

HOW TO USE THE REVERT STATUS TOOL FOR ARCHDEACONS  
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## Sending a List B Application back to Applicant with Comments

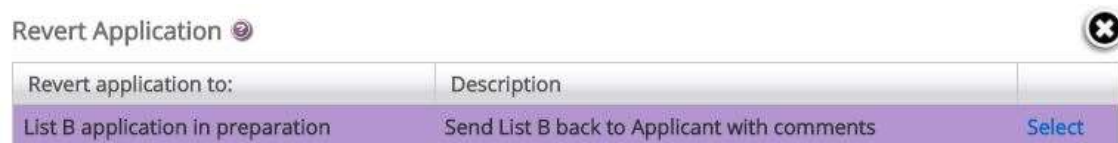
Applicants who apply for List B works using the Online Faculty System need to supply you with some key information so that the works can be properly assessed. In some circumstances, you might require further information from the applicant.

To return the List B application to the applicant with comments:

1. Click the **Revert Status** button



2. **Select the status** List B application in preparation



3. **Write** your (optional) email to the **applicant**

\* Please note that the DAC will also receive a copy

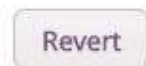
*Email message (optional)*

Dear Jane,

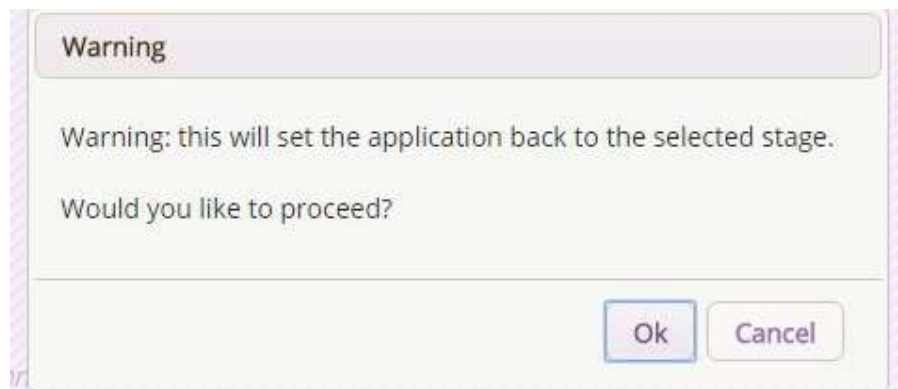
Please send me more photographs.

Julie

4. Click **Revert**



5. Click **OK** to proceed



The application will be sent back to the applicant, with your comments, so that they might make the necessary changes.

## Sending a List B Application back to the DAC with comments


You've received an application for List B works with the DAC Secretary's advice, but you require further information from them.

You can send the application back to the DAC Secretary with your comments (i.e. from "Awaiting Archdeacon's determination" to "Awaiting DAC advice on List B")

1. Click the **Revert Status** button



2. Select the **Awaiting DAC Advice on List B** stage

Revert Application 

Revert application to:	Description	
List B application in preparation	Send List B back to Applicant with comments	Select
Awaiting DAC advice on List B application	Send List B back to DAC with comments	Select

3. **Write** an optional comment to the **DAC Secretary** in the text box

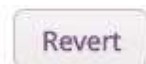
Email message (optional)

Dear DAC Sec.

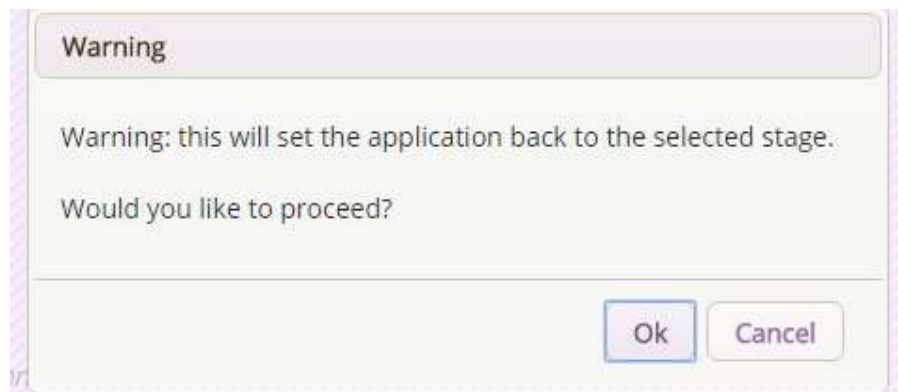
This is a fabulous idea, but the room should be painted pink reminiscent of the 1980s.

Archdeacon

4. Click **Revert**



5. Click **OK** to proceed



## I can't find what I'm looking for

As Archdeacon, you've been given the right to revert the status of List B applications at key stages in the process as outlined above.

If you require any assistance, **please contact the site administrator(s)**.

For your information, this is a table which tells you which role is able to take what action:

### **List B Applications**

<b>Current status</b>	<b>Revert to previous status</b>	<b>User(s) Access</b>
Awaiting DAC Advice on List B	List B Application in Preparation	DAC Administrator Archdeacon
Awaiting Archdeacon's Determination	Awaiting DAC Advice on List B	Archdeacon
	List B Application in Preparation	Administrator
Post Determination List B	List B Application in Preparation	Administrator
	Awaiting DAC Advice on List B	
	Awaiting Archdeacon's Determination	

### **Faculty Applications**

<b>Current status</b>	<b>Revert to previous status</b>	<b>User(s) Access</b>
Awaiting DAC Recommendation	Awaiting DAC Processing	DAC Administrator
Ready for Formal Application	Proposal In Preparation	DAC Administrator
	Awaiting DAC Processing	
	Awaiting DAC Recommendation	
Application with Registrar	Ready for Formal Application	Registrar Administrator
Awaiting Faculty Rejection Letter	Awaiting Chancellor's Determination	Registrar Administrator
Registrar to Issue Faculty	Awaiting Chancellor's Determination	Registrar Administrator
Faculty Granted – Awaiting Practical Completion	Registrar to Issue Faculty	Registrar Administrator

### **Administrator Only**

Abandoned	*Any status the application has previously been in	Administrator
Faculty Refused	Awaiting Faculty Rejection Letter	Administrator
Faculty Not Implemented	Faculty Granted - Awaiting Practical Completion	Administrator
Faculty Works Completed	Faculty Granted - Awaiting Practical Completion	Administrator