



# Law School Support Services

## ACES<sup>2</sup> RELEASE NOTES

Release Date August 7, 2016

### Prospect Inquiry Form (PIF) Enhancements

With this upgrade, you have more flexibility when creating and formatting your prospect inquiry forms. We have added 36 questions to the form, including user-defined fields, for a total of 58 questions.

While there have been many improvements, you can continue to use your existing Prospect Inquiry Forms as they are now, without adding any new questions.

**We have removed the Match with Exceptions and Manual Match options when flowing data into ACES<sup>2</sup> from your PIF.**

To see the list of new questions, choose an existing form and select **Edit Prospect Form**. Then select **Edit** on the Questions row and the complete list of questions will be displayed.

All new questions are selected as active questions, but will not appear on any existing form unless you save and submit the form again. You can take this opportunity to add or remove any new questions from your form.

Look for the following new features:

- We have moved the Use Template and Copy From functions to the top of the Add New Prospect Information form.
- You can now edit a title for your PIF, or leave the field blank if you don't want to use a title.
- You can edit your school name to appear differently on the PIF, or delete it entirely if you want to only display your logo.
- You can now choose to use the PIF to collect event registration or event attendance or continue to use it for inquiries.
- We have added the ability to deactivate a PIF.
- You can now set your PIF to be refillable. Select **Yes** for the question marked Form Reloadable. Once a prospect completes and saves the form, it will save the information entered and redisplay a blank form.
- You can now indicate which questions are required from the screen with the list of questions; you no longer have to edit each question to do so. Required questions are in *italics*.
- When you deactivate a question and save the form, we strike out the question, and the **Required** checkbox is removed so the question cannot be edited.
- We have increased the number of questions you can use in your PIF from 22 to 58. This will include user-defined fields in Prospects. The following new fields that are included in the list of new questions on the PIF are also in the prospect section of ACES<sup>2</sup> and are reportable fields:
  - Self-reported LSAT Score (in the Academic Summary section)

- Cell (mobile) phone number (in the Address section)
  - Allow Text Messages (in the Address section)
- You can now create a setting to automatically send a thank-you email each time a prospect completes a PIF. You will find this option when you choose to edit a prospect form. You can create or make changes to the email; select **Edit** and the regular email module will open. You will have to create the email and save it before it appears on this list for selection.