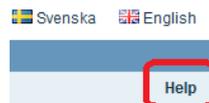


Updated for the February 2015 version of NyA-webben

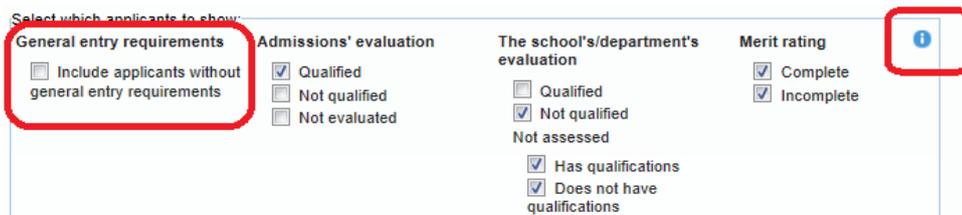
Tips for users processing applications in NyA-webben

For more detailed information regarding how the function Evaluations works, see the help document. You can find it by clicking on 'Help' in the upper right hand corner of the window.



Filter choice

Clicking on the icon in the upper right hand corner opens an information box with tips on how you can filter based on what you're currently working on.



NOTE! The box "Include applicants without general entry requirements" should only be selected when you actually need to process applicants who have not had their basic entry requirements successfully evaluated and deemed OK. Consult your contact at the admissions department (or equivalent) if you have questions.

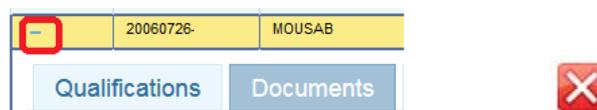
Display of application information

Double click on a row in the table or click on the plus sign on the far left to open tabs with the applicants' information, and to make administrative notes.

Information regarding foreign higher education qualifications that have been registered by VO can be found in the 'Qualifications' tab.

Additional info	Personal ID number	First name
+	20060726-	MOUSAB
+	19840106	ABDUL

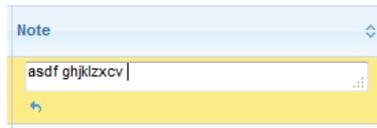
You can close tabs by clicking on the minus sign in the lower left of the viewed applicant's row, the red box on the far right, or by clicking on a row for another person.



Please note: You can't use the web browsers previous/next arrows to close the view of an applicant's information, or to jump between individuals in the table.

Administrative notes

When processing applications in NyA-webben, you can make two different types of administrative notes. A new feature, a column with a field for entering your notes, is now available in the evaluation table. Notes made in this section are only visible in Evaluations in NyA-webben, which means they can only be seen by individuals who are authorised to process applications from your school/department, and by admissions administrators responsible for the administration of NyA-webben at your higher education institution. These are called internal notes.



If you wish to make an administrative note that can be seen by other users – for example admissions administrators using the NyA expert client and Contact Center which answers questions from applicants – open information about the applicant (see above) and then click on “Official notes”.



Viewing applicant documents

You can page through the different document pages much faster if you choose to view them in black and white, instead of in colour.

If a document is indexed and you select an index category, only miniatures are displayed of the pages that belong to that category.

You can choose to open a document containing multiple pages, or an individual page, in its own tab/own window in the web browser. When you change applicants, the previously opened documents are automatically closed to avoid the risk of an application being reviewed based on the wrong applicant's documents.

A page can be saved on your own computer by right clicking according to standard.

Save

It's a good idea to remember to save your work at regular intervals in order to avoid losing any work you've completed. An example of when your work could be lost is if you leave your computer unattended for an extended period of time.

Locked cases when saving

When you save, the system checks to see if the information belonging to the person in question has been updated by another administrator during the time you had the student record open. If this has happened, the persons in question are marked and you are given the opportunity to restore the information for the actual individuals in question. You can then save information for the individuals who were not impacted.

Displaying a merit rating entered manually in the expert client

If the merit rating can be shown in NyA-webben and an admissions administrator chooses to give an applicant a merit rating in the expert client, that merit rating will replace the one found in NyA-webben. In this case, it is impossible to enter new information for the merit rating in NyA-webben. In the total field, an “H” is shown if this is the case, with H meaning “based on the decision of an administrator”.

Good to know

Problems with earlier versions of Internet Explorer

If you're using version 9 or an earlier version of Internet Explorer, NyA-Webben may not always work as it should. We recommend that you avoid using a version of Internet Explorer earlier than IE10.

Do you have feedback regarding NyA-webben?

Do you think something should work in a different way in NyA-webben? Do you have an idea about a function that would be great to add to NyA-webben? Please contact the admissions office at your higher education institution – they'll forward your feedback and ideas to the system administrators.