



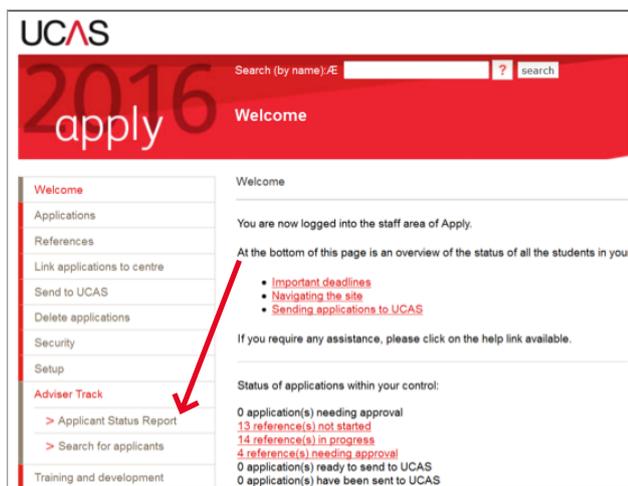
How to use our macro to filter your weekly Applicant Status Report (ASR)

Our macro (in an Excel .xls file) allows you to reformat, filter and sort your weekly Applicant Status Report (ASR) in Adviser Track.

If you have any feedback on the macro, please email us at adviserhelp@ucas.ac.uk

Please follow these instructions to reformat your report

1. Download your ASR and save it to your computer. Do not change or edit your downloaded ASR file (e.g. change it from CSV to XML). Close down any other Excel files you have open.



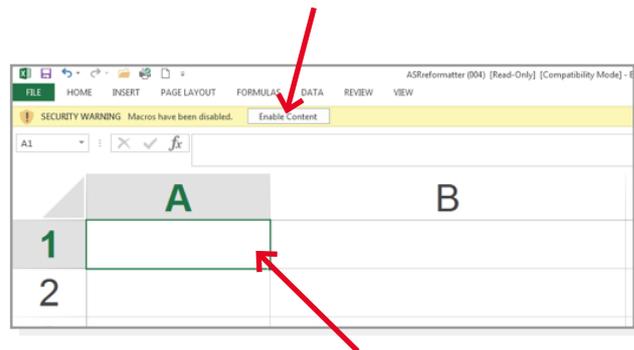
- The following steps will enable you to split an ASR into one worksheet with just choices (universities and colleges), and another worksheet with just applicant details.
- The choices worksheet includes applicant data on each row, to assist with adding the data to a school or college database.

2. Open the Excel file.



ASRreformatter.xls

3. If you are prompted to do so, select 'Enable Content'. When opened you'll see a single worksheet with a box that says 'Click button to run ASR reformatter'. (You need to open the worksheet fully to see the button, as it is in the middle of the sheet.)



(Note: when the macro is opened it decides if the CSV is an 'ASR file' based on what is in cell A1 in the worksheet, so do not change this cell.)

4. Select 'Click button to run ASR reformatter'. A standard box to open files is displayed. Select the saved ASR (in CSV format) you want to reformat, and click 'Open'. Make sure the drop-down tab next to 'File name' in the search window is set to 'All Files', not just Excel files.
5. Wait while the file is reformatted (the hourglass/circle shows). When it's complete, a box appears displaying 'Added new sheets Choices and Applicants'. Be patient – depending on the size of the file it may take some time to reformat.

Click OK. The choices sheet opens.

'Choices' has a row of column headings, followed by one row per choice. Each has surname, forenames, date of birth, Personal ID, application number and postcode, then the choice details.

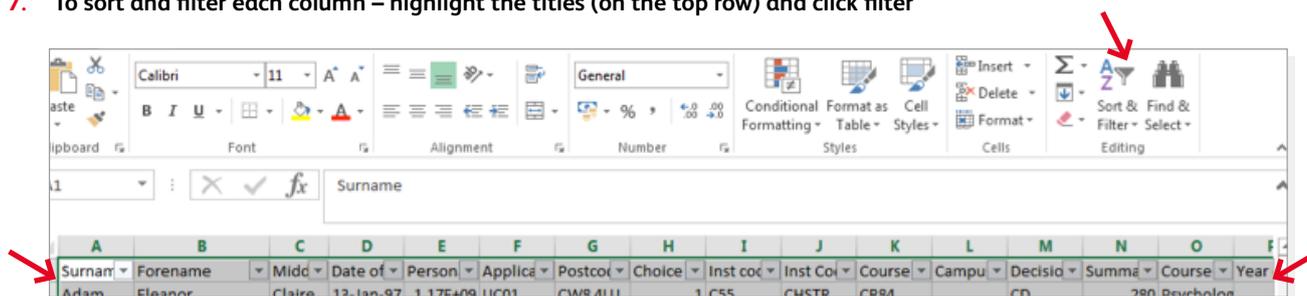
'Applicants' also has a row of column headings, followed by one row per applicant, made up of the same six columns that precede the choice details in sheet 1.

6. Click 'Yes' to show the summary table (as shown below). Or click 'No' to delete the summary table (if prompted).



The original ASR is saved as a third worksheet.

7. To sort and filter each column – highlight the titles (on the top row) and click filter



Please check that no rows have been lost during reformatting: the number of choices in sheet 1, plus the number of applicants in sheet 2 should equal the total number of rows of data in the original ASR.

Identifying withdrawn applicants: withdrawn applicants have a single “choice” in the ASR, with ‘Completely Withdrawn’ in column A (where the choice number would be). The original choices are not shown.

To identify these applicants in the choices sheet, select Data, Filter, AutoFilter. Click the arrow in column G (choice number) and select ‘Completely Withdrawn’.

To return to the full listing, select Data, Filter, AutoFilter again to toggle filtering off.

Notes:

The macro will reformat a CSV report, but not an HTML file.

It will reformat a report that has been saved as an Excel workbook (.xls), providing it opens at the report, and does not already have a sheet named ‘Choices’ or ‘Applicants’.