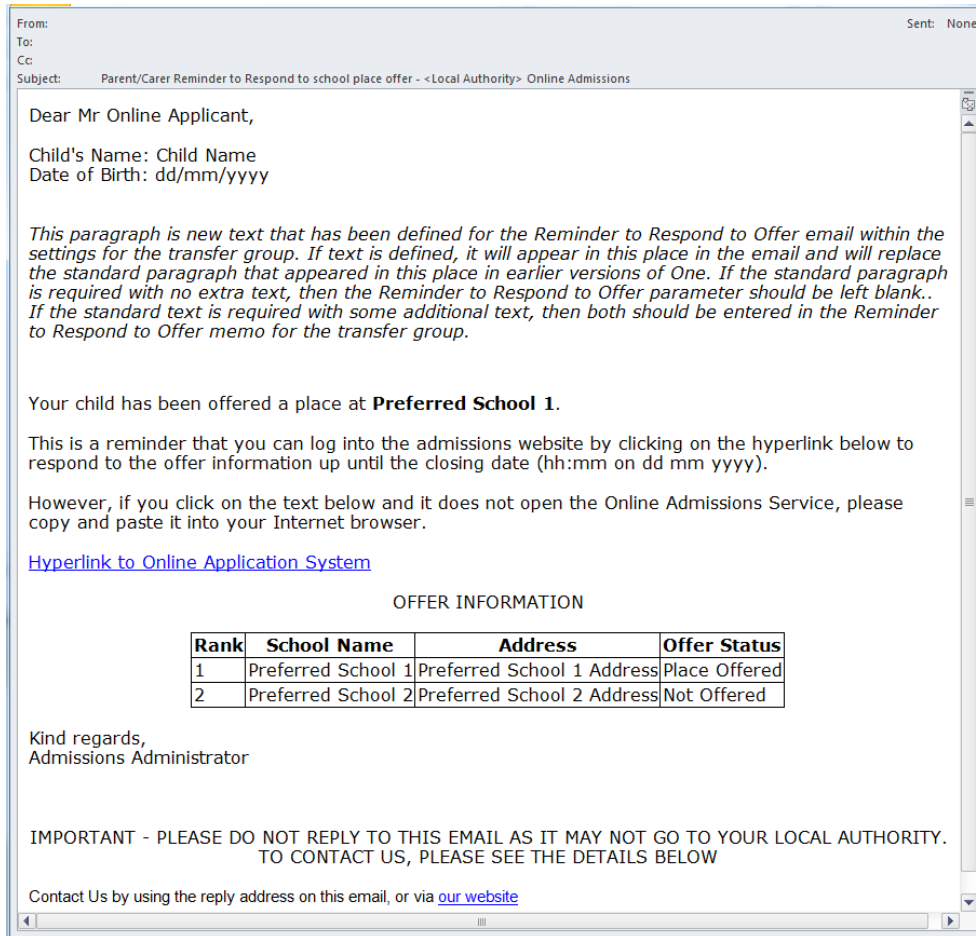
The Local Authority's allocation process has resulted in the following for each of the preferences you expressed in your application:



Reminder to Respond to Offer email

The standard paragraph (which is replaced by text in italics in the example below) reads:

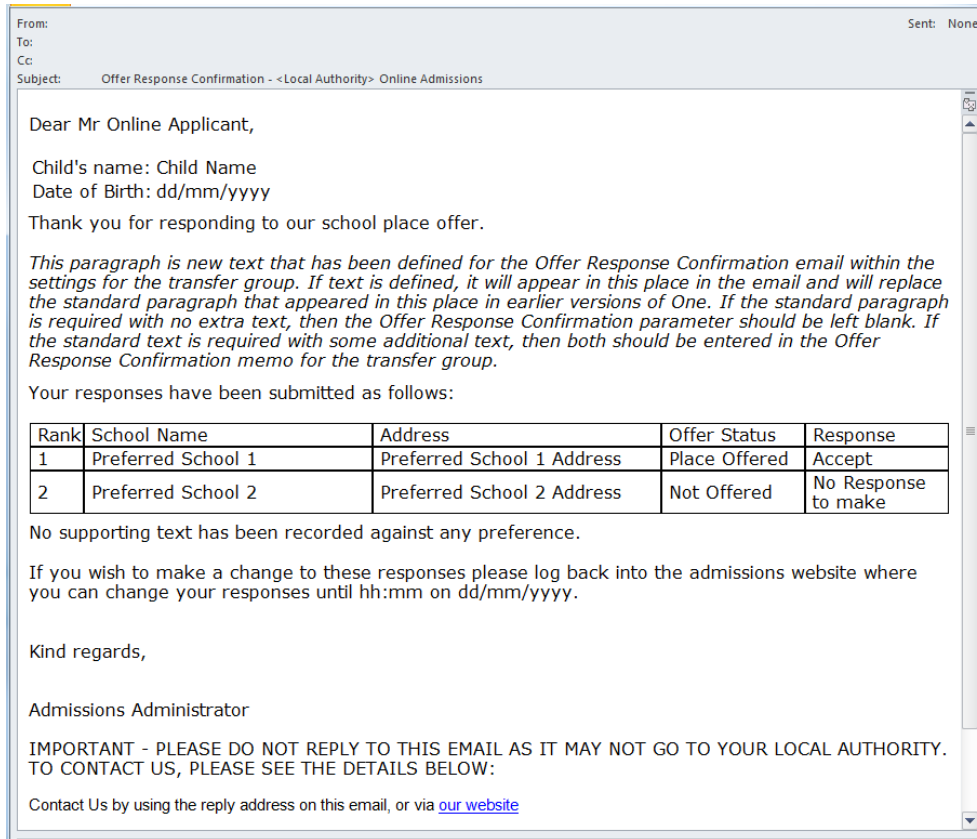
With regards to your admissions application we have not yet received your response to the offer made.



Offer Response Confirmation email

The standard paragraph (which is replaced by text in italics in the example below) reads:

Your responses have been received by the <Local Authority> School Admissions Team. Depending on your responses we may need to contact you further.



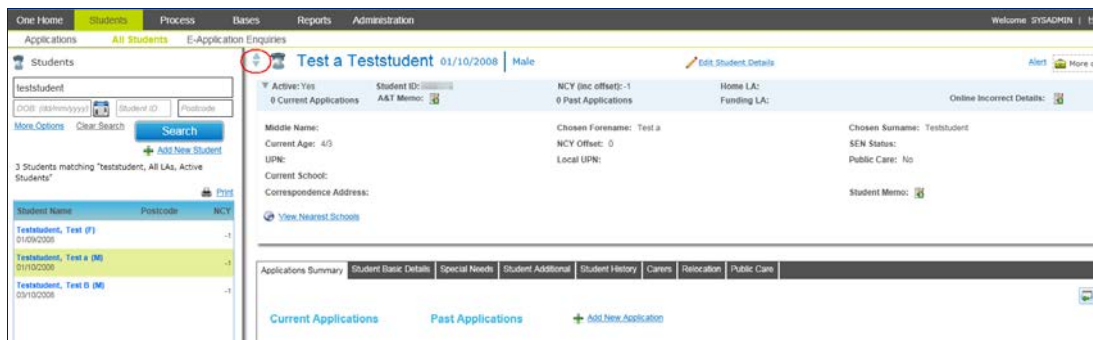
One Spring 2013, 3.50

Usability Improvements

KB401004

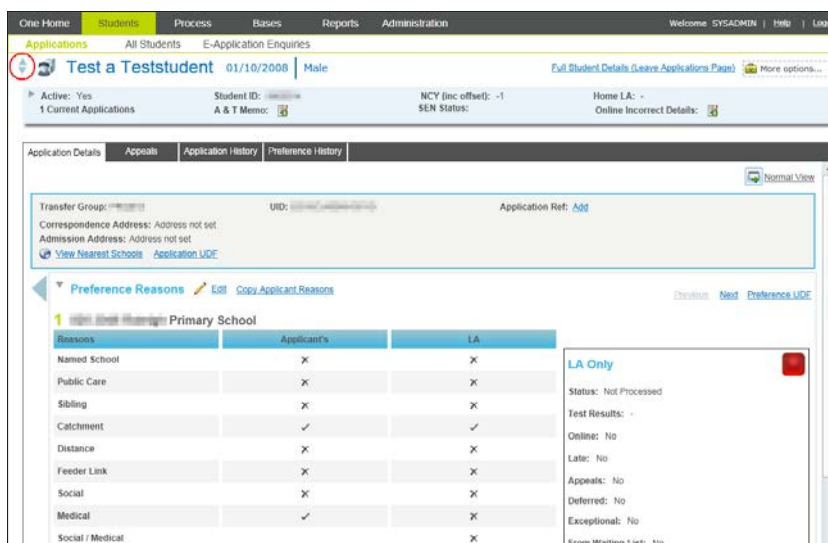
Navigating to the Next / Previous student and application more easily, in both normal and wide view, and retaining the focus on the same tab

Following feedback at the Autumn 2012 Software Consultative Groups, the next / previous navigation within both **Student | All Students** and **Student | Applications** has been improved. After carrying out a search that returns multiple students, you can navigate to the previous or next student in the results by clicking the up or down arrows next to the student name in the header area.



This is available in normal and wide view. Generally, as a user moves to the next or previous student, the focus remains on the same tab that was in focus for the previously selected student. However, if the user is viewing application details without having specified the transfer group in the search criteria, then if they navigate to a student with multiple applications they need to select the application first.

When viewing the **Preference Reasons** page for active preferences for an application, using the up and down arrows navigates to the **Preference Reasons** page for the previous or next application, if it has any active preferences. This improvement should help with your preference validation processes.



KB119684

Accessing Student Attendance information from A&T v4 Back Office

In order to access detailed student attendance data from One Admissions and Transfers Back Office, a report which provides a registration certificate for a selected child over a specified period will be included with the One Summer 2013 (3.51) release. This is the same registration certificate report that is available within One v4 Client.

Should you wish to make use of the report before the Summer 2013 (3.51) release is available, you can download it from SupportNet using the above KB number.

Resolved Knowledge Base Issues - Students | All Students

KB119856

Student Search incorrectly sorted students with lower case names after mixed case names

In the **Students | All Students** and **Students | Applications** student searches, when searching for students by name, One now correctly displays results in alphabetical order, ignoring the case in which the names have been saved.

KB401005

After searching for students, sorting list by NCY

In **Students | All Students**, when a list of students is returned from a search and the user elects to sort that list by NCY, they are now sorted correctly.

Previously, NCY values were sorted as 1, 10, 11, 12,...2, 3, 4... Now, NCY values are sorted as 1, 2, 3...9, 10, 11...

KB400449

Add new student manually - names default to mixed case

Previously in **A&T v4 Back Office | Students | All Students | Add New Student**, there was no automatic update of lower case name entries to mixed case.

In this release, for any manually entered student where the name is entered in all lower case, it defaults to mixed case as in One v4 Client and One v3 as follows:

For each name, the first letter is upper case. Subsequent letters are lower case, with the following exceptions:

- mcxxx becomes McXxx
- x'xxx becomes X'Xxx
- xx xx becomes Xx Xx
- xx-xx becomes Xx-Xx
- x.x.x becomes X.X.X
- x,x,x becomes X,X,X

The default behaviour is to save names in the appropriate format as above, however the user can overtype the case if necessary.

Note: There is no change to the case of names during the import of online applications because the applicant is deemed to be the owner of the required case. This was agreed with Local Authorities at the Autumn 2012 Software Consultative Groups.

Resolved Knowledge Base Issue - Relocations

KB401006

Relocation Schools Approached memo not editable in edit mode

In **Students | All Students | Relocation**, the memo behaviour has been changed to be consistent with other memos in the **Students | All Students | Applications** focus.

- When adding or editing a **Schools Approached** record, the **Memo** hyperlink is now available. Clicking the hyperlink takes the user straight into the memo in edit mode.
- When viewing a **Schools Approached** record (before clicking the **Edit** hyperlink), the **Memo** hyperlink is available. When the hyperlink is clicked, the memo opens in view mode. If the user has **Write** permission, the **Edit Memo** hyperlink is enabled.

Resolved Knowledge Base Issues - Student | Applications

KB400069

Student | Applications Search: 'No Matching Records: Transfer Group' when not fully selecting Transfer Group

Previously, in **Students | Applications**, when selecting a transfer group as a search criterion, if the user did not tab off the **Transfer Group** selection box, the transfer group was not selected.

Now, as soon as the user selects from the drop-down using the mouse (and the description is displayed in the box on-screen), the system automatically recognizes this selection.

KB401007

Chosen Forename and Surname displayed Legal Names

Previously, when viewing **Application** details, the student information in the header incorrectly displayed legal names against the **Chosen Forename** and **Chosen Surname** labels.

KB401008

When navigating to the next student in the Students | Applications area, the SEN Stage for the previous student was displayed for the next student

This was a refresh issue only, with no impact on the data held in the database. This has now been corrected.

KB400398

Application Reference Numbers previously not created when manually adding preferences, if system generated preferences already exist

In **Students | Applications**, when a user manually adds a parental preference for a **Home LA** student, where an application reference number does not already exist, One should create an application reference number.

Previously, if there was already a preference (e.g. a system generated preference) for the application, an application reference number was not generated. This has now been resolved.

A script is available from the Service Desk that Local Authorities can run to create application reference numbers for affected applications.

KB401009

Adding an Application Reference Number with leading zeros for Other LA

Previously, in **Students | Applications | Application Details**, when adding application reference numbers manually, the leading zero for the serial number element was removed. An error message when saving warned that the number was invalid.

This has been corrected. Leading zeros can now be entered and remain visible.

KB401010

Warning message concerning application reference number not generated should be displayed once only

Previously, in **Students | Applications**, when adding an application for a student where the **Home Local Authority** had not been specified or was an **Other Local Authority**, if there were multiple preferences, the message warning that the application reference number had not been generated was displayed multiple times.

The warning is now only displayed once.

KB400402

Inappropriate display of message when saving Applicant Details: Parent has requested in online application to receive an Allocation Email, do you wish to update online application?

Previously, in some scenarios in **Students | Applications**, when saving the applicant details the following validation message was incorrectly displayed:

Parent has requested in online application to receive an Allocation Email, do you wish to update online application?

For example, this might have been displayed when adding a new application and applicant details manually, where there was no online application linked.

This has now been corrected.

KB400417

Withdrawing an application does not update the offer status for late preferences to No Longer Required

In **Students | Applications**, when withdrawing an application, the **Offer Status** for all active preferences should be set to **No Longer Required**. However, the offer status was not updated for late preferences.

This has now been corrected.

KB400973

Incorrect validation: Moving Date cannot be less than system date

Previously, in **Students | Applications | Application Details | Additional Details**, when editing the **Additional Details**, no changes could be saved where the **Moving Date** was in the past.

This validation has now been removed.

KB400403

Promoting or Demoting Preferences by using drag and drop was incorrectly updating system generated preference numbers (e.g. from Preference 20) to lower ranked preferences

In **Students | Applications**, it is possible to drag and drop preferences in order to promote or demote them. When a preference is dragged to a new position, One re-ranks all preferences depending on their new relative positions.

System generated preferences are those created by routines such as Flag Catchment. Their preference number is greater than or equal to the transfer group's Process Start Number, which is often 20.

Previously, when parental preferences were dragged, this incorrectly included the re-ranking of system generated preferences to a lower preference number, implying that this was a parental preference.

For example, if there are preferences 1, 2, 3 and 20 and the user drags preference 2 to a new position 1 to indicate that this should now become preference 1, then previously the preferences were renumbered 1,2,3 and 4 (the value 4 being incorrectly assigned to the preference previously ranked 20).

This has now been corrected.

KB401011

Making Preferences Inactive: preferences with Staff Child selected in Applicant or Local Authority Reasons are reverting to deselected when inactivating the preference

Previously, for a preference where **Staff Child** was selected, either as an **Applicant Reason** or **Local Authority Reason**, if the preference was made inactive the **Staff Child** reason information was incorrectly deselected.

This has been resolved, and this issue will not affect any preferences that are made inactive in the future.

KB400278

Add Preferences | Add Reasons | click Next (before saving): reasons from previous preference displayed

Previously, in **Students | Applications**, when preferences and reasons were added without saving after each individual reason, the preference reasons from one preference could be displayed for another when navigating directly between preference reasons.

This has now been corrected.

KB400675

Viewing Inactive Preferences Reasons: error message was displayed

Previously, in **Students | Applications**, when trying to view the reasons for an inactive preference an error was displayed with a heading of:

Error during Get Applicant Transfer Details

This has now been corrected.

Resolved Knowledge Base Issue - Appeals

KB401012

Hearing Details: not saving Local Authority Officer and Appeals committee

Previously, when adding a new **Local Authority Officer** or new **Appeals Committee** to the list of available **Local Authority Officers** or **Appeals Committees** while also recording **Hearing** details, the newly added officer or committee was not saved for the selected hearing record.

This has now been resolved.

Resolved Knowledge Base Issue - Bases | Receivers

KB400069

Receivers Search: “No Matching Records: Transfer Group” when not fully selecting Transfer Group

Previously in **Bases | Receivers**, when selecting a transfer group as a search criterion, if the user did not tab off the **Transfer Group** selection box, the transfer group was not selected.

This has been changed. As soon as the user selects a transfer group from the drop-down using the mouse (and the description is displayed within the box on-screen), the system automatically recognises this selection.

Resolved Knowledge Base Issues - GIS

KB400571

Nearest School Search was failing on large catchments

Previously, in some instances when particularly large GIS catchments were imported for the bases involved in the search, the **Nearest School Search** in A&T v4 Back Office was failing with a “NotFound” error message.

This has been changed to enable large catchments to be managed within the **Nearest School Search** facility.

KB400683

Nearest School Search was failing where the Easting and Northing for the selected address had decimal point values

Previously, A&T v4 Back Office did not support number values with decimal points and following digits in the easting and northing address fields. Therefore, when calculating routes for the **Nearest School Search**, the system was failing when the student's address contained easting or northing values with a decimal point number.

This has now been resolved.

KB401013

Nearest School Search: the Print School On Map hyperlink was shown as disabled when the Centre on Map hyperlink was clicked for the selected base

Previously, in **Bases | Nearest School Search, Students | All Student | View Nearest Schools** and **Students | Applications | View Nearest Schools**, the **Print School on Map** hyperlink was disabled when the **Centre on Map** hyperlink was clicked.

Now, the **Print School on Map** hyperlink remains enabled when the **Centre on Map** hyperlink is clicked.

KB401016

Bases | Nearest School Search | GIS School Search Print window: Student Home icon and Base or Gate icon was not displayed on the map

Previously, the **Student Home** icon and the **Base or Gate** icon were not displayed on the map in the **GIS School Search Print** window. They now correctly display in the **GIS School Search** window via **Bases | Nearest School Search, Students | All Students | View Nearest Schools, Students | Applications | View Nearest Schools** and **Students | Applications | View Preferences on Map**.

KB400789

Process | Transfer Groups | Students | Pre-Offer Processing | Catchments & Distances: These processes were sometimes hanging or not calculating all values

This resolves potential issues in A&T v4 Back Office regarding bulk calculations for distances and catchments, where, for some Local Authorities, these processes hung or did not calculate all the values.

Some Local Authorities experienced the following problems running routines via A&T **v4 Back Office | Process | Transfer Groups | Students | Pre-Offer Processing | Catchments & Distances**.

1. One of the routines had been started and sufficient time had passed for the process to complete, but the following message was still displayed:

A routine of this type is already running. Pre-Process link and Process button will be available when this has finished.

There were a number of reasons why this might have occurred prior to installing the 3.49.101 hotfix or 3.49.200 Service Pack2:

- One cause of this was the inclusion of decimal place values in the geocodes. This was corrected in 3.49.100 Service Pack 1.
 - It could also be caused by an Easting or Northing containing one or more alpha characters, so this could not be converted to a number.
2. The **Distance** or **Catchment** routine had completed but it had not calculated the **Distance**, or flagged the **Catchment** for some records.

With the release of the 3.49.101 hotfix, we reported that the hotfix caused the processes to run more slowly (for example, in our testing, 2000 preferences were processed in 30 minutes), but the process will complete.

With 3.49.200 Service Pack 2 and also the Spring 2013 (3.50) release, the performance of the distance bulk calculations has been significantly enhanced.

Technical Note: Capita recommend that you turn off logging of RWNNetServer to improve performance. Further information on this is available in the technical document *Technical Guide - Deploying v4 GIS Services* which is included with this release, including an example of an .ini file.

Additionally, further improvements to the **Distance** bulk calculations that were made in 3.49.200 Service Pack 2 are also included in the Spring 2013 (3.50) release.

There are improvements to the display of error messages, including:

- Improved error capturing. This includes reporting in the error log if unexpected characters are found in the geocoding information.
- Error log messages are now visible to all users with access to view this area, not just the user running the bulk calculation routine.
- When processing unprocessed records only, One no longer reports again on issues related to the records processed in earlier runs of the **Distance** bulk calculation. Note that when processing unprocessed records only, error log messages from earlier bulk calculations for this transfer group are retained. When all records are processed, error log messages from earlier bulk calculations from this transfer group are deleted.
- Previously there was some unnecessary duplication of error messages where a student had multiple applications; this has now been resolved.
- If the student has no address or if the student's address is not geocoded, the **Direct Distance Bulk Calculation** routine now reports errors in pre-processing. Previously it did not do this for this specific routine.

The display of progress information has also been improved. Previously, One v4 Online might have reported that the bulk calculation routine had completed slightly too early, while final stage processing was still on-going.

Important Note for Local Authorities using Catchments

If your Local Authority runs either the **Postcode Catchment** or **GIS Catchment** routine to flag the **LA Catchment** reason on preferences, please check whether your transfer group setting for **Use Admission Address** is set to selected (via **Process | Transfer Groups**). If this is selected, then please be aware of the following issue.

If a student has a different current correspondence address to their admissions address, then currently even when the **Use Admission Address** check box is selected, if the Local Authority runs the **Postcode Catchment** or **GIS Catchment** process with the **Automatically Generate System Preference(s)** option selected, A&T Back Office incorrectly uses the current correspondence address rather than the admissions address to assess whether the student is in catchment for each base.

If the **Automatically Generate System Preference(s)** check box is not selected, then the system correctly uses the admissions address to assess whether the student is in catchment for each base.

Therefore, in the short term, please ensure that the **Automatically Generate System Preference(s)** check box is deselected if you are running this routine. We will ensure that this issue is resolved in time for the next admissions rounds.

This issue is not relevant if the **Use Admission Address** check box is not selected.

Resolved Knowledge Base Issue - Process | Transfer Groups

KB401017

Transfer Groups | Feeders: Clicking on the Show Available First hyperlink before searching for feeders caused an internal error on the web page

Previously, in **Process | Transfer Groups | Feeders | Edit**, immediately clicking on the **Show Available First** hyperlink caused an error message to be displayed.

This has now been resolved.

Resolved Knowledge Base Issue - Reports

KB400280

Students | All Students | link to Application | Linked Reports: the system now passes the AT_ID to the linked report

This issue occurred when a user followed the route **Students | All Students | Search | Select Student** (with existing current application) | **Applications Summary | Current Applications**, selected an application, then selected **More Options | Linked Reports | Choose a Report**, and chose a report that had already been set up as a linked report with a parameter that expected the TRANSFERS.AT_ID.

Previously, one was not passing the TRANSFERS.AT_ID to the linked report automatically, which was incorrect. Therefore the user was incorrectly prompted to enter the report parameter of AT_ID. This made it difficult to generate the letter via this route, since the AT_ID is not displayed on screen.

This has now been resolved.

For LAs using A&T v4 Online to support Parents/Carers to make Online Applications

Usability Improvements

KB401154

Improvements to the Forgotten Password process

An issue was occurring if an online applicant used the **Forgotten Password** process and was sent an email from the system with a link to log back in, but did not use the email to try to log back in. If they then tried to use the **Forgotten Password** process a second time, a **User not found** message was displayed and their account was locked.

The software has now been changed to enable online applicants to use the **Forgotten Password** process multiple times to retrieve further emails. They must still use the link in the email in order to log back on and unlock their account.

Additionally, in order to improve the security of user accounts, the following changes have been made to the **Forgotten Password** process:

- If an email address that is not known to the system is entered on the **Forgotten Password | Email Address** page, the system no longer displays a **User not found** message, but instead takes the online applicant to the **Forgotten Password | Secret Question** page.
- At the **Forgotten Password | Secret Question** page, an additional sentence has been added to the supporting text:

After you select Continue please wait for about 10 seconds while your response is processed.

The 10 second delay has been introduced after the online applicant selects **Continue** as part of security measures to combat automated hacking attacks.

- At the **Forgotten Password | Secret Question** page, if the online applicant enters an email address that is not known to the system or they respond incorrectly to the secret question, they now see the following message:

Either the email address entered is not known to us or the answer to the security question is not correct. Please try again or contact us instead using the information from selecting the 'Contact us' link below.
- For Welsh Local Authorities, when online applicants view the online application in the Welsh language, the text changes described above have been translated into Welsh.

KB401018

Make Council Tax Reference optional in online form

The request in the online form for the applicant to enter their Council Tax Reference is now optional for each transfer group. Its display depends on the setting of the Request Council Tax Reference Online check box on the A&T v4 Back Office | Process | Transfer Groups | E-App Settings | Basic Details page. By default this is not selected, so this question is no longer displayed in the online form.

This issue was rated as a high priority at the Autumn 2012 Software Consultative Groups.

KB401019

Match Unmatched Students: In Possible Matches window, transfer group selection has now been moved from More Options to main search

To avoid confusion in the **Process | Incoming Students | Unmatched students | Possible Matches** window, the transfer group search criterion has been moved from within the **More Options** link to the main search. As previously, One continues to default to searching for matches within the students already associated with the selected transfer group. The transfer group can be cleared to search for students outside the transfer group.

KB401020

Locally configurable supporting text for the Returning Service Families Only question

There is a new option for the Local Authority to configure the supporting text presented in online applications within the **Returning Service Families Only** section (displayed on the **Child's Address** page).

Previously, the supporting text displayed above the question (shown below surrounded by a red box) was not configurable.



Now, this supporting text can be configured via **A&T v4 Back Office | Administration | Applications | Online Parameters** using the new option **Service Family Supporting Text**. For Welsh Local Authorities, this can be configured in both Welsh and English language. This is a global setting, so the same supporting text is displayed for all transfer groups. The text can contain hyperlinks to other web pages.

If no text is configured here, the current wording displayed in the online form is retained, for which the English version is:

The next question is only for members of Service (e.g. Army) and Crown Servant (e.g. Diplomat's) families. If this does not apply to you, please ignore this question and click the NEXT button below.

The question displayed underneath the supporting text is not configurable.

Resolved Knowledge Base Issue - Preference School Searching

KB401021

Changes to All Local Authorities filter

Previously, when applicants selected the **All Local Authorities** filter in the online application when searching for preference schools, a list of Local Authorities was displayed, populated as follows:

1. The All Local Authorities option
2. The home Local Authority and Local Authorities identified as coordinating Local Authorities for the selected transfer group
3. Followed by All Local Authorities from the local list of Local Authorities (lookup table ID 0106), except for those that are excluded via **A&T Back Office | Administration | Applications | Online Parameters | Display and Email Options | Preference Schools to display Online**.

However, current advice is that the coordinating Local Authorities set up for English Local Authorities should not just include neighbouring Local Authorities, but should include all Local Authorities in England. When this advice is followed, then in the online form the list of Local Authorities effectively contained many duplicates due to the presence of each duplicated Local Authority in the coordinating Local Authority list.

This has now been resolved and this option is now populated as follows:

1. The All Local Authorities option
2. The home Local Authority
3. Followed by all Local Authorities from the local list of Local Authorities (lookup table ID 0106) except for those that are excluded via Back Office | Administration | Applications | Online Parameters | Display and Email Options | Preference Schools to display Online.

Resolved Knowledge Base Issue - Submitting

KB400069

Parents were sent multiple submission confirmation emails if the Submit button was clicked multiple times

This was caused by the parents clicking the online **Submit** button multiple times when the response from the server was slow.

An improvement has been made to prevent the **Submit** button being clicked more than once between responses from the server.

Resolved Knowledge Base Issues - Matching

KB400728

When Manually Matching students via v4 A&T Back Office, the process incorrectly deleted selected data

Previously, when an authority manually matched students via the One v4 matching process (Process | **Incoming Students | Unmatched Students**), some information recorded in the **Online Student Details** table was incorrectly updated, as detailed below.

- **Statemented Child** flag: If this was originally set to **True** in the online application, this was incorrectly set to **False**.
- **Public Care** flag: If this was originally set to **True** or **False** in the online application, this was incorrectly set to **null**.
- **Public Care Authority**: If this originally recorded the Local Authority number of the Local Authority identified by the online applicant as the **Care Authority** for a public care student, this was incorrectly set to **null**.
- **Parental Responsibility**: If this was originally set to **True** or **False** in the online application, this was incorrectly set to **null**.
- **Moving On Address Date**: If the **Moving On** date related to the student's address was originally populated, this was incorrectly set to **null**.

Note: This issue did not affect the Local Authority's existing **SEN Status** or **Public Care Details** for the One Student Details; this data was preserved.

The issue only occurred when the online applicant used the **No UID** method and there was not a unique match of the student in the transfer group.

This defect did not occur where the application was made using a UID, or where the application using the **No UID** method was able to uniquely match a student already in the transfer group.

This issue did not affect the **One v3 Manual Match** process.

KB401022

Matching online students: Invalid display of ' - ' in transfer group field under More Options in Possible Matches window

This occurred when using the **Process | Incoming Students | Unmatched | Match** function. When matching online students to students in the One database, by default the system searches on students already associated with the selected transfer group. Previously, the search parameter of **Transfer Group** was displaying ' - ' instead of displaying the currently selected transfer group description.

This has been corrected and the search parameter now displays the description of the selected transfer group, enabling it to be changed or removed.

KB401023

Students without chosen names: name missing when listing students were Matched with Conflicts

Previously, in **Process | Incoming Students | Matched with Conflicts**, students with no chosen names recorded in One and with addresses in conflict were listed with no name details visible.

This has now been corrected so that One lists the students' legal names rather than chosen names here, to be consistent with other areas.

Resolved Knowledge Base Issue - Multiple Applications

KB400729

When resolving multiple applications via v4 A&T Back Office, preferences from other transfer groups for the same student were incorrectly made inactive and memos deleted from all of the student's applications

The issue occurred where there were parental preferences already recorded in A&T v4 Back Office for an application, and there was also an online application with different parental preferences for the same student. This was correctly flagged as a multiple application that needed to be manually resolved via the A&T v4 **Multiple Application** process (**Incoming Applications | Multiple Applications**), by making the A&T Back Office preferences inactive in order to give precedence to the A&T Online application preferences.

- **Issue 1:** As the system changed the A&T Back Office preferences into inactive preferences, any memo content associated with these preferences was deleted.
- **Issue 2:** If the student also had any A&T Back Office preferences associated with any other application in any other transfer group (regardless of offer status), the system also changed them into inactive preferences and deleted any associated memo content.

These have now been resolved.

Resolved Knowledge Base Issues - Link to Applicant Details

KB400686

Students | Applications | Applicant Details – ‘Notify by email’ flag inappropriately updated

Background: When online applications are imported, the online applicant’s response to the **Receive offer information by email** question is used to populate the **Notify by Email** check box in **A&T Back Office | Applicant Details**. When an online applicant responds **Yes** to this question, then the **Notify by Email** check box is selected by the import process. When an online applicant responds **No** to this question, then the **Notify by Email** check box is not selected.

If a Local Authority user edits the Applicant Details **Notify by Email** check box following import, and tries to set this to a value that does not match the online response, then Capita One is designed to validate this to ensure that the two items of information are kept aligned.

Issue: Previously, in the scenario where an online applicant had responded **No** to the **Receive offer information by email** question but in A&T Back Office a Local Authority user had tried to edit the **Notify by Email** check box in Applicant Details to set it to selected, Capita One did not respond properly. Instead, it displayed a warning message with incorrect wording:

Parent has requested in online application to receive an Allocation email, do you wish to update online application?

This has now been resolved. In this scenario, if the system date is before the publicise date for the transfer group, then upon trying to save the Back Office Applicant Details, the system displays a message:

Parent has not requested in online application to receive an Allocation Email, do you wish to update online application?

If the user responds **Yes**, then the online form’s **Receive offer information by email** setting is set to **True**. If the user responds **No**, then the online setting is preserved and the A&T Back Office **Notify by Email** check box is left deselected, ensuring that the two values are in alignment.

KB400687

After import, the Applicant Details Notify by Email value was not clearly ticked

After an online application in which the online applicant elected to be sent offer information by email has been imported, then the **Students | Applications | Application Details | Applicant Details | Notify by** panel should have the **Email** check box selected. However, previously this was displaying ‘-’ instead of being clearly ticked.

Please note that this is a separate piece of data to the online application’s **Send Offer Information by Email** check box, which is still selected in this circumstance.

Resolved Knowledge Base Issues - Importing

KB400688

Unable to import application where the matched One student had no registered base or had a registered base that is not a feeder for the transfer group

Previously, if an online application student was matched to a student in One with no registered base, or whose registered base was not a feeder for the transfer group, then their application was not imported. Instead, the following error message was displayed:

Error Importing Student. Cannot create the transfer record.

The application is now imported without the need for a registered base that is a feeder for the transfer group.

KB400689

Some online parental responses were not imported successfully

Previously, if applicants made responses to offers in A&T v4 Online Public Facing and the Local Authority imported these responses, not all the responses were imported successfully.

This has now been resolved.

KB400691

Warning message where an online response of Rejected is imported

One is designed so that if the current offer status for a preference is **Accepted, Allocated, Offered** or **Provisional** and the online applicant makes a response of **Reject** to that offer, then when importing online responses the existing offer status is preserved and a warning message is raised. This is so that the offer of a place for the child is not automatically removed, and instead the Admissions Officer can review the case manually. However, previously the warning message was not being raised.

This has now been resolved. The warning message is now displayed correctly on the **Process | Incoming Applications | Response Messages** tab.

KB114767

Importing a submitted application where another application in the transfer group for the same student (e.g. from a different applicant) is unsubmitted

Previously, in the scenario where Applicant 1 submitted an application for a student in a transfer group, and then Applicant 2 also made an application for the same student in the transfer group, but did not submit it, the submitted application was not imported. Instead an error message was logged:

Application message: Student with duplicate applications

This was incorrect. The system should ignore unsubmitted applications in the import processes. In this scenario the applications were not listed in the **Multiple Applications** area, because this area only lists multiple submitted applications.

This has now been resolved.

KB401025

In year student application details are unable to import when selecting the Both option using the UID in V4 Online Public Facing.

When an applicant was using a Local Authority provided UID and wished to make an application to the normal round of admissions and to also make an in year application, the in year application was not visible in **A&T Back Office | Incoming Students | Matched tab | In Year Transfer Group**.

This has now been resolved.

Resolved Knowledge Base Issues - E-Application Enquiries

KB401026

Students | E-Application Enquiries: Search operated as 'or' instead of 'and' when multiple partial names were entered

Previously in **Students | E-Application Enquiries**, when searching for a student by entering both the forename and surname (or part of these) in the **Student Name** search box, One returned students whose names contained either a match for the forename or surname.

Now this search returns only students whose names match all the entries in the **Student Name** search box.

KB401027

Students | E-Application Enquiries: when search results contained more than 100 records, a user could only scroll up to 100

Previously in **Students | E-Application Enquiries**, if a user entered search criteria that returned more than 100 records, only the first 100 rows could be accessed. It was not possible to scroll down further.

This has now been resolved