

Offer Document Checklist Process Guide

The Offer Document Checklist feature allows users to define documents that applicants will be required to upload at the final step of the online application process. These documents should be defined to meet the requirements of the College's application process.

Examples of documents are Birth Certificate, Passport, Academic Transcripts, etc.

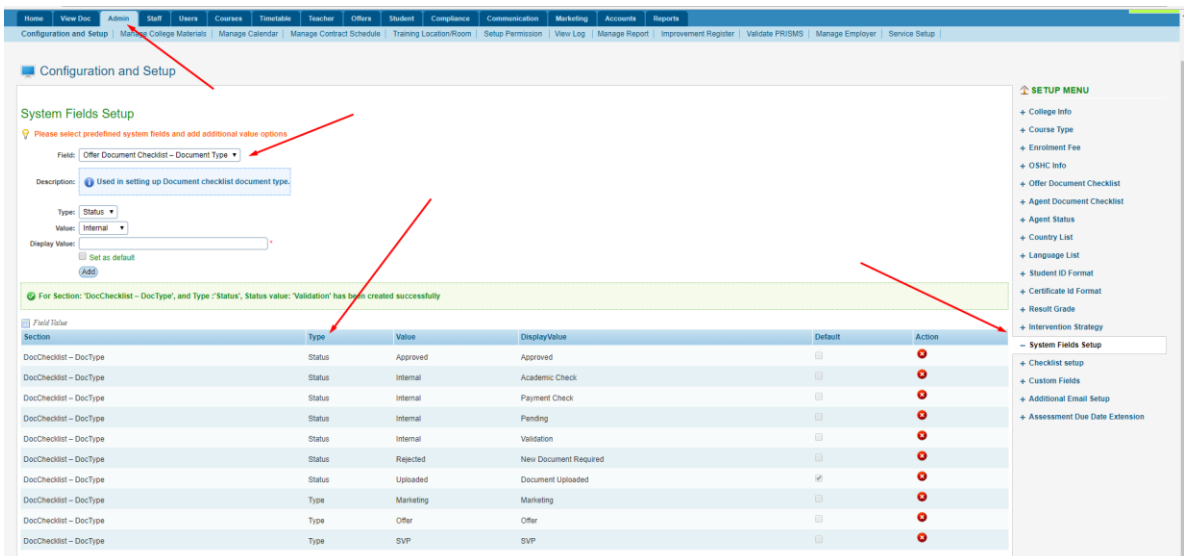
The Offer Document Checklist feature provides the ability to:

- Define different documents for different student origins; Overseas (offshore) students, Overseas students in Australia (onshore), and Resident/domestic students.
- Group documents for different process stages, such as 'In application', 'Post application', and 'Offer'.
- Track documents with predefined status such as approved, pending, etc.

The following steps describe the process for using the Offer Document Checklist feature of the Meshed RTOManager system.

Step 1: Document Type and Status Setup

- 1) Navigate to **Admin > Configuration and Setup > System Fields Setup**.
- 2) In the **Field** drop down, choose **Offer Document Checklist-Documents Type**.
- 3) Using this feature, users can setup custom values for **Document Status** as well as **Document Type**.



System Fields Setup

Please select predefined system fields and add additional value options

Field: Offer Document Checklist - Document Type

Description: Used in setting up Document checklist document type.

Type: Status

Value: Internal

Display Value: [Text Field]

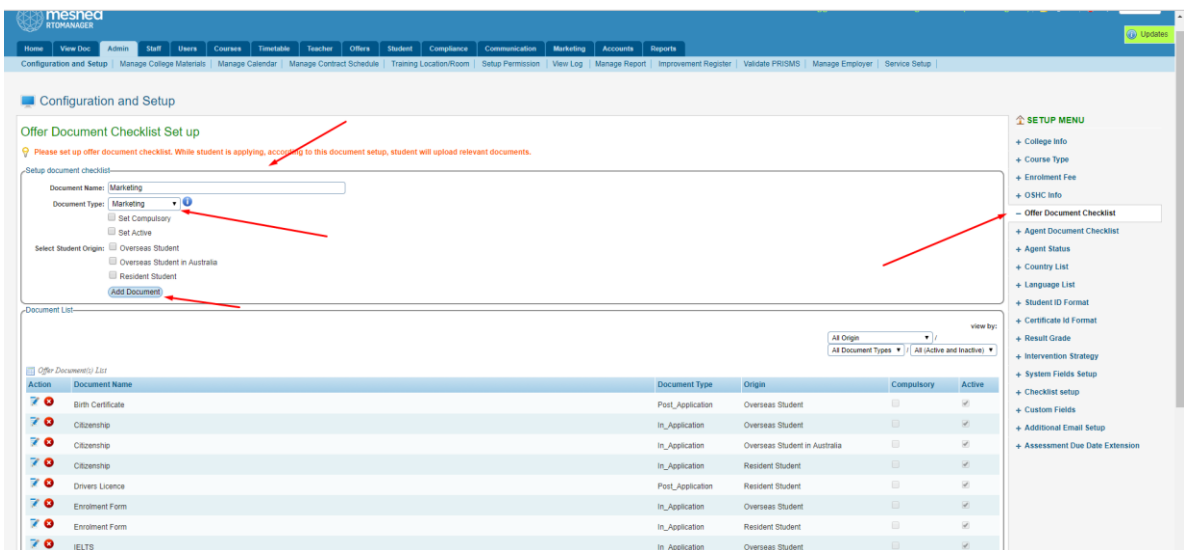
Set as default [] Add

For Section: 'DocChecklist - DocType', and Type: 'Status', Status value: 'Validation' has been created successfully

| Section | Type | Value | Display Value | Default | Action |
|------------------------|--------|-----------|-----------------------|-------------------------------------|--------------------------|
| DocChecklist - DocType | Status | Approved | Approved | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Internal | Academic Check | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Internal | Payment Check | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Internal | Pending | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Internal | Validation | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Rejected | New Document Required | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Status | Uploaded | Document Uploaded | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Type | Marketing | Marketing | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Type | Offer | Offer | <input type="checkbox"/> | <input type="checkbox"/> |
| DocChecklist - DocType | Type | SVP | SVP | <input type="checkbox"/> | <input type="checkbox"/> |

Step 2: Setup Document Name for Document Type

- 1) Navigate to **Admin > Configuration and Setup > Offer Document Checklist**.
- 2) The custom Document Type setup above can be seen in the **Document Type** drop down.
- 3) Using this feature, users can setup various Documents by grouping them using the available **Document Type**.



Offer Document Checklist Set up

Please set up offer document checklist. While student is applying, according to this document setup, student will upload relevant documents.

Setup document checklist:

Document Name: Marketing

Document Type: Marketing

Set Compulsory
 Set Active

Select Student Origin:

Overseas Student
 Overseas Student in Australia
 Resident Student

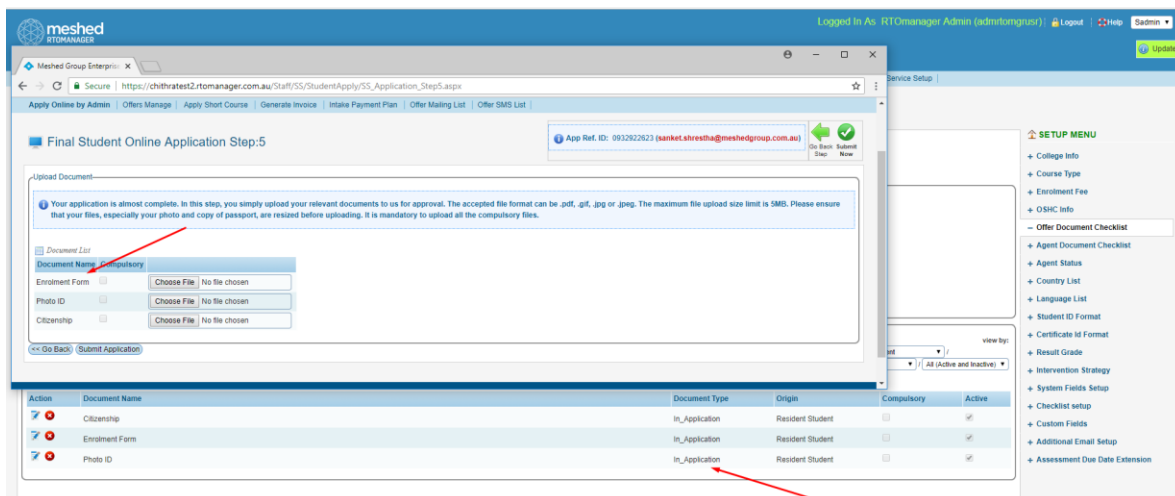
[Add Document](#)

Document List:

| Action | Document Name | Document Type | Origin | Compulsory | Active |
|--------|-------------------|------------------|-------------------------------|--------------------------|-------------------------------------|
| | Birth Certificate | Post_Application | Overseas Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Citizenship | In_Application | Overseas Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Citizenship | In_Application | Overseas Student in Australia | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Citizenship | In_Application | Resident Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Drivers Licence | Post_Application | Resident Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Enrolment Form | In_Application | Overseas Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Enrolment Form | In_Application | Resident Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | IELTS | In_Application | Overseas Student | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

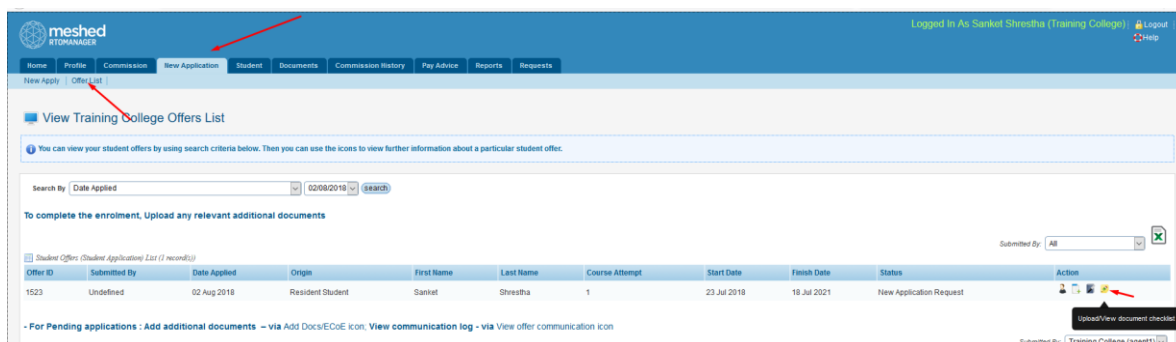
Step 3: Create New Application

- 1) Documents with a Type of "In_Application" are listed in Step 5 of the Application process.



Step 4: Document Upload from Agent Portal

- 1) Log into the Agent portal
- 2) Navigate to **New Application > Offer List**.
- 3) **Click Upload/View Document Checklist Action Icon.**



- 4) A pop-up window opens where the Agent can view document names for various Types and Status:



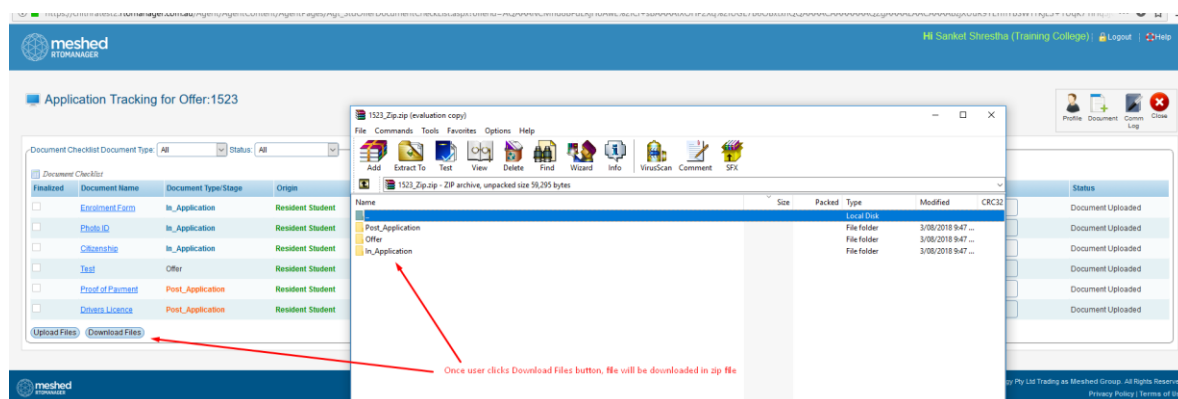
| Finalized | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Upload | Status |
|--------------------------|------------------|---------------------|------------------|--------------|-------------------------------------|--------------------------|---------|-----------------|-----------------------------|-----------------|
| <input type="checkbox"/> | Enrolment Form | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |
| <input type="checkbox"/> | Photo ID | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |
| <input type="checkbox"/> | Test | Offer | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |
| <input type="checkbox"/> | Drivers Licence | Post_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | | | Browse... No file selected. | No Status Found |

- 5) Agent can upload documents.
- 6) For documents the Agent Uploads the Status will change to “Document Upload” and the comment will be recorded as “Uploaded by Agent”.

Note: Agents are not able to update status but can edit the comment.

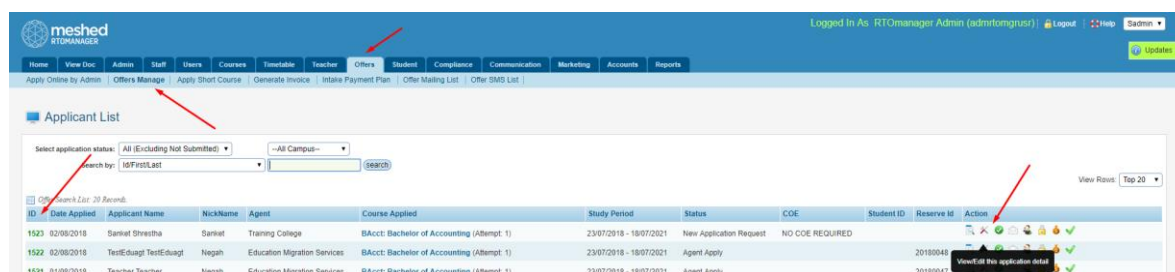
| Finalized | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Upload | Status |
|--------------------------|------------------|---------------------|------------------|----------------------|-------------------------------------|-------------------------------------|-------------------|-----------------|-----------------------------|-------------------|
| <input type="checkbox"/> | Enrolment Form | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded | | Browse... No file selected. | Document Uploaded |
| <input type="checkbox"/> | Photo ID | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded by Agent | | Browse... No file selected. | Document Uploaded |
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded by Agent | | Browse... No file selected. | Document Uploaded |
| <input type="checkbox"/> | Test | Offer | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded by Agent | | Browse... No file selected. | Document Uploaded |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded by Agent | | Browse... No file selected. | Document Uploaded |
| <input type="checkbox"/> | Drivers Licence | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded by Agent | | Browse... No file selected. | Document Uploaded |

- 7) Click the **Download Files** button and the files are downloaded in a zipped format. The zip file contains the files in document type folders, for example “In Application”, “Offer” and “Post Application”.



Step 5: View Documents Uploaded by Agent

- 1) Log into the Staff Portal.
- 2) Navigate to **Offers > Offer Manage**.
- 3) Click **View/Edit this Application Detail Action Icon**.



- 4) Click **Offer Document Checklist Action Icon**.
- 5) Staff can view and download the documents uploaded by Agent.



Application Tracking for Offer:1523

Staff will be able to view documents uploaded by agent

| Realized | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Status |
|--------------------------|------------------|---------------------|------------------|----------------------|-------------------------------------|-------------------------------------|-------------------|-----------------|--------------------------------------------------|
| <input type="checkbox"/> | Enrolment Form | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded | | Choose File No file chosen Document Uploaded |
| <input type="checkbox"/> | Photo ID | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | | Choose File No file chosen Document Uploaded |
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | | Choose File No file chosen Document Uploaded |
| <input type="checkbox"/> | Test | Offer | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | | Choose File No file chosen Document Uploaded |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | | Choose File No file chosen Document Uploaded |
| <input type="checkbox"/> | Drivers License | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | | Choose File No file chosen Document Uploaded |

Update Checklist | Download File

Staff will be able to download documents uploaded by agent. It will come in zip file

1523_Zip.zip - ZIP archive, unpacked size 59,295 bytes

6) After reviewing the documents, Staff can update the status of each document as required.

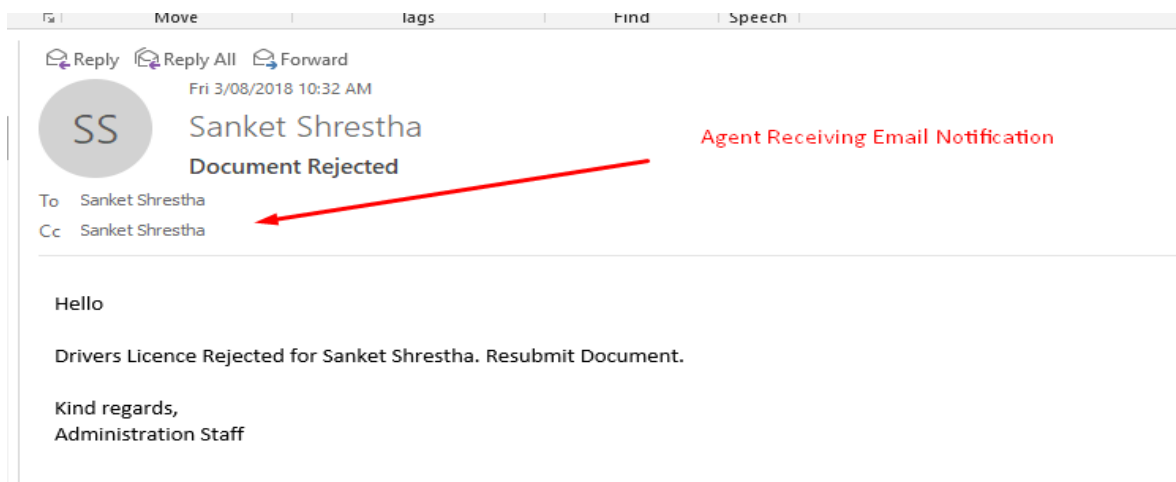
Application Tracking for Offer:1523

| Realized | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Status |
|-------------------------------------|------------------|---------------------|------------------|----------------------|-------------------------------------|-------------------------------------|-------------------|-----------------------------|------------------------------------------------------|
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | Uploaded By Agent | RTManager Admin(admtmgrusr) | Choose File No file chosen New Document Required |
| <input type="checkbox"/> | Enrolment Form | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded | RTManager Admin(admtmgrusr) | Choose File No file chosen No Status Found |
| <input checked="" type="checkbox"/> | Photo ID | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTManager Admin(admtmgrusr) | Choose File No file chosen Approved |
| <input type="checkbox"/> | Test | Offer | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTManager Admin(admtmgrusr) | Choose File No file chosen Academic Check |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTManager Admin(admtmgrusr) | Choose File No file chosen Payment Check |
| <input type="checkbox"/> | Drivers License | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTManager Admin(admtmgrusr) | Choose File No file chosen Pending Validation |

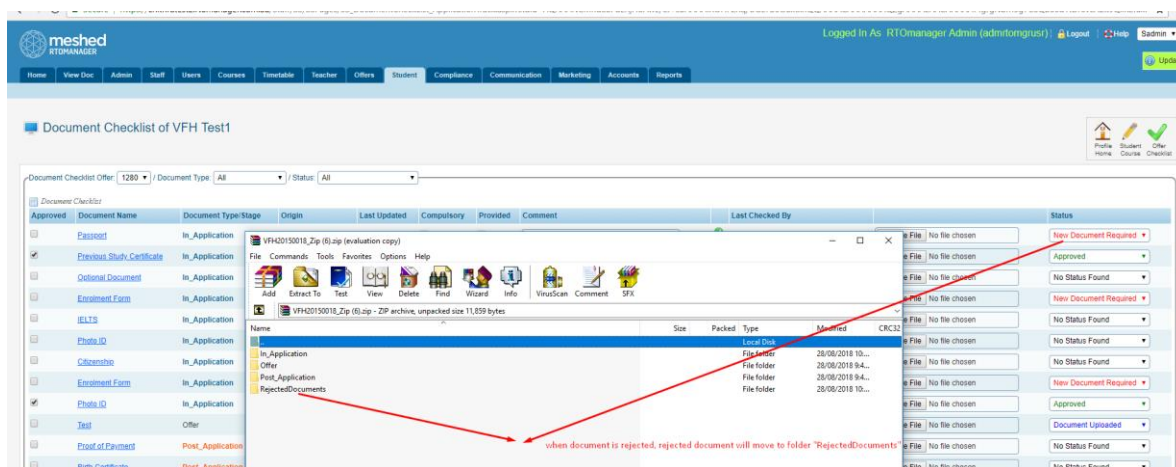
Update Checklist | Download File

Staff will be able to change status

7) When Staff reject a document, the Agent will receive an email notification.

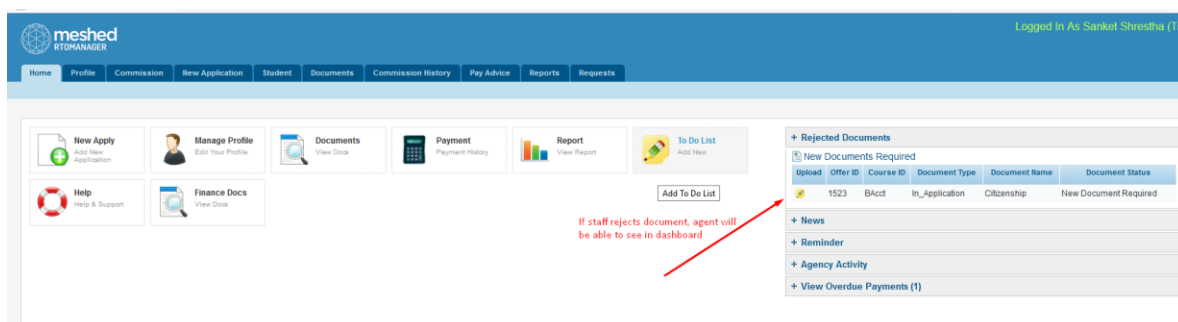


8) A rejected subfolder is created, and the rejected documents are moved here.



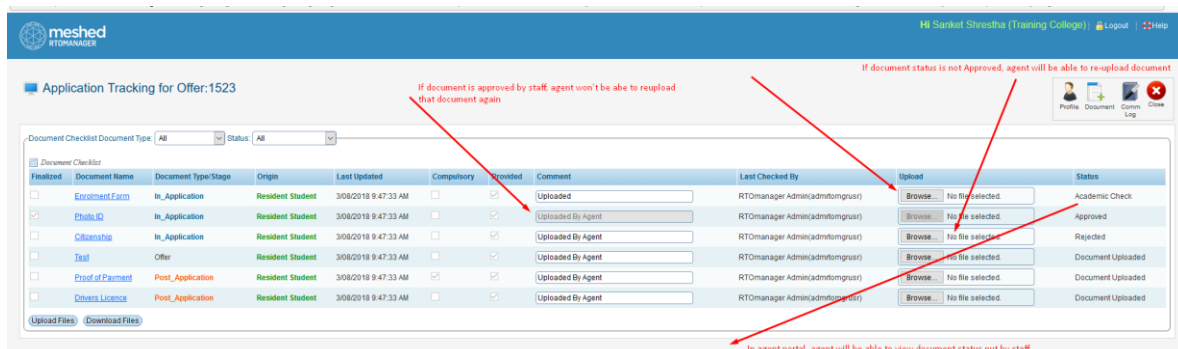
Note: To ensure email notification, when setting up status, the display Value of Rejected Status should be "New Document Required".

9) When the Agent logs in to the Agent Portal a notification can be seen on the Dashboard.



10) Using the Agent Portal, an Agent can re-upload and resubmit any rejected documents.

Note: For documents that were approved by Staff, the Agent is not able to re-upload those documents.



Step 6: ECOE Request Document and Additional Document Upload from Agent Portal

- 1) Log into the Agent Portal
- 2) Navigate to **New Application > Offer List**.
- 3) Click **Add Docs/ECOE Request**.



meshed RTOMANAGER Logged In As Sanket Shrestha (Training College) Logout Help

Home Profile Commission **New Application** Student Documents Commission History Pay Advice Reports Requests

New Apply Offer List

View Training College Offers List

You can view your student offers by using search criteria below. Then you can use the icons to view further information about a particular student offer.

Search by Offer ID

To complete the enrolment, Upload any relevant additional documents

Submitted By: All

| Offer ID | Submitted By | Date Applied | Origin | First Name | Last Name | Course Attempt | Start Date | Finish Date | Status | Action |
|----------|--------------|--------------|------------------|------------|-----------|----------------|-------------|-------------|-------------------------|--------|
| 1523 | Undefined | 02 Aug 2018 | Resident Student | Sanket | Shrestha | 1 | 23 May 2018 | 22 Nov 2019 | New Application Request | |
| 1520 | Undefined | 30 Jul 2018 | Overseas Student | Test | Test2567 | 1 | 23 Jul 2018 | 18 Jul 2021 | New Application Request | |
| 1519 | Undefined | 30 Jul 2018 | Overseas Student | TEST | testtest | 1 | 23 Jul 2018 | 18 Jul 2021 | New Application Request | |
| 1518 | Undefined | 30 Jul 2018 | Overseas Student | Test | Test@456 | 1 | 23 Jul 2018 | 18 Jul 2021 | New Application Request | |
| 1517 | Undefined | 30 Jul 2018 | Overseas Student | Test | Test@345 | 1 | 23 Jul 2018 | 18 Jul 2021 | New Application Request | |

- 4) A pop-up window opens where the Agent can upload **ECOE Request Documents** and **Additional Documents**.

Upload Additional Documents (eg. For ECoE, Offer)

Profile Document Comm Log Close

This page is for adding additional documents

Offer ID: 1523 Applicant name: Mr Sanket Shrestha
Course ID: CHC30208 Course name: Certificate III in Aged Care

Upload Documents

Select document type To upload: ECoE Request Documents

Signed Contract: ECoE Request Documents

Signed Terms & Condition: Browse... No file selected.

Signed ECoE Request: Browse... No file selected.

Signed Credit Card Authority or Payment Draft: Browse... No file selected.

Upload

Note: Please make sure each uploaded file size is less than 10 MB.

Note: After uploading a document the Agent cannot view the document.



Step 7: View and Download ECOE and Additional Document from Staff Portal

- 1) Log into the Staff Portal.
- 2) Navigate to **Offers > Offers Manage**.
- 3) Click **View/Edit This Application Detail**.
- 4) A pop-up window opens.
- 5) Click **Document Action Icon**.

Application Document Upload Page for Offer ID: 1523 (Sanket Shrestha)

| Name | Size | Extension | Last Modified | Action |
|-----------------------------|-----------|-----------|-----------------------|--------|
| Root directory | | | | |
| | 0 bytes | RootDir | 2/08/2018 5:01:16 PM | |
| Application | 208.31 KB | Dir | 3/08/2018 10:41:07 AM | |
| item_status_20180217950.pdf | 152.89 KB | pdf | 2/08/2018 5:01:16 PM | |

- 6) Staff can view the folders “AdditionalDoc” and “ECoE_Req” containing the uploaded documents.

Application Document Upload Page for Offer ID: 1523 (Sanket Shrestha)

Location: currently you are in Application directory

| Name | Size | Extension | Last Modified | Action |
|------------------|----------|-----------|-----------------------|--------|
| AdditionalDoc | 46.32 KB | Dir | 3/08/2018 10:51:51 AM | |
| ECoE_Req | 57.91 KB | Dir | 3/08/2018 10:54:35 AM | |
| In_Application | 23.16 KB | Dir | 3/08/2018 9:47:33 AM | |
| Offer | 11.58 KB | Dir | 3/08/2018 9:47:33 AM | |
| Post_Application | 23.16 KB | Dir | 3/08/2018 9:47:33 AM | |
| 1523_Zip.zip | 46.17 KB | .zip | 3/08/2018 9:56:06 AM | |



Hi Mr RTomanager Admin

Application Document Upload Page for Offer ID: 1523 (Sanket Shrestha)

Profile Course Advanced Standing Document Checklist Comm Log Email Close

ECOE related Documents

Location: currently you are in \Application\ECOE_Req directory

| Name | Size | Extension | Last Modified | Action |
|-----------------------------------------------------|----------|-----------|-----------------------|--------|
| | 0 bytes | Dir | 3/08/2018 10:54:35 AM | |
| SignedContract.docx | 11.58 KB | .docx | 3/08/2018 10:40:58 AM | |
| SignedContract_201883105124.docx | 11.58 KB | .docx | 3/08/2018 10:51:24 AM | |
| SignedECOERequest.docx | 11.58 KB | .docx | 3/08/2018 10:51:24 AM | |
| SignedECOERequest_201883105435.docx | 11.58 KB | .docx | 3/08/2018 10:54:35 AM | |
| SignedTermsAndCondition.docx | 11.58 KB | .docx | 3/08/2018 10:51:24 AM | |

Icons Description: | Click to move one directory up | Rename file/folder | Delete file/folder

Hi Mr RTomanager Admin

Application Document Upload Page for Offer ID: 1523 (Sanket Shrestha)

Profile Course Advanced Standing Document Checklist Comm Log Email Close

Additional Documents

Location: currently you are in \Application\AdditionalDoc directory

| Name | Size | Extension | Last Modified | Action |
|------------------------------------------|----------|-----------|-----------------------|--------|
| | 0 bytes | Dir | 3/08/2018 10:51:51 AM | |
| test.docx | 11.58 KB | .docx | 3/08/2018 10:41:07 AM | |
| test_2_201883105151.docx | 11.58 KB | .docx | 3/08/2018 10:51:51 AM | |
| test_3_201883105151.docx | 11.58 KB | .docx | 3/08/2018 10:51:51 AM | |
| test_4_201883105151.docx | 11.58 KB | .docx | 3/08/2018 10:51:51 AM | |

Icons Description: | Click to move one directory up | Rename file/folder | Delete file/folder

Step 8: Viewing Document Checklist in Student Section from Staff Portal

- 1) Following the Applicant conversion to a Student during Offer Management, log into the Staff Portal.
- 2) Navigate to **Student > Student Profile**.
- 3) Click **Checklist Action Icon**.
- 4) Staff can view the list of documents and their status and can update the status.



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GROUP

Student Profile Summary

Student Profile

ID: 20180049
Name: Sanket Shrestha
Nick Name: Sanket
Gender: Male
Origin: Resident Student
Visa Type: Australian Citizen

Current Course Offer Document Checklist

Current Course Weekly Timetable

Current Course Academic Summary

Document Checklist of Sanket Shrestha

Document Checklist Offer: 1523 / Document Type: All / Status: All

| Approved | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Status |
|-------------------------------------|------------------|---------------------|------------------|----------------------|-------------------------------------|-------------------------------------|-------------------|---------------------------------|-----------------------|
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | Uploaded By Agent | RTomanager Admin(adminfomgrusr) | New Document Required |
| <input type="checkbox"/> | Enrolment Form | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded | RTomanager Admin(adminfomgrusr) | Academic Check |
| <input checked="" type="checkbox"/> | Photo ID | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(adminfomgrusr) | Approved |
| <input type="checkbox"/> | Test | Offer | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(adminfomgrusr) | Document Uploaded |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(adminfomgrusr) | No Status Found |
| <input type="checkbox"/> | Drivers Licence | Post_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | Uploaded By Agent | RTomanager Admin(adminfomgrusr) | Payment Check |

Update Checklist | Download Files

Step 9: Viewing Document Checklist of Student in Agent Portal

- 1) Log into the Agent Portal.
- 2) Navigate to **Student > Student Profile**.
- 3) Click **Upload/View Document Checklist Action Icon**.

View Training College Student List

You can view students under your management by using search criteria below. Then you can use the icons to view further information about a particular student.

Search By: Student ID [] [SEARCH]

| Student ID | Submitted By | First Name | Last Name | Offer ID | Course | Start Date | Finish Date | Status | Action |
|------------|--------------|------------|-----------|----------|------------------------------|-------------|-------------|----------|---------|
| 20180049 | Undefined | Sanket | Shrestha | 1523 | Certificate III in Aged Care | 23 May 2018 | 22 Nov 2019 | Enrolled | [Icons] |
| 20180039 | Undefined | Negah | Rokni | 1512 | Bachelor of Accounting | 23 Jul 2018 | 18 Jul 2021 | Enrolled | [Icons] |

- 4) Agent can view the list of documents and their status and can upload and download documents.



Document Checklist of Sanket Shrestha

Document Checklist Offer: 1523 / Document Type: All / Status: All

| Document Checklist | Document Name | Document Type/Stage | Origin | Last Updated | Compulsory | Provided | Comment | Last Checked By | Upload | Status |
|-------------------------------------|------------------|---------------------|------------------|----------------------|-------------------------------------|-------------------------------------|-------------------|-------------------------------|-----------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | Citizenship | In_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | Uploaded By Agent | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | New Document Required |
| <input checked="" type="checkbox"/> | Enrolment Form | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | Academic Check |
| <input checked="" type="checkbox"/> | Photo ID | In_Application | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | Approved |
| <input type="checkbox"/> | Test | Offer | Resident Student | 3/08/2018 9:47:33 AM | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | Document Uploaded |
| <input type="checkbox"/> | Proof of Payment | Post_Application | Resident Student | 3/08/2018 9:47:33 AM | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Uploaded By Agent | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | Document Uploaded |
| <input type="checkbox"/> | Drivers Licence | Post_Application | Resident Student | | <input type="checkbox"/> | <input type="checkbox"/> | Uploaded By Agent | RTomanager Admin(admtomngusr) | <input type="button" value="Browse..."/> No file selected | New Document Required |