

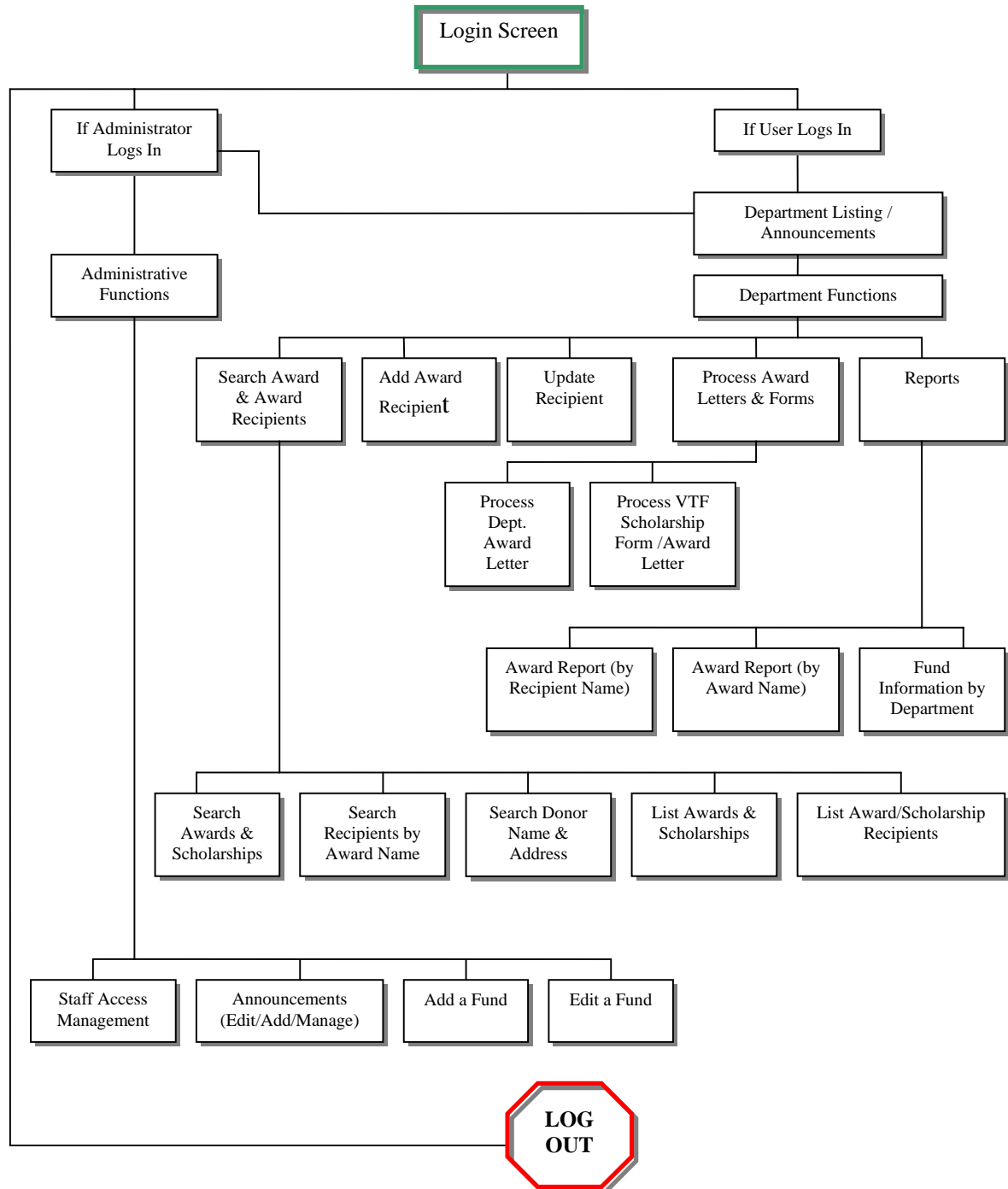
College of Architecture & Urban Studies Awards & Scholarship Tracking System

<http://www.scholarship.arch.vt.edu/>

User Manual

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I. Site Map



This diagram shows the layout of the site and how each of the functions of the site may be accessed. Note that Administrative privileges are required in order to access certain functions.

II. Login

To log in to the CAUS Scholarship tracking system, go to <http://www.scholarship.arch.vt.edu>. Here you will enter your PID and associated password. After submitting this information you will be taken to the Departments Listing / Main Page of the site.



Welcome to the CAUS Awards & Scholarships tracking system. Please enter your PID and Password to Login

PID

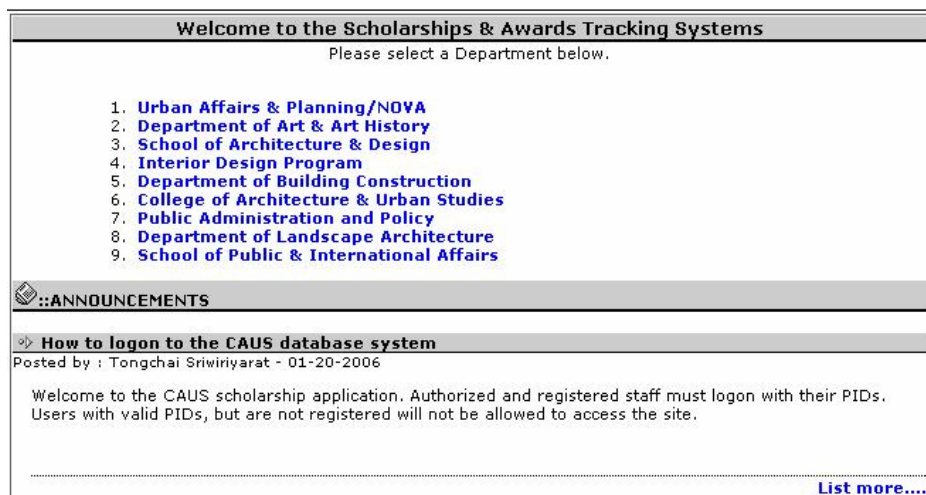
Password

After you have logged in, there will be a button on the left-hand side of each page on the site that will log you out. Remember to log out once you are finished.

III. Department Listing

Depending on the privileges that have been assigned to your PID, this page may be displayed in a few different ways. This section will assume that a regular user, that does not have administrative privileges has logged in.


This page will display a listing of the Departments that make up the College of Architecture & Urban Studies (CAUS). The departments that you are involved with will be displayed as hyperlinks, while the departments that you are not part of will be displayed as non-clickable plain-text.




Welcome to the Scholarships & Awards Tracking Systems

Please select a Department below.

1. [Urban Affairs & Planning/NOVA](#)
2. [Department of Art & Art History](#)
3. [School of Architecture & Design](#)
4. [Interior Design Program](#)
5. [Department of Building Construction](#)
6. [College of Architecture & Urban Studies](#)
7. [Public Administration and Policy](#)
8. [Department of Landscape Architecture](#)
9. [School of Public & International Affairs](#)

 **ANNOUNCEMENTS**

 **How to logon to the CAUS database system**

Posted by : Tongchai Sriwiriyaat - 01-20-2006

Welcome to the CAUS scholarship application. Authorized and registered staff must logon with their PIDs. Users with valid PIDs, but are not registered will not be allowed to access the site.

[List more....](#)

Beneath the listing of Departments, there will be a small section that displays CAUS news and announcements.

To view the functions available, first select a Department by clicking on a hyperlink.

IV. Department Functions

This page will list the functions that you may perform. The name of the Department that you have selected will appear at the top of the page, and a link to return to the *Department Listing* will appear at the bottom of the page.

College of Architecture & Urban Studies
Please select a Menu below.
<ul style="list-style-type: none">▪ Search Award & Award Recipients▪ Enter a New Award Recipient▪ Update an Existing Award Recipient▪ Process Award Letters and Forms▪ Reports
[Return to Dept. Listing]

The Following functions will be available:

- [Search Awards & Award Recipients](#) – This provides several searches that will help you find information about a specific award, scholarship, or award recipient.
- [Enter a New Award Recipient](#) – This allows you to enter a recipient for an award.
- [Update an Existing Award Recipient](#) – This will allow you to change the information about an award that has already been entered into the system.
- [Process Award Letters and Forms](#) – This will help you process the Department Award Letters as well as the VTF Form Letters that are used by the form.
- [Reports](#) – There are a variety of reports about awards, recipients, and the department that are available.

a. Search Awards & Award Recipients

The searches available on this page will be described below:

College of Architecture & Urban Studies
Search Awards & Award Recipients
<ul style="list-style-type: none">▪ Search Awards & Scholarships▪ Search Recipients by Award Name▪ Search Donor Name/Address▪ List Awards & Scholarships▪ List Awards/Scholarships & Recipients
[Return to Menu Listing]

1) Search Awards & Scholarships

This search can be executed by entering either the Award/Scholarship Name, or the Fund Number. It will return a list of awards/scholarships based on relevance. If a fund number is entered there should only be one result in this list.

Search Awards & Scholarships	
Enter keyword to search : <input type="text" value="Exchange"/> <input type="button" value="Search Again"/>	
<input checked="" type="radio"/> Award Name <input type="radio"/> Fund #	
Scholarship/Award Name	Description
» Alexandria-Leninakan Exchange Program	Fund ID : 883425 Fund Name : Alexandria-Leninakan Exchange Program Fund Type : Annual Scholarship Organization : College of Architecture & Urban Studies Purpose : Graduate student exchange program between VT and the Soviet Republic of Armenia. Donor : Not Available
[Return to Search Awards & Award Recipients Menu]	

2) Search Recipients by Award Name

This search will allow the user to enter either a Fund Name or Number to search an award. A list of years that the award was given, as well as the number of recipients for that year will be given.

Search Recipients by Award Name		
Enter keyword to search : <input type="text" value="Exchange"/> <input type="button" value="Search Again"/>		
<input checked="" type="radio"/> Award Name <input type="radio"/> Fund #		
Scholarship/Award Name	Year/Available Amount	Recipients
Select an academic year : <input type="text" value="All years"/>		
» Alexandria-Leninakan Exchange Program	2005/\$10,000	3 recipient(s)
	2006/\$10,000	0 recipient
	2007/\$500	0 recipient
[Return to Search Awards & Award Recipients Menu]		

Clicking on the “Recipients” link will create a popup window with the information about the award recipients for that year.

Alexandria-Leninakan Exchange Program													
Year : 2005													
The amount of scholarships/awards available : \$10,000													
Award Recipients :	<table border="1"><thead><tr><th>Student name</th><th>Amount</th></tr></thead><tbody><tr><td>» Tongchai Sriwiriyarat</td><td>\$3,500</td></tr><tr><td>» Tongchai Sriwiriyarat</td><td>\$3,000</td></tr><tr><td>» CEE Webmaster</td><td>\$5,500</td></tr><tr><td colspan="2">Total Amount : \$12000</td></tr><tr><td colspan="2">Amount Available : \$0</td></tr></tbody></table>	Student name	Amount	» Tongchai Sriwiriyarat	\$3,500	» Tongchai Sriwiriyarat	\$3,000	» CEE Webmaster	\$5,500	Total Amount : \$12000		Amount Available : \$0	
Student name	Amount												
» Tongchai Sriwiriyarat	\$3,500												
» Tongchai Sriwiriyarat	\$3,000												
» CEE Webmaster	\$5,500												
Total Amount : \$12000													
Amount Available : \$0													
<input type="button" value="Close"/>													

3) Search Donor Name/Address

This search will enable the user to enter a Fund Name/Fund Number, and will return the Name and Address of the Donor associated with that Fund. This feature is still under development.

4) List Awards & Scholarships

This is a listing of all awards/scholarships for the Department. The user may sort the list by Fund Name or Fund Number by clicking the headers "Scholarship/Award Name" or "Fund Number"

Scholarship/Award Listing		
Scholarship/Award Name	Fund Number	Department
Select the organization : Department of Art & Art History		
Total 6 scholarships/awards		
» Nadine Allen Memorial Scholar-Oper	873441	Department of Art & Art History
» Carter, Dean & Rosina Sculpture-Inc	882886	Department of Art & Art History
» Davis Scholarship (Art) Fund-Inc	872394	Department of Art & Art History
» Derek Myers Scholarship Fund-Inc	883440	Department of Art & Art History
» George Preston Frazer Scholar-Inc	882620	Department of Art & Art History
» Arts Scholarship-Art -Inc	882921	Department of Art & Art History
[previous][next]		
[Return to Search Awards & Award Recipients Menu]		

5) List Award/Scholarship & Recipients

This listing will display a list of Awards/Scholarships, and the Recipients associated with those awards. The listing may be executed by Department and Award Year.

Scholarship/Award Listing		
Scholarship/Award Name	Year/Available Amount	Recipients
Select the organization : All scholarships/awards		
Select year: All years		
» Alexandria-Leninakan Exchange Program	2005/\$10,000.00	3 recipient(s)
	2006/\$10,000.00	0 recipient
	2007/\$500.00	0 recipient
» Charles Burchard Scholarship	2006/\$2,000.00	0 recipient
» Test Fund	2005/\$1,500.00	0 recipient
» Walter Butke Scholarship Arch-Inc	2006/\$0.00	0 recipient
[Return to Search Awards & Award Recipients Menu]		

b. Enter a New Award Recipient

Step One: type the 9-digit VT ID number for the recipient into the first text entry field on the form. Then click “Lookup”. If the recipient is already in the system for other awards his/her information will be displayed in the appropriate fields on the form. If the recipient is not found, then enter the recipient’s information into the form.

Step Two: select the Fund Number or Fund Name from either of the two dropdown boxes. If the fund does not appear in either box, then a user with administrative privileges must add that fund to the system.

Step Three: select an award year, and fill out all applicable information for the fund.

Step Four: Submit!

If at any time, you wish to cancel, click the “Cancel” button at the bottom of the form to cancel it out.

College of Architecture & Urban Studies	
Enter a New Award Recipient	
<div> <div>Recipient Information</div> <div> <div>*VT ID : <input type="text"/></div> <div>Lookup</div> </div> <div>*First Name : <input type="text"/></div> <div>Middle Name : <input type="text"/></div> <div>*Last Name : <input type="text"/></div> <div>Address 1 : <input type="text"/></div> <div>Address 2 : <input type="text"/></div> <div>City : <input type="text"/></div> <div>State : <input type="text"/></div> <div>Zip Code : <input type="text"/></div> <div>Telephone : <input type="text"/></div> <div> Faculty or Student? : <input type="radio"/> Faculty/Staff <input checked="" type="radio"/> Student </div> <div> Status : <input checked="" type="radio"/> Active <input type="radio"/> Inactive </div> <div>Comment : <input type="text"/></div> </div>	
<div> <div>Fund Information</div> <div> Fund Number : <input type="text"/> Select a s </div> <div> Fund Name : <input type="text"/> Select a scholarship </div> <div> Award Year : <input type="text"/> 2005-2006 </div> <div> Type of Award : <div> <input checked="" type="radio"/> Scholarship Endowed <input type="radio"/> Annual Scholarship <input type="radio"/> Monetary from Sponsor <input type="radio"/> Monetary Through VTF <input type="radio"/> Other (specify) </div> </div> <div> *Payout : <div> <input type="radio"/> Over 2 Semesters <input type="radio"/> 1 Semester Term : <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer Session : <input type="radio"/> I <input type="radio"/> II </div> </div> <div> *Total Amount (\$0.00) : \$ <input type="text"/> </div> <div> Number of Years : <input type="text"/> </div> </div>	
<div> <div>*The item is required</div> <div> <div>Cancel</div> <div>Submit</div> </div> </div>	

c. Update an Existing Award/Award Recipient

This will allow the user to change information about an Award Recipient once it has been entered into the system.

The screenshot shows a web application window titled "College of Architecture & Urban Studies". Below the title bar, it says "Please fill out a form below." The main form is titled "Update an Existing Award". It contains two sections: "1) Enter VT ID :" with a text input field containing "904342746" and a "Lookup" button; and "2) Select an Award to Edit :" with a dropdown menu showing "Select a scholarship", a list box showing "871916-F, Richard Quible Scholarship CAUS", and a year dropdown menu showing "2005-20". At the bottom of the form are "Cancel" and "Submit" buttons.

Step One: Lookup the 9-Digit VTID of the Recipient.

Step Two: Choose an award that is associated with that recipient from the dropdown box.

Step Three: Submit

Step Four: The same form as the one used to "Enter a New Award Recipient" will load. From here, you can change any of the fields, and then re-submit the information.

d. Process Award Forms/Letters

The first page will give you the options to process letters from the department or process the VTF Award Form.

College of Architecture & Urban Studies	
Process Award Letters and Forms	
<ul style="list-style-type: none">■ Process Award Letters<ul style="list-style-type: none">◦ Process an Individual Award Letter◦ Process a batch of all Award Letters for a specified Award■ Process VTF Scholarship Form / Award Letter	
[Return to Dept. Listing] [Return to College of Architecture & Urban Studies Menu]	

Process Award Letters from Department:

You may choose to process either an individual award letter, or process a batch of award letters for a specified award. The second option is illustrated in the screenshot below. Simply search by award name or fund number, and specify a year.

Process a batch of all Award Letters for a specified Award			
Enter keyword to search :		Exchange	Search Again
<input checked="" type="radio"/> Award Name <input type="radio"/> Fund #		Year (YYYY) :	2005
Scholarship/Award Name	Award Recipients		
» Alexandria-Leninakan Exchange Program	-Tongchai Sriwiriyarat	\$3,500	Edit/Print
	-Tongchai Sriwiriyarat	\$3,000	Edit/Print
	-CEE Webmaster	\$5,500	Edit/Print
[Return to Process Award Letters and Forms Menu]			

After this has loaded, select “Edit” to view the text of the letter. Here you may make any changes or additions.

Award Letter
<p>Dear Tongchai Sriwiriyarat,</p> <p>It is my distinct pleasure to congratulate you on your selection for the Alexandria-Leninakan Exchange Program in the amount of \$3,000.</p> <p>This scholarship will be awarded across both fall and spring semesters for academic year 2005-2006. You may contact Student Accounts if you have questions about this process.</p> <p>I ask you to write a note of thanks to , at your earliest convenience. The address is as follows: . The enclosed brochure provides suggestions on how acknowledge this generous award. When your letter is ready, please bring it to Trudy Epperly in 201 Cowgill Hall. She will see that it is mailed on your behalf.</p> <p>Again, congratulations on your accomplishment and best wishes to you in the year ahead.</p> <p>Sincerely,</p> <p>Yvan J. Beliveau, Ph.D., P.E. Director, Myers-Lawson School of Construction Georgia Anne Snyder-Falkinham Professor and Head, Department of Building Construction</p>
Close Modify Award Letter

Once you are finished reviewing or modifying the letter, click the “Modify Award Letter” button. This will enable the print option that is shown in the first screenshot. Clicking “Print” will distill a PDF of the Department letter.



Process VTF Award Form:

This uses the same search interface as the function that processes Award Letters from the Department. The results are returned based on the criteria. Unlike the section above, there is not a requirement to review the letter before printing. Simply click the link that says “Print” for a given award, and a PDF of the VTF award form will be distilled.

Process VTF Scholarship Form / Award Letter				
Enter keyword to search :		Exchange	Search Again	
<input checked="" type="radio"/> Award Name <input type="radio"/> Fund #		Year (YYYY) :	2005	
Scholarship/Award Name		Award Recipients		
» Alexandria-Leninakan Exchange Program	-Tongchai Sriwiryarat	\$3,000	2 Semesters	Print
	-Tongchai Sriwiryarat	\$3,500	Summer (II)	Print
	-CEE Webmaster	\$5,500	Summer (I)	
[Return to Process Award Letters and Forms Menu]				

e. Reports

There are three reports that a user may run: Award Report by Recipient, Award Report by Award Name, and Fund Information by Department. All reports may be run as either HTML, or distilled to PDF.

College of Architecture & Urban Studies
[School of Architecture & Design]
<ul style="list-style-type: none">▪ Award Report by Recipient▪ Award Report by Award Name▪ Fund Information by Department
[Return to Menu Listing]

Award by Recipient

This report allows the user to select the Departments for which the report will be run and the Academic Year.

College of Architecture & Urban Studies
Please select the department and academic year
Department :
<input type="checkbox"/> Department of Building Construction
<input type="checkbox"/> College of Architecture & Urban Studies
<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>
Academic Year : 2005-2006
Print Options : <input checked="" type="radio"/> html <input type="radio"/> PDF
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

The following screenshot shows the information that is included in the report as well as the formatting of the report:

College of Architecture & Urban Studies				
Department of Building Construction				
Award Recipients				
Academic Year 2005 - 2006				
Student Name	VT ID	Fund Name (Fund #)	Term/Year	Amount
Surratt, Justin	904342746	Cecil & Shirlee Maxson Sch-Inc/Exp(887282)	Fall 2005- Spring 2006	\$0.00

Award Listing by Fund Name

This report is run using the same options as the "Award by Recipient" report. Sample output is shown in the screenshot below:

College of Architecture & Urban Studies				
College of Architecture & Urban Studies				
Fund Listing by Fund Name				
Academic Year 2005 - 2006				
Fund Name	Fund #	Student Name	VT ID	Amount
Alexandria-Leninakan Exchange Program - #883425				
	Summer II 2005	Sriwiriyarat, Tongchai	990166203	\$3,500.00
	Fall 2005- Spring 2006	Sriwiriyarat, Tongchai	990166203	\$3,000.00
	Summer I 2005	Webmaster, CEE	990166204	\$5,500.00
Charles Burchard Scholarship - #883458				
	Summer I 2005	Sriwiriyarat, Tongchai	990166203	\$3,550.00
	Fall 2006	Webmaster, CEE	990166204	\$2,000.00
F. Richard Quible Scholarship CAUS - #871916				
	Summer I 2005	Surratt, Justin	904342746	\$1,000.00
TOTAL AMOUNT AWARDED BY DEPARTMENT:				\$18,550.00

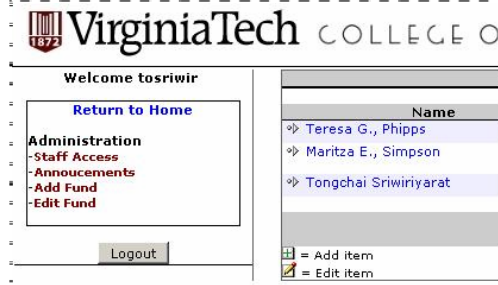
Fund Information by Department

This report is run in the same manner as the other reports. Sample Output is shown in the screenshot below:

College of Architecture & Urban Studies				
Fund Listing by Department				
Academic Year 2005 - 2006				
	Fund Name - Fund #	Fund Available	Fund Awarded	Balance
Department of Building Construction (015200)				
Scholarship Endowed				
	Cecil & Shirlee Maxson Sch-Inc- #887282	\$0.00	\$0.00	\$0.00
	Funded by #886374. Upon termination of unitrust Scholarship to be awarded to Building Construction Junior or Senior based on merit.			
	Malm Family Scholarship Fund-Inc- #873320	\$0.00	\$0.00	\$0.00
	No VA Builder Assoc Scholarship-Inc- #882710	\$0.00	\$0.00	\$0.00
	"Awarded To Students In Bldg Construction based on financial need			

V. Administrative Functions

When an administrator logs in, a special administrative panel will be shown at the left side of the screen.



Staff Access:

This section allows the Administrator to assign Department access rights to individual staff members. It may also be used to assign Administrative privileges, such as the ability to add funds.

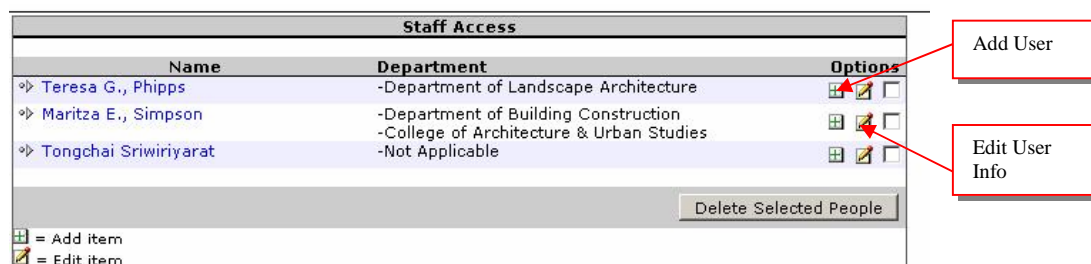
Announcements: This section allows the Administrator to add/delete/update Announcements that appear at the bottom of the Department Listing page.

Add a Fund: This function will allow the Administrator to Add a Fund to the database. This fund may then be accessed by other users in the Award/Recipient sections of the site.

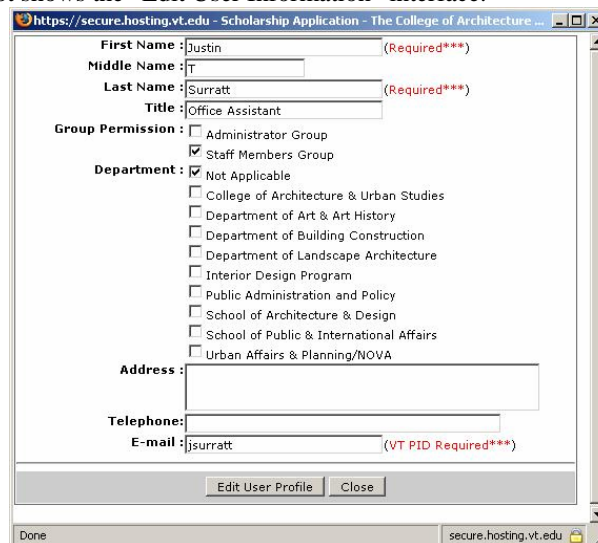
Edit a Fund: This section will allow the Administrator to edit an exiting fund's information

a. Staff Access

A staff member may be added by clicking a button using a green "+". The pencil button will allow changes to be made for a specific user. To delete a user, add a check in the box to the right of the edit button, and then click "Delete Selected People"



The following screenshot shows the "Edit User Information" interface.



b. Announcements

The interface used to add announcements is similar to the interface used to add or change staff access privileges. A green “+” can be clicked to add an announcement, the pencil can be used to change an announcement, and the checkboxes and delete button may be used to remove an announcement. The following screenshot shows the interface used to Add or Edit an announcement.

The screenshot shows a web form for adding or editing an announcement. The form has the following fields:

- Author :** Tongchai Sriwiriyarat (Required***)
- Headline :** How to logon to the CAUS database system (Required***)
- Description :** Welcome to the CAUS scholarship application. Authorized and registered staffs must logon with their PIDs. Users with valid PIDs, but are not registered will not be allowed to access the site. (Required***)
- Posted by :** 2006-01-20 (Required***)
- Expired by :** 2006-03-21 (Required***)

At the bottom of the form, there are two buttons: **Edit News** and **Close**.

c. Add a Fund

A fund may be added using the “Add a Fund” option. To avoid duplicate funds, a lookup of the fund that the user is trying to add is enforced before the entry fields are unlocked.

The screenshot shows the 'Enter a New Fund' interface, which is divided into two main sections: **Award Information** and **Donor Information**.

Award Information:

- *Fund Name :** (Text field with a **Lookup** button)
- *Fund # :** (Text field with a **Lookup** button)
- Department :** (Dropdown menu with the text 'Select a department' and a checkmark icon)
- Award Description or Criteria :** (Large text area)
- *Award Year :** (Text field with a dropdown menu for the month, currently showing '(mm)')
- Amount Available for Current Year :** (Text field with a dollar sign icon)
- *The item is required** (Red text label)

Donor Information:

- *Type of Award** (Radio button group):
 - ☐ Scholarship Endowed
 - ☐ Annual Scholarship
 - ☐ Monetary from Sponsor
 - ☐ Monetary Through VTF
 - ☐ Other (specify)
- Other / Non-Monetary** (Text field)
- *Donor Name :** (Text field)
- *Donor Address :** (Text area)
- *Year Established :** (Text field)

At the bottom right of the form, there are two buttons: **Cancel** and **Submit**.

If the fund already exists in the database, the administrative user is given the option to edit that fund.

d. Edit a Fund

The “Edit a Fund” feature works in virtually the same manner as the “Add a Fund” feature. The main difference is that the user may only use this to edit an existing fund. Either a Fund # or a Fund Name are required in the Lookup.