

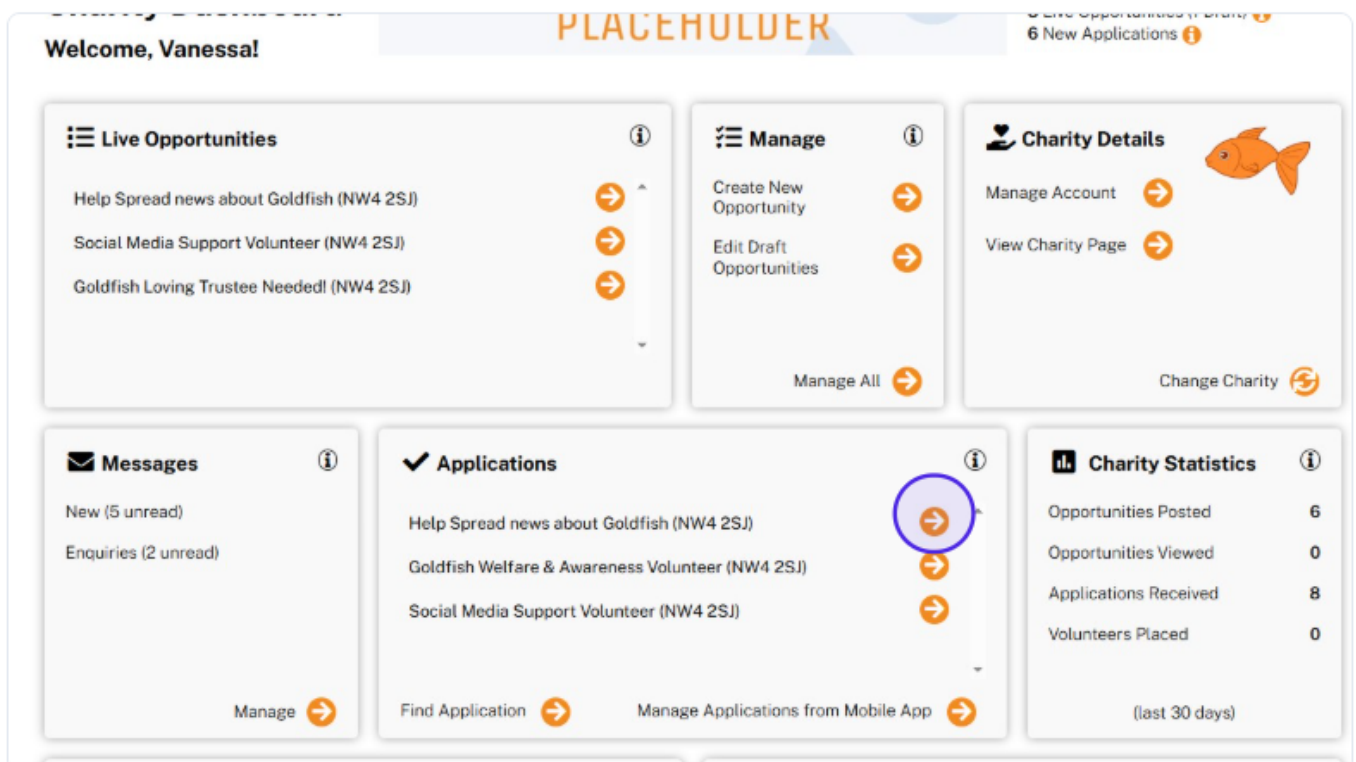
An Overview of Application Management via the JVN Dashboard

This guide provides details of the **'Application Management'** area of the Charity Dashboard. It will cover how to message new Applications and Update Application Status.

Section 1: Applications by Role

1a: Messaging Applications

1 Access the Applications Pane from the Charity Dashboard



Applications can now be accessed easily from the Charity Dashboard. In the **'Applications'** pane, you will see a list of Opportunities with new Applications whose status has not been updated yet. To see Applications for an Opportunity, click the orange arrow.

2 View Pending Applications

Manage Application - Save Our Goldfish

[Return to Dashboard](#)

Select Opportunity

Reset

☐ Draft

☐ Scheduled

☒ Live

☐ Expired

Ref	Opportunity	Display From	Display To	#Role	#Views	#Applications	#Placed
05359	Help Spread news about Goldfish (NW4 2SJ)	16/02/2026	17/03/2026	5		2	

Pending Applications

Name	Date	Status	Actions
Ruth James	17/02/2026	Application submitted	Message Update Status
Ruth James	17/02/2026	Application submitted	Message Update Status

Updated: 17/02/2026 15:15:13



Contact

Jewish Volunteering Network,
Wohl Campus for Jewish Education,
44a Albert Road, London, NW4 2SJ

Office hours

Mon-Thur 9.00am-5.30pm
Fri 9.00am-1.00pm (winter)
3.00pm (summer)

Quick links

[Site map](#)
[Terms and conditions](#)
[Privacy policy](#)

All Applications associated with this Opportunity will be shown. You can expand or collapse pending Applications using the '+/-' function next to the 'Ref' number.

3 Replying to a message

[Return to Dashboard](#)

Select Opportunity

Reset

☐ Draft

☐ Scheduled

☒ Live

☐ Expired

Ref	Opportunity	Display From	Display To	#Role	#Views	#Applications
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Contact

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Mon-Thur 9.00am-5.30pm

Quick links

[Site map](#)

To send a message to a 'Pending Application', select the orange 'Message' button.

4 Send the Message to applicant.

The screenshot shows a web interface for the Jewish Volunteering Network (JVN). A pop-up window titled "Application Messages" is open. It contains a form for composing a message to an applicant. The "To" field is filled with "Ruth James" and the "From" field with "Save Our Goldfish". Under "Attachment", the "None" radio button is selected. The "Message*" text area contains the following text: "Thank you for your interested and we would love to chat more about the role. Please can you email me at Vanessa@SOG.org.uk and I can send you our information pack. Many thanks, Vanessa". A blue circle highlights the "Send" button at the bottom left of the message box. Below the message box, a summary of the message is visible: "To: Save Our Goldfish" and "From: Ruth James".

Compose your message in the pop-up box and then click 'Send' to reply.

1b: Updating Status

1 Select to Update Application Status

The screenshot displays the JVN application management interface. At the top, there are filters for "Select Opportunity" and buttons for "Reset", "Draft", "Scheduled", "Live", and "Expired". Below these is a table with columns: Ref, Opportunity, Display From, Display To, #Role, #Views, and #Applications. The first row shows Ref 05359 for the opportunity "Help Spread news about Goldfish (NW4 2SJ)", with a display period from 16/02/2026 to 17/03/2026, 5 roles, 2 views, and 2 applications. Below this table is a section titled "Pending Applications" with a sub-table. This sub-table has columns: Name, Date, Status, and Actions. It lists two applications from "Ruth James" on "17/02/2026", both with a status of "Application submitted". For each application, there are two buttons in the "Actions" column: "Message" and "Update Status". A blue circle highlights the "Update Status" button for the first application. At the bottom of the page, there is a footer with the JVN logo, a "Contact" section with address information, "Office hours", and "Quick links" including "Site map", "Terms and conditions", "Privacy policy", and "Safeguarding policy".

In the 'Pending Applications' list, click the 'Update Status' button next to the relevant Application.

2 Select New Status for Application

Manage

Return to

Select O

Ref	#Placed
05359	
Pending A	
Name	
Ruth Jame	
Ruth Jame	

ed: 17/02/202

Volunteer
Ruth James

Opportunity
Help Spread news about Goldfish

Current Status
Application submitted

New Status *

Hours per month

Adhoc
☐

Update Status **Cancel**

Jewish volunteering network

Complete the 'New Status' update in the pop-up window.

3 Confirm Application Status Update

Opportunity
Help Spread news about Goldfish

Current Status
Application submitted

New Status *

Placed

Hours per month

Adhoc
☐

Update Status **Cancel**

Jewish volunteering network

The Queen's Award for Voluntary Service

Jewish Volunteering Network,
Wohl Campus for Jewish Education,

Mon-Thur 9.00am-5.30pm
Fri 9.00am-1.00pm (winter)

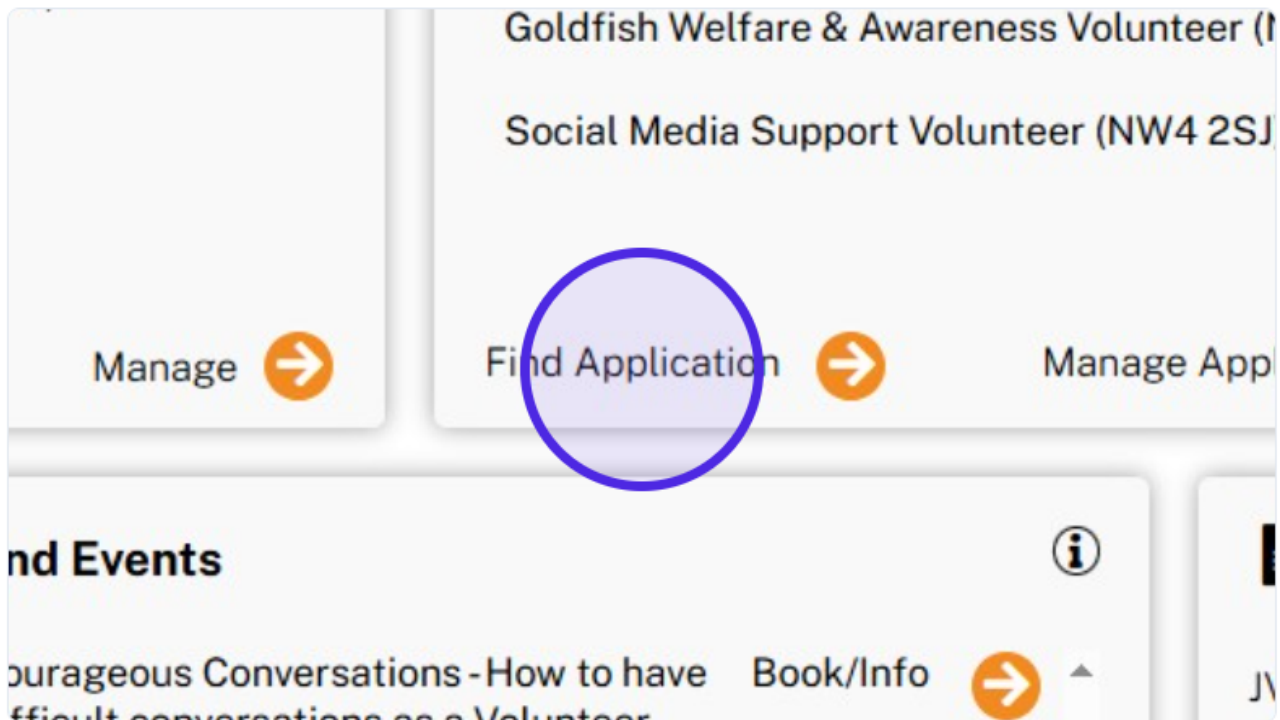
[Site map](#)
[Terms and cor](#)

Click the 'Update Status' button to save the change.

Section 2: Applications by Candidate

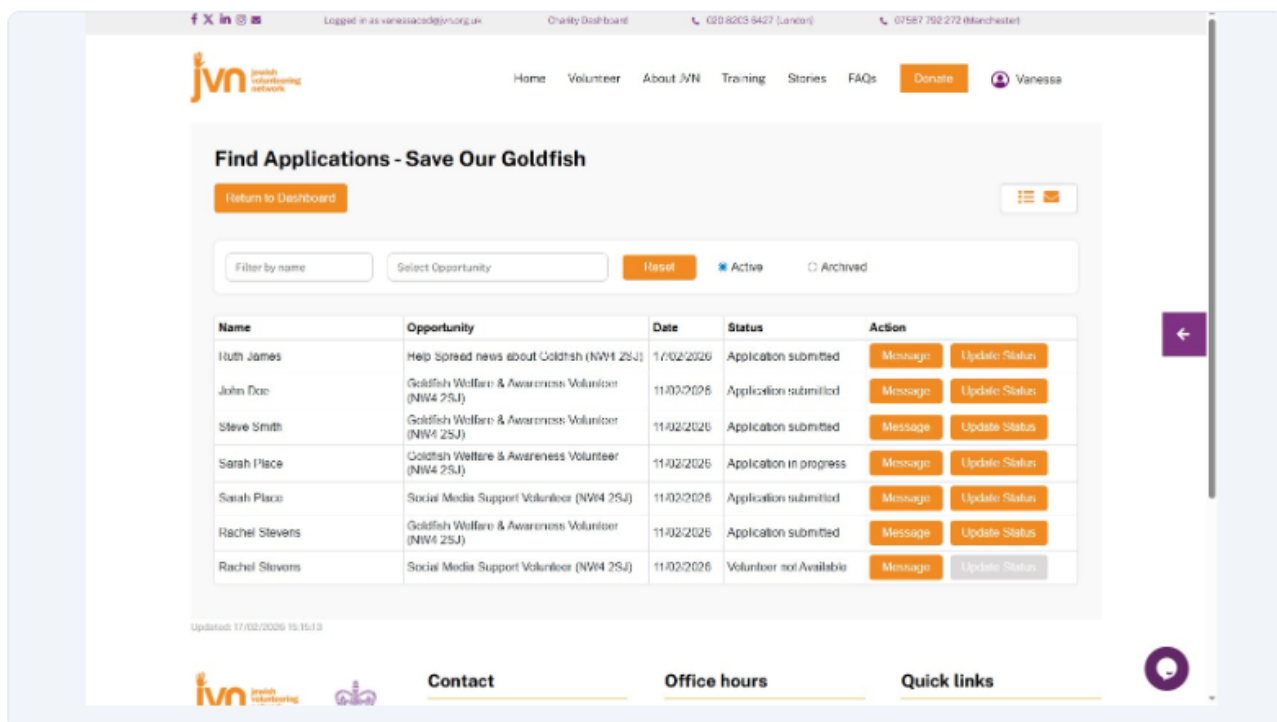
2a: Review Applications by Name

1 View Applications by Applicant Name



To view a list of all the Applications received by the Applicant's name, select '**Find Application**' in the '**Applications**' Pane

2 Select an Application to Review



This will take you to a list of all the Applicants in chronological order, starting with the most recent. Here you can also send a message.

Applications will also be automatically archived after 12 months. To view any '**Archived**' Applications, you can select the radio button on the search bar.

2b: Update Application Statue

1 Select Update Status from list

Find Applications - Save Our Goldfish

Return to Dashboard

Filter by name

Select Opportunity

Reset

Active

Archived

Name	Opportunity	Date	Status	Action
Ruth James	Help Spread news about Goldfish (NW4 2SJ)	17/02/2026	Placed	Message Update Status
John Doe	Goldfish Welfare & Awareness Volunteer (NW4 2SJ)	11/02/2026	Application submitted	Message Update Status
Steve Smith	Goldfish Welfare & Awareness Volunteer (NW4 2SJ)	11/02/2026	Application submitted	Message Update Status
Sarah Place	Goldfish Welfare & Awareness Volunteer (NW4 2SJ)	11/02/2026	Application in progress	Message Update Status
Sarah Place	Social Media Support Volunteer (NW4 2SJ)	11/02/2026	Application submitted	Message Update Status
Rachel Stevens	Goldfish Welfare & Awareness Volunteer (NW4 2SJ)	11/02/2026	Application submitted	Message Update Status
Rachel Stevens	Social Media Support Volunteer (NW4 2SJ)	11/02/2026	Volunteer not Available	Message Update Status

Updated: 17/02/2026 15:15:13

In the 'Find Applications' list, click the 'Update Status' button next to the relevant potential Volunteers name.

2 Submit Status Update

James

Doe

e Smith

h Place

h Place

el Stev

el Stev

New Status *

Not Placed –Charity decision

Hours per month

0

Adhoc

☐

Update Status

Cancel

02/2026 15:15:13

Complete the 'New Status' update in the pop-up window then click the 'Update Status' button to save the change.