

Moderation Queue for API Enrolments Draft Applications

06/05/2024

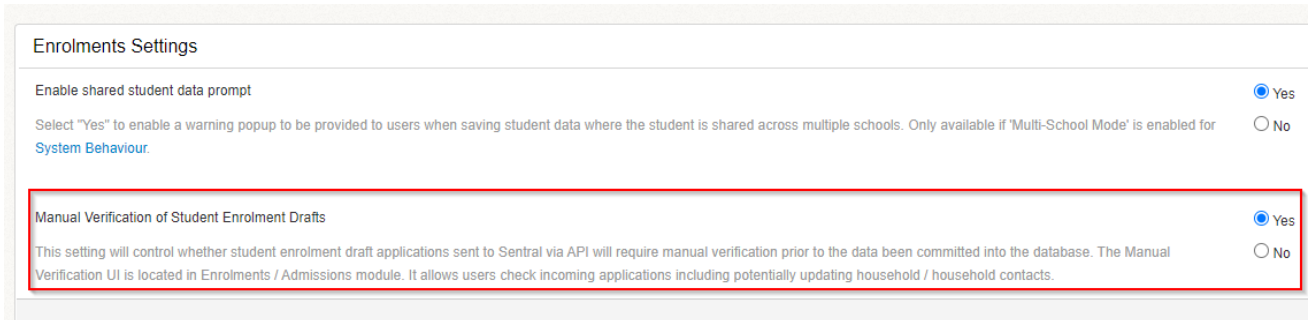


Overview

The Moderation Queue is a tool built to help schools review incoming student applications via the AP. The main goal is to allow the school a chance to review the application data for a student prior to that data being created on Sentral. That includes double checking whether the student or household may already exist on Sentral and thus actions need to be taken to prevent duplication from occurring.

Enabling Moderation Queue

The Moderation Queue is only usable if it is enabled via Enterprise Setup | Enrolments Settings | Manual Verification of Student Enrolment Drafts.



The screenshot shows the 'Enrolments Settings' page. The 'Manual Verification of Student Enrolment Drafts' setting is highlighted with a red box and is set to 'Yes'. The description for this setting reads: 'This setting will control whether student enrolment draft applications sent to Sentral via API will require manual verification prior to the data been committed into the database. The Manual Verification UI is located in Enrolments / Admissions module. It allows users check incoming applications including potentially updating household / household contacts.'

Once enabled, incoming applications sent to Sentral via the studentEnrolmentsDraft endpoint will be shown in the Moderation Queue page. At this stage, the application is effectively put on hold and no application data will be committed into Sentral without approval from an user at the school.

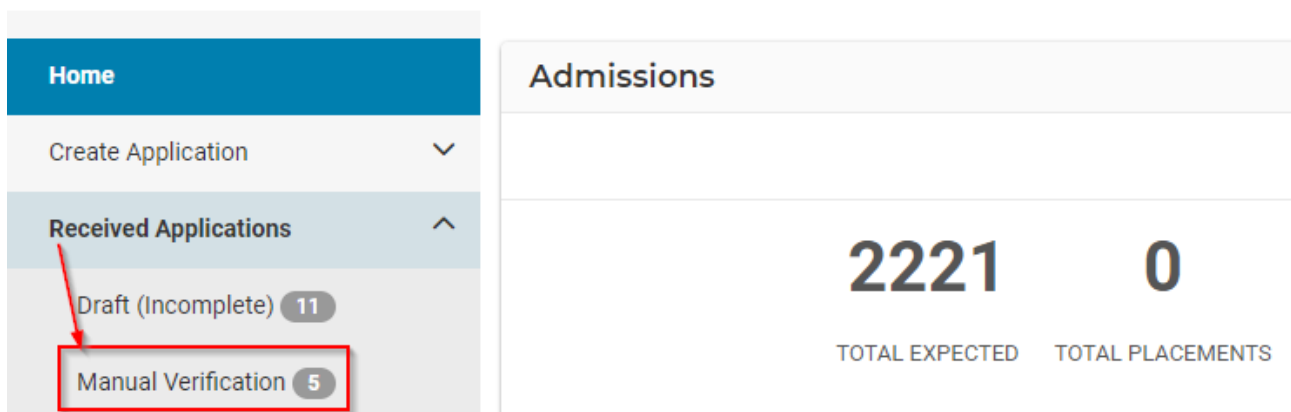
Accessing the Moderation Queue

The Moderation Queue can be accessed via Enrolments module or Admissions module once it has been enabled.

Admissions module

Enrolments | Received Applications | Manual Verification

Admissions: Sentral College ▾



The screenshot shows the Admissions module interface. On the left, a sidebar menu has 'Manual Verification' highlighted with a red box and a red arrow. The main content area shows 'Admissions' with two large numbers: '2221' for 'TOTAL EXPECTED' and '0' for 'TOTAL PLACEMENTS'.

Enrolments module

Enrolments | Pending Enrolments | Manual Verification

Admissions: Sentral College ▾

The screenshot shows the 'Admissions' module interface. On the left is a navigation menu with 'Home' selected, 'Create Application', 'Received Applications', 'Draft (Incomplete) 11', and 'Manual Verification 5' (highlighted with a red box and arrow). On the right is the 'Admissions' dashboard showing '2221' for 'TOTAL EXPECTED' and '0' for 'TOTAL PLACEMENTS'.

Moderation Queue Features

Duplicate Detection

When reviewing an application, the system will automatically display an alert on screen if it detects a student or household to be a duplicate.

The following logic is applied for duplicate checking:

- Check student application name to see if any existing student with the same name already exists on the system
- Check household physical address to see if any existing household with the same address already exists on the system

Reviewing manual verification application

[Return to List](#)

ⓘ Possible matches for this student have been found in Enrolments. Please compare the student details and their household details:

- Citron Sandi (SAN015) – [View in Enrolments](#)

Student details

First Name:

Citron

Family Name:

Sandi

Preferred Name:

Date of Birth:

2011-01-24

Households

New Household: new_1

ⓘ Possible matches for this household. Please compare the household details and, if found, replace this record:

- **BOL003**
17 Haydn Drive
Corry QLD 4814
– [View in Enrolments](#)

Link Pre-Existing Household

Households sent through in the application can be replaced with an existing household in the system if the household already exists. Clicking on the green 'Replace with existing household' will provide a panel to search and select an existing household to link the incoming student.

The most common example involves the younger sibling being enrolled at the school where the elder sibling is already enrolled. In this case, it's generally common that the household and household contacts (parents/guardians) would already exist and thus linking of the pre-existing data is preferred rather than create a duplicate household and household contacts.

Button to replace household

- **PAR036**
17 Haydn Drive
– [View in Enrolments](#)

Actions

- Replace with existing household**
- Delete this household

Addresses

- New** Physical location address 17 Haydn Drive
Corry QLD 4814
Delete this address
- New** Mailing address 44 Mozzie street
Mount Druitt NSW 2234
Delete this address

Contacts

- **New** Dean Bolton – Parent – Delete this contact
- **New** Chiquetta Paronella Bolton – Parent – Delete this contact

Approve Draft

Panel to search and select an existing household

Search for Household

Search Filter

School
All

Search Type
Households

Household Code
Household Code

Family Name
Family Name

First Name
First Name

Middle Name(s)
Middle Name(s)

Search **Cancel**

Search for Household

Display Search Area

- Household Code: A001
Contact 1: Amy Alison
Contact 2: Jhonny Kite
Additional Information **Select**
- Household Code: A002
Contact 1: Bob Jones
Contact 2: Dolly Cotton
Additional Information **Select**
- Household Code: A003
Contact 1: Caren Holly
Contact 2: Luther Park
Additional Information **Select**
- Household Code: A004
Contact 1: Sam Beaver
Contact 2: Yella
Additional Information **Select**

Household Contacts Management

Whether a pre-existing household or a new household is linked to the student, all household contacts can be removed and the relationship to the student edited.

- Tags labelled with 'Existing' represents data that's part of the pre-existing household.
- Tags labelled with 'New' represents data that's part of a new household that will be created upon application approval

Household section show household contacts which can be edited

Existing Household: **ABB001**

Actions

[Convert to new household](#)

[Delete this household](#)

Addresses

Existing Physical location address

Mr & Mrs Abbott
04/78 Oaks street
Chatswood NSW 2067

Existing Mailing address Mr Abner

Dummy Abbott & Miss Leilani
Dummy Abbott
26 Albert Street1
Lane Cove North NSW 2066

New Physical location address 17

Haydn Drive
Corry QLD 4814

[Delete this address](#)

New Mailing address 44 Mozzie

street
Mount Druitt NSW 2234

[Delete this address](#)

Contacts

- **Existing** Abner Abbott (contact) – Unknown Relationship
- **Existing** Leilani Abbott (contact) – Unknown Relationship
- **Existing** Jaime Abbott (former student) – Unknown Relationship
- **New** Dean Bolton – Parent – [Delete this contact](#)
- **New** Chilli Pana Bolton – Parent – [Delete this contact](#)

[Approve Draft](#)

Modal providing relationship selection options for a household contact

The screenshot shows a modal titled "Update relationship" with a close button (X) in the top right corner. The modal contains a "Relationship" dropdown menu. The dropdown is open, showing a list of relationship options: "-", "Parent", "Sibling", "Step-Parent", "Father", "Mother", "Adoptive Parent", "Aunt/Uncle", "Case Worker", "Duty Manager", "Foster Parent", "Friend", "Grandparent", "Guardian", "Host Family", "Nephew/Niece", "Not provided", "Other", and "Redacted for privacy". A red arrow points from the "Existing" tag of "Abner Abbott (contact) – Unknown Relationship" in the background "Contacts" list to the dropdown menu. The "Adoptive Parent" option is highlighted with a blue background and a mouse cursor. At the bottom right of the modal, there are "Save" and "Cancel" buttons.

Household Address Management

For new households to be created, the addresses can be removed prior to application approval if incoming address details are deemed incorrect or not necessary.

When a pre-existing household is linked, it would be necessary to remove any new addresses are the pre-existing data is being kept.

Existing Household: *ABB001*

Actions

Convert to new household

Delete this household

Addresses

Existing Physical location address
Mr & Mrs Abbott
04/78 Oaks street
Chatswood NSW 2067

Existing Mailing address Mr Abner
Dummy Abbott & Miss Leilani
Dummy Abbott
26 Albert Street1
Lane Cove North NSW 2066

New Physical location address 17
Haydn Drive
Corry QLD 4814
[Delete this address](#)

New Mailing address 44 Mozzie
street
Mount Druitt NSW 2234
[Delete this address](#)

Revert Changes

Any changes to the application done during the review is saved immediately without needing to click the 'Save' button.

If at any time you wish to revert the draft back to its original state, you can click the 'Revert All Changes' button.

Note: Reverting changes doesn't work if the application has already been Approved.

Existing Household: *ABB001*

Actions

Convert to new household

Delete this household

Addresses

Existing Physical location address
Mr & Mrs Abbott
04/78 Oaks street
Chatswood NSW 2067

Existing Mailing address Mr Abner
Dummy Abbott & Miss Leilani
Dummy Abbott
26 Albert Street1
Lane Cove North NSW 2066

New Physical location address 17
Haydn Drive
Corry QLD 4814
[Delete this address](#)

New Mailing address 44 Mozzie
street
Mount Druitt NSW 2234
[Delete this address](#)

Contacts

- Existing** Abner Abbott (contact) – Unknown Relationship
- Existing** Leilani Abbott (contact) – Unknown Relationship
- Existing** Jaime Abbott (former student) – Unknown Relationship
- New** Dean Bolton – Parent – Delete this contact
- New** Chilli Pana Bolton – Parent – Delete this contact

Approve Draft

Preview Original

Show Draft JSON

Revert All Changes

Reject Draft

Approve / Reject Draft

The application sent to the Moderation Queue can be Approved or Rejected. Approving the application will result in the student + associated enrolment data being created in Sentral. Rejecting the application will prevent any application data being created in Sentral. Once an application has been Approved or Rejected, it cannot be undone.

Approve Draft and Reject Draft buttons

Existing Household: ABB001

Actions

[Convert to new household](#)

[Delete this household](#)

Addresses

Existing Physical location address
Mr & Mrs Abbott
04/78 Oaks street
Chatswood NSW 2067

Existing Mailing address Mr Abner Dummy Abbott & Miss Lailani
Dummy Abbott
26 Albert Street1
Lane Cove North NSW 2066

New Physical location address 17
Haydn Drive
Corry QLD 4814
[Delete this address](#)

New Mailing address 44 Mozzie street
Mount Druitt NSW 2234
[Delete this address](#)

Contacts

- Existing** Abner Abbott (contact) – Unknown Relationship
- Existing** Lailani Abbott (contact) – Unknown Relationship
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[Approve Draft](#) [Preview Original](#) [Show Draft JSON](#) [Revert All Changes](#) [Reject Draft](#)

It's also possible to look up past applications that have been Approved or Rejected. Filters are available on the Moderation Queue homepage to navigate to those applications.

Filters for Pending, Approved and Rejected applications

review to determine if the application data can be created or there's potential duplicate and manual relinking action needs to occur.

Submission Date DD/MM/YYYY to DD/MM/YYYY Draft Status Pending [Filter](#)

Entry Year	Entry Year Level	Submission date	Updated at	
114	10	04/12/2023	12/04/2024 11:21	Review
114	10	04/12/2023	04/12/2023 13:51	Review

Dropdown menu: Pending, Rejected, Pending, Approved

JSON Preview

Student applications sent through to Sentral via the studentEnrolmentDraft endpoint in JSON format. The JSON output can be viewed directly on the UI by clicking the 'Show JSON Draft' button when reviewing an application.

Show Draft JSON button

New Physical location address 17
Haydn Drive
Corry QLD 4814
[Delete this address](#)

New Mailing address 44 Mozzie street
Mount Druitt NSW 2234
[Delete this address](#)

[Approve Draft](#) [Preview Original](#) [Show Draft JSON](#) [Revert All Changes](#) [Reject Draft](#)

JSON Output on UI

Draft JSON

```
{
  "enrolments_school_id": 2,
  "student_details": {
    "family_name": "Sandl",
    "legal_family_name": "Sandl",
    "first_name": "Clara",
    "middle_names": "Jos",
    "email": [
      ""
    ]
  },
  "ethnic_group": "",
  "dob": "2011-01-24",
  "gender": "1",
  "country_of_citizenship": "1101",
  "country_of_birth": "1101",
  "religion": "2071",
  "indigenous_status": "4",
  "international_fee_paying": false,
  "permission_to_photograph": true,
  "place_of_birth": "City",
  "first_language": "1201",
  "nationality": "1101",
  "student_mainly_speaks_english_at_home": 0,
  "language_other_than_english_spoken_at_home": 1,
  "language_spoken_at_home": "",
  "date_of_arrival": "",
  "residential_status": "1",
  "is_student_subject_to_any_court_orders": 0
},
  "student_school_history": [

```

Show Draft JSON Revert All Changes Reject Draft

OK