



SUMBISSION PORTAL FOR PROFESSIONAL REVIEWS

Technologies used:

SharePoint, Microsoft Lists, Power Apps, Power Automate and Power BI

Chaymae Rahman, Institution of Civil Engineers 



Adepteq have been an exceptionally good partner to work with on our SharePoint development project. They were flexible and understood the requirements immediately. When I needed explanations, they were clear and concise which is helpful for SharePoint amateurs like me! I'm looking forward to working with them again.

INSTITUTION OF CIVIL ENGINEERS CASE STUDY

01

The Problem

The Institution of Civil Engineers (ICE) lacked a digital solution for candidates to upload applications, relying on email attachments and manual processes that prompted the need for an efficient and user-friendly online submission method.

The screenshot shows the 'ice Institution of Civil Engineers' logo at the top left. Below it is a teal banner with the text 'WELCOME TO THE ICE PROFESSIONAL REVIEWS UPLOAD PORTAL'. Underneath, there is a short introductory paragraph. The main section is titled 'PLEASE SELECT WHICH REVIEW YOU ARE APPLYING FOR' and contains a list of six review routes, each with a radio button. The first option, 'Chartered Professional Review', is selected. Below the list is a form for 'ICE Membership Number' with five input fields. At the bottom, there is a small note: 'You can find the path to 'PROFE' in your NAVIGATOR. Please register with NAVIG as a non-member if you do not already have an account.'

The Solution

Adepteq created a public portal for application submission to SharePoint and capture of candidate information all from the ICE server.

Business Benefits

- No longer use email for this process
- Reporting functionality
- More accurate data
- More convenient for users and admin team
- Considerable time saved by admin team

The screenshot shows the 'INDIVIDUAL REQUIREMENTS' section. It starts with a paragraph explaining that if there is any reason why a candidate is unable to do their professional review on a specific date or time, they should provide information when submitting their application. Below this is a dropdown menu for 'Do you have individual requirements?' with 'Please select' as the current value. A teal banner below reads 'APPLYING FOR CPE / CPPE / MPE'. The next paragraph asks the user to check and confirm they have included the following with their application, with a link to 'Professional Review Guidance'. Below this is a checklist of six items, each with a radio button: 'Application form completed', 'Payment of application fee', 'A one page summary of your professional review report (signed by the lead sponsor)', 'Evidence of completion of initial Professional Development (PD)', 'Sponsor questionnaires - I confirm my sponsors have submitted their completed sponsor questionnaires', and 'A certified copy of your academic qualifications (if not a current member of ICE)'. At the bottom, there is a 'File' section with a 'Choose file' button and a 'Browse' button. A note below states: 'Please note: All documents (except the sponsor questionnaires and receipt for the application fee) should be included in your professional review application within a single PDF file of no more than 5MB'. An 'Upload' button is at the bottom. The footer reads 'Copyright © The Institution of Civil Engineers 2017. All rights reserved.'

WHAT NEXT? BOOK YOUR FREE DISCOVERY CALL WITH US

Our goal is to help clients **fully leverage the Microsoft 365 Suite**. This **15 minute Q&A** gives you the chance to ask our Microsoft Cloud Experts, anything and everything relating to Microsoft 365.

We provide **practical guidance** tailored to your unique business needs, **driving sustainable growth** and a **competitive advantage**.

READY TO TAKE THE FIRST STEP?

BOOK NOW 

NEED MORE INFO? LET'S CONNECT!



@ADEPTEQLTD

WWW.ADEPTEQ.COM



Microsoft 365



Microsoft Teams



SharePoint



Power Apps



Power Automate



PowerBI