College of Architecture & Urban Studies
Awards & Scholarship Tracking System
http://www.scholarship.arch.vt.edu/

User Manual

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.
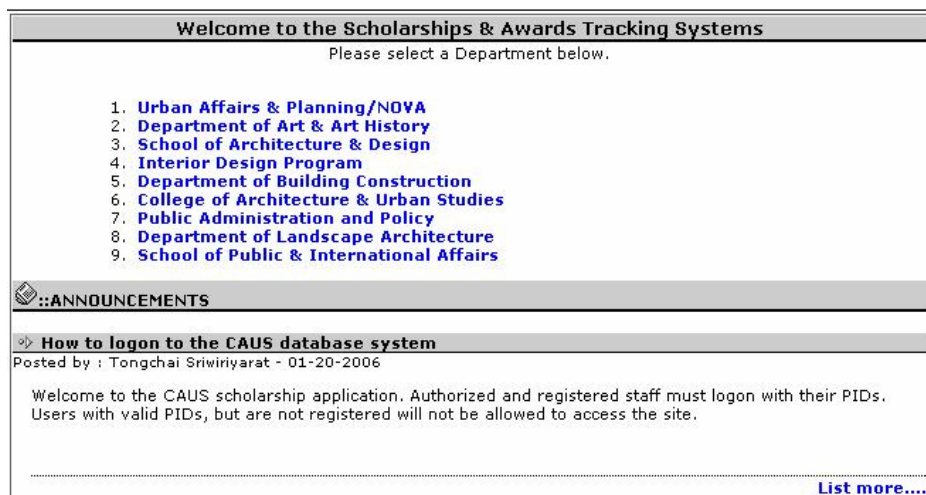

After you have logged in, there will be a button on the left-hand side of each page on the site that will log you out. Remember to log out once you are finished.

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.


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.

The Following functions will be available:
- <u>Search Awards & Award Recipients</u> – This provides several searches that will help you find information about a specific award, scholarship, or award recipient.
- <u>Enter a New Award Recipient</u> – This is allows you to enter a recipient for an award.
- <u>Update an Existing Award Recipient</u> – This will allow you to change the information about an award that has already been entered into the system.
- <u>Process Award Letters and Forms</u> – This will help you process the Department Award Letters as well as the VTF Form Letters that are used by the form.
- <u>Reports</u> – 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:

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.

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.

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

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.

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.

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

- **Process Award Letters**
  - 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]
⦿ Award Name ◯ 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

Dear Tongchai Sriwiriyarat,

It is my distinct pleasure to congratulate you on your selection for the Alexandria-Leninakan Exchange Program in the amount of $3,000.

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.

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 acknowlege 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.

Again, congratulations on your accomplishment and best wishes to you in the year ahead.

Sincerely,

Yvan J. Beliveau, Ph.D., P.E.
Director, Myers-Lawson School of Construction
Georgia Anne Snyder-Falkinham Professor and Head,
Department of Building Construction

[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.

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 my be run as either HTML, or distilled to PDF.

Award by Recipient

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

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

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/Exp- #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.
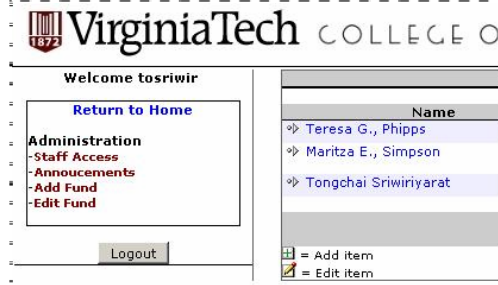
Staff Access:
This section allows the Administrator to assign Department access rights to individual staff members. It may also be used to assign Administrative privileges, such as the ability to add funds.
Announcements: This section allows the Administrator to add/delete/update Announcements that appear 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.
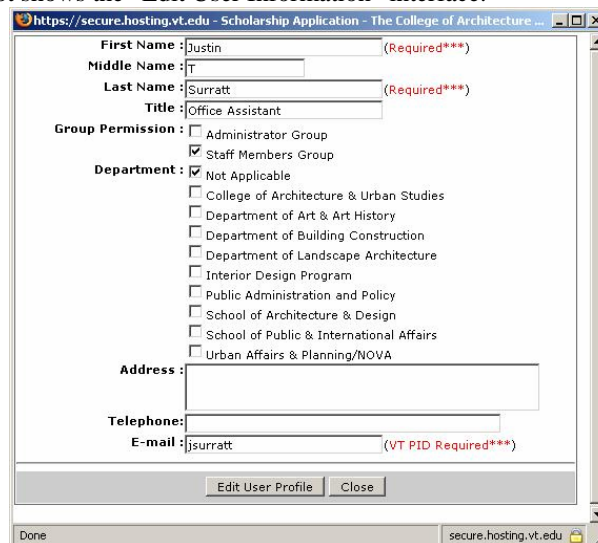Edit a Fund: This section will allow the Administrator to edit an exiting fund's information

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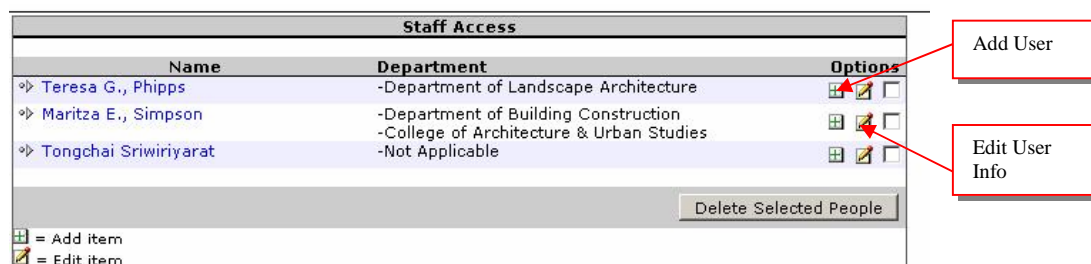
The following screenshot shows the "Edit User Information" interface.

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.

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.

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.