

### **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-Document Type.
- 3) Using this feature, users can setup custom values for **Document Status** as well as **Document Type**.

Home View Doc Admin Staff Users Co	ourses Timetable Teacher Offers	Student Complian	ce Communication Marketing Accounts Reports			
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Configuration and Setup						
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Value: Internal •						+ Agent Status
Display Value:	•					+ Country List
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Add		/				+ Student ID Format
For Section: "DocChecklist – DocType', and Type : St	tatus', Status value: 'Validation' has been o	reated successfully				+ Certificate Id Format
Field False						+ Result Grade
Section	Туре	Value	DisplayValue	Default	Action	+ Intervention Strategy
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DocChecklist - DocType	Status	Internal	Payment Check		0	+ Additional Email Setup
DocChecklist - DocType	Status	Internal	Pending		0	+ Assessment Due Date Extension
DocChecklist - DocType	Status	Internal	Validation		0	
DocChecklist – DocType	Status	Rejected	New Document Required		0	
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# 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**.

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0	Cilizenship	In_Application	Overseas Student		2	+ Additional Email Setup	
0	Citizenship	In_Application	Overseas Student in Australia		2	+ Assessment Due Date Extensi	ion
0	Citizenship	In_Application	Resident Student		2		
0	Drivers Licence	Post_Application	Resident Student		2		
0	Enroiment Form	In_Application	Overseas Student		2		
0	Enrolment Form	In_Application	Resident Student		2		
0	IELTS	In_Application	Overseas Student		2		

### **Step 3: Create New Application**

1) Documents with a Type of "In\_Application" are listed in Step 5 of the Application process.



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## 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.

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Home Pr	rofile Commission	New Application Student	Documents Commission	listory Pay Advice R	leports Requests					
New Apply	OfferList									
💻 View	Training Sollege	Offers List								
🚺 You can v	iew your student offers by	using search criteria below. 1	Then you can use the icons to view	further information about a	particular student offer.					
Search By	Date Applied		✓ 02/08/2018 √ search	h						
To complet	e the enrolment, Uplo	ad any relevant addition	nal documents							_
Student Off	er (Student Annliention) I (c) (1	montrii								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 Jul 2018	18 Jul 2021	New Application Request	2 🔂 🖬 🖉 👞
- For Pendi	ing applications : Add	additional documents –	- via Add Docs/ECoE icon; Vie	w communication log -	via View offer communi	cation icon				Upload/Vew document cheo Submitted By: Training College (agent1)

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



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C RTOPM	shed MAGER								Hi Sanket Shrestha (Trai	ining College)   🔒 Logout   😫 Help
💻 Appli	cation Tracking	for Offer:1523								Profile Document Log
-Document C	hecklist Document Type:	All 🗸 Status: 🗛								
Document	Checklist									
Finalized	Document Name	Document Type/Stage	Origin	Last Updated	Compulsory	Provided	Comment	Last Checked By	Upload	Status
	Enrolment Form	In_Application	Resident Student						Browse No file selected.	No Status Found
	Photo ID	In_Application	Resident Student						Browse No file selected.	No Status Found
	Citzenship	In_Application	Resident Student						Browse No file selected.	No Status Found
	Test	Offer	Resident Student						Browse No file selected.	No Status Found
	Proof of Payment	Post_Application	Resident Student						Browse No file selected.	No Status Found
	Drivers Licence	Post_Application	Resident Student						Browse No file selected.	No Status Found
Upload Files	s) (Download Files)									

- 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.

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Application Tracking for Offer: 1523											
Document	reciaist Document type r <i>Checklist</i>	Ali 🗹 Status:	AI							$\overline{}$	
alized	Document Name	Document Type/Stage	Origin	Last Updated	Compulsory	Provided	Comment	Last Checked By	Upload	Status	
	Enrolment Form	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded		Browse No file selected.	Document Uploaded	
	Photo ID	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		Browse No file selected.	Document Uploaded	
	Citzenship	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		Browse No file selected.	Document Uploaded	
	Test	Offer	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		Browse No file selected.	Document Uploaded	
	Proof of Payment	Post_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		Browse No file selected.	Document Uploaded	
	Drivers Licence	Post_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		Browse No file selected.	Document Uploaded	

 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".



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	EnrolmentForm	In_Application	Resident Student	Name Size Packed Type Modified CRC32	Document Uploaded
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	Test	Offer	Resident Student		Document Uploaded
	Proof of Payment	Post_Application	Resident Student		Document Uploaded
	Drivers Licence	Post_Application	Resident Student		Document Uploaded
Upload File	s) (Download Files)	-			
meshed				Once user clicks Download Files button, Ne will be downloaded in zip Ne	Pty Ltd Trading as Meshed Group. All Rights Res Privacy Policy   Terma

# 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.

meshec	ł			1			Logged In .	As RTOma	nager Admi	n (admitom	grusr)  🔒	Logout	Help Sadmin •
Home View Doc	Admin Staff Us	ers Course	s Timetable Teacher	Offers Student Compliance Communicat	tion Marketing Accounts Repor	<b>b</b>							
Apply Online by Admin	Offers Manage   Appl	y Short Course	Generate Invoice Intake Pa	yment Plan   Offer Mailing List   Offer SMS List									
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- 4) Click Offer Document Checklist Action Icon.
- 5) Staff can view and download the documents uploaded by Agent.



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	Test	Offer	Resident Student	3/08/2018 9:47:33 AM		2	Uploaded By Agent		Choose File No fi	lie chosen Document Uploaded •
	Proof of Payment	Post_Application	Resident Student	3/08/2018 9:47:33 AM	2	1	Uploaded By Agent		Choose File No fi	ile chosen Document Uploaded •
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6) After reviewing the documents, Staff can update the status of each document as required.

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



Tai I	Move	lags	Find	Speech
Cc Sanket	Reply All G Form Fri 3/08/2018 10 Sanket S Document R Shrestha Shrestha	<sup>vard</sup> <sup>32 AM</sup> hrestha Rejected		Agent Receiving Email Notification
Hello Drivers L Kind reg Administ	icence Rejected for ards, tration Staff	Sanket Shrestha. Re	esubmit Docume	nt.

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

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ji -	Enroiment Form	In Application Add Extract To Test View Delete Find Wizard Info VirusScan Comment SFX		No file chosen	New Document Required *
1	IELTS	In_Application Name Size Packed Type	Monted CRC	e File No file chosen	No Status Found
1	Photo ID	In Application		e File No file chosen	No Status Found
1	Citizenship	In_Application FileSetter	28/08/2018 10 28/08/2018 9:4	e File No file chosen	No Status Found
1	Enrolment Form	In_Application File folder File folder	28/08/2018 9:4 28/08/2018 10:	e File No file chosen	New Document Required *
	Photo ID	In_Application		e File No file chosen	Approved •
	Test	Offer		e File No file chosen	Document Uploaded
	Proof of Payment	Post_Application when document is rejected, rejected document will move to fold	er "RejectedDocument	s" e File No file chosen	No Status Found
	Birth Certificate	Post_Application		e File No file chosen	No Status Found

**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.



										Logged	In As Sanket Shrestha (Tr
Home Profile Commis	ssion New Application	Student Documents Com	mission History Pay Advice	Reports Requests							
New Apply	Manage Profile	Documents	Payment	Report	To Do List	+ Reje	cted Docu	iments			
Add New Application	Edit Your Profile	View Docs	Payment History	View Report	Add New	🗈 New	Documer	nts Require	ed		
						Upload	Offer ID	Course ID	Document Type	Document Name	Document Status
Help & Support	View Docs				Add To Do List	-	1523	BAcct	In_Application	Citizenship	New Document Required
				lf staff rej	ects document, agent will	+ News					
				be able to	see in dashboard	+ Remi	inder				
						+ Ager	cy Activit	у			
						+ View	Overdue	Payments	(1)		

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.

	eshed ANAGER								Hi Sanket Shrestha (Trainin	g College)   ≗Logout   ∰He
Appl	ication Trackir	ng for Offer:1523		N	If document is a that document i	approved by again	staff, agent won't be abe to reupload	If decu	ment status is not Approved, agent wi	Il be able to re-upload docume Profile Document Comm Log
Document O	Checklist Document Typ # Checklist	e: All 🚽 Statu	IS: All	~						
Finalized	Document Name	Document Type/Stage	Origin	Last Updated	Compulsory	Rrovided	Comment	Last Checked By	Upload	Status
	Enrolment Form	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded	RTOmanager Admin(admitomgrusr)	Browse No file selected.	Academic Check
	Photo ID	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No lie selected.	Approved
	Cilizenship	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected.	Rejected
	Test	Offer	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected.	Document Uploaded
	Proof of Payment	Post_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admftomgrusr)	Browse No file selected.	Document Uploaded
	Drivers Licence	Post_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitorogrosr)	Browse No file selected.	Document Uploaded
Upload File	ES (Download Files)									
								In agent portal, agent will be able to	o view document status put by staff	

## 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.



@m	eshed								Logged in As Sanke	t Shrestha (Training College	)   Logout
Home	Profile Commission	New Application	Student Documents Com	mission History Pay Advice	Reports Requests						
New Apply	Offer List	-									
- Viou	Training Coll	Offere List									
View	v maining com	ege Ollers List									
🚺 You can	view your student offer	rs by using search criteri	a below. Then you can use the icon	is to view further information about	a particular student offer.						
Search By	Offer ID		~	search							
To comple	te the enrolment,	Upload any relevant	additional documents						~		
										Submitted By: All	×
Student Q	förs (Student Application)	List (38 record(s))		1120002000		Service Sector Anna Sector	100000000000	2000200			1.1.1
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	Add Docs/ECoE Request	
1518	Undefined	30 Jul 2018	Overseas Student	Test	Test@456	1	23 Jul 2018	18 Jul 2021	New Application Request	· 1.7 · · ·	

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

ECoE, Offer)	ments (eg. Foi	Profile Document	Comm Log
) This page is for adding additional docun	ients		
Offer ID: 1523 Applicant name: Mr	Sanket Shrestha		
Course ID: CHC30208 Course name: Certi -Upload Documents	ficate III in Aged Care		
Select document type To upload: Signed Contract	ECoE Request Documents		
Signed Terms & Condition			
Signed ECoE Request Signed Credit Card Authority or Payment Draft	Browse No file selected. Browse No file selected.		
	Upload		
	💡 Note: Please make sure each uploaded file	size is less than 10 M	B.

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.

	<	Meshed Group Enterprise Education Management	System SS Zone	: Manage Student (	Offers Documents - Google Ch	rome – 🗆	×					
💻 Applicant List	t e	Secure   https://chithratest2.rtomanager.co	om.au/Staff/SS/N	/anageOffers/SS	_OfferDocUpload.aspx?of	ferid=AQAAANCMnd8BFd	Rj					
Select application status: Search by:	All ( Id/F					Î						
Offer Search List: 20 Recor ID Date Applied Ap	nd:. oplical	Application Document Upl	oad Page f	or		ی 📓 🔊	l	Status	COE	Student ID	Reserve Id	View Rows: Top 20
1523 02/08/2018 Sar	nket S	Offer ID: 1523 (Sanket Sh	restha)	Profi	e Course Advanced Documen Standing	t Checklist Comm Email Log	19	New Application Request	NO COE REQUIRED			🗟 x 🖉 🗇 📽 🚊 🌢 🗸
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1517 30/07/2018 Tes	st Test	Application	208.31 KB	Dir	3/08/2018 10:41:07 AM		21	New Application Request			20180043	🔍 × 🛯 🖂 🍓 🍐 🗸
1516 30/07/2018 Tes	st Test	temp_student_0188217050.pdf	152.69 KB	.pdf	2/08/2018 5:01:16 PM	<b>× o</b>	21	New Application Request			20180042	🗟 × 🕹 🖂 🍓 🧯 🗸
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1514 30/07/2018 RE	TEST	Create Fi	older				21	New Application Request			20180040	🗓 🗶 🕹 🗀 🍓 🚊 🌢 🗸
1511 17/07/2018 Tes	st1 Te:	File Upload 1: Choose Files No file chosen				Click on Document Icon	18	Offered			20180038	💩 X 🥝 🖂 🕹 🖧 🚔 🕅 \$ 🔞 🗸
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6) Staff can view the folders "AdditionalDoc" and "ECoE\_Req" containing the uploaded documents.

			Hil	Mr RTOmanager Admin
Application Offer ID: 15	Document Uplo 523 (Sanket Shr	oad Page for restha)	Profile Course Advanced Standing	ent Checklist Comm Log Close
I ocation: currently you	Folders to document	view additional do tupload by agent	ocument and ECOE Order by: Name	▼ / Ascending ▼
Name	Size	Extension	Last Modified	Action
•	0 bytes	Dir	3/08/2018 10:41:07 AM	
AdditionalDoc	0 bytes 46.32 KB	Dir	3/08/2018 10:41:07 AM 3/08/2018 10:51:51 AM	7 8
AdditionalDoc ECoE Reg	0 bytes 46.32 KB 57.91 KB	Dir Dir Dir	3/08/2018 10:41:07 AM 3/08/2018 10:51:51 AM 3/08/2018 10:54:35 AM	7 O 7 O
AdditionalDoc ECoE Reg	0 bytes 46.32 KB 57.91 KB 23.16 KB	Dir Dir Dir Dir	3/08/2018 10:41:07 AM 3/08/2018 10:51:51 AM 3/08/2018 10:54:35 AM 3/08/2018 9:47:33 AM	7 0 7 0 7 0
AdditionalDoc ECOE Reg In Application Offer	0 bytes 46.32 KB 57.91 KB 23.16 KB 11.58 KB	Dir Dir Dir Dir Dir	3/08/2018 10:41:07 AM 3/08/2018 10:51:51 AM 3/08/2018 10:54:35 AM 3/08/2018 9:47:33 AM 3/08/2018 9:47:33 AM	7 0 7 0 7 0
AdditionalDoc ECOE Reg In Application Offer Post Application	0 bytes 46.32 KB 57.91 KB 23.16 KB 11.58 KB 23.16 KB	Dir Dir Dir Dir Dir Dir Dir	3/08/2018 10:41:07 AM 3/08/2018 10:51:51 AM 3/08/2018 10:54:35 AM 3/08/2018 9:47:33 AM 3/08/2018 9:47:33 AM 3/08/2018 9:47:33 AM	7 0 7 0 7 0



C RIUMANAGER			HI Mr RTOm	nanager Adr
Application Document Upload Pag Offer ID: 1523 (Sanket Shrestha)	ge for	Profile Cou	Advanced Document Checklist	Comm Log
ECOE related Docum	nents		Order by: Name V	Ascending
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	7 😒
SignedContract 201883105124.docx	11.58 KB	.docx	3/08/2018 10:51:24 AM	7 😒
SignedECoERequest.docx	11.58 KB	.docx	3/08/2018 10:51:24 AM	7 🕄
SignedECoERequest_201883105435.docx	11.58 KB	.docx	3/08/2018 10:54:35 AM	7 😒
	11.58 KB	.docx	3/08/2018 10:51:24 AM	7 😣

			<b>Hi</b> Mr RTO	manager Adm
Application Docume Offer ID: 1523 (Sanl	nt Upload Pag ket Shrestha)	je for	Profile Course Advanced Document Checklis	st Comm Log Email
Addition	nal Documents iion\AdditionalDoc directa	ערא	Order by: Name	/ Ascending •
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	2 🛛
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	7 😣
test 4 201883105151.docx	11.58 KB	.docx	3/08/2018 10:51:51 AM	28
Icons Description:   🍽 Click to move one dire	ctory up   📝 Rename file/f	older   🛚 Delete fil	e/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.



() me	shed									Logged In A	s RTOmanager Admin (admite	amg(lust)  🔒Logout   42Helo Sadmin 🔹
Home Vi	ew Doc Admin	Staff Users Cours	es Timetable Te	tacher Offers Stud	ent Complian	ce Comm	inication Marketing Account	ta Reporta				() Updates
💻 Stude	ent Profile Su	mmary					Profie SMS En		Constant Result Defer Interve	enton Dary Upt	Payment Pic STD Card Act	🖉 📑 👸 🏭 🌾 🤗
Student Pro	fie							s	Student Course Offer Document Che	+ Current Cou	rse Weekly Timetable	
		ID: 20180049 Nick Name: Sanket	0		Name: 5 Gender: N	anket Shre	stha			A No current	class timetable	
		Origin: Resident	Student		Nationality: N	lepalese						
	0.	visa type: Australia	n v mán		- Jaspon wol 1	6.54			1	+ Current Cou	rse Academic Summary	
/ me	shed									Logged In	As RTOmanager Admin (admi	tomgrusr)  🔒 Logout 🕴 🚭 Help 🛛 Sadmin 🔹
RTOM	INAGER											() Updates
Home Vi	ew Doc Admin	Staff Users Course	es Timetable Te	sacher Offers Stude	ent Complianc	e Comm	nication Marketing Accounts	s Reports				
💻 Docu	iment Checkli	ist of Sanket Shre	estha							St	aff will be able to change status	Profile Soutient Offer Home Course Checklat
Document C	hecklist Offer: 1523	/ Document Type: All	<ul> <li>/ Status:</li> </ul>	All	•						$\sim$	
Document	Checklist Document Name	Document Type/Stage	Origin	Last Updated	Compulsory	Provided	Comment		Last Checked By			Status
	Crizenship	In_Application	Resident Student				Uploaded By Agent		<ul> <li>RTOmanager Admin(admin(admin))</li> </ul>	mrtomgrusr)	Choose File No file chosen	New Document Required
	Enrolment Form	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded		RTOmanager Admin(admin)	mrtomgrusr)	Choose File No file chosen	Academic Check 🔹
	Photo ID	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent		RTOmanager Admin(admin)	nrtomgrusr)	Choose File No file chosen	Approved •
	Test	Offer	Resident Student	3/08/2018 9:47:33 AM		1	Uploaded By Agent		RTOmanager Admin(admin)	mrtomgrusr)	Choose File No file chosen	Document Uploaded
	Proof of Payment	Post_Application	Resident Student	3/08/2018 9:47:33 AM	2		Uploaded By Agent		RTOmanager Admin(admin)	mrtomgrusr)	Choose File No file chosen	Approved
	Drivers Licence	Post_Application	Resident Student				Uploaded By Agent		RTOmanager Admin(admin(admin))	mrtomgrusr)	Choose File No file chosen	Payment Check Pending
Update Che	cklist) (Download File			1.00								Valdation New Document Required Document Uploaded
		Staff wi	II be able to downlo	ad 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.

	ed	/						Logged in As Se	inket Shrestha (Training College)∣ ∦Logout ∣ ∰Help
Home Profile	Commission New Applie	cation Student Documen	ts Commission History	Pay Advice Rep	orts Requests				
💻 View Tra	iining College Stude	ent List							
You can view st	fudents under your managemen	at by using search criteria below	Then you can use the icons	to view further informa	tion about a particular student.				
•									
Search By Stude	ent ID 🗸	search						~	
									Subgitted By: Training College (agent1)
Student Ltst By Ag	pent (2 record(s))								
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	2 💩 🔁 🖼 🖉
20180039	Undefined	Negah	Rokni	1512	Bachelor of Accounting	23 Jul 2018	18 Jul 2021	Enrolled	2 🗄 🔁 🛋 👘

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



RTOM	shed MAGER									
Docu	ment Checkli	st of Sanket Shre	stha							Profile Document Checklink Close
-Document C	hecklist Offer: 1523	/ Document Type: All	V Status: A	u 😒						~
Approved	Document Name	Document Type/Stage	Origin	Last Updated	Compulsory	Provided	Comment	Last Checked By	Upload	Status
	Citizenship	In_Application	Resident Student				Uploaded By Agent	RTOmanäger Admin(admitomgrusir)	Browse No file selected.	New Document Required
	Enrolment Form	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded	RTOmanager Admin(admitomgrusr)	Browse No file selected	Academic Check
	Photo ID	In_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected	Approved
	Inst	Offer	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected.	Document Uploaded
	Proof of Payment	Post_Application	Resident Student	3/08/2018 9:47:33 AM			Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected.	Document Uploaded
	Drivers Licence	Post_Application	Resident Student				Uploaded By Agent	RTOmanager Admin(admitomgrusr)	Browse No file selected.	New Document Required
(Update Ch	cklist) (Download Fi	65								