

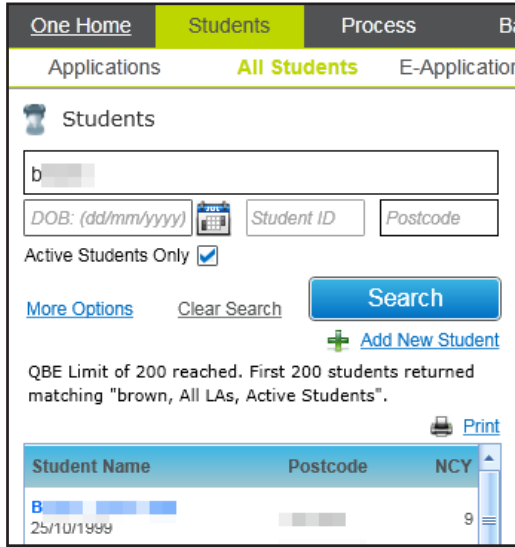


# A&T Back Office

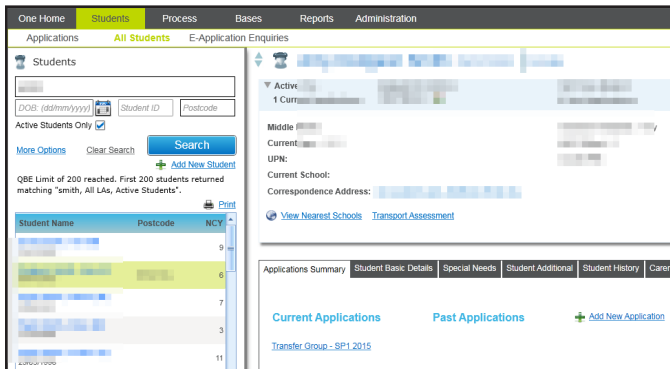
## Recording Applicant Responses

When a parent contacts the Admissions team to respond to an offer made to their child, that response should be recorded in A&T Back Office via the preference's **Parent/Carer Response** panel.

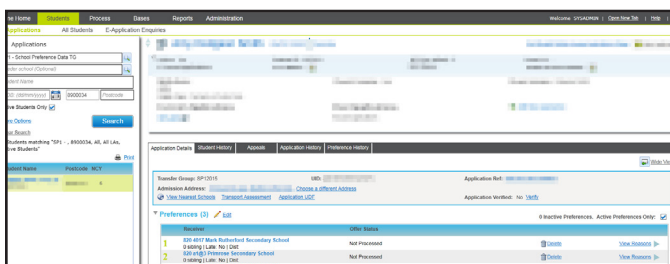
1. Select **Students | All Students** to display search fields relating to student details.
2. Enter search criteria, then click the **Search** button to view a list of students that meet those criteria.



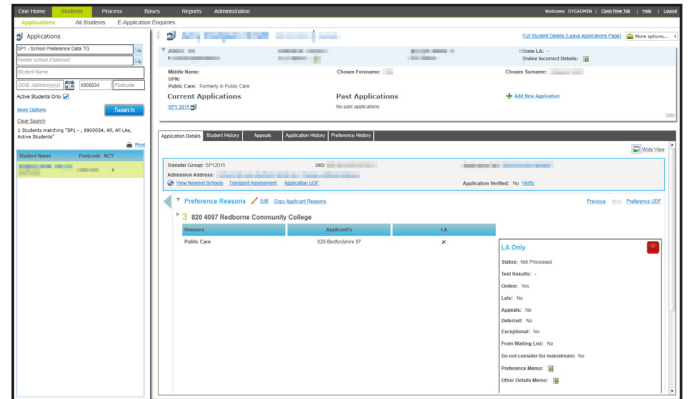
3. Highlight the required student to view that student's **Applications Summary**.



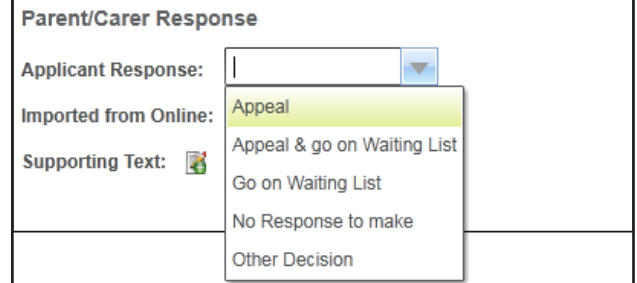
4. Select the relevant application to view the **Application Details** page.



5. Click the **View Reasons** link for the preference you wish to accept to display the associated **Preference Reasons** page.



6. Click the **Edit** hyperlink to make the fields on the **Preference Reasons** page editable.
7. Select the appropriate response from the **Applicant Response** drop-down menu.



8. Click the **Save** button to save your changes.

**NOTE:** If you select **Accept** from the **Applicant Response** menu, then the preference's offer status is updated to **Accepted** when you save your changes. If you select **Reject**, then the offer status is updated to **Rejected**.