

HOW TO USE THE REVERT STATUS TOOL FOR REGISTRARS
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Sending a faculty application back to the Applicant with comments

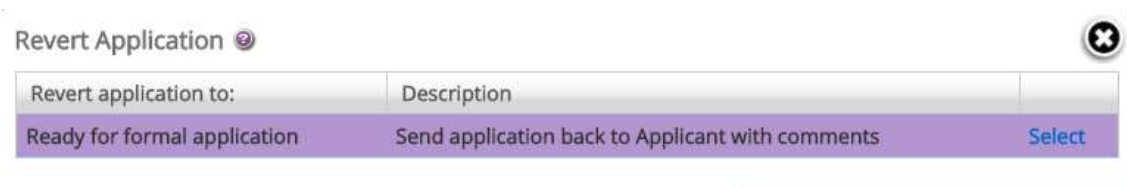
Applicants who apply for Faculty using the Online Faculty System need to supply you with some key information so that the works can be properly assessed. In some circumstances, you might require further information from the applicant.

To return the Faculty application to the applicant with comments (i.e. from “*Application with Registrar*” to “*Ready for Formal Application*”):

1. Click the **Revert Status** button



2. **Select the status** Ready for Formal Application



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

* Please note that the DAC will also receive a copy

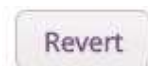
Email message (optional)

Dear Jane,

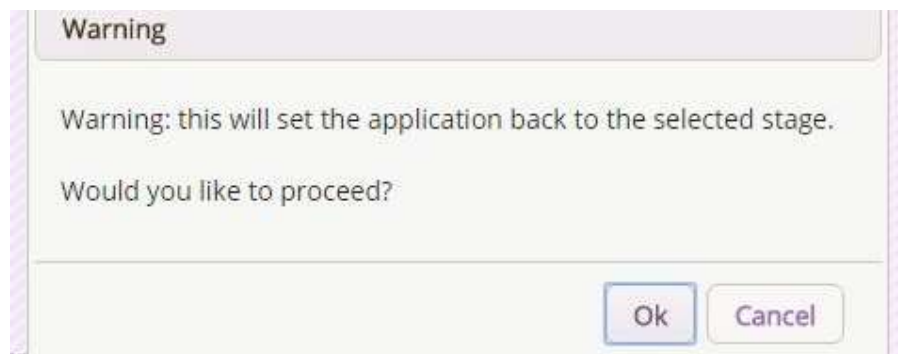
Please send me more photographs.

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.

When applications are no longer refused

The Chancellor has issued their determination on a Faculty application; they have refused it. BUT then:

- New evidence comes to light and the Chancellor decides to approve the application
- The Chancellor has changed their mind
- The Chancellor pressed the wrong button
- Any other reason

For whatever reason, you need to send the application back to the Chancellor (i.e. from “Awaiting Faculty Rejection Letter” to “Awaiting Chancellor’s Determination”):

1. Click the **Revert Status** button



2. Select the **Awaiting Chancellor’s determination** stage



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

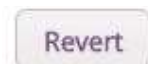
Email message (optional)

Dear Chancellor,

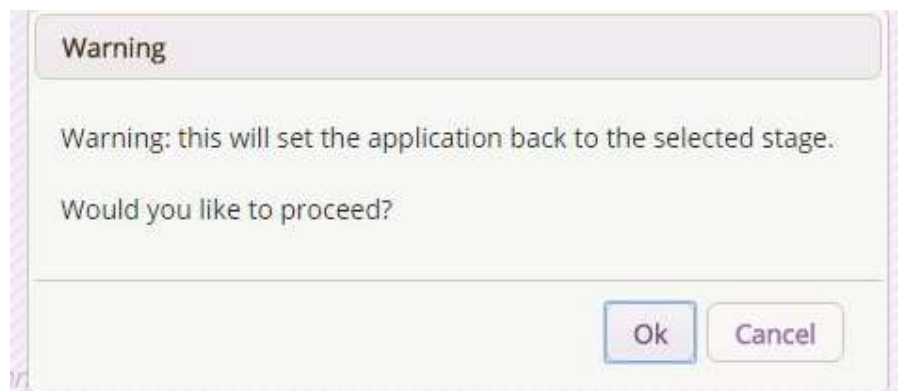
Please re-submit this application when you have undertaken the necessary changes

Registrar

4. Click **Revert**



5. Click **OK** to proceed



When applications are no longer approved

The Chancellor has issued their determination on a Faculty application; they have approved it. BUT then:

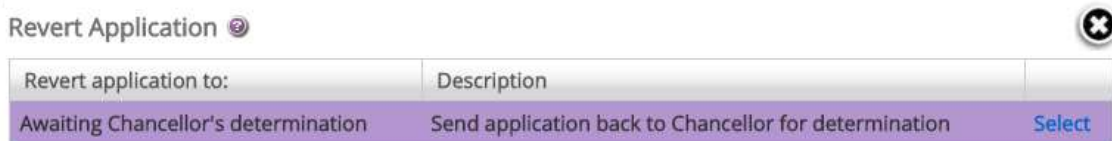
- New evidence comes to light and the Chancellor decides to refuse the application
- The Chancellor has changed their mind
- The Chancellor pressed the wrong button
- The Applicant needs an extension of time
- Any other reason

For whatever reason, you need to send the application back to the Chancellor (i.e. from “Registrar to Issue Faculty” to “Awaiting Chancellor’s Determination”):

1. Click the **Revert Status** button



2. Select the **Awaiting Chancellor’s determination** stage



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

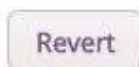
Email message (optional)

Dear Chancellor,

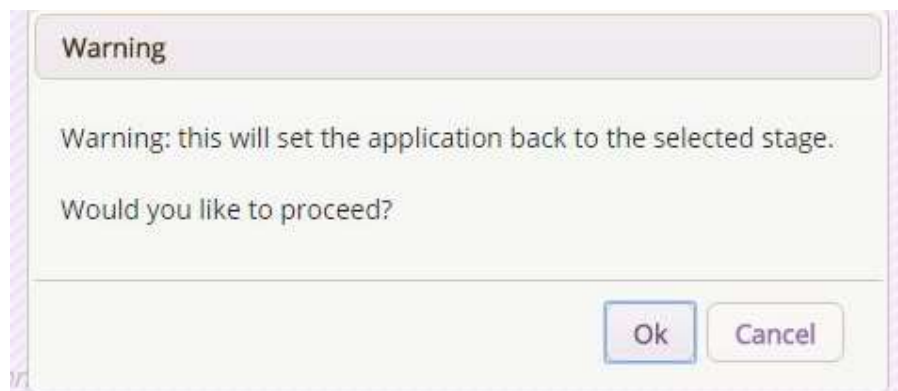
Please re-submit this application when you have undertaken the necessary changes

Registrar

4. Click **Revert**



5. Click **OK** to proceed



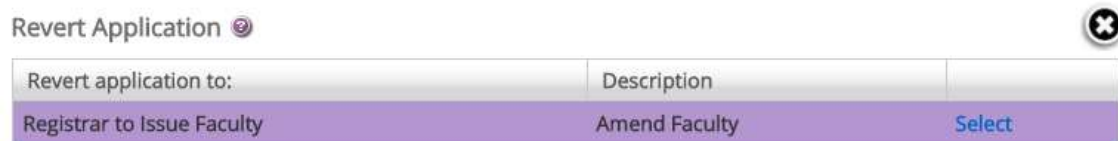
Amending the Faculty

The Chancellor has approved an amendment to the Faculty. You need to edit the current form and re-issue the permission to the Applicant (i.e. from “Faculty Granted – Awaiting Practical Completion” to “Registrar to Issue Faculty”):

1. Click the **Revert Status** button



2. Select the **Registrar to Issue Faculty** stage



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

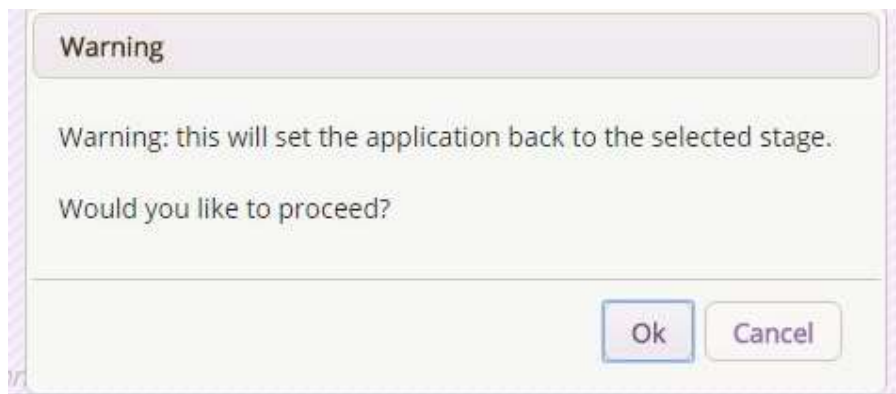
Email message (optional)

To myself,
I hope this is the last time I have to amend this faculty.
Me

4. Click **Revert**



5. Click **OK** to proceed



*Please note that both the old version and the new version of the Faculty will be saved as PDFs under the Archived Forms tab

I can't find what I'm looking for

As Registrar, you've been given the right to revert the status of 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