

Editing Decisions

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

Overview

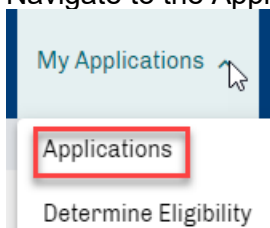
There are three main steps that must be completed to edit and notify an applicant of the new decision:

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.

Applicant or Home Institution Name: Elective Code or Name: Catalog: Specialty:

Elective Location: Eligibility: Status: Scheduled Mon:

Preferred Month: Preferred Start Date: Location of Home Institution:

[CLEAR FILTERS](#) [APPLY FILTERS](#)

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

Doe, Amy

Home Institution Name: Home BOTH
Skype Username: 43343434
Email: 805student@mailinator.com
Phone: +213 1333434455
Type of Student: DO Clinical
Requested Experiences: 2

[Student Information](#) [Applications](#) [Eligibility](#) [Verification Questions](#)

Personal Information

Contact Details Current Address

4. Identify the application to be edited

Elective Name	Specialty	Date Applied	Date Received	Preferred Order	Preferred Date	Application Status	Decision Date	Elective Location	Scheduled Dates	Actions
MEERM 504 - Emergency Medicine	Emergency Medicine	01/26/2022 05:02 PM	01/26/2022 05:02 PM	1	02/14/2022 - 02/25/2022	Post Decision Review	01/26/2022 05:03 PM	Hospital	02/14/2022 - 02/25/2022	EDIT DECISION

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.