Training materials and work instructions are available on the RMIT website. For further assistance please contact:

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Logging in to the RMIT Admissions System

2. Enter your RMIT ‘e’ number and password.
3. Click Login.

View your Selection Task Submissions

1. Click on Assess Selection Tasks.
2. A list of all selection task submissions you have access to will be displayed in the List view.

Personalise your List View

1. Click on the Personalise List cog to customise the columns in your List view.
2. Select a field from the Available column and click > to move it to the Selected column. This field will now be visible in your List view.
3. Use the up ▲ and down ▼ arrows to adjust display order as required.
4. Remove columns from your view by selecting a field from the Selected column and clicking < to move it to the Available column.

Sorting

1. To sort a column, click the column name. When you first click on the column it sorts in ascending order (note the column turns blue and an arrow appears to the right of the column).
2. Click the column name again to sort in descending order.

Note: This is the List view.
**Grouping.**

1. In List view right-click the column name you wish to group and select **Group By**.

2. A group summary appears showing you the total number of rows in each grouping. It is not recommended that you perform bulk actions from the Group By view.

3. To remove a grouping, right click on any column name and click **Ungroup**.

**Search**

1. In List view click on the **🔍** icon. A search box for each column is displayed.

2. Enter the search condition in the relevant column search box and press **Enter**.

Note: you can have a search condition in more than one column at any given time.
**Export a list**

1. You can export by right clicking on any column heading and selecting Export.

![Export option](image)

**Assess individual selection task submissions**

1. Click on the icon to open an individual selection task submission for assessment in the form view.

![Form view](image)

2. This is the Form view. You can view applicant details and score individual selection task responses.

![Form view](image)

**Shortlist, enter final score, set outcome & enter comments**

1. Scroll down to the Outcome section and perform the following actions (if applicable):

2. Shortlist by clicking the Shortlisted box.

3. Enter Final score.

4. Set Outcome (VTAC A, VTAC B, VTAC C, VTAC no comms, Direct-Yes or Direct-No).

5. Enter Comments.

![Outcome section](image)

6. Click Update to save your changes and return to the List view.

![Update button](image)
Bulk Actions - Shortlisting, Final Score, Outcome

1. From the list view tick the checkbox for all selection task submissions you wish to shortlist (or set final score or outcome). Note this will apply the same action to all selected records.

2. Go to the actions choice list & choose **Update Shortlisted** (or **Update Final Score** or **Update Outcome** etc.).

3. A pop up box will appear. Change ‘false’ to ‘true’ for shortlist (or for final score enter a number or for outcome Choose VTAC A etc.) and click **OK**.

Finalise Selection Task(s) – This will trigger an email to applicant if outcome is VTAC A, VTAC B, OR VTAC C

1. From the List View tick the checkbox of the records you wish to finalise.

2. Go to actions choice list box & choose **Finalise Selection Task** from the dropdown. Note: You will not be able to edit the record after it is finalised.

3. A pop up warning appears.

4. Click **OK** if you wish to proceed.

**WARNING** – By finalising and proceeding at this point the system will trigger email to applicant if outcome is VTAC A, VTAC B or VTAC C.