Trouble viewing the images? Log into AACP Connect to view the post and/or open the attached PDF.

Hello colleagues,

In this edition of *The More You Know: WebAdMIT Edition*, we are focusing on **Decisions Reports**.

BACKGROUND
Final decision codes indicate the last admission statuses reported by the applicants' designated pharmacy schools at the end of an admission cycle. PharmCAS programs must report final decision codes and matriculation data in WebAdMIT for all applicants by September 30 for those applicants who accepted offers of admission and began classes in the professional program in the fall. Once final decision codes are entered by all programs, AACP releases the PharmCAS End of Year Reports.

WHAT ARE DECISION REPORTS?
The Decision Reports in WebAdMIT are based on the decision codes your school assigned to your applicants, as well as the decision codes entered by other programs for their respective applicants. Decision Reports are enabled for PharmCAS schools in WebAdMIT by mid-October following the end of every cycle. Use these reports to determine where else your applicants applied, and the final admission decisions submitted by the other programs.

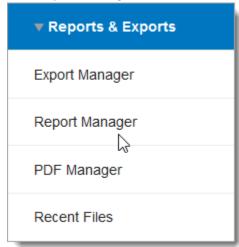**TYPES OF DECISION REPORTS AVAILABLE FOR THE 2019-2020 CYCLE**
- **Decisions by Applicant:** This report lists all applicants to your program, their states of residence, the names and number of programs they applied to, and the final decision codes for each program.
- **Offers Received**: This aggregate report lists the total number of offers (acceptances) received by applicants as compared to the total number of applications submitted via PharmCAS. This table does not reflect any school-specific data.
- **Shared Applicants**: This report lists all the institutions and programs participating in the CAS during the cycle and a count of the number of applicants your school shares with each program.
- **Shared Offers**: Where applicable, this report lists all the institutions and programs participating in the CAS and these breakdowns:
    - Total Number of Applicants Your Program Shares with the Competing Program
    - Applicants Receiving an Offer from Your Program(s) that have Applied to the Competing Program
    - Applicants Accepting an Offer from Your Program(s) that have Applied to the Competing Program
    - Applicants Receiving an Offer from the Competing Program that have Applied to Your Program(s)
    - Applicants Accepting an Offer from the Competing Program that have Applied to Your Program(s)

HOW TO ACCESS DECISION REPORTS

To access the Decision Reports, follow the steps below:
- Log into WebAdMIT.
- Toggle to the 2019-2020 cycle.
- Click Report Manager on the left-hand menu under the "Reports & Exports" header.

- Click the "New Report" button.
- Select "Decision" from the "Create a [ ] report" menu.
- Select a Decision report option from the list.
- Name your report and select an applicant pool list (e.g., Everyone).
- Click the "Save and Run Report" button.
- Repeat steps for every Decision report.

RESOURCES
- PharmCAS End of Year Reports page of the WebAdMIT Help Center
- Creating Reports page of the WebAdMIT Help Center
- Decision Reports section within the WebAdMIT Help Center
- PharmCAS School Manual – Sharing of Admission Decisions section (pages 79-80)

QUESTIONS ABOUT WebAdMIT?
- Email: webadmitsupport@liaisonedu.com
- Phone: 857-304-2020

The More You Know: WebAdMIT Edition will be back soon with another topic!

Interested in other topics covered? View past *The More You Know* posts:
- **November 2020**: Fall Academic Update
- **October 2020**: In-Progress Applicants
- **September 2020:** Adding Email Addresses
- **August 2020**: Matriculated Elsewhere Report
- **June 2020**: Liaison-Assisted Deferral Process
- **May 2020**: Competing Offers Made and Competing Offers Accepted Reports
- **April 2020**: Previous Attendance at a Health Profession Program
- **March 2020**: Lists
- **February 2020**: Applicant Search Page
- **January 2020**: Search Correspondence