Editing Decisions

This job aid contains instructions on how to edit a decision in the VSLO software.

Overview

There are three main steps that must be completed to edit and notify an applicant of the new decision:

1. Identify the student and application that needs to be edited.
2. Edit the Decision
3. Notify the applicant

Please note: All three steps **must** be completed to edit the decision.

Identify the Student/Application

1. Navigate to the Applications section
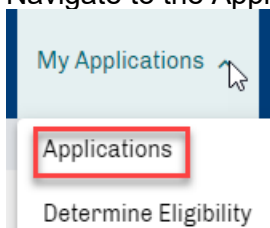
2. Select the proper catalog year in the filter section if applicable, click Apply.

3. Find the applicant, click their name to navigate to the detailed student view, select the Applications tab

4. Identify the application to be edited

Edit the Decision

1. In the Actions column, select Edit Decision for the application with the expired offer
2. The Edit Decision popup will appear; the options will vary based on the current decision but will include a subset of the following:
   - Change the scheduled date
   - Schedule application
   - Deny this application
   - Revoke this offer
   - Drop offer on student's behalf

   a. **Change the scheduled date/Schedule application**
      i. You can choose to **Select a different date** from the list of scheduled offerings at your institution or **Enter a new date**
      ii. Select the offer email template to send to the applicant. Click Save.

   b. **Deny this application**
      i. Select **Deny this application**
      ii. Select the denial email template to send to the applicant. Click Save.

   c. **Revoke this offer**
      i. Select **Revoke this application**
      ii. Select the revoke offer email template to send to the applicant. Click Save.

   d. **Drop offer on student's behalf**
      i. Select **Drop offer on student's behalf**
      ii. Click Save.

Notify the Applicant

1. Navigate to the Notify page

2. Select the proper catalog year in the filter section if applicable, click Apply.

3. Review and notify
   a. To review and notify a single applicant, select the **Review & Notify** button in the Actions column for the applicant

   b. To review and notify multiple applicants, select the check box next to the applicants you wish to review and notify. Click the **Select a Bulk Action** dropdown

4. The **Send Notification** screen will appear; review the message that will be sent to the applicant(s).
   a. For a single applicant, click **Send** on the bottom right of the screen.
   b. For bulk notifications, click **Send All** after reviewing the messages.