Pending Applications

Here is where you will find any new applications that are waiting to be approved. Click on the Review Button where you will be able to review the application (step1) and then decide (step 2) if the application can be approved, declined or if you wish to request additional information from the Affiliate.

- List of Applications
 Actions available on an application page

 Approve Application
 Change Requested
 During Departed

 - Review Requested
 - Decline Application

List of Applications

IHTSDO												🛔 Ima
El Pending Applicat	tions											
쑵 Affiliate Manage	ement	Per	nding Appli	cations							Leport as CSV	
Release Manager	ment		My Pending Applications									
🔓 Review Usage Rep	ports						Date					
🏦 Member Manage	ement	No.\$	Affiliate Name 🗢	Application Type \$	Agreement Type \$	Use Type 🗢	Submitted	Status 🗢	Home Country \$	Member 🗢	Email¢	
Il Activity Log		359	Astrid Harder	Primary	Affiliate - Normal	Commercial - Developer	2015-01- 09	Submitted	Germany	IHTSDO	Ima+200@ihtsdo.org	Feedback
🕹 Import Affiliate R	Records											*
Manage Blocklist												
応 National Registra	ation List											
≓ System Metrics												
≡ System Loggers												
🕞 Logout												

Actions available on an application page

IHTSDO		≜Im
E Pending Applications	« Back to Pending Applications	
📽 Affiliate Management	Primary Application Review	
Release Management	Application No: 359	Search Existing Affiliates
🖺 Review Usage Reports		Search affiliate or contact name Q
盦 Member Management	Affiliate Info	Staff Notes Save
all Activity Log.	Organization Type: Research and Development Organization Use Type: Commercial	
1 Import Affiliate Records	Use Subtype: Developer	
∱ Manage Blocklist	Type of Agreement: Affiliate - Normal Account Standing: Applying	
P National Registration List	recourt or an engry oppyring	
≓ System Metrics	Affiliate Information	Approve Application
≡ System Loggers	Organization Name: Canoo Engineering AG	Change Requested from Applicant
oyotan zoggato	Address: Kirschgartenstrasse 5	Review Requested from Staff
🕩 Logout	City: Hamburg	neview nequested from Staff
	Post Code: 2343242	
	Country: Germany	Decline Application
	Phone Number: +49 612 289443	
	Alternate Email: testemail@test.com	

Approve Application

If the everything on the application is acceptable and you wish to approve the application, click the

Approve Application

button.

You will then see the following dialog box:

	Accept Application			×	
Pending Applica	Are you sure you want to accept this application?				
hary Al		Cancel	Yes, accept application	'n	
n No: 2090					
					ch Existing Affiliates
Info					anon anniate or conta

You can either cancel or accept the application by clicking the respective button. On acceptance, an email will be sent to the affiliate informing them that their application has been approved. The Affiliate will now be able to download the International SNOMED CT Edition and any local release packages that you have made available.

You can now find that affiliate in the Affiliate Management Page.

Change Requested

If, having reviewed the application, more information or changes are needed from the applicant, then Admin can click on the "Change Requested From Applicant" button. This will result in the following dialog box:

	Change Requested from Applicant	×	Sear					
c He	Request changes from the application before they resubmit the application. Send changes to rda+ug@ihtsdo.org							
iate - ring	Cancel Mark as change requested							

This will allow you the Admin to send an email to the applicant, using an external email client such as MS Outlook, to inform the applicant that they need to make some changes to their application. It is important to note that without sending an email directly to the affiliate, they will **not** be notified of any change in their application (i.e. they will not receive any notification email from the MLDS system). This is because they must be informed of the changes that they need to make.

The application will be shown with a 'Change Requested' status in the Pending Applications screen as follows:

4819 Ugandan Test Primary Affiliate - Commercial 2015-03-11 Change Uganda IHTSDO rda+ug@ Normal - Vendor Requested	do.org	rda+ug@ihtsdo.org
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The next time that the affiliate logs in to MLDS, they will see the following screen which tells them that they need to amend their application:

Affiliate Registration	
Jsage Type	
Please select the conditions that the product will be used under	
Usage Type:	
Commercial - Developer, Vendor or Terminology provider	\$
Subtype:	
Vendor	\$
Type of Agreement:	

Until they have made changes and re-submitted the application, Admin will not be able to approve the application.

Review Requested

When further review of an application is required, the Admin can click the Review Requested from Staff button to flag that application. This button <u>doe</u> <u>s not work</u> like an on and off flag. In order to remove the Review Requested flag the application must be Approved, a Change Requested from Applicant issued or the application should be Declined.

Primary Application Review	
pplication No: 2190	Search Existing Affiliates
	Search affiliate or contact name Q
iffiliate Info	Staff Notes Save
Organization Type: Educational Institute	
Use Type: Academic	
Use Subtype: Educational	
Type of Agreement: Affiliate - Research	
Account Standing: Applying	
Affiliate Information	Approve Application
Organization Name: Cambodia University	Change Requested from Applicant
Address: 100E0 Street 118	Review Requested from Staff
City: PHNOM PENH	Review Requested from Starr
Post Code: 12203	
Country: Cambodia	Decline Application
Phone Number: +8555635656	
Alternate Email: 123@junk.com	

• The application will now reflect a Status of Review Requested.

	Pending Applications							≜ E	xport as CSV	
No. \$	Affiliate Name 🗢	Application Type \$	Agreement Type ≑	Use Type 🗢	Date Submitted	Status ¢	Home Country ≎	Member ≑	Email 🗢	
2190	Sam Spade	Primary	Affiliate - Research	Academic - Educational	2015-01- 08	Review Requested	Cambodia	IHTSDO	lma+80@ihtsdo.org	Review

Decline Application

If, for whatever reason the application is not approved then Admin should click on the 'Decline Application' button. This will show the following confirmation dialog box:

-	Decline Application	×					
ons	Send reason for declining to rda+ghana@ihtsdo.org						
p	Cancel Yes, decline application	1					

To provide more details of why their application has been declined, click on the email to open up your email client in order to send the details to the applicant. To then confirm that Admin wishes to decline the application, click on the 'Yes, decline application' button. As with requesting changes, it is important to note that without sending an email directly to the affiliate, they will **not** be notified of their application being denied (i.e. they will not receive any notification email from the MLDS system). It is the decision of the user whether they need to be informed of the reasons for the decision.

This will change the status of the application to declined and the applicant will see the following screen when they log in:

Affiliate Registration Declined Your affiliate registration has been declined. Please see email regarding the details of the decision.							
Usage Reports		an Test	Applicat	ions			Account Information
Report Date	Hospitals	Practices	Туре	Date	Status	View	
2015-01 - 2015-12	0	0	Primary	2015-04-10	Declined	C Edit	Affiliate No: 4975
							Account Standing: Declined