Routing Rules

AppReview

Create a new rule

As an **Internal Reviewer** you will use **Routing Rules** to automatically fill the appropriate bundles once the applications have been pushed to AppReview; for example, you could create bundles for specific courses or research projects.

From the **Coordinate** tab, make sure that you have selected the appropriate **Review Pool** group from the selector in the top right of the screen. **The Review Pool** that you choose will only show bundles and applicants applicable to that pool.


Click on the **Routing Rules** tab and as long as there is a bundle available in the Review Pool you've chosen, the **Manage Routing Rules** screen will show. This screen shows you whether there are already any rules set up for any bundles in your selected review pool.

If there are any existing routing rules set you will need to click **Pause Routing Rules**, then click the **Add Rule** button to set the routing rule details. This is in the bottom left hand corner of the screen.

In the next screen, you should name your rule and add a simple description to allow others to see what the rule does. Keep this simple and within the naming convention for your area/team.

Choose a bundle to assign applicants to using the drop-down box. You will now be able to choose the criteria for your Routing Rule filter.

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AppReview
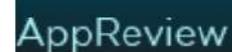
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You will now be able to choose the criteria for your Routing Rule filter. If you select **Application field** this will show all available options from the ApplyYourself application form - be aware that this is in the order of application form pages shown in AY. In the example below we have selected for programmes specified from a list taken from the 'programme offered' section of the decision processing screen to appear in this bundle. At present no courses have been selected from the list.

When you have built your rules and are finished, click the **Save and Finish** button.

You should now see a list of all your routing rules for the review pool you've selected. To switch your new rule on, tick the 'Activate' box, then click **Save** and then click **Resume Routing Rules**. Applicants should now route straight to the correct bundle when they are referred to AppReview from AY.