**ISIS Update**

Welcome to the ISIS newsletter for ISIS users, providing updates on functionality, ISIS statistics, tips and tricks, and more.

In this Issue of ISIS Update

- **ISIS Stats**
- **Functionality Updates**
- **Tips and Tricks**
- **Did You Know?**

### ISIS Stats

- 538 calls to the student help line this week
- 313 calls to the staff help line this week

### ISIS Support

**ISIS Outages Update**

Reminder that scheduled ISIS outages are fortnightly. The next scheduled outage will be on Thursday 9th September **between 6pm and 8pm**. It is important to note that there may be outages outside of these times for emergency fixes; you will be advised via email if this occurs.

**ISIS Issues**

It is important that you log all issues that you encounter when using ISIS, even if the issue is a usability issue, not a technical one. Examples of usability issues include adding an extra field to a report or adding a new system comment. We can only rectify issues that we are aware of, so let us know! You should log all of your issues with the ISIS Help Desk, preferably via the web form: [http://servicedesk.unimelb.edu.au/itsc/sms/](http://servicedesk.unimelb.edu.au/itsc/sms/)

### Functionality Now Working or Currently Unavailable

**Functionality Available Now**

**Reports**

- **Student Contact Details Search**: This report is now functional and we hope to make it available to users next week. Until then, staff requiring student contact information can continue to request this through the ISIS Help Desk. Please provide a list of student ID’s that you need details for.

**Functionality Available Soon**

**Statement of Enrolment.** This report will be available soon for students to access important information about their enrolment, including census dates.

**Previously Advised Functionality Unavailable and Updates**: We have moved this section to the ISIS website: [www.isis.unimelb.edu.au](http://www.isis.unimelb.edu.au) (It will be on the website by Monday; refer to previous issues in the meantime).
Bugs and Faults

Improvements in report run times
Last week we advised that reports were running very slowly and that this was being investigated. Urgent work was done by SSP and run times have significantly improved since then. We are still waiting on a permanent fix from TechnologyOne, which should arrive within the next couple of days. Please continue to report any issues via the ISIS Help Desk.

Tips and Tricks

Uploading application documents post application submission
When applicants provide documentation after they have submitted their application, you should upload these documents via the relevant Document Requirement (e.g. Transcript, Statement, etc) in the Application function rather than the Attachments section. The advantage of this is that documents uploaded via the Document Requirement are also viewable in Student Documents whereas those uploaded to Attachments are not.

Basis for Admission
There are a large number of applications that are being processed without the Basis for Admissions being recorded. It is critical that Basis for Admission is recorded against the Final Assessment in the Application Function as it is required for DEEWR reporting. Please make sure you select the applicable entry from the drop down menu when you process applications.

Recording Designated Credit
A new type of Advanced Standing has recently been enabled in ISIS – Designated Credit. This type of credit should be used when students are moving from one UoM course to another for administrative reasons (e.g. when a double degree is split into two single degrees and students are moved from one course code into two new course codes). Designated credit will not appear on the student’s transcript. It is, therefore, used only when the course changes and subsequent credit are processed for administrative reasons.

There is a cheat sheet on the ISIS website to assist you with this process: http://isis.unimelb.edu.au/__data/assets/pdf_file/0007/354184/Recording_Designated_advanced_standing Cheat sheet.pdf

Credit for Exchange subjects
A cheat sheet explaining how to handle credit for exchange subjects is currently being written and will be put onto the ISIS website as soon as it’s ready.

Tips and Tricks previously advised
Tips and Tricks that have been included in previous issues can be found on the ISIS website www.isis.unimelb.edu.au

Quicklinks

ISIS Website   ISIS News   ISIS Glossary   ISIS eLearning