



How-To Use the College of Engineering Document Parser Application

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Project Sponsor
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Developers

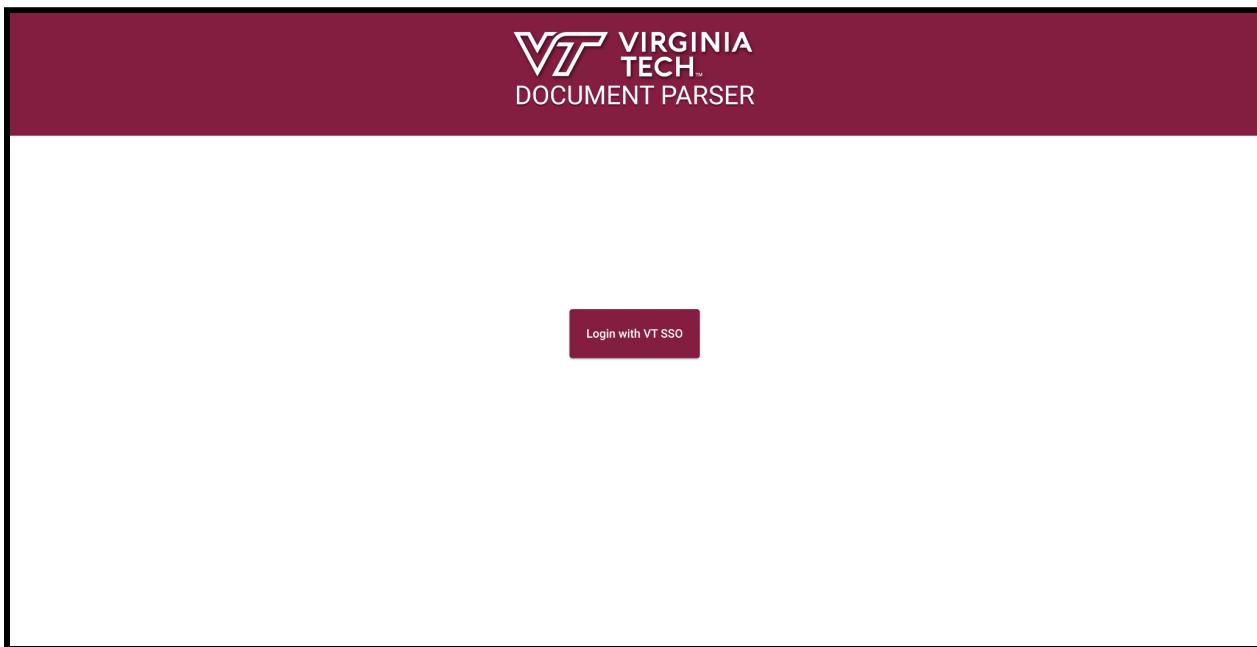
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Logging In

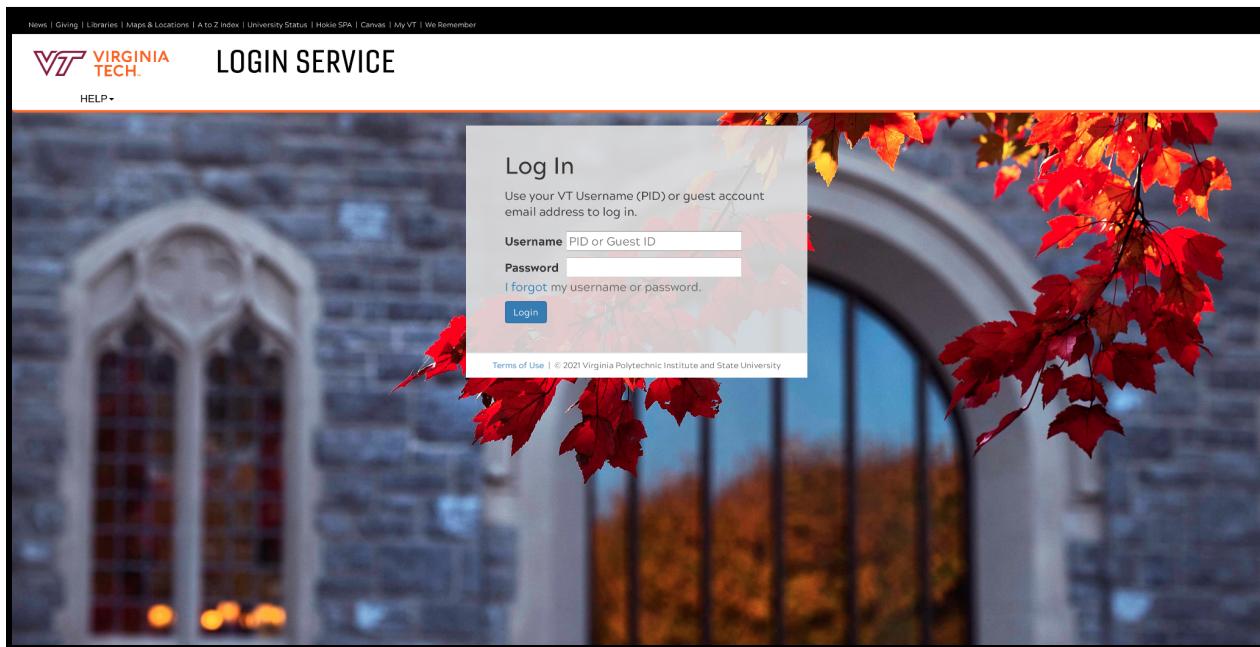
The login process is carried out via Middleware's CAS Single Sign On application. Our application will allow you to login without your username and password as long as you have already logged in via the CAS Single Sign On.

Steps to login

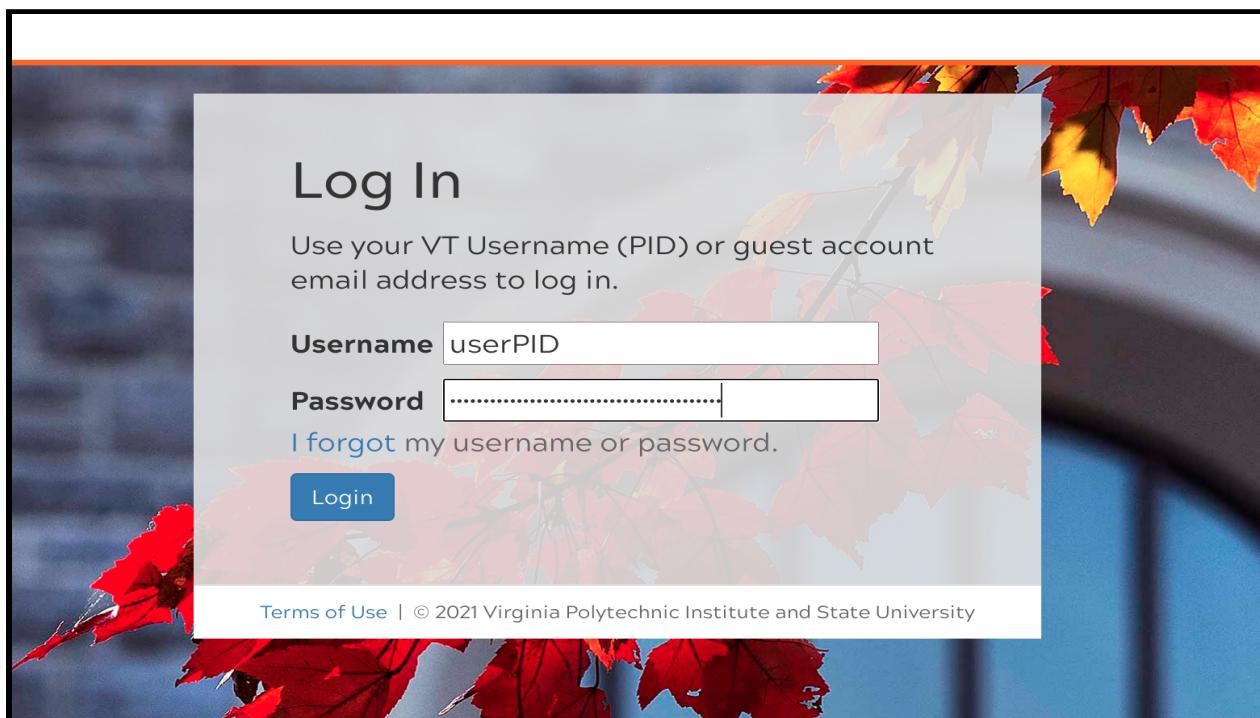
1. Navigate to the Document Parser's login page via the url below.
<https://bdmparse.cs.vt.edu/login>
2. Click the button in the center of the screen labeled "Login with VT SSO." This will navigate you to the CAS Single Sign On login if you are not logged in. If you have logged in this will navigate you to the main parsing page.



3. If you are not logged in you will be greeted with a screen that looks like the following.



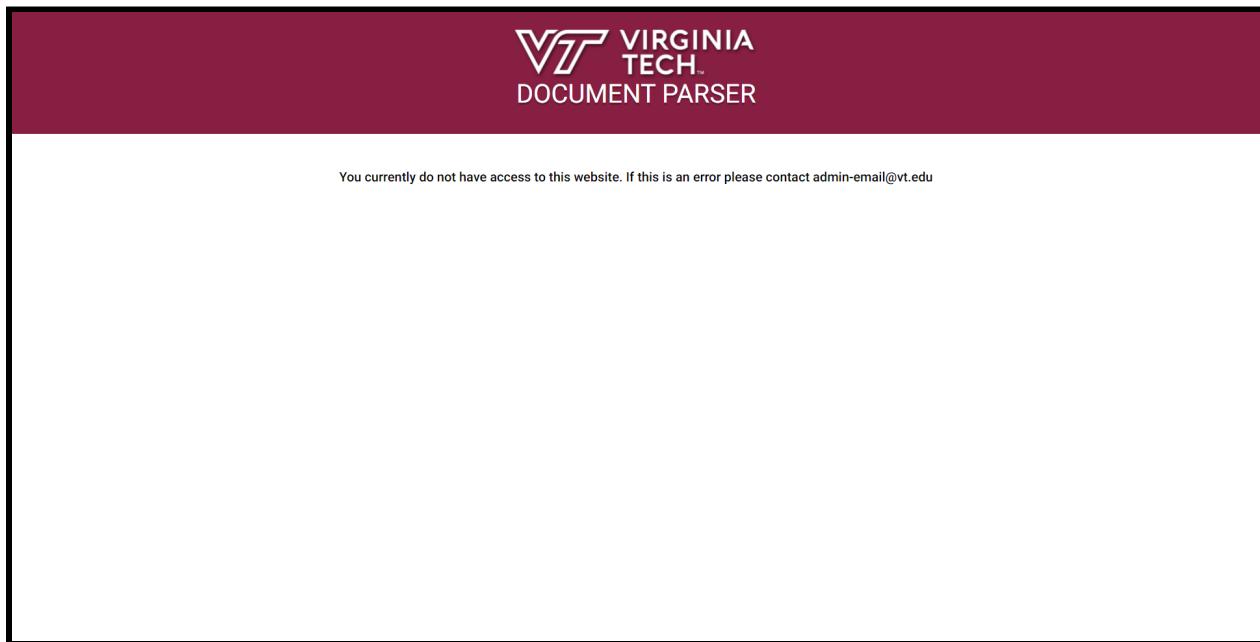
Enter your VT PID and password in the boxes like shown in the picture below.



4. If you are authorized to use this application, you will be navigated to the main parsing page.

The screenshot shows the 'VIRGINIA TECH DOCUMENT PARSER' logo at the top center. On the left, there is an 'Admin Controls' button. In the center, there is a form for 'Select Bulk Document to Parse:' with a 'Browse' button. To the right, it says 'Welcome, userPID' with a 'Logout' button. Below the form are dropdown menus for 'Select Document Type' and 'Select Term Code', followed by a large red button labeled 'Parse and Upload Document'. A large red rectangular box covers the bottom half of the page.

If you don't have access to the application you will be greeted with this page after a successful login.



Parse and Upload a Bulk Document

To parse and upload a bulk document you'll need three things

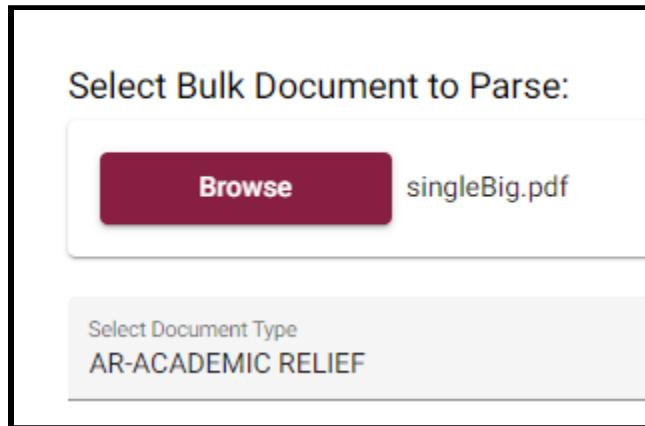
- The PDF file containing all the documents to be uploaded
- The document type of bulk document.
- The term code of the bulk document.

*****IMPORTANT*****

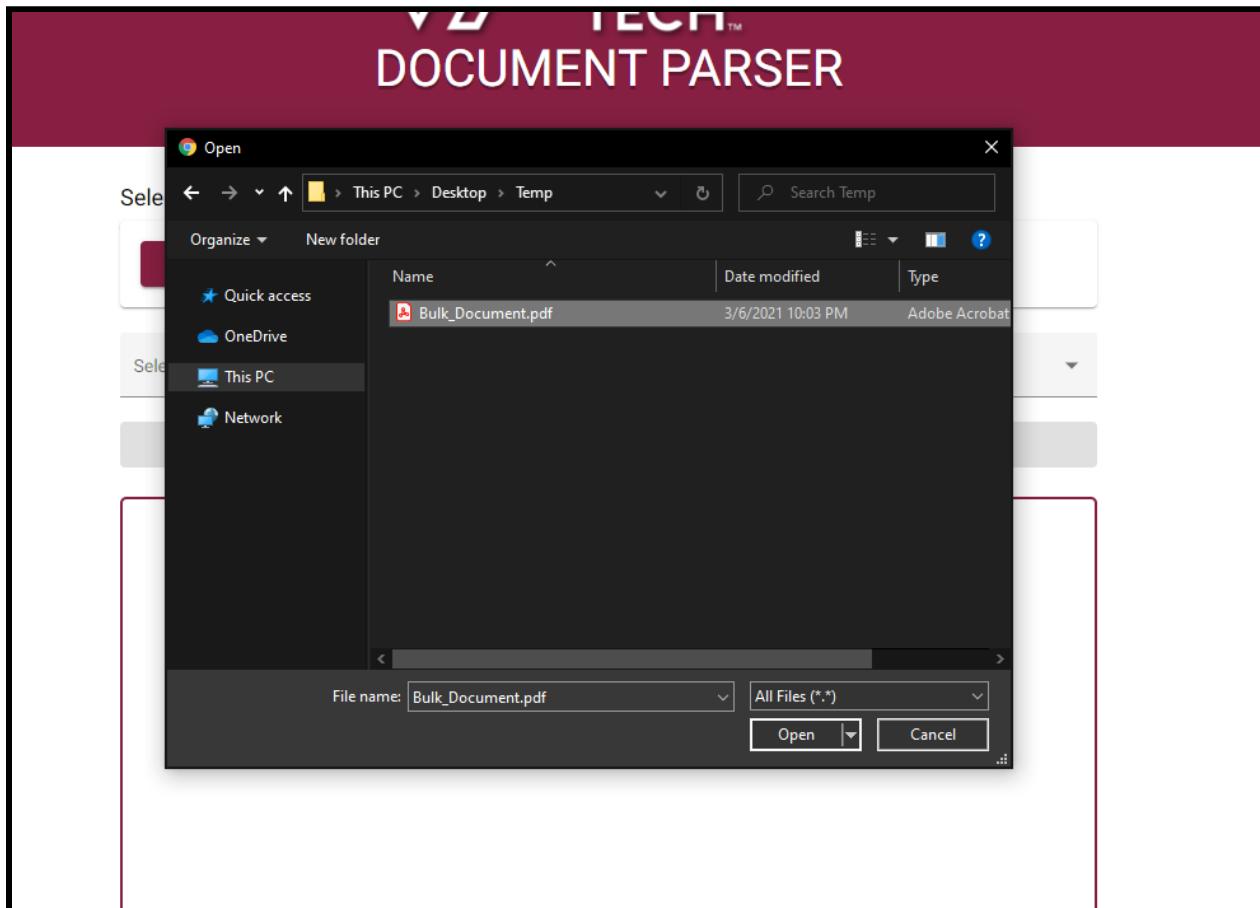
All documents in the bulk document must be of the same document type and term code. Each subdocument will be uploaded into the Banner document management system under the provided document type and term code so be sure that you have selected the correct corresponding information.

Steps to Parse and Upload a Bulk Document

1. Select a document to upload by clicking the “Browse” button below.



2. Next, a file selection dialog will appear. Navigate to the location of the bulk document on your computer, select the file, and click open. You should see your selected file display beside the “Browse” button.



3. After selecting your file click the left drop down labeled “Select Document Type”. Select the corresponding document type. The options are in alphabetical order.

Select Bulk Document to Parse:

Browse Bulk_Document.pdf

AR-ACADEMIC RELIEF
AS-ACADEMIC STANDING NOTIFICATION
AS-ACADEMIC SUSPENSION APPEAL
AS-ACADEMIC WARNING ASSESSMENT
AS-PROBATION PACKET

Select Term Code

A red rectangular box is drawn around the dropdown menu containing the document types, emphasizing the step described in the instructions.

4. After selecting your document type click the right drop down labeled “Select Term Code”. Select the corresponding term code. The options are in numerical order.

Select Bulk Document to Parse:

Browse Bulk_Document.pdf

Select Document Type
AR-ACADEMIC RELIEF

Parse and Upload Document

202101
202106

5. After selecting the bulk document, document type, and term code you should see the button labeled “Parse and Upload Document” enabled. To start the parse and upload process click the button labeled “Parse and Upload Document”.

Select Bulk Document to Parse:

Browse Bulk_Document.pdf

Select Document Type
AR-ACADEMIC RELIEF

Select Term Code
202101

Parse and Upload Document

You should see the output box populate with a loading spinner. Be aware that the parse and upload process can take several seconds. If the number of sub documents within your bulk document is large enough, it could take up to minutes. This delay is by design so that we do not overload the banner document management system.

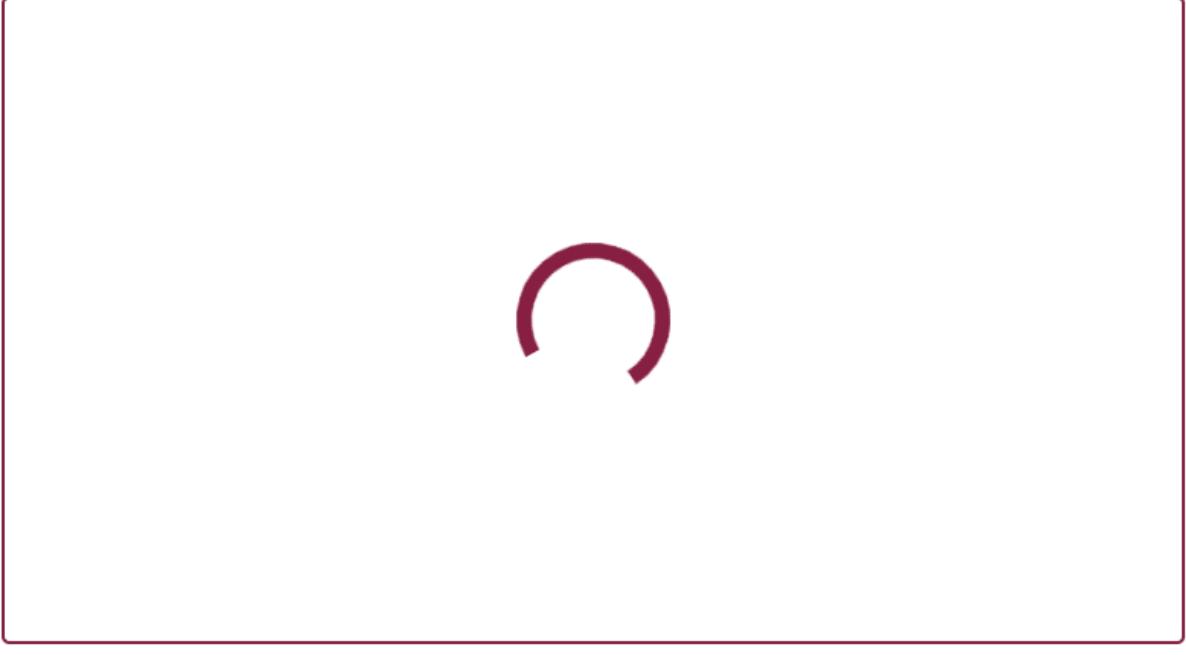
Select Bulk Document to Parse:

Browse Bulk_Document.pdf

Select Document Type
AR-ACADEMIC RELIEF

Select Term Code
202101

Uploading documents, please wait....



6. After clicking the upload button and once the parse and upload process has finished, the output box will display the list of success PIDs and erroneous PIDs like below.

Select Bulk Document to Parse:

Browse Bulk_Document.pdf

Select Document Type
AR-ACADEMIC RELIEF

Select Term Code
202101

Parse and Upload Document

Parsing has completed
PID's resolved: 17
905000001
905000002
905000003
905000004
905000005
905000006
905000007
905000008
905000009
905000010
905000011
905000012
905000013
905000014
905000015
905000016
905000017

You should see a list of successful PID's and at the bottom error PID's.

```
905000001  
905000002  
905000003  
905000004  
905000005  
905000006  
905000007  
905000008  
905000009  
905000010  
905000011  
905000012  
905000013  
905000014  
905000015  
905000016  
905000017  
PID's not resolved: 0  
None
```

If any PID's were invalid or were not resolved by the Banner Document Manager during the upload process, those documents will be downloaded in a zip file by your browser. Here you can resolve any erroneous PID's in these documents and upload them individually or combine them together to create another bulk document to parse and upload.

```
Parsing has completed  
PID's resolved: 0  
None  
PID's not resolved: 1  
908000001
```

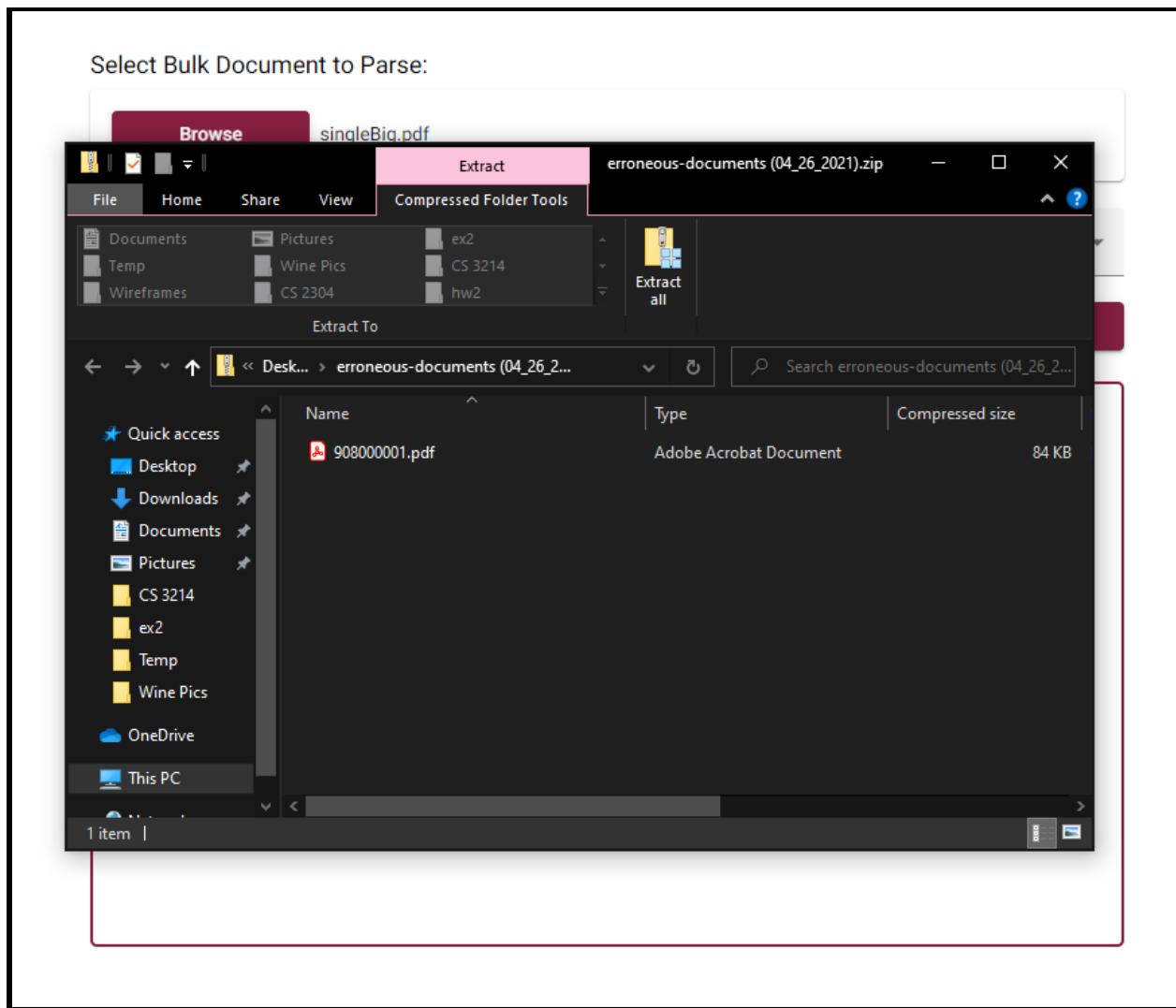
Above you can see the PID's that were unresolved in the output.

If you're using the chrome browser you should see the zip file similar to the screenshot below. If you are using a different browser the download may look different.

The screenshot shows the Virginia Tech Document Parser interface. At the top, the Virginia Tech logo and "VIRGINIA TECH DOCUMENT PARSER" are displayed. On the left, there's an "Admin Controls" button. In the center, there's a form for selecting a document to parse, with a "Browse" button and a file path "singleBig.pdf". To the right, it says "Welcome, justinm98" and has a "Logout" button. Below the form, there are dropdown menus for "Select Document Type" (set to "AR-ACADEMIC RELIEF") and "Select Term Code" (set to "202101"). A large red button labeled "Parse and Upload Document" is centered. To the right of the button, a message box displays the results of the parse: "Parsing has completed", "PID's resolved: 0", "None", "PID's not resolved: 1", and "908000001". At the bottom, a download link "Show all" is visible, with a hand-drawn arrow pointing to it from the left.

The second part of the screenshot shows a file download dialog in the Chrome browser. It displays a single file named "erroneous-docume....zip". The dialog has a close button ("X") in the top right corner.

Opening the erroneous document zip will display a file viewer to show you all the documents that were unable to be resolved during the upload process.



If an error occurs during the parse and upload process that error should be displayed in the output box with an appropriate error message to inform the user. In the case of an internal server error the output will be unpredictable. In this case you should contact your College's IT department to inform them of the problem.

- Once the upload has finished you are free to start another upload at any time.

Admin Page

1. From the parsing page, click on the Admin Controls button to access the admin functions if you have admin privileges.

The screenshot shows the Virginia Tech Document Parser interface. At the top, the Virginia Tech logo and 'VIRGINIA TECH DOCUMENT PARSER' are displayed. On the left, an 'Admin Controls' button is highlighted with a red box and a black arrow pointing to it. The main form area includes fields for selecting a document to parse (with a 'Browse' button), selecting a document type (dropdown), selecting a term code (dropdown), and a 'Parse and Upload Document' button. A large red-bordered box covers the bottom half of the page content area.

Document Type Control

1. Click on the “Document Types” tab

Adding Document Types

1. Into the “Enter Document Type Name.” text box, enter the document type you would like to add.
2. Next, click on the “Add Document Type” button. The new document type should show up in the list below, sorted in alphabetical order. This new document type should also appear in alphabetical order in the parsing page drop down for document types.

The screenshot shows a web-based application for managing document types. At the top, there are three tabs: "Document Types" (which is active, indicated by a red underline), "Users", and "Term Codes". Below the tabs, there is a search bar with the placeholder text "Enter Document Type Name:" and a dropdown menu showing the value "OTHER". To the right of the search bar is a large red button labeled "Add Document Type". The main content area is titled "Document Types" and contains a list of document types, each with a "Remove" button to its right. The document types listed are:

Document Type	Action
AR-ACADEMIC RELIEF	Remove
AS-ACADEMIC STANDING NOTIFICATION	Remove
AS-ACADEMIC SUSPENSION APPEAL	Remove
AS-ACADEMIC WARNING ASSESSMENT	Remove
AS-PROBATION PACKET	Remove
AS-RE-ENROLLMENT REQUEST	Remove
CS-COURSE WITHDRAWAL	Remove
CS-EXAM CHANGE REQUEST	Remove

Removing Document Types

1. First find the document type you would like to remove in the list of Document Types.
2. Click on the corresponding remove button. This should remove this document type from the list and on the document type drop down list in the parsing page.

Document Types Users Term Codes

Enter Document Type Name:

Add Document Type

Document Types

Document Type	Action
N-FOREIGN LANGUAGE EXEMPTION LETTER	Remove
N-POLICY 91 NOTIFICATION	Remove
N-SCHOLARSHIP NOTIFICATION	Remove
N-STUDENT CONDUCT NOTIFICATION	Remove
OTHER	Remove
RE-ENROLLMENT REQUEST	Remove
RP-ADVISING LOG	Remove
RP-CIEP WORK/SCHOOL SCHEDULE	Remove
SA-STUDENT ATHLETE	Remove

User Control

1. Click on the “Users” tab

Adding New Users

1. Into the “Enter Username” textbox, enter the PID of the user to be added.
2. Under the “Select Role” drop down, select the administrative privilege role of the user to be added.
3. Click on the “Add User” button. This should add the user with the corresponding PID to the database, making them able to access this application. Adding them as a standard user will give them upload privileges, but not access to the admin page.

The screenshot shows a user management interface with the following components:

- Document Types**: A tab at the top left.
- Users**: The active tab at the top center.
- Term Codes**: A tab at the top right.
- Search Bar**: An input field labeled "Enter Username:" containing "pid123".
- User Card**: A modal or temporary view showing a user named "admin" with a role of "standard". It includes a "Logout" button and a "Delete" button.
- Add User**: A large red "Add User" button located to the right of the user card.
- User List**: A table-like list of users with their names and roles:

User	Role	Action
bbradner	admin	Remove
justinm98	admin	Remove
michaeljw	admin	Remove
noliver	admin	Remove

A large black arrow points from the word "Users" on the left towards the user list. Two smaller arrows point from the "Delete" button in the user card towards the "Remove" buttons in the user list.

Removing Users

1. First find the user you would like to remove in the list of Users.
2. Click on the corresponding remove button. This should remove this user from the list and remove access to this application.

Document Types **Users** Term Codes

Enter Username: Select Role: Add User

Users

bbradner	admin	▼	Remove
justinm98	admin	▼	Remove
michaeljw	admin	▼	Remove
noliver	admin	▼	Remove

Changing User Privileges

1. First find the user you would like to change the privilege of in the list of Users.
2. Next to their PID, you will find a drop down menu with their current privileges.
3. Open the drop down menu and select the privileges you would like to switch the user to.
4. This will give/remove access to the admin page for the specified user.

The screenshot shows a user management interface with three tabs at the top: "Document Types", "Users" (which is selected), and "Term Codes". Below the tabs are search and filter fields: "Enter Username:" (text input), "Select Role:" (dropdown menu), and "Add User" (button). The main area is titled "Users" and contains a list of four users: "bbradner", "justinm98", "michaeljw", and "noliver". To the right of each user name is a column of role information and a "Remove" button. An arrow points from the text "Click on the 'Add User' button" to the "Add User" button at the top right.

User	Role	Action
bbradner	admin	Remove
justinm98	standard	Remove
michaeljw	admin	Remove
noliver	admin	Remove

Term Code Control

1. Click on the “Term Codes” tab

Adding a New Term Code

1. Into the “Enter Term Code:” text box, enter the term code you would like to add.
2. Next, click on the “Add Term Code” button. The new term code should show up in the list below, sorted in numerical order. This new term code should also appear in numerical order in the parsing page drop down for term codes.

Document Types	Users	Term Codes				
<input type="text" value="Enter Term Code:
202102"/>		<input type="button" value="Add Term Code"/>				
<h2>Term Codes</h2> <table border="1"><tbody><tr><td>202101</td><td><input type="button" value="Remove"/></td></tr><tr><td>202106</td><td><input type="button" value="Remove"/></td></tr></tbody></table>			202101	<input type="button" value="Remove"/>	202106	<input type="button" value="Remove"/>
202101	<input type="button" value="Remove"/>					
202106	<input type="button" value="Remove"/>					

Removing Term Codes

1. First find the term code you would like to remove in the list of Term Codes.
2. Click on the corresponding remove button. This should remove this term code from the list and on the term code drop down list in the parsing page.

Document Types	Users	Term Codes
		<hr/>
Enter Term Code:		<input type="button" value="Add Term Code"/>
<h2>Term Codes</h2> <div style="border: 1px solid #800000; padding: 10px;"><p>202101</p><p>202106</p><p style="text-align: right;">→ <input type="button" value="Remove"/> <input type="button" value="Remove"/></p></div>		