

# SAM: Applying a List Position

## AA Schools - Applying a list position to pupils

Before any offers can be made, you must apply a list position to each pupil, this will determine the position on the applicant list the pupil will sit.

From the Home screen choose the round (year group) you wish to work on and click round summary.

Select the **View Rankings** option from the Applicants Section.

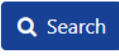
You will automatically be taken to the Unranked Applicants screen.

## ASSIGNING RANKING

Once you have assigned criteria to all applicants you can generate, or manually add the list positions. This applies to both phased and In-Year transfers.

Click on the 'Ranked' option from the options panel.

You will be presented with a list of pupils that have been given a criteria.

To assign list positions, firstly select to order the list by **Criteria** from the options pane and press search , this will ensure the list is then in the correct criteria priority order.

In the example below, Bethany is at the top of the list because she has a sibling at the school (and therefore is criteria 2), the rest are ordered by distance.

List Position	Select	Name	Criteria	Distance
*	<input type="checkbox"/>	l Bethany	Criteria 2	3086.26
	<input type="checkbox"/>	Ny	Criteria 5	3921.56
	<input type="checkbox"/>	ver	Criteria 5	4512.05
	<input type="checkbox"/>	TR	Criteria 5	5139.2
	<input type="checkbox"/>	Re	Criteria 5	5170.07
	<input type="checkbox"/>	id	Criteria 5	5872.88
	<input type="checkbox"/>	A	Criteria 5	9838.33

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To assign applicant list positions to the pupils, click 'Generate List Positions' from the top menu.

This will assign a number next to each pupil.

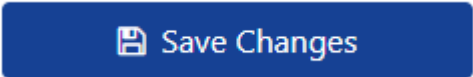
You can then save the changes from the top menu. **(IMPORTANT – YOU MUST SAVE CHANGES TO APPLY THE LIST POSITIONS YOU HAVE GENERATED)**

### Ranked Applicants

There are 56 records matching the current selection and 175 Places available. Showing applicants 1 to 56 of 56.

Full Screen
Generate List Positions

List Position	Select	
1	<input type="checkbox"/>	N
2	<input type="checkbox"/>	B
3	<input type="checkbox"/>	N
4	<input type="checkbox"/>	S
5	<input type="checkbox"/>	G
6	<input type="checkbox"/>	V
7	<input type="checkbox"/>	V
8	<input type="checkbox"/>	S
9	<input type="checkbox"/>	T



You will be asked to confirm that you wish to update the position of all applicants, this will overwrite any existing list positions

This will update the position of all applicants below based on their position within the grid. Any manual position assignments will be overwritten. Please confirm you wish to continue:

Confirm Update Positions
Cancel

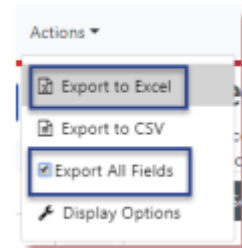
Validation is applied to the list positions and any errors will be displayed.

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## EXPORTING AND IMPORTING

You also have the option to rank your Unranked Applicants outside of Synergy Web Schools by using the Export to Excel option accessible via the Actions menu on the Navigation bar. This enables you to assign criteria and list positions in the exported spreadsheet, and then import the applicants, criteria, and list position back into Synergy Web Schools.

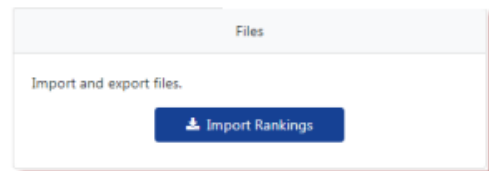
- From the Navigation bar select Actions > Export All Fields. If this is not selected, only the visible fields will be exported.
- Select Export to Excel.



The .xlsx file will be accessible from your downloads folder for you to amend.

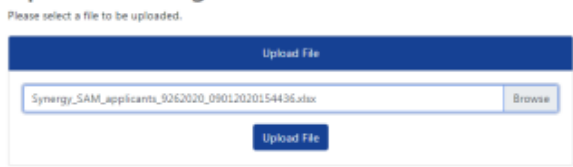
**It is important to note that the file headings should not be amended, if they are amended, the file will produce an error when trying to import back into Synergy Web Schools**

Once you have finalised the criteria and list positions the applicants can be imported back into SAM via the Round Summary > Files > Import Rankings option.



ranked

### Upload Ranking Positions File



- Click **Browse** to navigate to the location of the file, this is usually in your Downloads folder.
- Highlight the file and click **Open**. The selected file name will be displayed as shown in this example.

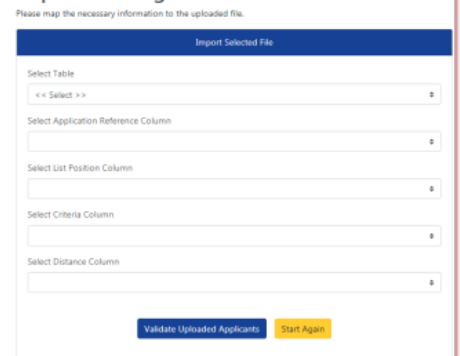
• Click **Upload File**. You will be presented with the mapping table where you can map your required fields.

• Click Validate Uploaded Applicants.

The result of the Validation will be displayed. If there are errors, these will need to be resolved before the file can be imported.

• Click Import

### Import Ranking Positions



**Import Successful** - Records were successfully imported with no errors. Please ensure that you check the imported data. X

Click Round Summary on the Navigation bar to return to the Round Summary page.