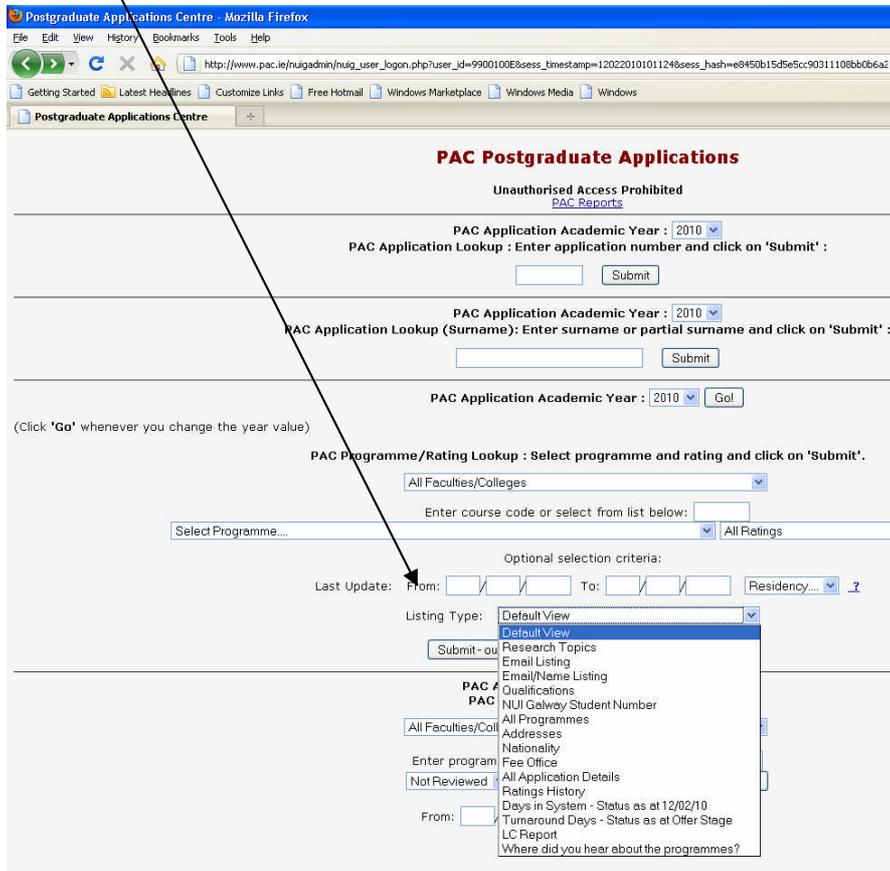


PAC training session, February 2010

SOME TIPS ON GETTING THE MOST FROM THE SYSTEM

Listing type



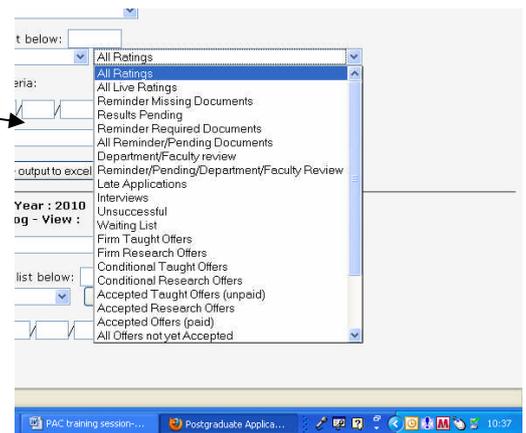
You can look at class-lists here by (for example), qualifications, email addresses, or last one below: marketing data “where did you hear about the programmes”). Submit data to display on screen or export as *Excel* file which you can further sort.

If you want to customise a report, email valerie.leahy@nuigalway.ie with your requirements and we can request a report be created and saved under “listing type” for you.

“All ratings” tab

This is useful for customising your class list, and shows lots of different ways to sort your data (e.g., Accepted Offers [paid], Conditional Taught Offers, etc.).

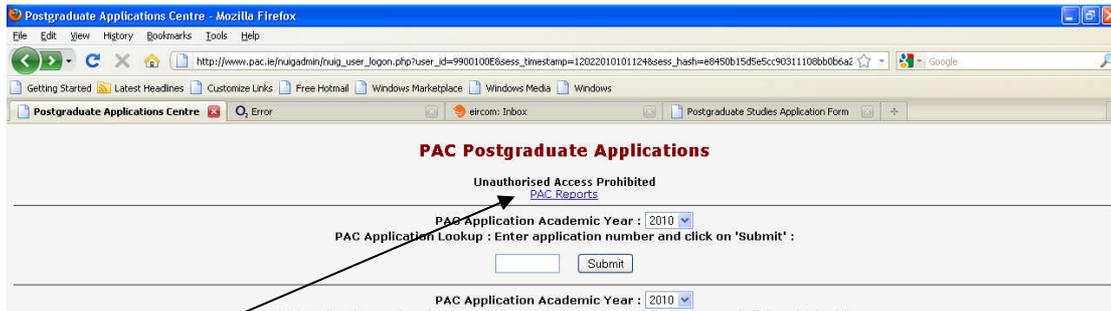
However, we recommend you look at your class via “All Ratings” as much as possible—applicants appear on the list in date order and new applicants will be at the end of the list as you view it. Using the other listing types early in the process (e.g., *Department/Faculty review*) may mean you’ll miss out on some candidates. Better to look at the list entire via *All Ratings*, as this **will** include candidates who are missing documents, etc. (and have been reminded, via PAC system, to provide same).



Archives

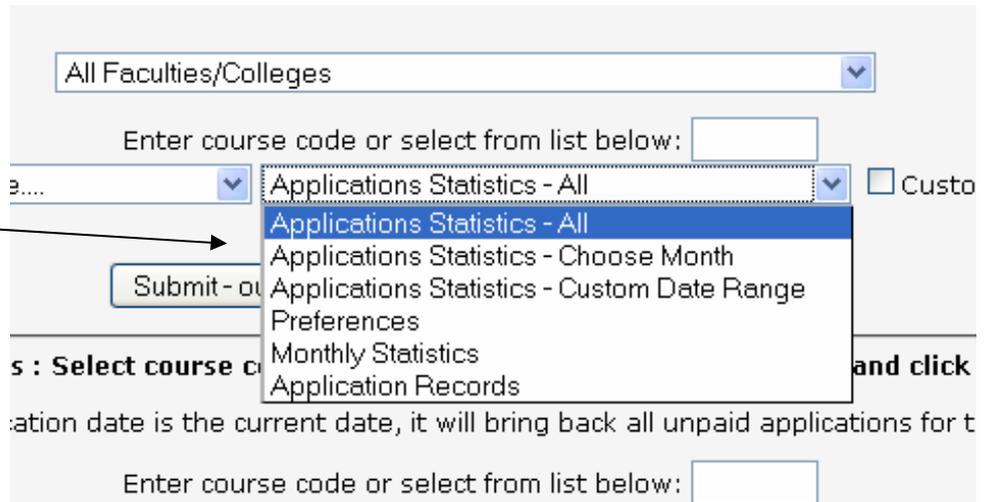
Most screens in PAC reviewer area allow you to view data for your class(es) for the current year or either of the two previous years. If you need to view old data, then select relevant application year from drop-down menu, and **IMPORTANT** click to “lock onto” that year.

PAC reports

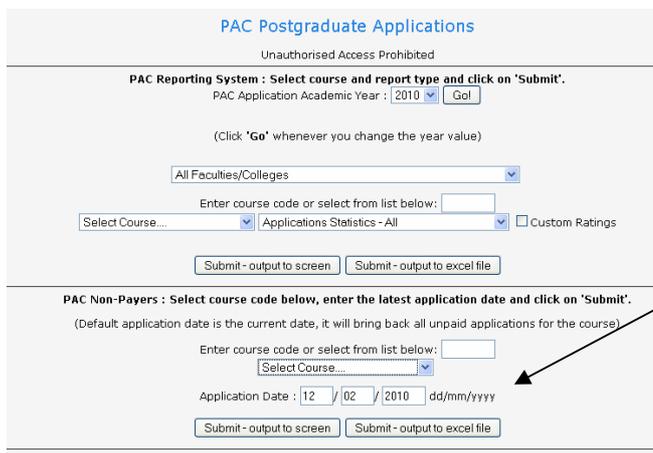


Click here (top of first reviewer screen page) to get to *Reports* page.

Right: These are the kinds of applications statistical reports available—see dropdown menu.



Non-payers (“invisibles”)



Applicants can opt to pay application fee at a later date by bank draft. Their applications aren't released into the system by PAC until they have paid. You can check on any non-payers for your programme(s) here (*PAC reports page*).

It's important to check these periodically (especially as we move to rolling closing dates), as your class list may not be complete at closing date (for example)—there may be “more to present” when payments are received; i.e., applicants who applied on time but didn't pay till later are not deemed to be late

More information

A detailed PAC user manual (*Programme Director Guide*) is online to download at: www.nuigalway.ie/postgrad/internal/pdinformation.html

It features, for example, preferred method of returning data to Postgraduate Admissions Office (i.e., *Excel* spreadsheet, with decisions listed, **A** for Admit, **R** for Reserve/Waiting, etc.)

