

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

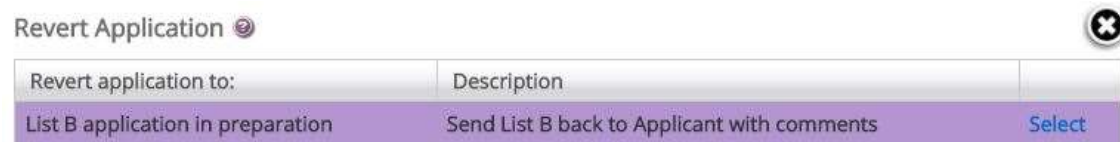
Applicants who apply for List B works using the Online Faculty System need to supply you with some key information so that the works can be properly assessed. In some circumstances, you might require further information from the applicant.

To return the List B application to the applicant with comments (i.e. from “Awaiting DAC advice on List B application” to “List B application in preparation”):

1. Click the **Revert Status** button



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



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

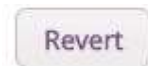
Email message (optional)

Dear Jane,

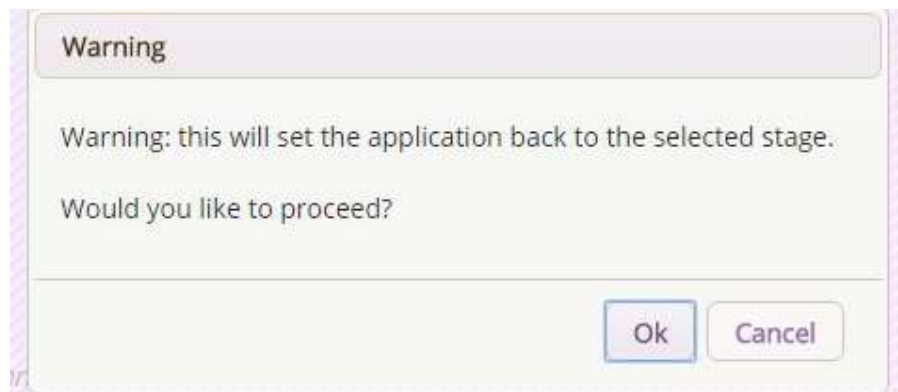
Please send me more photographs.

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.

Going from “Awaiting DAC Recommendation” to “Awaiting DAC Processing”

You’re just about ready to issue the Notification of Advice for an application in the system, when the Committee tells you they want more information.... What do you do?

1. Don’t panic

2. Use the Revert Status tool to send the application back to the Awaiting DAC processing stage!

In just a few easy clicks:

1. Click the **Revert Status** button



2. Select the **Awaiting DAC Processing** status



3. In the unlikely event that you want to send **yourself** an email; **write** in the optional text box

Email message (optional)

To myself:

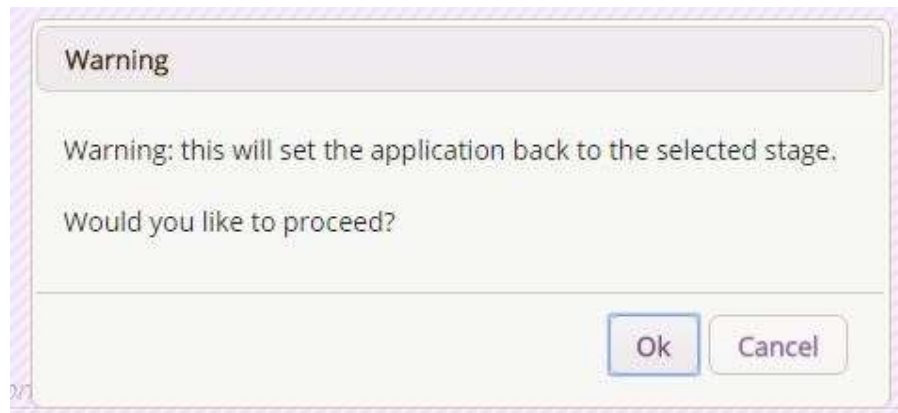
Remember to do check if I've locked the doors.

Me

4. Click **Revert**



5. Click **Ok** to proceed



Reverting an application after having issued the Notification of Advice form

You've issued the Notification of Advice, BUT then:

- the applicant wants to make changes to their project and re-consult
- that was 24 months ago and now your advice has expired
- you made a mistake and need to change the form
- any other reason

When the application is in the status "Ready for Formal Application" (i.e. just about to be sent to the Registrar), you can revert the status:

1. back to the beginning and allow the parish to continue developing their project (i.e. Proposal in Preparation)
2. back to the "Awaiting DAC processing" stage
3. or back to the "Awaiting DAC Recommendation" stage to edit the Notification of Advice form

Going from Ready for Formal Application to Proposal in Preparation

To send the application back to the applicant with comments:

1. Click **Revert Status** button



2. Select the **Proposal in Preparation** stage

Revert Application



Revert application to:	Description	
Proposal in Preparation	Send back to "Proposal in Preparation" stage	Select
Awaiting DAC Processing	Send back to "Awaiting DAC Processing" stage	Select
Awaiting DAC recommendation	Send back to "Awaiting DAC Recommendation" stage	Select

3. Write an optional **message to the applicant**

Email message (optional)

Dear Applicant,

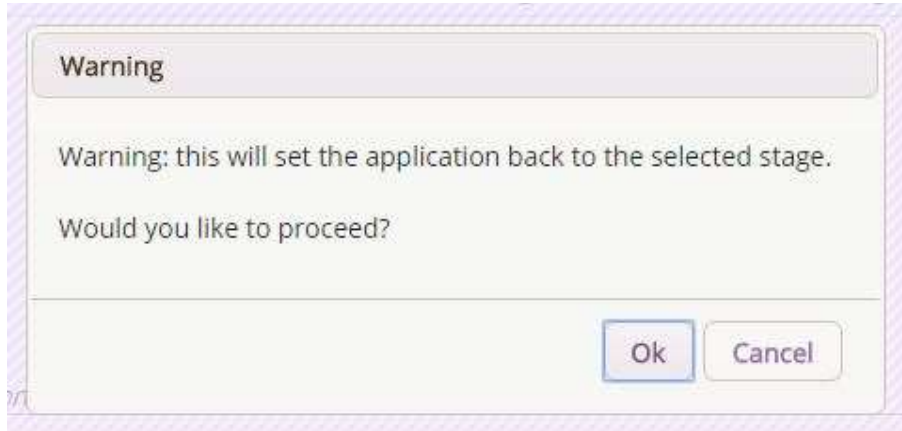
Thank you for letting me know that you wish to make changes to your proposal. I look forward to seeing it.

DAC Sec.

4. Click **Revert**



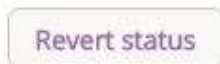
5. Click **OK** to proceed



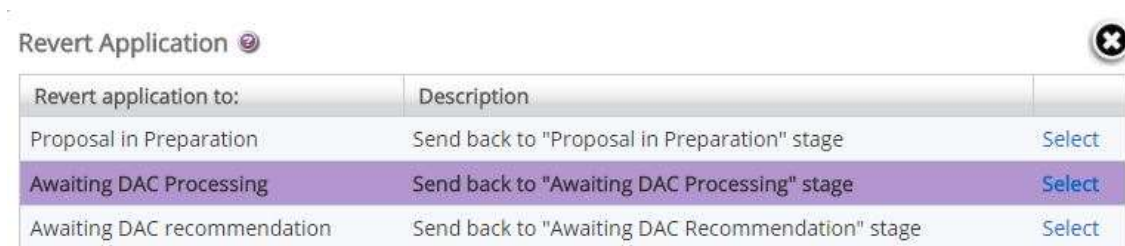
Going from Ready for Formal Application to Awaiting DAC Processing

To send the application back to yourself:

1. Click **Revert Status** button



2. Select the **Awaiting DAC Processing** stage



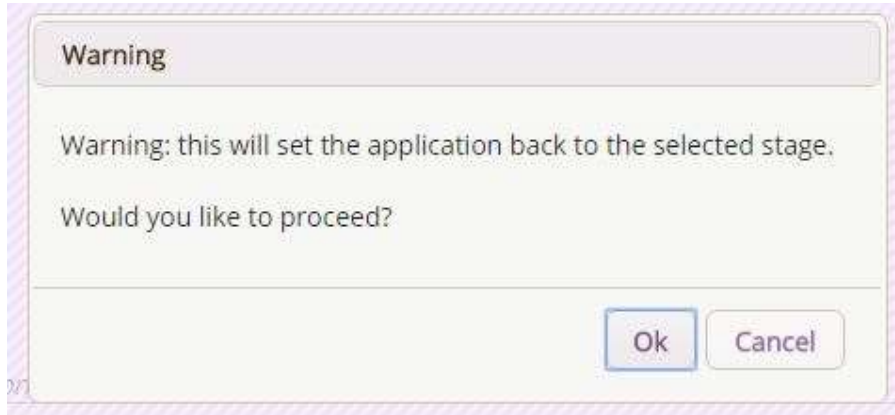
3. In the unlikely event that you want to send **yourself** an email; **write** in the optional text box



4. Click **Revert**



5. Click **Ok** to proceed




Going from Ready for Formal Application to Awaiting for DAC Recommendation

To re-issue the Notification of Advice form:

1. Click the **Revert Status** button



2. Select the **Awaiting for DAC Recommendation** stage

Revert Application 

Revert application to:	Description	
Proposal in Preparation	Send back to "Proposal in Preparation" stage	Select
Awaiting DAC Processing	Send back to "Awaiting DAC Processing" stage	Select
Awaiting DAC recommendation	Send back to "Awaiting DAC Recommendation" stage	Select

3. In the unlikely event that you want to send **yourself** an email; **write** in the optional text box

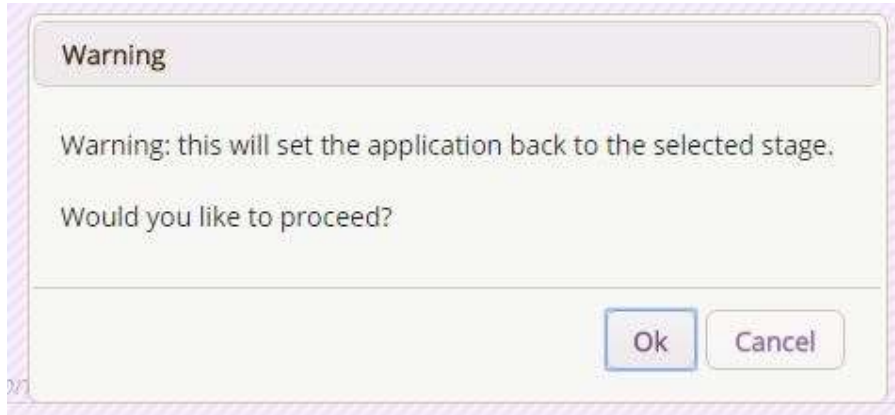
Email message (optional)

To myself:
Remember to do check if I've locked the doors.
Me

4. Click **Revert**



5. Click **Ok** to proceed



I can't find what I'm looking for

As DAC, you've been given the right to revert the status of List B and Faculty 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

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

Faculty Applications

Current status	Revert to previous status	User(s) Access
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