

Unassigning Applicants



Unassigning from a bundle

As an **Internal Reviewer** you have the ability to unassign and reassign applicants to bundles if required. If an applicant is in the wrong bundle within the same review pool then you will be able to reassign them to another bundle, as long as a decision has not yet been submitted for them. If a decision has been submitted, and thereby the AppReview process has been completed, then you will firstly need to **unlock** the decision(s) before you can reassign the applicant to a different bundle - see the **011 HOW-TO GUIDE** for details on unlocking decisions.

To unassign applicants, in the Co-ordinator tab, find the bundle in the list that the applicant has ended up in. Don't click into this bundle title, instead click the **Actions** button and then select **Applicants** from the options available.

On the next screen, click the **Assigned Applicants** tab to see a list of the applications in the bundle. Here you are able to check the box next to each application you are looking to remove from the bundle; when you've selected the ones you want, click the **Unassign and Save** button and when you see the confirmation warning click **yes**. The applicant will now disappear from the Assigned Applicants tab and be listed in the **Unassigned Applicants** tab instead.

❗ **If your bundle is set to Move to next round, and you unlock a decision, the applicant may sit in the 'Next Round' tab rather than the 'Unassigned' tab. They can still be reassigned.**

	Last Name	First Name	Assigned Date	DOB	Home email address	Nationality
<input checked="" type="checkbox"/>	kreetzer	emily test	30/01/2018		e.kreetzer@uea.ac.uk	England
<input type="checkbox"/>	Morgan Test	Susan	24/01/2018	12/09/1925		

Unassigning Applicants



Reassigning to a new bundle

Return to the main **Bundles** list and select the bundle you wish to assign applicants to, again don't click into this bundle title and instead click the **Actions** button and then select **Applicants** from the options available.

Find the applicant in the **Unassigned applicants** tab and click the check box next to their name; when you've selected the ones you want click **Assign and Save** and when you see the confirmation warning click **yes**.

1 Selected		Assign and Save		+/-		1-1 of 1	
Last Name	First Name	Bundle Name	Assigned Date	Submission Date	DOB	Home email address	Nationality
<input checked="" type="checkbox"/> kreetzer	emily test	TEST Workflow move to next bundle	04/01/2018	04/01/2018		e.kreetzer@uea.ac.uk	England

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The applicant will now be assigned to the new bundle and will appear in the **Not Reviewed** bundle tab.

NOT REVIEWED (1)		PARTIAL REVIEW (0)		COMPLETED (0)		assign: Applicants Reviewers	
Last Name	First Name	Assigned Date					
kreetzer	emily test	30/01/2018					

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