

Publishing Decision Letters in the Admissions Portal

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Now that the initial configuration is done, the remaining work to publish the decisions to the Admission Portal can and should be done solely from the Admissions homepage. Decisions can be published either individually or in batch. If there is no specific decision date deadline, it may be best to publish decisions individually. For example, if the Admissions Office handles applications on a rolling admissions basis, publishing individually may be the appropriate choice. However, if the school's policy is that decisions are released on a specific date and time, publishing in batch will likely be more efficient. This article describes the publishing process using both of the two methods and is the third in a three-part series that describes the full configuration process for decision letters from setup to online publication. Previous steps in the process involve [creating decision text templates](#) and [configuring application statuses](#).

Navigation and Admissions History

The screenshot displays the Veracross ORE DEMO 2.1 interface for an admission candidate. The main content area is titled 'GENERAL' and is divided into several sections:

- PERSONAL PROFILE:** Includes fields for First Name (Thomas), Middle Name, Last Name (Fitzgerald), Name Suffix (<None>), Preferred Name, Gender (Male), Ethnicity (<None Specified>), Birthday, Age, Current School (None), Email 1 (thomas.fitzgerald@demo), Mobile Phone, Household (Fitzgerald), Multiple Households (checkbox), Parent 1 (Duane), Parent 2 (Dora), City, State, Postal (Randolph, MA 02368), Country (United States), and Phone.
- ADMISSIONS PROFILE:** Includes Year Applying For (14-15), Grade Applying For (Grade 3), Resident Status Applying (N/A), Stud. Group Applying (N/A), Campus Applying For (N/A), Current Grade (None), Applied Previously, # of Siblings Enrolled, # of Siblings Applying, Legacy Status, Staff Family (checkbox), Interests, and Candidate Pool (N/A).
- ADMISSIONS STATUS:** Includes Inquiry Date, Application Date (05/27/14), Visit Date, Visit (None), Admission Counselor (<None Specified>), Review (Likely to Yield: <None Specified>), and Admission (Decision: Accepted, Decision Date).
- Enrollment:** Includes Decision (Considering Offer), Decision Date, Withdraw Reason (<None>), and Enrollment Status (N/A).
- Financial Aid:** Includes Aid Requested (YES), Application Status (<Not Specified>), and Application Details (Click for Details...).
- Links:** A red-bordered box highlights the 'ADMISSION DETAIL' link with the text 'Click for Details...' and an external link icon.

Regardless of the method, decision publishing is done through the Admission History records for the applicant. The Admission History record is accessible in two places: first, it can be accessed from the candidate (or person) record: open a candidate detail screen, select the Admissions History tab, and then click “View Detail” for the appropriate year. Second, use the Find Admissions History query from the lower left side of the Admissions homepage to find records.

Once the record is open, decision publishing information can be found on the Decision Letter tab. This tab provides key information, including the admissions decision as well as a link to preview the letter to see what it will look like for this individual applicant. In addition, the Decision Text Insert field is available from this screen, which can be used to personalize a decision letter.

Veracross: ORE DEMO 2.1

Admissions Admission Detail 300: Fitzgerald, Thomas - 2014

UPDATE

ALL GENERAL Audit Log

General

Admissions Portal

Decision Letter

Notes

Checklist

Files

Log

Applicant

NAME Fitzgerald, Thomas

ROLES Applicant

YEAR APPLYING FOR 14-15

GRADE APPLYING FOR Grade 3

RESIDENT STATUS APPLY... N/A

STUDENT GROUP APPLY... N/A

CAMPUS APPLYING FOR N/A

CURRENT SCHOOL None

ADMISSION SOURCE <None Specified>

ADMISSIONS LEAD DATE

GENDER Male

ETHNICITY <None Specified>

BIRTHDAY

GRADUATION YEAR 2024

COUNTRY United States

EMAIL 1 thomas.fitzgerald@demo.veracri

MOBILE PHONE

Status

INQUIRY DATE

VISIT DATE

APPLICATION DATE 05/27/14

APPLIED PREVIOUSLY

CANDIDATE POOL N/A

ADMISSION COUNSELOR <None Specified>

Admission

APPLICATION 106

ADMISSION DECISION Accepted

DECISION DATE

Enrollment

ENROLLMENT DECISION Considering Offer

ENROLLMENT DECISION D...

DECLINE REASON <None>

ENROLLMENT DECISION NOTES

Interview

INTERVIEW DATE

INTERVIEWER <None Specified>

INTERVIEW NOTES

Links

ADMISSIONS CANDIDATE ... View Candidate Profile

ADMISSION PACKET View Packet

Most importantly, the Decision Publishing Status field will be used to actually publish the decision to the portal. The default setting should be “Not Published,” since the decisions should not be on the portal by default. The “Ready to Publish” option has no effect on the portal, but may serve as a way to categorize applicants if some decisions will be published earlier than others. Finally, if the status is changed to “Published,” the decision will be visible in the portal.

Publishing

As mentioned above, publishing the decision is done by changing the Decision Publishing Status field from “Not Published” to “Published.” This step is true whether the process is completed individually or in batch, so the primary difference in publishing strategy depends simply on how the Admission History records are accessed.

Publishing Individually

The screenshot shows the Veracross ORE DEMO 2.1 interface. At the top, the header includes the application name, a search bar, and navigation buttons. The main content area is titled 'DECISION LETTER' and contains several sections: 'ADMISSION DECISION' (Accepted), 'DECISION PUBLISHING ST...' (Published, highlighted with a red box), 'DECISION LETTER PREVIEW' (View Decision Letter), 'DECISION TEXT INSERT', and 'OVERRIDE DECISION LETTER'. A left sidebar contains navigation options like 'ALL', 'General', 'Admissions Portal', 'Decision Letter', 'Notes', 'Checklist', 'Files', and 'Log'. An 'Audit Log' link is visible in the top right corner.

To publish the decision for a single applicant, access the Admissions History record for the applicant either by clicking on the Admission Detail link from the candidate record or through the Find Admissions History query. When the record is open, navigate to the Decision Letter tab. If the Admissions team is using the Decision Letter Text Insert to personalize the decision letters, ensure that the field is populated with the appropriate message (if applicable). After that detail has been verified, change the Decision Publishing Status to Published, and the decision will be displayed on the portal.

Publishing in Batch

The screenshot displays the Veracross ORE DEMO 2.1 interface. At the top, the title bar reads "Veracross: ORE DEMO 2.1" and includes a user profile "@griffin | log out". The main navigation bar shows "Admissions" and "Find Admission History". A "Run Query" button is visible in the top right. The interface is divided into three main sections:

- Left Panel (General):** A tree view of fields including "Person Admission ID", "Person", "Year Applying For", "Grade Applying For", "Resident Status Applying For", "Campus Applying For", "Student Group Applying For", "Candidate Pool", "Admissions Lead Date", "Inquiry Date", "Visit Date", "Visit", "Application Date", "Application", "Admission Counselor", "Admission Source", "Applied Previously", and "Checklist Complete?". Below this is an "Admission Detail" dropdown.
- Middle Panel (Fields):** A list of fields under the "FIELDS" tab. The "Decision Publishing Status" field is highlighted with a blue border and a red 'x' icon. Other fields include "Person Admission ID", "Detail", "Person", "Admissions Candidate Profile", "Role", "Roles", "Year Applying For", "Grade Applying For", "Resident Status Applying For", "Campus Applying For", "Student Group Applying For", "Candidate Pool", "Inquiry Date", "Visit Date", "Application Date", "Application", "Admission Decision", "Admission Decision Date", "Enrollment Decision", and "Enrollment Decision Date".
- Right Panel (Properties):** A panel for the "Decision Publishing Status" field. It includes a "Style" tab, a "is one of" dropdown menu, and three radio button options: "Not Published", "Ready to Publish", and "Published". Below these are "Select All" and "Select None" buttons. At the bottom, there are two sections: "SUBTOTAL HEADERS" with a "Use this field for subtotal headers" toggle set to "NO", and "SUMMARIZE" with a "Summarize by this field" toggle set to "NO".

To publish decisions for a large group of applicants, navigate to the Find Admissions History query. Modify the query so that the results will show only applicants applying for the Active Admissions Year who have decision statuses set (i.e. Accepted, Accepted with Condition, Waitlist, Decline, etc.). Make sure to add the Decision Publishing Status field to the query, as it will not be listed in the default design. Modifying the default query design ensures that the batch publishing will only affect those applicants that should receive decisions. After the query has been modified, click the Run button to view the results. Then use the following steps to publish:

Veracross: ORE DEMO 2.1

Admissions Find Admission History * Design Run Query

Batch Update Records

Select fields to batch update

Decision Publishing Status Published

+ Add Field

Update Cancel

Detail	Person	Publishing Status	Candidate Profile	Application Date	Inquiry Date	Visit Date						
View Detail	Anderson, Catarina	Published	View Ca...		12/04/14	11/17/15						
View Detail	Chan, Jackie	Published	View Ca...		01/13/15	01/21/15						
View Detail	Example, James	Published	View Ca...			02/25/16						
View Detail	Fitzgerald, Thomas	Published	View Ca...			05/27/14						
View Detail	Green, Sally	Published	View Ca...		01/29/14	04/10/15						
View Detail	Griswald, Jay	Published	View Ca...			05/27/14						
View Detail	Humpton, Jim	Published	View Ca...			05/27/14						
View Detail	Jensen, Kyle	Published	View Ca...			05/27/14						
View Detail	Jones, Rafael	Published	View Ca...			05/27/14						
View Detail	Kelly, Fritz	Published	View Ca...			05/27/14						
View Detail	kid, smart kid	Published	View Ca...		09/18/13	09/20/13						
View Detail	Kidd, Henry	Published	View Ca...			01/15/15						
View Detail	Lowther, Curt	Published	View Ca...			05/27/14						
View Detail	Magin, Clifton	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A	05/27/14		
View Detail	Memmelaaar, Kris	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A	05/27/14		
View Detail	memmelaarg, test	Published	View Candida...	Applicant	14-15	Grade 5	N/A	N/A	N/A			
View Detail	Owl, Octavius	Published	View Candida...	Applicant, Relative of Alum	14-15	Grade 8	N/A	N/A	N/A	11/05/14	01/30/15	11/05/14
View Detail	Owl, Owen	Published	View Candida...	Applicant, Sibling of Prospect	14-15	Grade 10	N/A	N/A	N/A	11/05/14		11/05/14
View Detail	Parker, Mary Sue	Published	View Candida...	Applicant	14-15	Grade 7	N/A	N/A	N/A			
View Detail	Schrock, Alex	Published	View Candida...	Applicant, Sibling of Applicant	14-15	Grade 6	N/A	N/A	N/A			11/25/13
View Detail	Schrock, Beatrice	Published	View Candida...	Applicant, Sibling of Applicant	14-15	Grade 6	N/A	N/A	N/A			11/25/13
View Detail	Schrock, Christian	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A			05/27/14
View Detail	Smith, Charles	Published	View Candida...	Applicant	14-15	Grade 5	N/A	N/A	N/A	05/13/14		05/13/14
View Detail	Test, Andrew	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A			
View Detail	Test, Jane	Published	View Candida...	Applicant	14-15	Grade 6	N/A	N/A	N/A	10/02/14		10/02/14
View Detail	test, Matthew	Published	View Candida...	Applicant	14-15	Pre-School	N/A	N/A	N/A			
View Detail	Test, Test	Published	View Candida...	Applicant	14-15	Grade 9	N/A	N/A	N/A	04/21/14		04/21/14
View Detail	Vogetzang, Aaron	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A			
View Detail	Vogetzang, Alfred	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A			05/27/14
View Detail	Woodstock, C. Steve	Published	View Candida...	Applicant	14-15	Grade 3	N/A	N/A	N/A			11/05/14

31 records

1. From the Results detail screen, locate the action menu (depicted as a lightning bolt icon) and select the “Batch Update” option from the list of options.
2. When the Batch Update dialog box appears, follow the prompts to fill in the field to update (select “Decision Publishing Status”) and the desired value for the field (select “Published”).
3. After the two available fields have been populated, use the Update button at the bottom of the dialog box to initiate the batch update. Decisions will be published to all portals.
4. Verify that the decisions were published by logging in as an admitted, waitlisted, and declined applicant family. To view the portal for a specific applicant, navigate to the Portals tab of the candidate person record and click the auto-login link.

Beyond Publishing

Publishing decisions essentially completes the official admissions process. However, the work of the Admissions Office may continue through enrollment. If your school manages enrollment through the Veracross Online Enrollment module, a connection can be made between the Admission Portal decision letter screen and the Online Enrollment landing page (for accepted applicants only). Talk to your account manager if you would like to explore the option of integrating the two modules. In addition, [this article](#) provides a technical overview of the various options for how the link between the two modules can function.