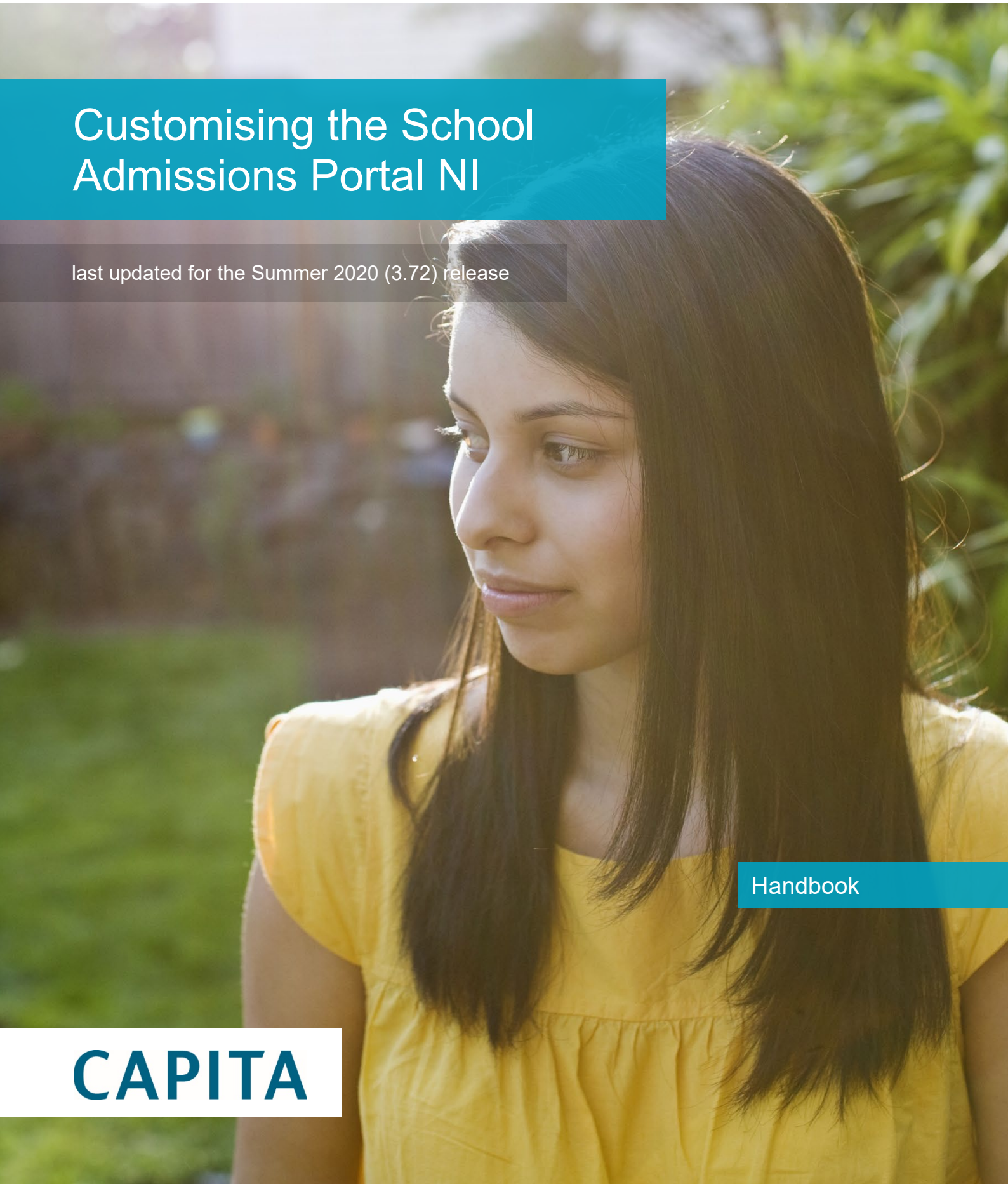
oneeducation

Customising the School Admissions Portal NI

last updated for the Summer 2020 (3.72) release



Handbook

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01 | Document Change Control

Date	Release	Description
Summer 2020	**3.72**	There are now multiple columns for sibling information available to schools, to help display where a sibling has been claimed and has been verified: • Sibling claimed • Sibling verified See *Applications* on page *9* See *Application Details* on page *11* See *Show/Hide Columns Dialog* on page *12* See *Verify Applications* on page *16*
Apr 2019	**3.68**	This is a new handbook for the School Admissions Portal in Northern Ireland.

02 | Overview

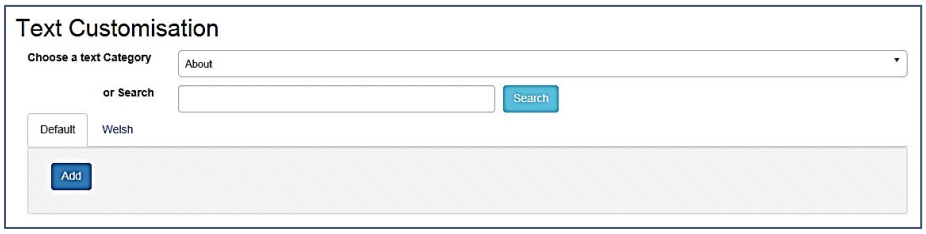
The School Admissions area of the Provider Portal is highly customisable, with most labels and textual content editable via the **Administration | Site Setup | Text Customisation** menu.

Customising this content helps you to ensure that the advice and instructions given to applicants meet your LA's policies and guidelines in Northern Ireland.

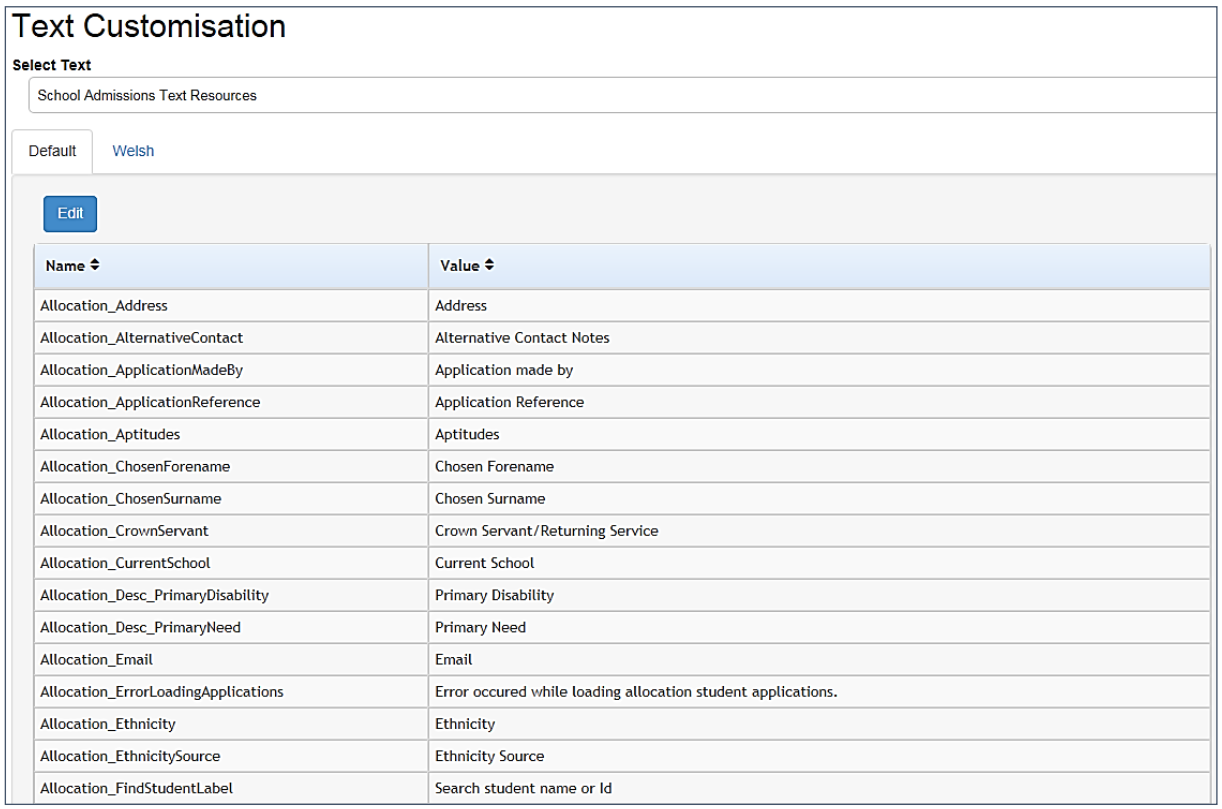
Customising School Admission Portal Text

To customise the School Admissions Portal text elements:

1. Sign in to the Provider Portal.
2. Select **Administration | Text Customisation** to display the **Text Customisation** page.

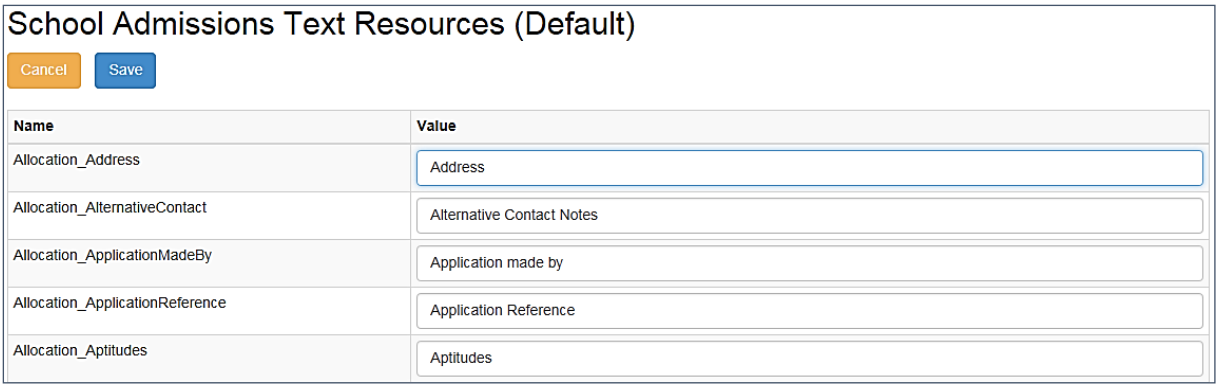


3. Select **School Admissions Text Resources** from the **Choose a text Category** drop-down menu to display the School Admission Portal text elements.



Name	Value
Allocation_Address	Address
Allocation_AlternativeContact	Alternative Contact Notes
Allocation_ApplicationMadeBy	Application made by
Allocation_ApplicationReference	Application Reference
Allocation_Aptitudes	Aptitudes
Allocation_ChosenForename	Chosen Forename
Allocation_ChosenSurname	Chosen Surname
Allocation_CrownServant	Crown Servant/Returning Service
Allocation_CurrentSchool	Current School
Allocation_Desc_PrimaryDisability	Primary Disability
Allocation_Desc_PrimaryNeed	Primary Need
Allocation_Email	Email
Allocation_ErrorLoadingApplications	Error occured while loading allocation student applications.
Allocation_Ethnicity	Ethnicity
Allocation_EthnicitySource	Ethnicity Source
Allocation_FindStudentLabel	Search student name or Id

4. Click the **Edit** button to make the text elements editable.



5. Make your required edits and then click the **Save** button to save your changes.

Using This Document

This document shows each of the screens and dialog boxes in the School Admissions Portal area of the Provider Portal. Editable text areas are highlighted in red and numbered. The table below each screenshot lists the name of each individual element, which you can then look up and edit in the **Text Customisation** page, if required.

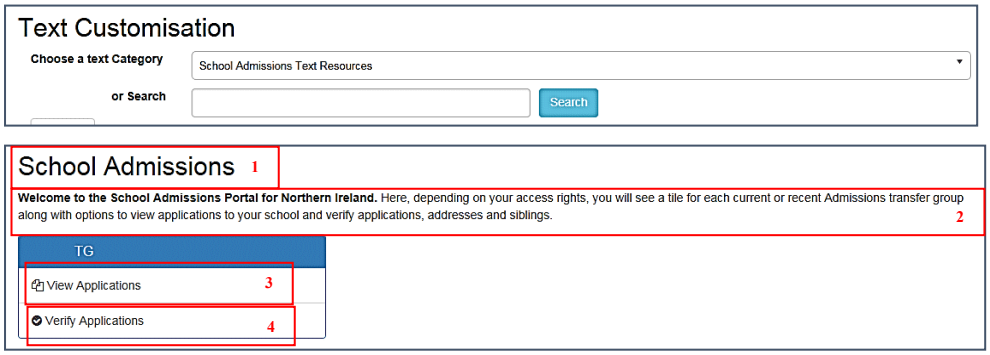
In cases where a particular area of the screen may display different text elements at different times, the tables show all available elements for that area. For example, the coloured bar at the top of the **Applications** page may display multiple error or status messages, all of which are listed under the same number.

Where a particular text area displays a tooltip when you hover your cursor over it, the text element for that tooltip is displayed in the tables in italics.

03 | School Admissions Portal Pages

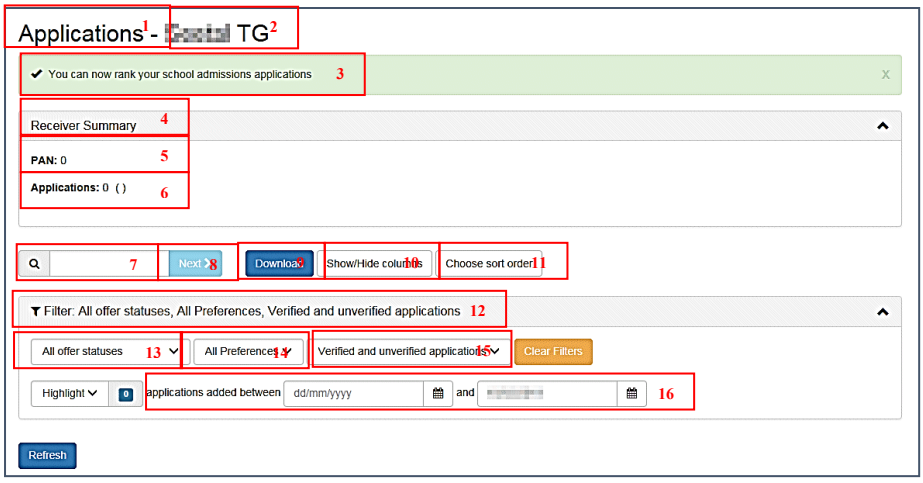
School Admissions Portal Landing Page

The **School Admissions** landing page text is configured by selecting **Administration | Text Customisation**, then selecting the **School Admissions Text Resources** category from the drop-down.



Number	Resource
1. School Admissions Header	Title_HomePage
2. Welcome Text	School Admissions | Home Page Guidance Text
3. View Applications Link	HomeTranferGroupTile_ViewApplicationsLink
4. Verify Applications Link	HomeTranferGroupTile_VerifyApplicationsLink

Applications



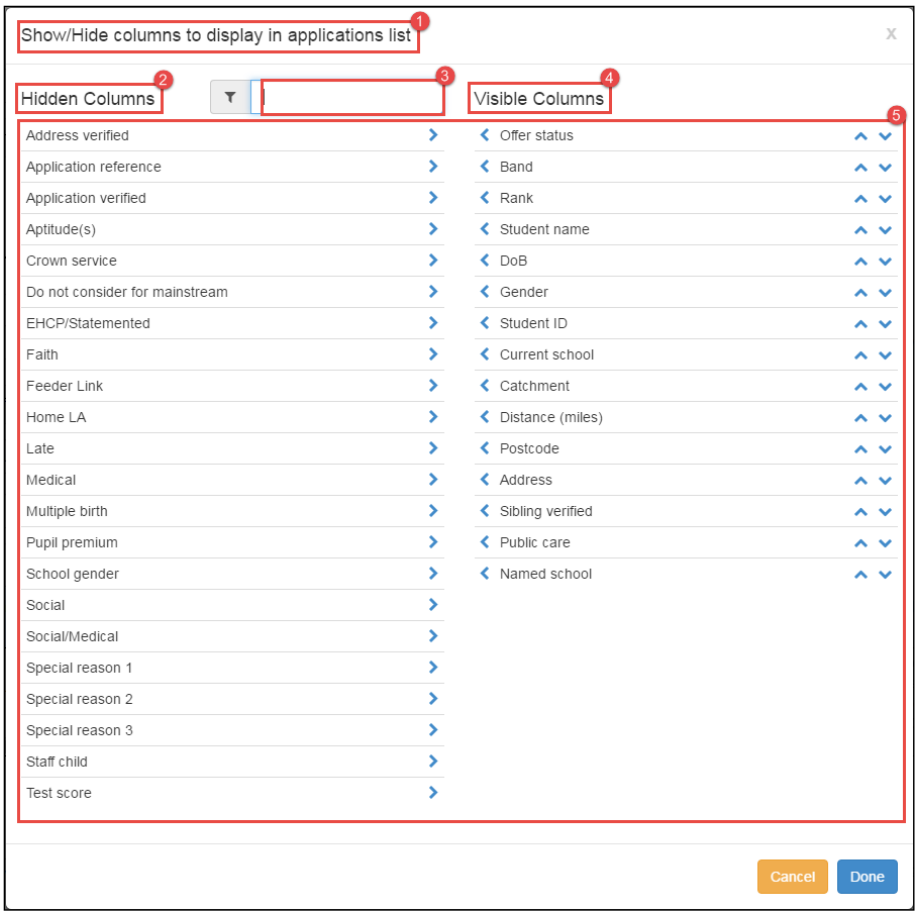
No.	Element	Tooltip
1	IncomingApplications_PageTitle	
2	[Transfer Group Name]	
3	CoreRanking_NonProcessedApplication_InfoMsg	
4	Incoming Applications_ReveiverSummary	
5	ReceiverSummary_PAN	
6	ReceiverSummary_Applications	
7	IncomingApplications_FindStudentLabel	
8	IncomingApplications_NextMatchButton	Go to next matching student
9	IncomingApplications_DownloadLink	
10	Button_IncomingAppsShowHideColumns	
11	Button_IncomingAppsChooseSortOrder	
12	IncomingApplication_FilterDescription	
13	ReceiverAppFilter_AllOfferStatuses	Filter students by Offer Status
14	IncomingApplications_PreferencesFilter	Filter students by Preferences
15	IncomingApplications_VerificationFilter	Filter students by application verification status
16	IncomingApplications_FilterDatesAfterDropdown	
	IncomingApplications_FilterDatesBetweenDates	
17	IncomingApplicationColumn_*nnnn*	Not all of these elements are displayed. You can select which columns are displayed using the **Show/Hide columns** menu.

Application Details

Number	Label	Element
1	**Application Details**	ReceiverApp_ReceiverApplicationTitle
2	**Basic details**	ReceiverApp_BasicDetails
	Name	ReceiverApp_Name
	ID	ReceiverApp_StudentID
	Date of Birth	ReceiverApp_DateofBirth
	Gender	ReceiverApp_Gender
	Address verified	ReceiverApp_AddressVerified
	Address	ReceiverApp_CorresAddress
		ReceiverApp_Address
	Current School	ReceiverApp_CurrentSchool
3	**Application details**	ReceiverApp_ApplicationDetail
	Application reference	ReceiverApp_ApplicationReference
	Application verified	ReceiverApp_ApplicationVerified
	On-time/Late	ReceiverApp_OntimeLate
	InCatchment	ReceiverApp_InCatchment
	Distance	ReceiverApp_Distance
	Applicant claims Sibling	ReceiverApp_ApplicantClaimsSibling
	Verified Sibling	ReceiverApp_VerifiedSibling
4	**Application made by**	ReceiverApp_ParentDetails
	Name	ReceiverApp_Parent_Name

Number	Label	Element
	Relationship	ReceiverApp_Parent_Relationship
	Responsibility	ReceiverApp_Parent_Responsibility
	Address	ReceiverApp_Parent_Address

Show/Hide Columns Dialog

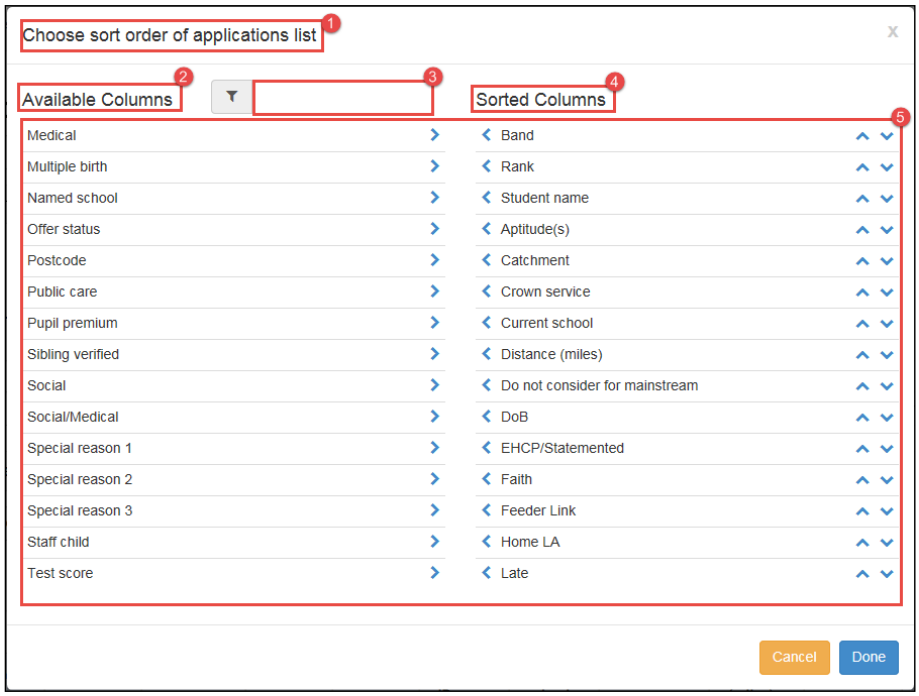


Number	Element	Notes
1	ShowHideIncomingAppsColumnsModal_Title	
2	ShowHideIncomingAppsColumnsModal_HiddenColumns	
3	IncomingAppsSortOrderModal_FindColTooltip	
	ShowHideIncomingAppsColumnsModal_FindColTooltip	
4	ShowHideIncomingAppsColumnsModal_VisibleColumns	
5	IncomingApplicationColumn_AddressVerified	
	IncomingApplicationColumn_ApplicantSiblingVerified	
	IncomingApplicationColumn_ApplicationReason	

Number	Element	Notes
	IncomingApplicationColumn_ApplicationReference	
	IncomingApplicationColumn_ApplicationVerified	
	IncomingApplicationColumn_Aptitudes	
	IncomingApplicationColumn_BandName	
	IncomingApplicationColumn_Catchment	
	IncomingApplicationColumn_CrownService	
	IncomingApplicationColumn_CurrentSchool	
5	IncomingApplicationColumn_DateOfBirth	
	IncomingApplicationColumn_DatePlaceRequired	
	IncomingApplicationColumn_Distance	
	IncomingApplicationColumn_Faith	
	IncomingApplicationColumn_FeederLink	
	IncomingApplicationColumn_Gender	
	IncomingApplicationColumn_HomeLa	
	IncomingApplicationColumn_Late	
	IncomingApplicationColumn_Medical	
	IncomingApplicationColumn_MultipleBirth	
	IncomingApplicationColumn_NamedSchool	
	IncomingApplicationColumn_Ncy	
	IncomingApplicationColumn_NotMainstream	
	IncomingApplicationColumn_OfferStatus	
	IncomingApplicationColumn_PublicCare	
	IncomingApplicationColumn_PupilPremium	
	IncomingApplicationColumn_Rank	
	IncomingApplicationColumn_SchoolGender	
	IncomingApplicationColumn_Sibling	
	IncomingApplicationColumn_SiblingVerified	
	IncomingApplicationColumn_Social	
	IncomingApplicationColumn_SocialMedical	
	IncomingApplicationColumn_SpecialReason1	
	IncomingApplicationColumn_SpecialReason2	
	IncomingApplicationColumn_SpecialReason3	

Number	Element	Notes
	IncomingApplicationColumn_StaffChild	
	IncomingApplicationColumn_Statemented	
	IncomingApplicationColumn_StudentAddress	
	IncomingApplicationColumn_StudentId	
	IncomingApplicationColumn_StudentName	
	IncomingApplicationColumn_StudentPostcode	
	IncomingApplicationColumn_TestScore	
5	ShowHideIncomingAppsColumnsModal_NoHiddenColumns	Displayed in place of the headings in the **Hidden Columns** list if there are no hidden columns to display.
	ShowHideIncomingAppsColumnsModal_NoVisibleColumns	Displayed in place of the headings in the **Visible Columns** list if there are no hidden columns to display.

Choose Sort Order Dialog



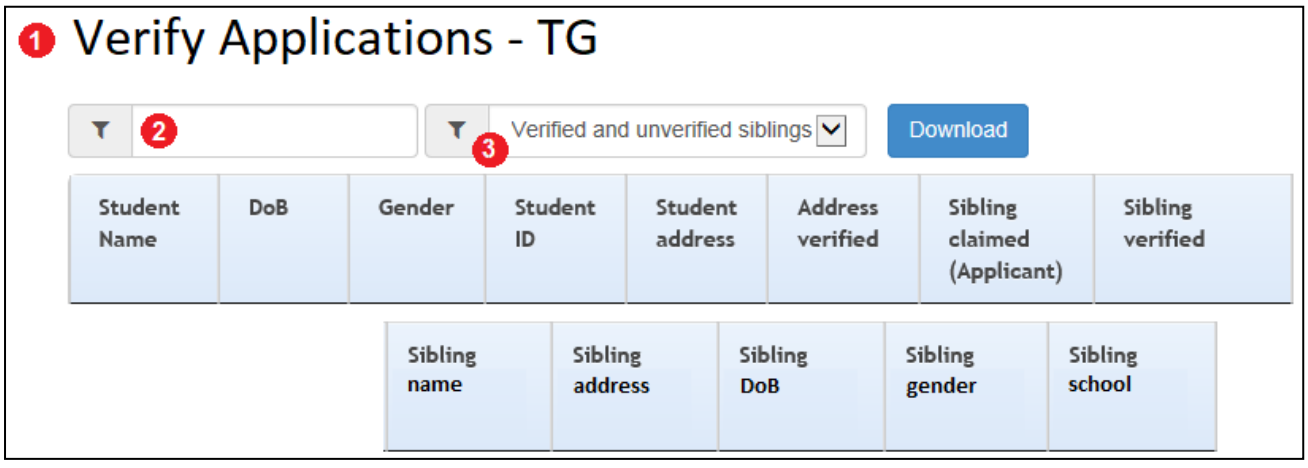
Number	Element	Notes
1	IncomingAppsSortOrderModal_Title	
2	IncomingAppsSortOrderModal_UnselectedColumns	
3	*IncomingAppsSortOrderModal_FindColTooltip*	
4	IncomingAppsSortOrderModal_SelectedColumns	

Number	Element	Notes
5	IncomingApplicationColumn_AddressVerified	
	IncomingApplicationColumn_ApplicantSiblingVerified	
	IncomingApplicationColumn_ApplicationReason	
	IncomingApplicationColumn_ApplicationReference	
	IncomingApplicationColumn_ApplicationVerified	
	IncomingApplicationColumn_Aptitudes	
	IncomingApplicationColumn_BandName	
	IncomingApplicationColumn_Catchment	
	IncomingApplicationColumn_CrownService	
	IncomingApplicationColumn_CurrentSchool	
	IncomingApplicationColumn_DateOfBirth	
	IncomingApplicationColumn_DatePlaceRequired	
	IncomingApplicationColumn_Distance	
	IncomingApplicationColumn_Faith	
5	IncomingApplicationColumn_FeederLink	
	IncomingApplicationColumn_Gender	
	IncomingApplicationColumn_HomeLa	
	IncomingApplicationColumn_Late	
	IncomingApplicationColumn_Medical	
	IncomingApplicationColumn_MultipleBirth	
	IncomingApplicationColumn_NamedSchool	
	IncomingApplicationColumn_Ncy	
	IncomingApplicationColumn_NotMainstream	
	IncomingApplicationColumn_OfferStatus	
	IncomingApplicationColumn_PublicCare	
	IncomingApplicationColumn_PupilPremium	
	IncomingApplicationColumn_Rank	
	IncomingApplicationColumn_SchoolGender	
	IncomingApplicationColumn_Sibling	
	IncomingApplicationColumn_SiblingVerified	
	IncomingApplicationColumn_Social	
	IncomingApplicationColumn_SocialMedical	

Number	Element	Notes
	IncomingApplicationColumn_SpecialReason1	
	IncomingApplicationColumn_SpecialReason2	
	IncomingApplicationColumn_SpecialReason3	
	IncomingApplicationColumn_StaffChild	
	IncomingApplicationColumn_Statemented	
	IncomingApplicationColumn_StudentAddress	
	IncomingApplicationColumn_StudentId	
	IncomingApplicationColumn_StudentName	
	IncomingApplicationColumn_StudentPostcode	
	IncomingApplicationColumn_TestScore	
	IncomingAppsSortOrderModal_NoSelectedColumns	Displayed in the **Sorted Columns** list if no columns have been selected to be sorted on.
	IncomingAppsSortOrderModal_NoUnselectedColumns	Displayed in the **Available Columns** list if all columns have been selected to be sorted on.

Verify Applications

Number	Element	Tooltip
1	Verify Applications_PageTitle	
2	SibClaimedApplications_StudentIdNameFilter	Filter by student name or Id
3	VerifyApplicationsFilter_All	Filter by verified/unverified application, address and siblings
	VerifyApplicationsFilter_*nnnn*	*Not all of these elements are displayed*



Column Name	Element
Student name	SibClaimedApplicationsColumn_StudentName
DoB	SibClaimedApplicationsColumn_StudentDob
Gender	SibClaimedApplicationsColumn_StudentGender
Student ID	SibClaimedApplicationsColumn_Studentid
Application verified	IncomingApplicationColumn_ApplicationVerified
Address	SibClaimedApplicationsColumn_StudentAddress
Address verified	SibClaimedApplicationsColumn_AddressVerified
Sibling claimed (Applicant)	SibClaimedApplicationsColumn_ClaimsSibling
Sibling verified	SibClaimedApplicationsColumn_SiblingVerified
Sibling name	SibClaimedApplicationsColumn_SiblingName
Sibling address	SibClaimedApplicationsColumn_SiblingAddress
Sibling DoB	SibClaimedApplicationsColumn_SiblingDob
Sibling gender	SibClaimedApplicationsColumn_SiblingGender
Sibling school	SibClaimedApplicationsColumn_SiblingSchool

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