



The **Publish Offer Information Online** process enables you to inform applicants of the school places offered to their children. This process feeds offer status information to all automatic offer emails and users of the Admissions & Transfers Online module.

When you click the **Publish Offer Information Online** button, One exports all active student applications to the `AT_APPLICATION_TRANSFER` table, along with offer status information for each of their preferences. Note that:

- Withdrawn or inactive applications are not exported.
- System generated preferences (i.e. those preferences with a preference number equal to or greater than the **Transfer Group Process Start Number**) are only exported if they have an offer status of **O** (Offer), **Y** (Allocated), **A** (Accepted by Parent) or **P** (Provisional).

The **Publish Offer Information Online** button is only displayed after the **Resolve Offers** routine has been run for the transfer group.

### Running the Process

1. Ensure that the **Resolve Offers** routine has been run for the transfer group whose information you wish to publish. For more information on **Resolve Offers**, see the *Resolve Offers* topic of the Admissions and Transfers Back Office Help.

2. Select a transfer group:  
a. Select **Process | Transfer Groups** to display the **Transfer Groups** search panel.  
b. Enter the code, description or year of the transfer group you wish to publish into the search field and then click the **Search** button. A list of the transfer groups that match your search criteria is displayed.  
c. Highlight a transfer group to select it.

3. Publish the information online:  
a. Select the **Students** tab and expand the **Offers Processing** section. The **Offers Processing** menu is displayed.  
b. Click the **Publish Offer Information Online** button to start the publication process for the selected transfer group. A publication status message appears below the button.

The screenshot shows the 'Process' tab in the software. On the left, the 'Transfer Groups' search panel is visible with a search field containing 'INT' and a 'Search' button. Below the search field is a table of transfer groups. The 'INT' group is highlighted in green. On the right, the 'Offers Processing' section is expanded, showing a 'Resolve Offers' button and a 'Publish Offer Information Online' button. Below the 'Publish Offer Information Online' button, a status message is displayed: 'Thu, 19 December 2013 06:57:36 Published'.

Code and Description	Year	NCY
AG3 - [redacted]	2013	3
AG7 - [redacted]	2013	7
AG9 - [redacted]	2013	9
ANT - [redacted]	2013	7
B2B - [redacted]	2013	5
BIT - [redacted]	2013	7
CZZ - [redacted]	2013	7
IN1 - [redacted]	2013	6
INT - [redacted]	2013	6
NTG - [redacted]	2013	7
SYS - [redacted]	2013	7
ITG - [redacted]	2012	7
NTG - [redacted]	2012	7
143 - [redacted]	2011	7

**NOTES:** The **Publish Offer Information Online** status message refreshes every five seconds. If, after two minutes, the message is still indicating that the routine has not started, check with your System Administrator to verify whether the integration service is still running.

**Publish Offer Information Online** can only be run once for a specific transfer group, because online offer information should always match the offer letter sent to applicants on 1st March. It is not necessary to re-run the routine, even if subsequent offer status changes are made as part of the appeals process.