**UNIVERSITY OF TWENTE.** 



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## Version management

#### Click here for the latest version of the manual

Changes in the manual compared to the previous version:

- Screenshots updated
- Advice "neutral modified to "Doubts" (T) and "Not attended" modified to "Not participated" (ND)
- Values to be used in advices are indicated in several places.

# Dashboard

If you have authorisation for matching advisor only, the dashboard of Matching is shown as below, with the three tiles [IN PROGRESS], [ADVISED] and [ALL]:

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C <sup>Open</sup> S-number	First name	Infixes	Last name	Application date	ia a∢ . Date send	1 to 9 of 9 ା⊧ ⊨ Q Status
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If you have authorisation for both matching advisor and matching admin, an extra tile [CONFIG] is visible:

DASH	IBOAR		TA A			
Program	injer 100 Sarprop	are 2628-2020	~			
IN P	6 PROGRESS	ADVI	SED	<b>12</b> All		CONFIG
Open Comple	ited All					
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C Open	First name	Infixes	Last name	Application date	H H 1 t	o 10 of 10 IN IN Q
S-number	First name	Infixes	Last name	Application date 02-10-2024 13-11-2023	Date send 02-10-2024 15:59 10-09-2024 11:34	o 10 of 10 🔅 🖹 🔍
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# **Description of Tiles**

## Tile IN PROGRESS

DASHE	BOARD		A			
Program	Advant 100 Performance	2004-0029	<b>1</b> ~			
IN	5 IN PROGRESS		4 Advised		<b>11</b> ALL	
Questionnaire 🖩 🛤	WHIT Description of the	rapi na artanantari	]			
Open Completed	All					
🖾 Open					N 44 1	to 9 of 9 🔅 🖄 🔾
S-number	First name	Infixes	Last name	Application date	Date send	Status
4007007	them:		Addition	13-11-2023	10-09-2024 11:34	Sent
100008	ille -		-01	31-10-2023	18-07-2024 10:53	Sent
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1. Program:

Here you can see the active programme for which you are currently performing the role of Matching advisor. If you are linked to several programmes, you can select which programme you want to be active for via a drop-down menu.

#### 2. IN PROGRESS:

The purple tile is the tile that is active.

The number on this tile indicates how many prospective students still have an open questionnaire in this programme.

#### 3. Questionnaires:

This block contains the questionnaire of the form type 'middle'. In many cases, this will be one middle form (the primary). However, it is possible to create several middle forms as a follow-up. The prospective student can fill in the follow up once he or she has completed the original questionnaire. The left 'questionnaire' is the primary.

#### 4. Status of questionnaire:

By pressing the 'Open', 'Completed' and 'All' tabs, you can indicate which overview to prospective students is presented below.

- **Open:** lists prospective students who have received a questionnaire for the selected programme but have not yet submitted it.
- **Completed:** gives an overview of prospective students who have submitted the questionnaire for the selected programme. It's possible to send another questionnaire to prospective students who have finished the primary questionnaire. How to send a follow-up is described further on.

5

• **All:** provides an overview of all prospective students who have received the questionnaire for the selected programme.

## Tile ADVISED



#### 1. Program:

Here you can see the active programme for which you are currently performing the role of Matching advisor. If you are linked to several programmes, you can select which programme you want to be active for via a drop-down menu.

#### 2. ADVISED:

The purple tile is the tile that is active. The number on this tile indicates how many prospective students have been assigned an advice within this programme. Note that only a Matching Admin can import advises.

#### 3. Types of advises:

Prospective students can be assigned an advice:

- **Positive (P)**: the prospective students in the list below, have a positive advice: there seems to be a good match between prospective student and programme
- **Doubts (T)**: the prospective students in the list below have an advice "Doubt" but may come.
- **Negative(N)**: the prospective students in the list below, have a negative advice: there is a negative match between prospective student and programme

The selected tab displays a list of prospective students with a corresponding advice. **Note:** Linking the advice to the prospective student, can only be done by the **Matching Admin**.

The following advises are also set up as options for Osiris but are not common for most programmes.

• **Exemption (V)**: the prospective students in the list below, have an advice "exemption": there is an exemption

- Not participated (ND): the prospective students in the list below, have an advice "Not participated": The prospective student did not attend one or more matching activities.
- 4. Open/email prospective student:

You can select a prospective student within the indicated list of prospective students and click on 'open' to get more information about that student. You will then enter the so-called "<u>VIEW PROSPECT</u>". There will be a more detailed description of this below.

### Sending an email about advices

Based on the different advices, it is possible to mail selected prospective students with a corresponding email template. (Linking the corresponding email templates is a task of the Matching Admin).

- To send the linked email to the prospective students in the list, first choose the correct advice tab.
- Then press 'Send email'. The email will now be sent to all prospective students who have not yet received the corresponding mail.

If prospective students from the list have already received an email, you will see this notification:



Of course, sending an email is only possible if the Matching admin has linked a corresponding email template to it. If no template has been set up, you will see this message:

[		×
	WARNING	- 1
0	There is no template configured. Please contact the Matching admin to configure an email template.	
	~ ок	ti

## Tile: ALL

Program	April 201 Subgroup of State State	~		2
IN	5 PROGRESS	4 ADVISED		<b>11</b> ALL
Applications Withdo	d follow-up	Infixes	Last name	H ++ 1 to 11 of 11 H= H Q
00000	Marcella		Pala	29-10-2023
00000	Part in Manager		Necrosom	29-10-2023
000007	0846		Ouesh:	29-10-2023
00990	function of the second s		Tracker B	30-10-2023
	10.41		Non-section 1	31-10-2023
000404	De .		ile:	31-10-2023
acted	Zayaqu		Condor	13-11-2023
042705	Materia.		line)	29-08-2024
00094	Reaction		Present	24-10-2023
AND IN COLUMN	1.00		line and	26-10-2023
				10 11 0000

#### 1. Program:

Here you can see the active programme for which you are currently performing the role of Matching advisor. If you are linked to several programmes, you can select which programme you want to be active for via a drop-down menu.

#### 2. ALL:

The purple tile is the tile that is active. The number next to this tile indicates how many prospective students were sent a questionnaire. (including withdrawals)

3. *List of applicants:* Here are two tabs that allow you to present a list of prospective students:

**Applicants**: list of prospective students who have applied for the programme and have not yet withdrawn this application.

**Withdrawn**: list of prospective students who applied for the programme and withdrew this application.

4. Open view prospect/ Send follow up:

**Open:** You can select a prospective student within the indicated list of prospective students and click on 'open' to get more information about that student. You will then enter the so-called "<u>VIEW PROSPECT</u>". There will be a more detailed description of this below.

**Send follow up:** Sometimes a programme chooses to send another questionnaire to the prospective student after the first questionnaire. For this, the following is important to know:

## Sending a follow up questionnaire

- The follow-up questionnaire will be set up **by the functional admin** as requested by the programme (create another (middle) form).
- The **matching admin** links the follow up questionnaire to a corresponding email template that again contains the deeplink for the questionnaire.
  - Once you have pressed 'send follow up', you will be asked which template you want to use to send as a follow up.

SEND FOLLOW-U	2
Form	~

Select the desired template. You will see the following screen:

or	n	illeuteriti ne fette alte de	~	
	Selec	t to which prospect the fo	llowup will be sent	
	(@s	elect all	Send followup	
	S-number	Email	Fullname	
	Literati	osiris-test@utwente.nl	Unaria Pelo	
	100000	osiris-test@utwente.nl	Andrice University Vicensity	
	109097	osiris-test@utwente.nl	Others (Duanet)	
	101104	osiris-test@utwente.nl	No. of Concession, No. of Conces	
	1081963	osiris-test@utwente.nl	igtiae Norocha	
	alberta	osiris-test@utwente.nl	ands.	
	10000	osiris-test@utwente.nl	Jeyne Lesie	
	1440305	osiris-test@utwente.nl	(fors \$11.01)	
	1087961	osiris-test@utwente.nl	Second Energy	
	1089-02	osiris-test@utwente.nl	tran Bacheri	
	401982	osiris-test@utwente.nl	Bala Asselect	
		4	44 1 to 11 of 11 ▶▶ ▶	

Here you can select (select all) or deselect (unselect all) all prospective students from the list at once. It is also possible to select an individual prospective student. If you hold down CTRL while clicking, you can make a selection of several prospective students. After you have made the selection of prospective students you want to write to, click on 'sent follow up'.

After sending a follow-up, the tile of the questionnaire turns orange again:

Your application(s)						
ARJEN TCS TESTPROGRAM	8					
IN PROGRESS						

When the student clicks on the tile, it sees the following:

B-BF	RT MATCH	ING							
Hier kan je marketing informatie kwijt of invulinstructie als je het niet begrijpt. Maar dan heb je ook niets te zoeken op een academische opleiding. MATCHING FORMS									
	Torin name	riogram	Last changed	Status					
240182	Bedankt en hier zijn de antwoorden	Arjen TCS Testprogram	13-12-2024 13:13	Open S	fm 🖻 🖉				
240171	Questionnaire B-TCS 2024	Arjen TCS Testprogram	13-12-2024 13:13	Completed					

The part with the orange line in front of it, is the follow-up. It has become available and fillable within the questionnaire.

The part with the green line in front of it is a previously submitted questionnaire. It cannot be edited and can only be downloaded.

B-BI	RT MATCH	ING			
Hier kan je ma	rketing informatie kwijt of invulinstr G FORMS	uctie als je het niet begrijpt. Maar	dan heb je ook niets te zoeken op	een academische opleiding.	
Form nr	Form name	Program	Last changed	Status	
240182	Bedankt en hier zijn de antwoorden	Arjen TCS Testprogram	13-12-2024 13:13	Open	
240171	Questionnaire B-TCS 2024	Arjen TCS Testprogram	13-12-2024 13:13	Completed	D

# **VIEW PROSPECT**

The Matching advisor can view more detailed data on prospective students. The description of the different tiles already described how "view prospect" can be opened.

### View prospect – Summary

If you have clicked on a prospective student to see more information, you will see this screen:

0								
VIEW PROSE	PECT				INTERNAL G	HAT 5		1
Summary Matc	mile hing forms Files Emails	0						
DETAILS	3	TRIGGER QUESTI	ons 🕘					
Student number First name	anni Nojn	MIDDLE TECHNISCHE	NATUURKUNDE					
Infixes Last name	Plantager	9. Wiskunde B cijf	er:	6				
Date of birth Email adress	planting market	4. Via welke voo bachelor Technis	opleiding wil je doorstromen naar de che Natuurkunde?	Vwo-diploma (met wiskunde B, Natuurkunde en Engels)				
NATIONALITY Country of birth	NL							
Country of residence								
Language	NL							
APPLICATION Academic year	2024				Press CTRL	+ Enter to send	4	
Application date	18-07-2024				MATCHING	EVENTS		٦.
Withdrawn date Deficient					6 Kennismakir De Vrijhof 11-08-2024	g op de UT 13:00 13:00 - 15:00	✓ ×	
× Close								

- 1. Here is the name of the prospective student and the programme he or she has applied for.
- 2. Here are tabs with the functionalities 'Summary', 'Matching Forms', 'files' and 'emails'. The elaboration of these tabs takes place below. The active tab is **bold and underlined**.

#### Student details

3. These are transferred from Osiris (Studielink as source). Data which may not have been entered correctly should be changed by the student in Studielink. If a prospective student has made a change at Studielink, this will also be processed via Osiris at Matching. This takes a couple of days.

#### **Trigger questions**

4. In the questionnaire, questions are designated as 'trigger question' at the request of the programme. This is set by the Matching admin. Under trigger questions in the 'view prospect', an overview is presented of the questions that are designated as 'trigger question'. The prospective student's answers are not visible until he or she has submitted the questionnaire.

#### Internal chat

5. The internal chat is for Matching advisors to write notes specific about this student. This way Matching advisors of this programme can share notes. (For

example, posting a note like 'This student could not attend the matching event due to health reasons'. Posted notes cannot be deleted.

Matching event

6. If a question type 'Matching event' is placed in a questionnaire, a prospective student can indicate which time slot he or she wants to register for. Here you can see which time slot the prospective student has chosen. The Matching advisor can also indicate here whether someone has attended or not.



### View prospect – Matching forms

- 1. Here is the name of the prospective student and the programme he or she has applied for.
- 2. This is the active tab. (Bold and underlined)

#### Submitted questionnaires

- 3. These are the (middle) questionnaires submitted by the prospective student. If there are several below each other, the top one is the primary middle.
- 4. Here you can see the complete, completed questionnaire with all questions and answers as the prospective student sees them. Answers to questions in the questionnaires are only visible after the prospective student presses 'submit'. Once the questionnaire has been submitted, the prospective student cannot make any changes to it.

Internal chat

5. The internal chat is for Matching advisors to write notes specific about this student. This way Matching advisors of this programme can share notes. (For example, posting a note like 'This student could not attend the matching event due to health reasons'). Posted notes cannot be deleted.

Matching event

6. If a question type 'Matching event' is placed in a questionnaire, a prospective student can indicate which time slot he or she wants to register for. Here you

can see which time slot the prospective student has chosen. The Matching advisor can also indicate here whether someone has attended or not.

### View prospect – files



### Upload/ uploaded files

In the 'Click here, or drop files here to upload' box, the Matching Advisor can upload files.

- 1. Here you can see all files uploaded by the prospective student and the Matching advisor. Files uploaded by the prospective student are not removable. Files uploaded by the Matching advisor are removable.
- 2. Preview of the file selected on the left.

### View prospect – Emails

IEW PROSPECT			INTERNAL CHAT	
ummary Matching forms Files Emails				
ubject 3	То	Sent date		
vitation III-OI Questionnaire	mainsprict blancing	05-10-2024 03:40		
hank you for completing the $\left\  \mathbf{u}_{i}^{m} \right\ $ questionnaire	anamagant Appravises	05-10-2024 21:25		
			Press CTRL = Enter to send	đ
			Press CTRL + Free to serve MATCHING EVENTS Event No items found	Attended
			Pass CTR, a Drive to send MCTORING (PVINTS Leven No Intern found	d Attended
			, Parac CTML is Criter to search MACRONG DESITS Cont Non-Inner Record	Attended
			Proc CPR: + Error to unext MACRONG VEXTS Lever No. herea fuscal.	Altended

- 1. Here is the name of the prospective student and the programme he or she has applied for.
- 2. This is the active tab. (Bold and underlined)
- 3. Here is a summary of emails sent to this prospective student regarding:
- Subject of the email
- To (to which email address the email was sent)
- Sent date

**Note**: The content of the emails listed here is not shown due to privacy-sensitive information. Especially the personal deeplink is information we do not want to share with others.

# Good to know

After submitting a questionnaire, prospects can always return to their "tile" at any time (via the deep link).

UNIVERSITY OF TWENTE.	MATCHING	9	Α
	UNIVERSITY OF TWENTE MATCHING		
	Wellion bij de Studiekeuzehock van de Universiteit Twente. Heronder vind je de opledingen van de Universiteit Twente waarvoor jij je het ingeschreven. De kleur geett aan of er van je een actie voordt verwacht, onze betrekend et er een vrageniget voor jou klaar staat die je nog met het ingevuld. Succes met invullen en hopelijk mogen we je volgend jaar als studient van de Universiteit Twente begrotente! Volgens to University of Twente's klaaring. Beew you wil find the programme of the University of Twente for whoh you heve applied. The color indicates whether an		
	action is expected from you, compa means there is a questionnaire ready for you that you have not yet completed. Good luck with filling it out and hopefully we may welcome you as a student of the University of Eventer next yeard		
	Nore information about our study programmed: Presse wat: https://www.utwente.n. Your application(s)		
	BACHEOR TECHNICAL COMPUTER SCIENCE		
	COMPLETED		

Here you can see that the tile is green and it says "completed". It has been submitted. The questionnaire can no longer be edited.

If the student clicks on the tile, he/she will end up here. When the student hovers over the questionnaire with the mouse pointer, a button to a downloadable pdf document of the questionnaire will appear. The bordered text also indicates that this link will always be available.

UNIVERSITY OF TWENTE.	MAICHING						~	$\sim$
Back / BTCS Angching	B-TC	S MATCH	ŇG					
	Welcome							
	To make your stu	To make your study a success, the programme should match your skills, talents and interests.						
	You may have to	You may have to complete more than one study choice check if you are enrolled in more than one programme at the University of Twente.						
	You can fill in the study choice check step by step. If you want a copy of the (completed) study choice check, you can download it. The link to this study choice check will remain available until the end of the academic year.							
	Please note, you	cannot change a submitted study	choice check!					
	We wish you goo	od luck with completing the study	choice check!					
	MATCHING	FORMS						
	Form nr	Form name	Program	Last changed	Status			
	240177	B-TCS questionnaire 2024 Opvolgsecties	Bachelor Technical Computer Science	01-11-2024 11:14	Completed	2		
						Download PDF		

# Questions

If you have any questions, you can send an email to matching-ces@utwente.nl

Clearly state which programme and whether it concerns an issue, proposed change in a questionnaire or a possible request for a new functionality.