

# TK Application Workflow Documentation

## Introduction

The **TK Application Workflow** is an Airtable-based system designed to streamline and automate Try Kibo cohort intake system. This document provides comprehensive information on the technical design of the TK Application Workflow Base, effective usage guidelines, and suggestions for improvements.

## Audience

To fully comprehend this documentation, readers should have a basic knowledge of Airtable and be proficient in its various features.

## Technical Design

The TK Application Automation Base leverages Airtable as its foundation. Here are the key features of the base:

### 1. **Tables:**

- **Applications:** Contains applicants information and whether they are eligible for the program or not.
- **Submission:** Tracks student submissions for the Admission challenges. Students receive points based on the correctly answered questions. After the submission the submission status is updated according to the points scored(Passed or Failed).

- **Eligible Applicants:** Applicants' information from the Applicants table is transferred to the eligible applicants table and this is for only eligible applicants.
- **Enrolled:** Contains details for the participants who have filled the enrollment form.

## 2. Automations:

### Make:

- **TK Application Transfer:** Watches for responses from a typeform then creates a new record in the Applicants table.
- **TK Admission Task Admission:** Watches for responses from typeform and transfers the applicant email address and scores for the quiz to the Submissions table.
- **Enrollment confirmation:** Watches for responses from the enrollment form in typeform and creates a record in the Enrolled table.

### Airtable:

- **Eligibility Checker:** Checks if the application status is pending and checks if all the eligibility checklist is checked to ensure that the applicant is eligible or not. If not it assigns a reason as to why the applicant is ineligible.
- **Eligibility Recorder:** Checks if application status is "Applied" then duplicates the applicant's details to the "Elegible" table.
- **Ineligible Notifications:** Checks if the application status is ineligible and then sends email to the applicant with the reason as to why the participant is ineligible.
- **Eligible Notifications:** Checks if the application status is eligible then sends an email to the applicant with information on the next steps to follow

- **3 days Reminder:** Checks if the next reminder is Today(1) then sends an email to the applicant to remind the applicant on submission of the admission challenges. (sends email after 3 days)
- **7 days Reminder:** Checks if the next reminder is Today(2) then sends an email to the applicant to remind the applicant on submission of the admission challenges. (sends email after 7 days)
- **Failed Submission Notification:** Checks if the submission status is incorrect and sends an email to the applicant to retake the admission challenge.
- **Reminder Time Update:** Checks the date in which the application was last updated and calculates the days for the 3 days reminder and seven days reminder.
- **Submitted Record Update:** Checks if the submission status is passed or failed then updates the application status to “incorrect submission” if the submission status is “failed”. If the submission status is “passed”, then the application status is updated to “admitted”.
- **Passed Admission Notification:** Checks if the application status is “admitted” and then sends an email to the applicant for him/her to reserve the slot and onboarding process.
- **Enrollment Confirmation Notification:** Checks if the application status is enrolled and then sends an email containing the enrollment form and also informs the applicant that the slot is reserved.
- **Admitted Candidate Reminder:** Reminds the applicant to reserve his/her slot.

# How It Works

## 1. Submission Process:

- Students submit their applications through typeform which is updated directly to the airtable base using an automation from MAKE.
- Applications are stored in the Applicants table.

## 2. Approval Workflow:

- Once the application is updated on airtable, it is checked for eligibility. If the eligibility test fails, the application status is updated to ineligible and an email is sent to the applicant containing the specific reason as to why the applicant is ineligible.
- If the eligibility test passes, the applicant's details are duplicated to the “Eligible Applicants” table and an email containing the admission challenges is sent to the applicant.

## 3. Admission Challenges:

- On submitting the admission challenges, the applicant email address and score is automatically updated on the Submissions table.
- If the score is below 10, then the submission status is updated to “failed” and an email is sent to the applicant requesting them to retake the challenge. The application status is updated to “incorrect submission”.
- If the score is above 10, the submission status updates to “Passed” and the application status on the applicants table updates to “admitted”.

## 4. Admission Process:

- Once the application status is updated to “admitted”, an email is sent to the applicant informing him/her to reserve their slot.
- Once the slot is reserved the application status changes to enrolled and an email is sent to the applicant with the enrollment form and onboarding steps.

## Conclusion

The TK Application Workflow Base is a robust and efficient system designed to streamline the cohort intake process for Try Kibo. By leveraging Airtable and integrating it with automation tools like Make and Typeform, the workflow minimizes manual intervention and ensures a smooth and seamless application and admission process. The automation ensures timely communication with applicants, keeps track of their progress, and provides clear guidelines on next steps, enhancing the overall applicant experience.

With features like eligibility checks, automated reminders, and notifications for both successful and unsuccessful applications, the workflow maintains a high level of efficiency and accuracy. This documentation has outlined the technical design, key features, and operational guidelines for the TK Application Workflow Base, offering a comprehensive understanding for users with a basic knowledge of Airtable.

As with any system, there is always room for improvement. Future enhancements could include more detailed analytics on application trends, additional automation to cover edge cases, and continuous refinement of the communication templates based on feedback. By staying adaptive and responsive to user needs, the TK Application Workflow can continue to improve and support Try Kibo's mission of seamless cohort management and applicant support.