

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.

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List of Applications

The screenshot shows the 'Pending Applications' page in the IHTSDO system. On the left is a sidebar with navigation links. The main area displays a table of pending applications. A red arrow points to the 'Review' button for application 359.

No.	Affiliate Name	Application Type	Agreement Type	Use Type	Date Submitted	Status	Home Country	Member	Email	
359	Astrid Harder	Primary	Affiliate - Normal	Commercial - Developer	2015-01-09	Submitted	Germany	IHTSDO	Ima+200@ihtsdo.org	Review

Actions available on an application page

The screenshot shows the 'Primary Application Review' page for application 359. The page is divided into sections for 'Affiliate Info' and 'Affiliate Information'. A red arrow points to the 'Approve Application' button in the right-hand panel.

Affiliate Info

- Organization Type: Research and Development Organization
- Use Type: Commercial
- Use Subtype: Developer
- Type of Agreement: Affiliate - Normal
- Account Standing: Applying

Affiliate Information

- Organization Name: Canoo Engineering AG
- Address: Kirchgartenstrasse 5
- City: Hamburg
- Post Code: 2343242
- Country: Germany
- Phone Number: +49 612 289443
- Alternate Email: testemail@test.com

Search Existing Affiliates

Search affiliate or contact name

Staff Notes

[Save](#)

[Approve Application](#)

[Change Requested from Applicant](#)

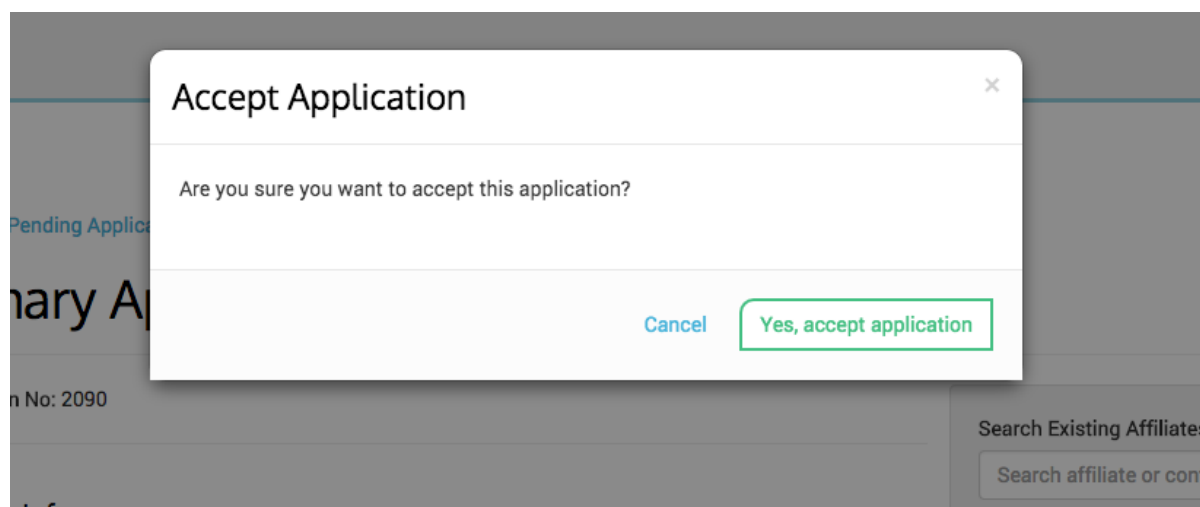
[Review Requested from Staff](#)

[Decline Application](#)

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:

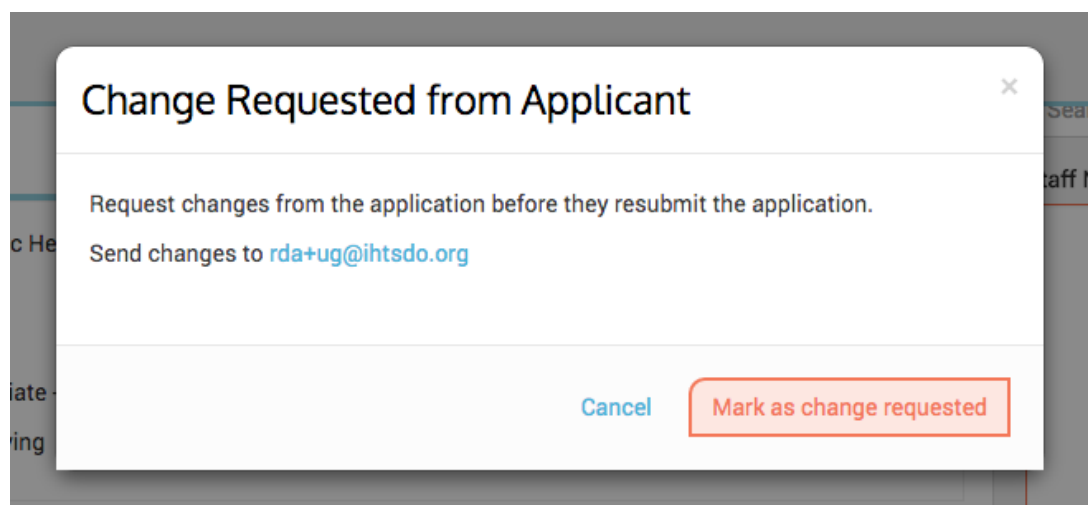


You can either cancel or accept the application by clicking the respective button. On acceptance, an email will be sent to the affiliate informing them that their application has been approved. The Affiliate will now be able to download the International SNOMED CT Edition and any local release packages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



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 - Normal	Commercial - Vendor	2015-03-11	Change Requested	Uganda	IHTSDO	rda+ug@ihtsdo.org	Review
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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 Needs Amendments

Your affiliate registration needs to be updated before it can be processed. Please see email regarding the necessary changes to complete your registration.

Affiliate Registration

Usage 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:

Affiliate - Normal

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 does not work 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

Application No: 2190

Affiliate Info

Organization Type: Educational Institute
Use Type: Academic
Use Subtype: Educational
Type of Agreement: Affiliate - Research
Account Standing: Applying

Affiliate Information

Organization Name: Cambodia University
Address: 100EO Street 118
City: PHNOM PENH
Post Code: 12203
Country: Cambodia
Phone Number: +8555635656
Alternate Email: 123@junk.com

Search Existing Affiliates

Search affiliate or contact name



Staff Notes

Save

Approve Application

Change Requested from Applicant

Review Requested from Staff

Decline Application

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

Decline Application

Decline Application

Send reason for declining to rda+ghana@ihtsdo.org

Cancel

Yes, decline application

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.

Welcome Ghanian Test

Usage Reports

View All »

+ New Report

Report Date	Hospitals	Practices
2015-01 – 2015-12	0	0

Applications

Type	Date	Status	View
Primary	2015-04-10	Declined	Edit

Account Information

Affiliate No: 4975

Account Standing: Declined