GTAMS User Manual

Home Page:

The file titled “login page” should be the first page accessed in the GTAMS application. On this page a user can enter their identification credentials, and then based on their position, they will be forwarded to the appropriate pages which they have privileges to view.

User interface for Academic Advisors:

This is the page reserved for users with the position of academic advisor. On this page, an academic advisor can enter a letter of recommendation for an applicant, either by entered their text directly into the input box provided, or by uploading a PDF via the file browsing button. All it takes to commit the letter s to just hit the submit button.

User interface for System Administrators:

This page is reserved for users with the position of system administrator. On this page, the system administrators can start a new session of application submissions by filling out the information fields. All it requires is that they specify the deadline information, such as the semester and year, and the current GC members’ account information, and the current GC chair.

User Interface for GC members:

This page is accessible to users who have the position of GC member, and serves as a central hub for what they are allowed to access. From this page, the GC member can either view the current score sheet of applicants, check on incomplete nominees, or log out and return to the login page.

Score Table:

This page is accessible to users who have the position of GC member, and serves as a way to manage the ratings of potential applicants. The names of the nominators and nominees, as well as their current ranks will be read in automatically from an SQL database. On this page, GC members can alter scores for the applicant, and leave comments justifying their scores if they so choose. The scores are initially read in from an SQL database, and can be altered if chosen. Afterward, the GC member just needs to hit submit. Upon clicking on the name of the nominee a popup window will appear, and present the information on the applicant, again read in from an SQL database. The GC member can also choose to view a page containing information on currently incomplete nominees, or return to the home section of the GC member UI.

Incomplete Nominees Page:

This page is accessible to users who have the position of GC member, and serves as a type of score sheet which provides information on which applications are incomplete, and what the reason was for the incomplete application status. On this page, the information will be read in automatically from an SQL database, and presented to the user.

User Interface for GTA Applicants:

This page is available to users who have the position of GTA applicant, and serves as a way to submit their application information. All the user has to do is fill out the fields on the form, and then submit the information once they’re finished. At the time of submission, the page will automatically timestamp the form for record keeping within the database. At the bottom of the page, the user can log out and return to the login page.

Alter User Information Page:

This page is presented to GC members in the email received at the beginning of a new application acceptance session. On this page, a GC member may alter their account credentials as desired. Before they can change the account information, they are required to confirm ownership of the account by entering their current credentials, and if these match to what is in the database, then the credentials they entered in the fields below will be updated to their information.