Reference Guide

Administration

Example A&T Application Alerts

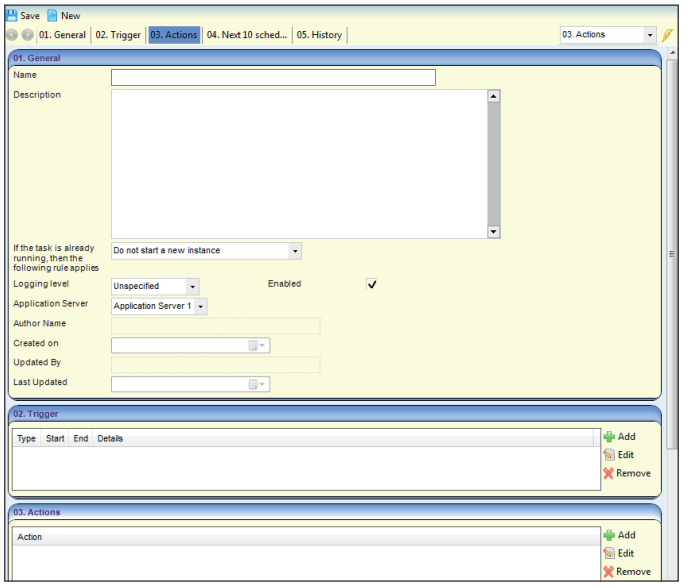
This reference guide provides a list of example alerts which may help you to manage incoming school place applications. The alerts detailed are:

- **Back Office - Trigger:** Sends a pre-defined email or popup message whenever an application is changed in A&T Back Office.
- **Back Office - SQL:** Sends a pre-defined email or popup message whenever an application is accessed in A&T Back Office.
- **Online - Scheduled:** Emails a list of students each hour who have online applications that have not yet been imported.
- **Online - Trigger:** Sends a pre-defined email or popup message whenever an online application is either resubmitted after being changed or submitted for the first time.

Creating the Scheduled Task

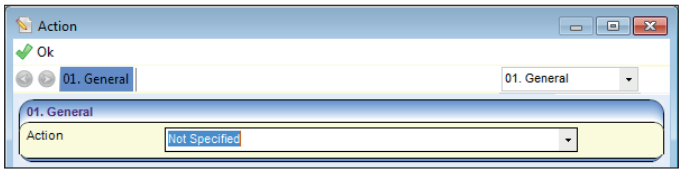
Before you set up the A&T alerts, you must create the following scheduled task:

1. In the v4 Client, select **Tools | Administration | Schedule Task | New** to display editable fields relating to scheduled task details.



2. Enter the following details into the **General** panel:
   - **Name:** A&T Email Generation
   - **Description:** A&T Email Generation
   - **If the task is already running…:** Do not start a new instance
   - **Logging level:** Detailed
   - **Application Server:** Application Server 1.
3. Add the **Alerts**, **Alert Outcomes**, **Delete expired alert messages** and **A&T Emails** actions to the task:

   a. Click the **Add** button to display the **Action** dialog.



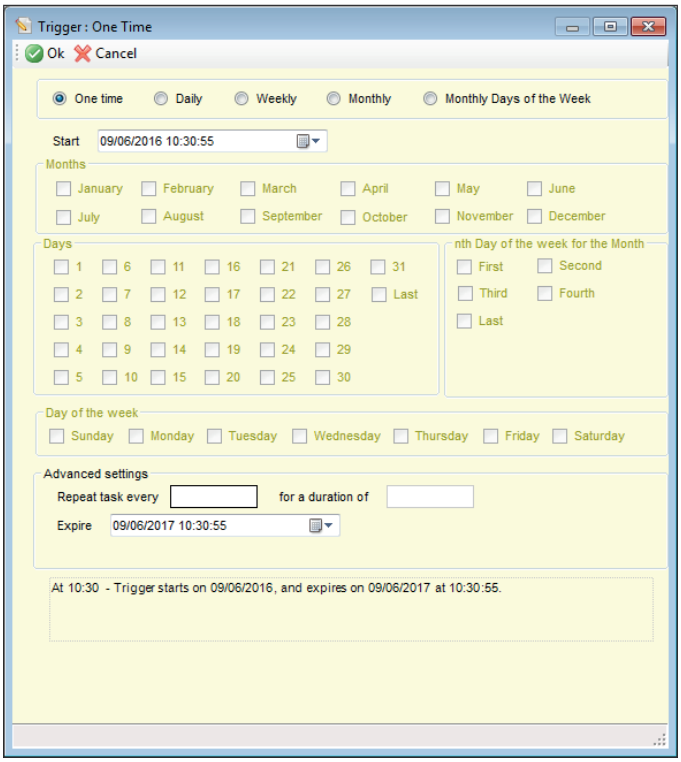
   b. Select **Alerts** from the **Action** drop-down menu.

   c. Click the **OK** button to add the **Alerts** action and close the dialog.

   d. Repeat steps a-c for the **Alert Outcomes**, **Delete expired alert messages** and **A&T Emails** actions.

4. Set the trigger to repeat every minute for a duration of one day:

   a. Click the **Add** button on the **Trigger** panel to display the **Trigger** dialog.



   b. Select the **Daily** radio button.

   c. Enter a date and time into the **Start** field.

   d. Type “1” into the **Recur every** field.

   e. Type “1 minute” into the **Repeat task every** field.

   f. Type “1 day” into the **duration of** field.

   g. Click the **OK** button to set the trigger and close the dialog.

5. Click the **Save** button to create the task.

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Example A&T Application Alerts

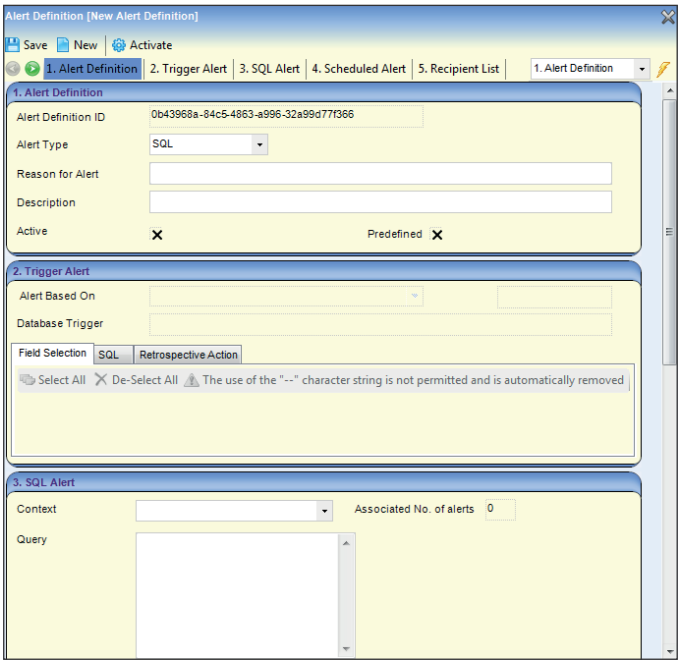
Back Office Alerts

Trigger Alert

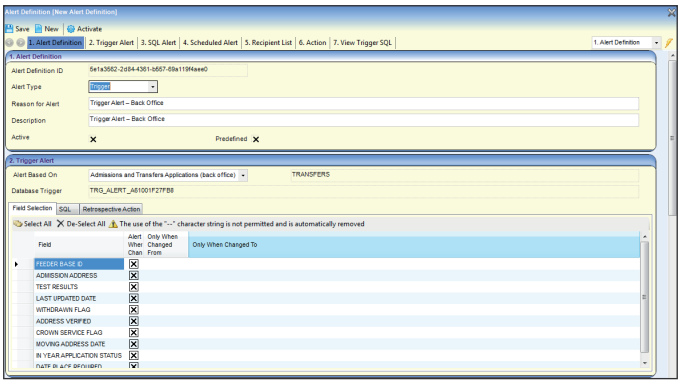
Trigger alerts are used to alert users of persistent changes to data, such as a base closure or the death of a student. The alert is displayed every time a user accesses the record.

This section details how to configure a trigger alert that fires whenever a back office application is accessed via the **A&T Back Office | Students | Applications | Application Details** area.

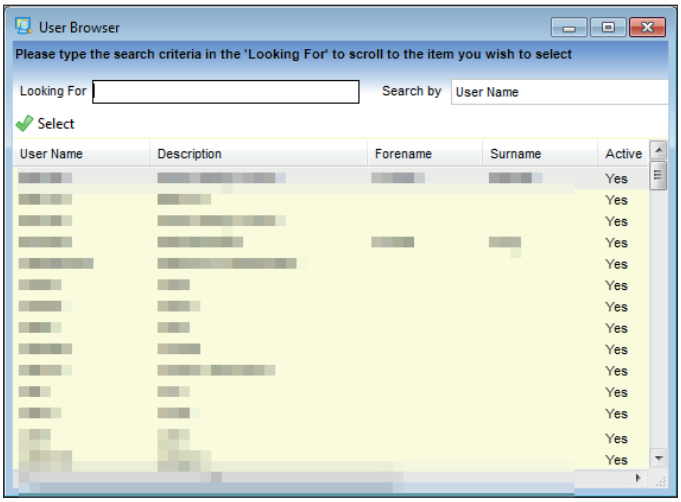
1. In the v4 Client, select **Tools | Administration | Alert Definition | New** to display the **New Alert Definition** screen.



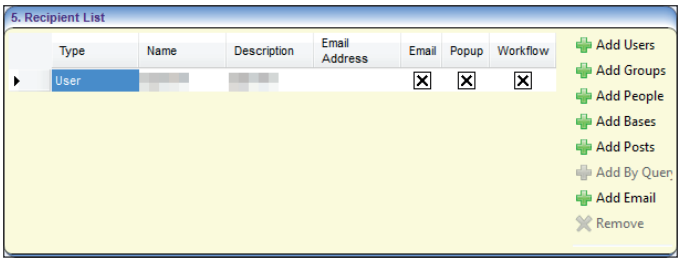
2. Enter the following details into the fields in the **Alert Information** panel:
   - **Alert Type:** Trigger
   - **Reason for Alert:** Trigger Alert – Back Office
   - **Description:** Trigger Alert – Back Office.
3. Scroll down to the **Trigger Alert** panel and select **Admissions and Transfer Applications (back office)** from the **Alert Based On** drop-down menu. One populates the **Field Selection** tab with editable fields.



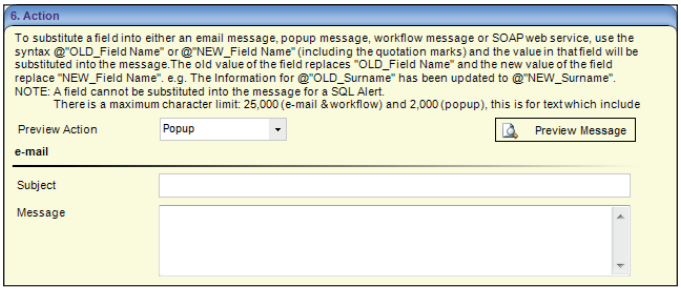
4. Ensure that all fields on the **Field Selection** tab are de-selected. If required, use the **De-Select All** button to de-select the fields.
5. Add recipients for the alert:
   a. Scroll down to the **Recipient List** panel and click the **Add Users** button to display the **User Browser** dialog.



   b. If required, enter a user name into the search field to filter the list.
   c. Highlight a user and then click the **Select** button to close the dialog and add that user to the recipient list.



   d. Select the **Email** check box to set up email alerts for the user.
   e. Repeat steps a-d for any additional users that you want to add.
6. Scroll down to the **Action** panel and enter an appropriate email **Subject** and **Message** for the alert.



7. Click the **Save** button to save the alert. An activation confirmation dialog is displayed.
8. Click the **Yes** button to activate the alert.

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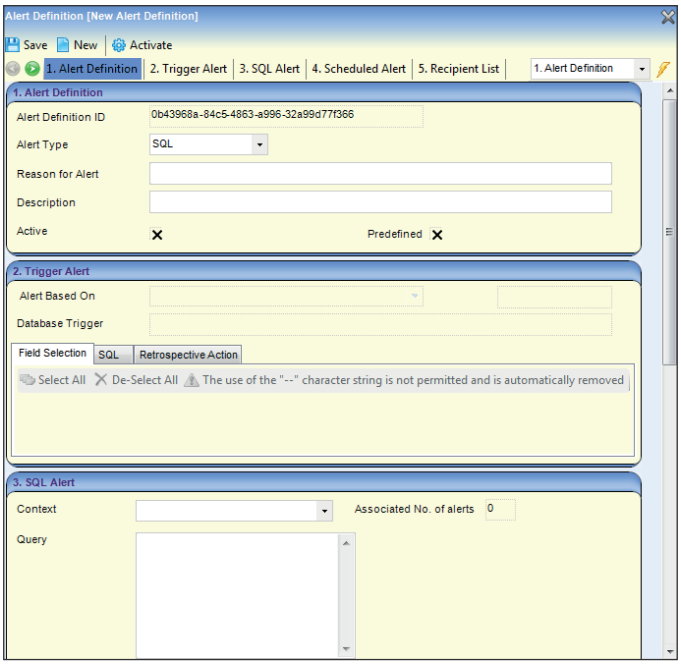
Example A&T Application Alerts

SQL Alert

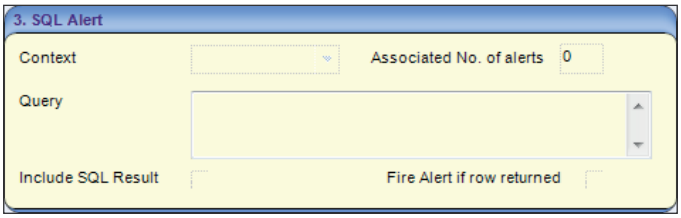
This section details how to configure an SQL alert that fires whenever any changes happen to back office applications in the **A&T Back Office | Students | Applications | Application Details** area.

SQL alerts are created and initiated on the basis of a user enquiry to a particular focus. For example, the user may select an option to view the details of a student. As a result of this enquiry, an SQL statement is run against the database.

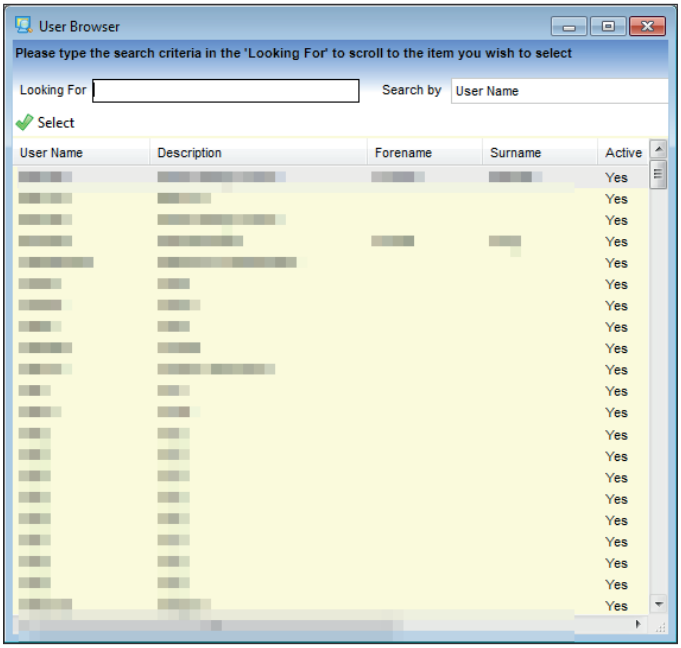
1. Open the v4 Client and select T**ools | Alert Definition | New** to display the **New Alert Definition** screen.



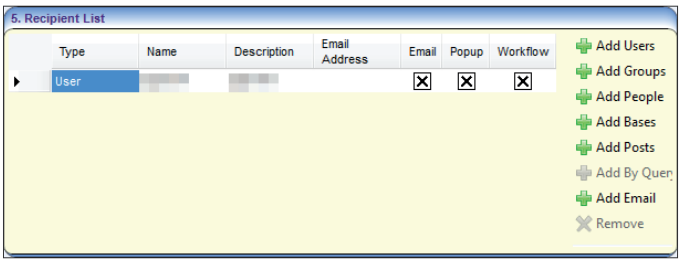
2. Enter the following details into the fields in the **Alert Information** panel:
   - **Alert Type:** SQL
   - **Reason for Alert:** SQL Alert – Back Office
   - **Description:** SQL Alert – Back Office.
3. Enter the following details into the fields in the **SQL Alert** panel:



   - **Context:** A&T – Applications (back office)
   - **Query:** Select stud_id from Transfers where transfers. at_id = :param1
   - **Include SQL Result:** [selected]
   - **Fire Alert if row returned:** [selected].
4. Add recipients for the alert:
   a. Scroll down to the **Recipient List** panel and click the **Add Users** button to display the **User Browser** dialog.



   b. If required, enter a user name into the search field to filter the list.
   c. Highlight a user and then click the **Select** button to add that user as a recipient and close the dialog.



   d. Select the **Email** and **Popup** check boxes to set up email and popup alerts for the user.
   e. Repeat steps a-d for any additional users that you want to add.
5. Scroll down to the **Action** panel and enter a **Subject** and **Message** for the alert into the fields in the e-mail section.
6. Enter a message into the field in the **Popup Message** section.
7. Click the **Save** button to save the alert. An activation confirmation dialog is displayed.
8. Click the **Yes** button to activate the alert.

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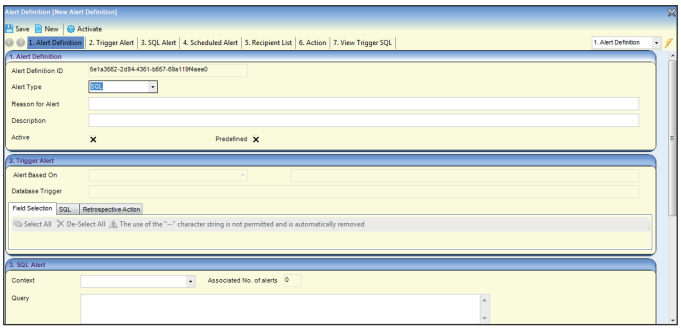
Example A&T Application Alerts

Online Alerts

Scheduled Alerts

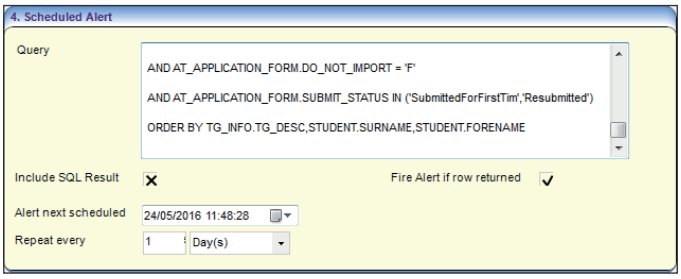
This section details how to configure a scheduled alert that emails a list of students who have online applications that have not yet been imported. The list is sent once per hour.

1. In the v4 Client, select **Tools | Alert Definition | New** to display the **New Alert Definition** screen.

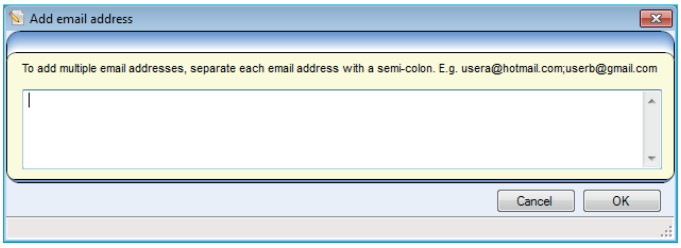


2. Enter the following details into the fields in the **Alert Information** panel:
   - **Alert Type:** Scheduled
   - **Reason for Alert:** Online Applications – Scheduled Alert
   - **Description:** Online Applications – Scheduled Alert.
3. Scroll down to the **Scheduled Alert** panel and paste the following SQL into the **Query** field:

```
SELECT

TG_INFO.TG_DESC ||' - ' ||

STUDENT.SURNAME  ||', ' ||

STUDENT.FORENAME  ||' ' ||

STUDENT.MIDNAME  ||' - ' ||

TRUNC(STUDENT.DOB)  ||' - ' ||

AT_APPLICATION_FORM.APP_SUBMITTED_DATE  ||' - ' ||

DECODE(AT_PREFERENCES.PREFERRED_BASE_ID,NULL,(SELECT BASE_
NAME FROM UK_BASES WHERE UK_BASES.UK_BASE_ID=AT_PREFERENCES.
UK_BASE_ID),( SELECT BASE_NAME FROM BASES WHERE BASES.
BASE_ID = AT_PREFERENCES.PREFERRED_BASE_ID)) AS "SUBMITTED AND
RESUBMITTED"

FROM AT_APPLICATION_FORM

INNER JOIN GP_STUDENT  ON GP_STUDENT.GP_STUDENT_ID = AT_
APPLICATION_FORM.GP_STUDENT_ID

INNER JOIN STUDENT ON GP_STUDENT.MAPPED_STUD_ID = STUDENT.
STUD_ID

INNER JOIN TG_INFO ON TG_INFO.TGH_ID = AT_APPLICATION_FORM.
TRANSFER_GROUP_ID

INNER JOIN AT_PREFERENCES ON AT_PREFERENCES.AT_APPLICATION_ID =
AT_APPLICATION_FORM.AT_APPLICATION_ID AND AT_PREFERENCES.RANK =1

WHERE GP_STUDENT.MAPPED_STUD_ID  IS NOT NULL

AND AT_APPLICATION_FORM.IMPORTED = 'F'

AND AT_APPLICATION_FORM.DO_NOT_IMPORT = 'F'

AND AT_APPLICATION_FORM.SUBMIT_STATUS IN ('SubmittedForFirstTim','Resub
mitted')

ORDER BY TG_INFO.TG_DESC,STUDENT.SURNAME,STUDENT.FORENAME
```



4. Select the **Include SQL Result** and **Fire Alert if row returned** check boxes.
5. Enter the date and time that you next want the alert to fire into the **Alert next scheduled** field.
6. Enter "1 Day" into the **Repeat every** fields.
7. Add recipient email addresses for the alert:
   a. Scroll down to the **Recipient List** panel and click the **Add Email** button to display the **Add email address** dialog.

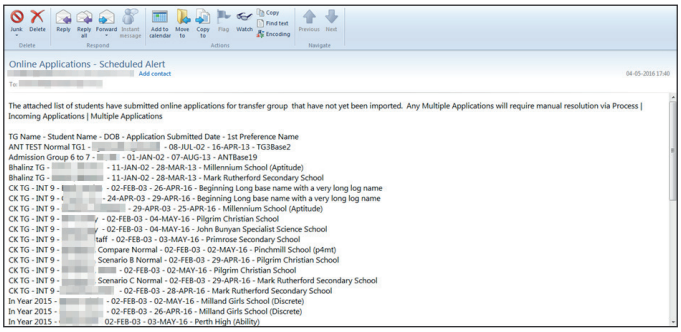


   b. Enter the email address or addresses that you want the alerts to be sent to. Multiple addresses must be separated with semi-colons.
   c. Click the **OK** button to add the addresses and close the dialog.
8. Scroll down to the **Action** panel and enter an appropriate email **Subject** and **Message** for the alert.

NOTE: The results of the SQL query are displayed underneath the text specified in the **Message** field.

9. Click the **Save** button to save the alert. An activation confirmation dialog is displayed.
10. Click the **Yes** button to activate the alert.

Example Scheduled Email



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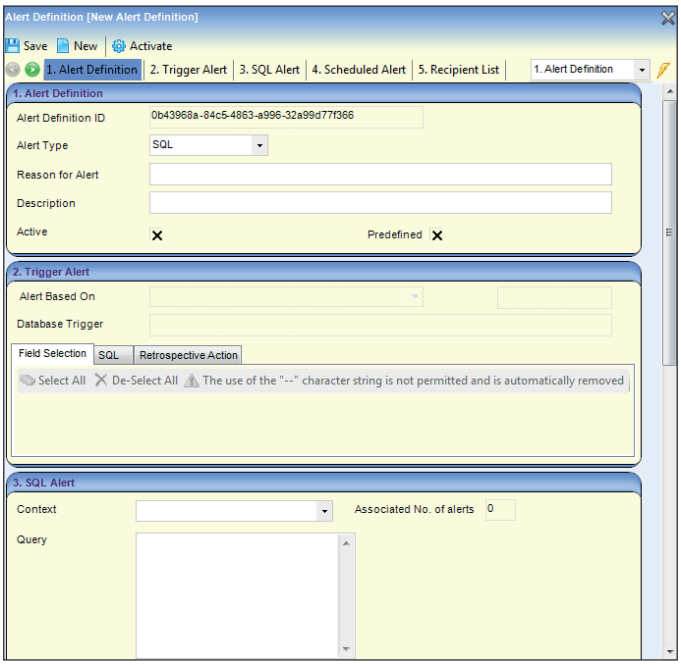
Example A&T Application Alerts

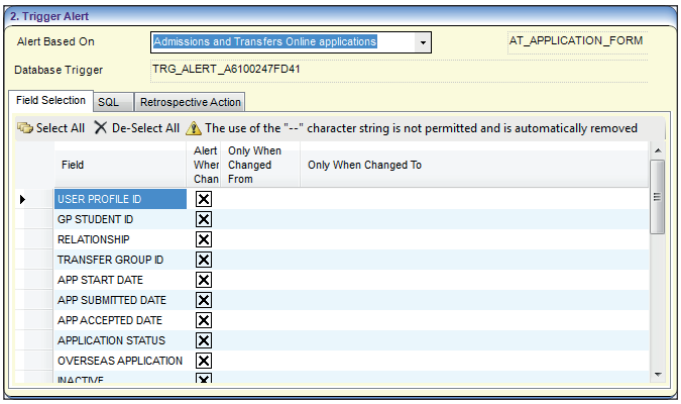
Trigger Alert

This section details how to configure a trigger alert that fires when an online application is either resubmitted after being changed or submitted for the first time.

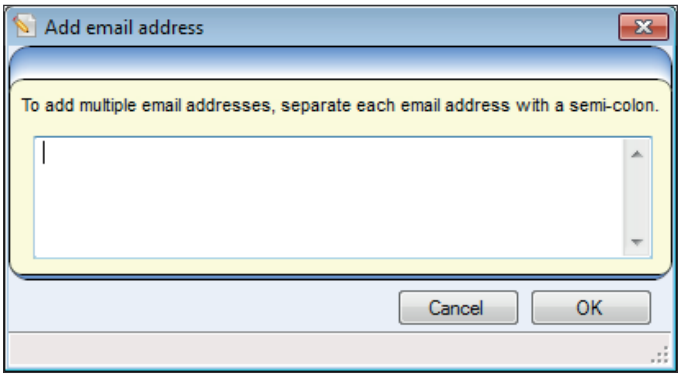
1. Open the v4 Client and select T**ools | Alert Definition | New** to display the **New Alert Definition** screen.



2. Enter the following details into the fields in the **Alert Information** panel:
   - **Alert Type:** Trigger
   - **Reason for Alert:** Online Applications – Trigger Alert
   - **Description:** Online Applications – Trigger Alert.
3. Scroll down to the **Trigger Alert** panel and select **Admissions and Transfers Online applications** from the **Alert Based On** drop-down menu. One populates the **Field Selection** tab with editable fields.



4. Ensure that all fields on the **Field Selection** tab are de-selected. If required, use the **De-Select All** button to de-select the fields.
5. Add recipient email addresses for the alert:
   a. Scroll down to the **Recipient List** panel and click the **Add Email** button to display the **Add email address** dialog.



   b. Enter the email address or addresses that you want the alerts to be sent to. Multiple addresses must be separated with semi-colons.
   c. Click the **OK** button to add the addresses and close the dialog.
6. Scroll down to the **Action** panel and enter an appropriate email **Subject** and **Message** for the alert.
7. Click the **Save** button to save the alert. An activation confirmation dialog is displayed.
8. Click the **Yes** button to activate the alert.

More Information

For general information on setting up alerts, see the following reference guides, available from www.onepublications.com and My Account.

- RG_Administration_System Alerts
- RG_Administration_Creating SQL Alerts
- RG_Administration_Creating Trigger Alerts
- RG_Administration_Creating Scheduled Alerts

CAPITA

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For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account.
This guide is based on the version of the software (Summer 2016, 3.60) in use at the time of publication.