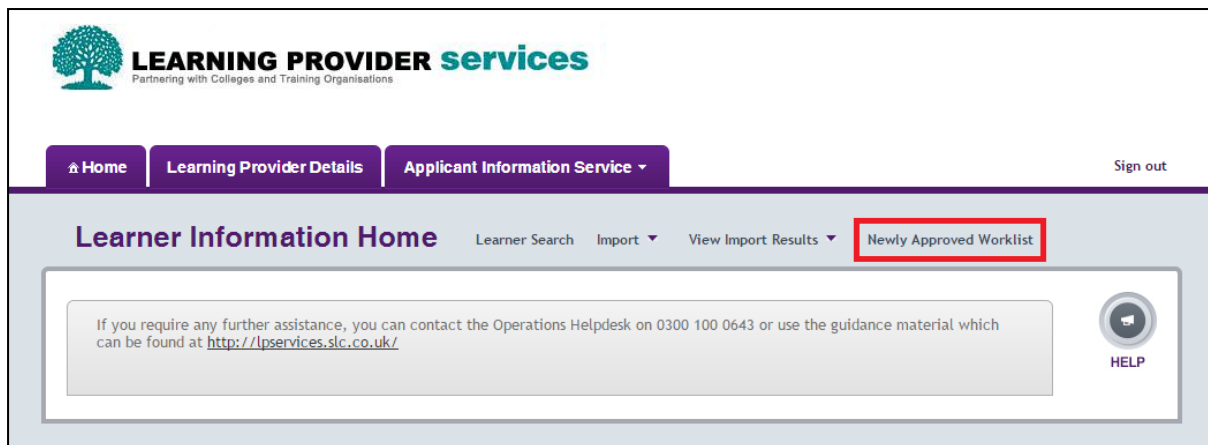


# Learning Provider Portal Quick Guide

## The Newly Approved Worklist

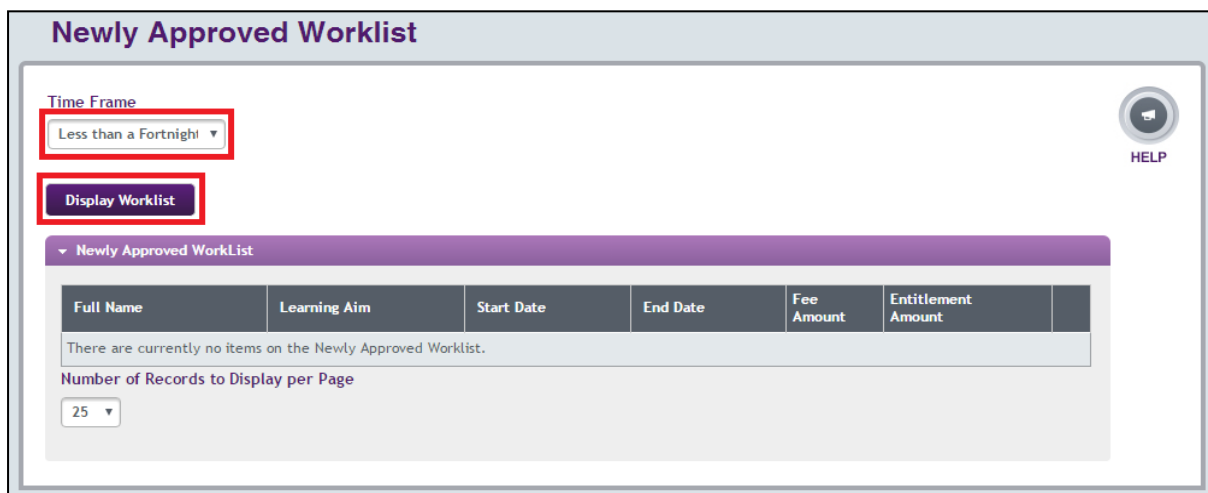
The Newly Approved Worklist can be selected via a link on the 'Learner Information Home' screen, accessed from the 'Applicant Information Service' menu.



The Newly Approved Worklist screen will allow users to view applications which have been approved for the first time, within a particular time frame, as selected from a drop down menu.

Available Time Frames:

- Less than a day
- Less than a week
- Less than a fortnight
- Less than a month



The worklist will display all applications which meet the criteria selected.

Users can select the 'Full Name' link to be taken to the learners Detailed Learner Information screen, and a back option is available from this screen to take the user back to the worklist.

**Newly Approved Worklist**

Time Frame  
Less than a Fortnight

Display Worklist

Newly Approved WorkList

Full Name	Learning Aim	Start Date	End Date	Fee Amount	Entitlement Amount	
<a href="#">KRIS BLAIR</a>	Type: QAA Access to HE Reference: 4000451X Access To Higher Ed...	01/01/2017	01/08/2018	£1,000.00	£1,000.00	<input type="checkbox"/>
<a href="#">STEVE RODGERS</a>	Type: QAA Access to HE Reference: 40000126 Access To Higher Ed...	01/08/2016	01/08/2017	£1,000.00	£1,000.00	<input type="checkbox"/>
<a href="#">JAMES WOOD</a>	Type: QAA Access to HE Reference: 4000451X Access To Higher Ed...	01/08/2016	01/08/2017	£1,000.00	£1,000.00	<input type="checkbox"/>

Displaying Page 1 of 1, 3 records found

Number of Records to Display per Page  
25

Remove from List Export CSV Report

There is also the option to export the worklist in CSV format via a link at the bottom of the page.

Remove from List Export CSV Report

Enter your filename  
New Worklist

Export Report Cancel

If the necessary action has been taken with a particular application and you no longer wish for it to appear on the Newly Approved Worklist, a tick box in the right hand column can be checked and the option 'Remove from List' selected from the bottom of the screen. The application will be removed from the worklist and future searches.

**Newly Approved Worklist**

Time Frame  
Less than a Week

HELP

Display Worklist

Newly Approved WorkList

Full Name	Learning Aim	Start Date	End Date	Fee Amount	Entitlement Amount	
<a href="#">KRIS BLAIR</a>	Type: QAA Access to HE Reference: 4000451X Access To Higher Ed...	01/01/2017	01/08/2018	£1,000.00	£1,000.00	<input checked="" type="checkbox"/>
<a href="#">STEVE RODGERS</a>	Type: QAA Access to HE Reference: 40000126 Access To Higher Ed...	01/08/2016	01/08/2017	£1,000.00	£1,000.00	<input type="checkbox"/>
<a href="#">JAMES WOO</a>	Type: QAA Access to HE Reference: 4000451X Access To Higher Ed...	01/08/2016	01/08/2017	£1,000.00	£1,000.00	<input type="checkbox"/>

Displaying Page 1 of 1, 3 records found

Number of Records to Display per Page  
25

Remove from List    Export CSV Report