



User Manual

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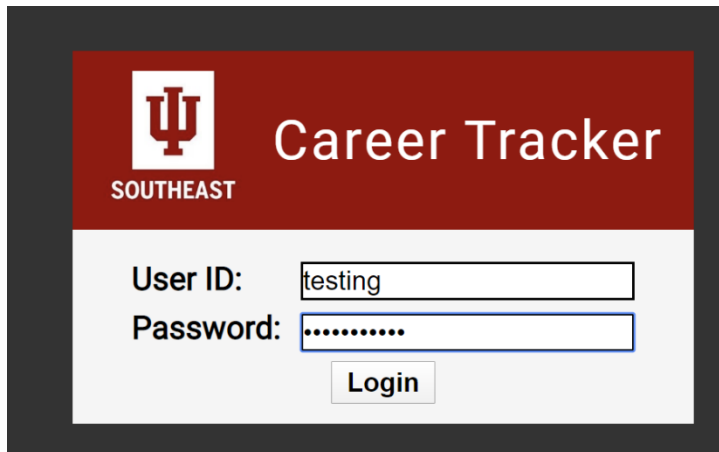
1. General Application Use

1.1 Logging In

Career Tracker is a web application that can be accessed via a web browser by navigating to the location provided by your system administrator. Your system administrator will also provide authorized users with credentials used in accessing the application.

To log on to the application,

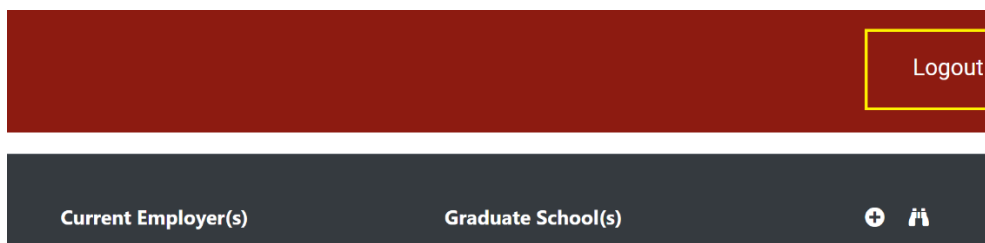
1.) On the logon window, enter your assigned user ID in the **User ID** field and your assigned password in the **Password** field.

The image shows the login interface for the Career Tracker application. At the top, there is a red header bar containing the Southeast logo (a white Psi symbol) and the text "SOUTHEAST" and "Career Tracker". Below the header, there is a white login form. The form has two input fields: "User ID:" with the text "testing" entered, and "Password:" with a masked password ".....". Below these fields is a "Login" button.

2. Click the **Login** button.

1.2 Logging Out

To log out of the application, select **Logout** in the top right corner of the main application window.

The image shows the main application window of Career Tracker. It features a dark red header bar with a "Logout" button in the top right corner. Below the header is a dark gray footer bar. The footer bar contains the text "Current Employer(s)" and "Graduate School(s)", followed by a plus sign icon and a person icon.

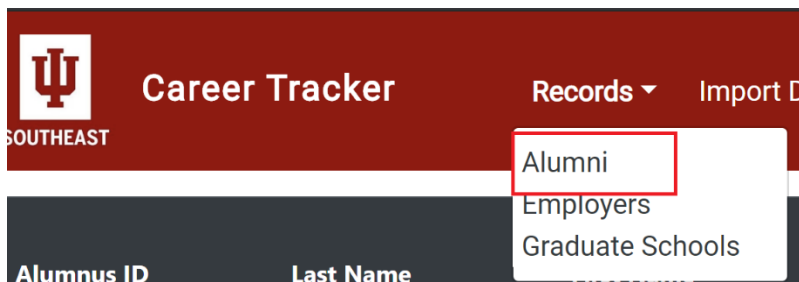
2. Record Maintenance

The **Record Maintenance** module allows a user to search for, view, and edit alumnus, employer, and graduate school data using online screens within the application.

2.1 Alumni

The **Alumni** section of the Record Maintenance module allows a user to search for, view, and edit records related to alumni of the Department of Natural Sciences at Indiana University. This section is used to store contact information for alumni as well as degree, employment, graduate school, and comment data.

To access the Alumni section, select **Alumni** from the **Records** dropdown menu on the main application window.

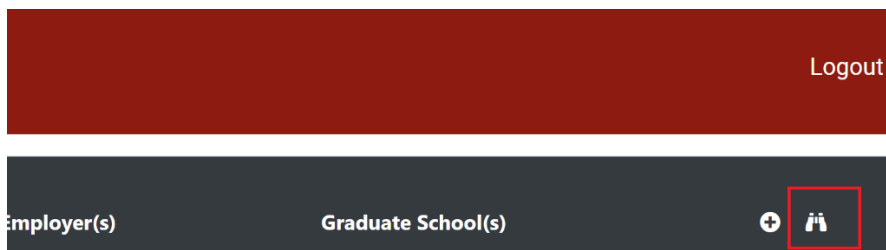


2.1.1 Searching for an Alumnus

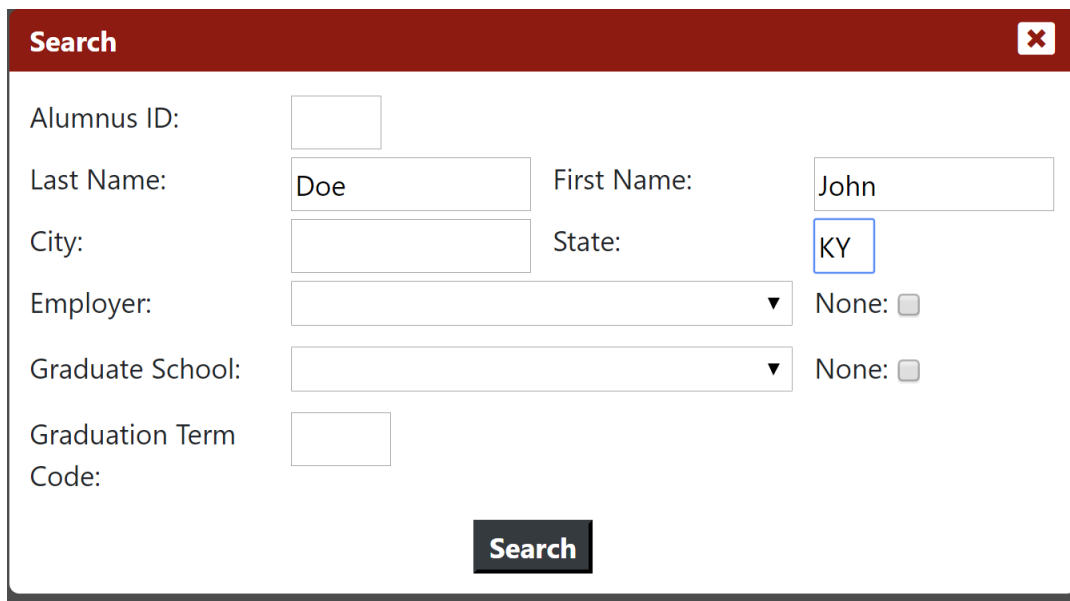
The main alumni record window allows a user to search for and access alumni records using a variety of criteria.

To search for an alumni record,

1.) On the main alumni window, select the **Search** button in the far right of the search result header:



2.) On the search window, update the criteria fields to reflect the desired search criteria:



Search [X]

Alumnus ID:

Last Name: First Name:

City: State:

Employer: None: ☐

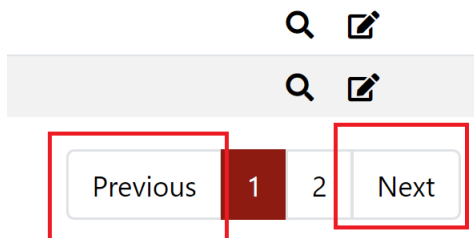
Graduate School: None: ☐

Graduation Term Code:

Search

3.) Click the **Search** button. The search window will close and the results of the search will be displayed in the main window.

To view additional pages, when applicable, click the desired page number or the **Next** button at the bottom right of the search results. To go back to a previous page, click the desired page number or the **Previous** button. The current page is displayed with a red background (page 1 in the below image).



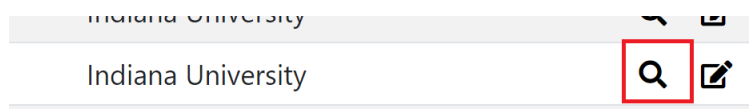
Q [edit icon]

Q [edit icon]

Previous 1 2 Next

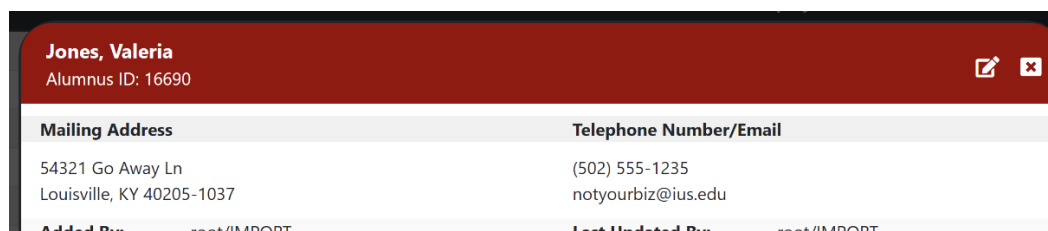
2.1.2 Viewing an Alumnus Record

To view an alumnus record without potentially making updates to the record, select the **View** button on the row corresponding with the desired record.



2.1.2.1 Name and Contact Information

The name and contact information associated with an alumnus is shown in the top of the alumnus record window. This section includes the name of the alumnus as well as their mailing address, telephone number, and e-mail address. In addition, an automatically generated ID is displayed at the top of the section.



2.1.2.2 Degrees

The **Degrees** section displays all degree records associated with an alumnus, including the diploma description and the associated graduation term code associated. It is shown at the bottom of the alumnus record window.

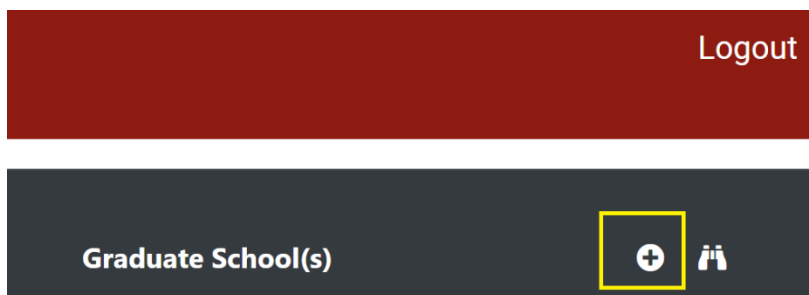
Degrees	Employments	Graduate Schools	Comments	
Diploma Description	Graduation Term Code	Added By Date/Time	Last Updated By Date/Time	
Certificate in Coding Technology	4185	root/IMPORT 4/16/2020 6:57 PM	root/IMPORT 4/16/2020 6:57 PM	

2.1.2.3 Employments

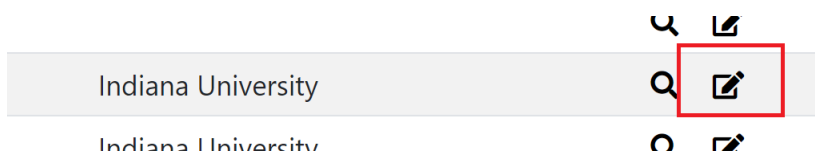
The **Employments** section displays past and current employer records associated with an alumnus, including the company name and location as well as the role title. It is accessed by selecting the Employments tab at the bottom of the alumnus record window.

2.1.3 Adding/Editing an Alumnus Record

To add a new alumnus record, click the **New Record** button in the black alumnus result header.



To edit an alumnus record, select the **Edit** button on the row corresponding with the desired record.



2.1.3.1 Name and Contact Information

To edit the name and/or contact information,


- 1.) Update the fields as desired.
- 2.) Click the **Save** button.

If any validation errors are shown, correct the errors and click the **Save** button again. A success message will be displayed when updates have been committed.

A screenshot of a form for editing an alumnus record. At the top right, there is a red bar with three icons: a trash can, a save icon (highlighted with a yellow box), and a close icon. The form has two columns. The left column contains: 'Last Name:' with the value 'Jones', 'Mailing Address' section with 'Street Address:' (54321 Go Away Ln), 'City:' (Louisville), 'State:' (KY), and 'Zip Code:' (40205-1037). The right column contains: 'First Name:' with the value 'Valeria', 'Telephone Number/Email' section with 'Telephone Number:' ((502) 555-1235) and 'E-mail Address:' (notyourbiz@ius.edu). At the bottom, there are two rows: 'Added By: root/IMPORT' and 'Last Updated By: root/IMPORT', and 'Added Date/Time: 4/16/2020 6:58 PM' and 'Last Updated Date/Time: 4/16/2020 6:58 PM'.

To delete a record,

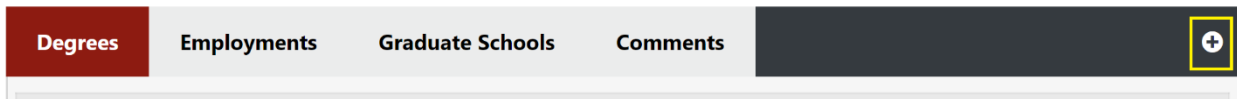
- 1.) Click the **Delete** button.
- 2.) On the confirmation dialog, select the **Yes** button.





Last Name:	<input type="text" value="Jones"/>	First Name:	<input type="text" value="Valeria"/>
Mailing Address		Telephone Number/Email	
Street Address:	<input type="text" value="54321 Go Away Ln"/>	Telephone Number:	<input type="text" value="(502) 555-1235"/>
	<input type="text"/>	E-mail Address:	<input type="text" value="notyourbiz@ius.edu"/>
City:	<input type="text" value="Louisville"/>		
State:	<input type="text" value="KY"/>		
Zip:	<input type="text"/>		

2.1.3.2 Degrees

To add a degree record, click the **New Record** button in the black tab header.



To edit a degree record, click the **Edit Record** button in the row corresponding with the desired record.

Schools	Comments	
+		
Added By	Last Updated By	Actions
Date/Time	Date/Time	
root/IMPORT	root/IMPORT	 
4/16/2020 6:58 PM	4/16/2020 6:58 PM	

On the degree detail window,

- 1.) Enter the diploma description and the graduation term code associated with the degree
- 2.) Click the **Save** button.





If validation errors display, correct the fields and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.

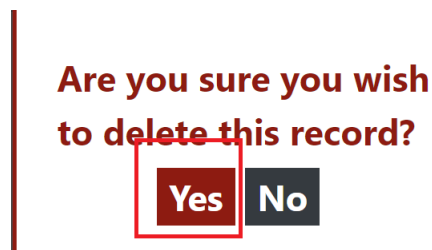


To delete a degree record,

1.) Click the **Delete Record** button in the row corresponding with the desired record.

Added By	Actions
e	 
8:19	

2.) When the delete confirmation displays, click the **Yes** button.





2.1.3.3 Employments

To add an employment record, click the **New Record** button in the black tab header.

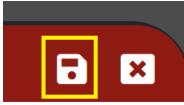


To edit an employment record, click the **Edit Record** button in the row corresponding with the desired record.

Schools	Comments	
e		
Added By	Last Updated By	Actions
Date/Time	Date/Time	
root/IMPORT	root/IMPORT	 
4/16/2020 6:58 PM	4/16/2020 6:58 PM	

On the employment detail window,

- 1.) Select the employer, enter the role title, and select the checkbox if this is an active employment.
- 2.) Click the **Save** button.





If validation errors display, correct the fields and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.



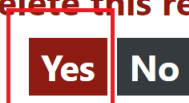
To delete an employment record,

- 1.) Click the **Delete Record** button in the row corresponding with the desired record.

Created By	Actions
e	 

- 2.) When the delete confirmation displays, click the **Yes** button.

**Are you sure you wish
to delete this record?**



2.1.3.4 Graduate Schools

To add a graduate school record, click the **New Record** button in the black tab header.



To edit a graduate school record, click the **Edit Record** button in the row corresponding with the desired record.

Schools	Comments			+
Added By	Last Updated By	Actions		
Date/Time	Date/Time			
root/IMPORT	root/IMPORT			
4/16/2020 6:58 PM	4/16/2020 6:58 PM			

On the graduate school detail window,

- 1.) Select the associated graduate school.
- 2.) Click the **Save** button.



If validation errors display, correct the field and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.

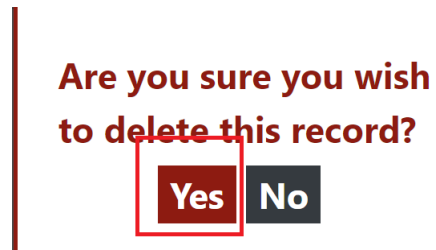


To delete a graduate school record,

- 1.) Click the **Delete Record** button in the row corresponding with the desired record.

Added By	Actions	
e		
8:19		

2.) When the delete confirmation displays, click the **Yes** button.





2.1.3.5 Comments

To add a comment record, click the **New Record** button in the black tab header.



To edit a comment record, click the **Edit Record** button in the row corresponding with the desired record.

Comments	
Last Updated By Date/Time	Actions
root 4/16/2020 8:25 PM	 

On the comment detail window,

- 1.) Enter the desired comment.
- 2.) Click the **Save** button.





If validation errors display, correct the field and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.



To delete a comment record,

1.) Click the **Delete Record** button in the row corresponding with the desired record.

ited By e	Actions
8:19	 

2.) When the delete confirmation displays, click the **Yes** button.

**Are you sure you wish
to delete this record?**

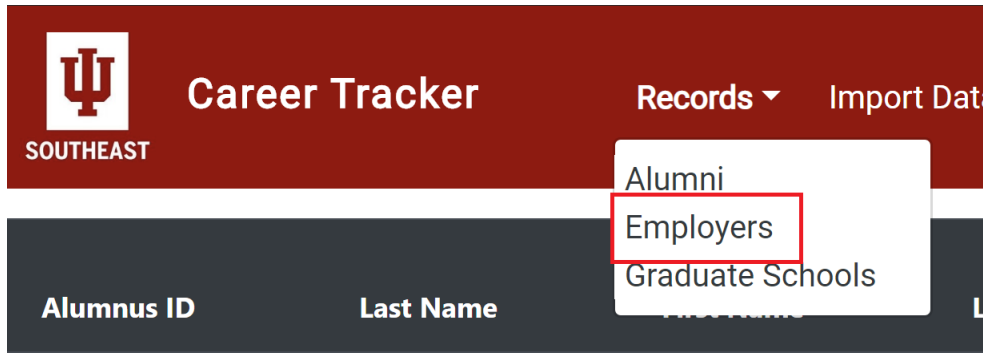
Yes

No

2.2 Employers

The **Employers** section of the Record Maintenance module allows a user to search for, view, and edit records related to employer records in the application that are used when associating an alumnus to an employment record. This section is used to store contact information for employers as well as comments.

To access the Employers section, select **Employers** from the **Records** dropdown menu on the main application window.

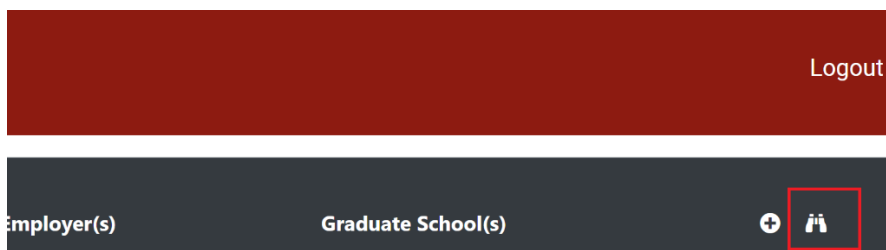


2.2.1 Searching for an Employer

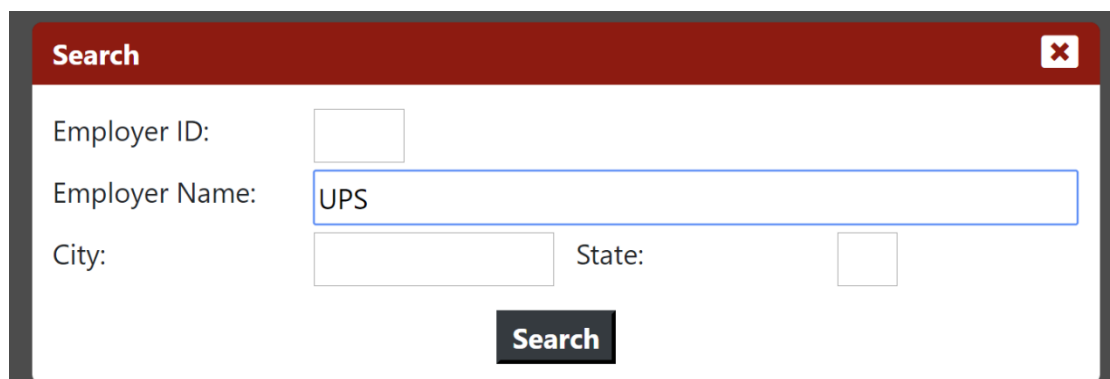
The main employer record window allows a user to search for and access employer records using a variety of criteria.

To search for an employer record,

1.) On the main alumni window, select the **Search** button in the far right of the search result header:

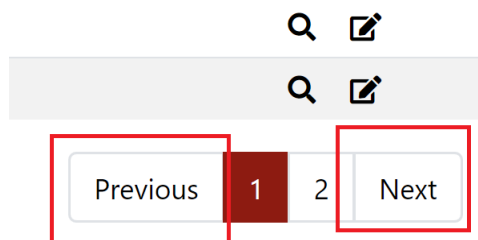


2.) On the search window, update the criteria fields to reflect the desired search criteria:

A search window titled "Search" with a red header bar and a close button (X) in the top right corner. The form contains four input fields: "Employer ID:" (empty), "Employer Name:" (containing "UPS"), "City:" (empty), and "State:" (empty). A "Search" button is located at the bottom center of the form.

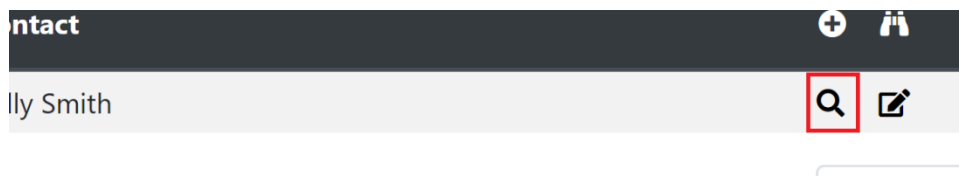
3.) Click the **Search** button. The search window will close and the results of the search will be displayed in the main window.

To view additional pages, when applicable, click the desired page number or the **Next** button at the bottom right of the search results. To go back to a previous page, click the desired page number or the **Previous** button. The current page is displayed with a red background (page 1 in the below image).



2.2.2 Viewing an Employer Record

To view an employer record without potentially making updates to the record, select the **View** button on the row corresponding with the desired record.



2.2.2.1 Employer Name and Contact Information

The employer name and contact information associated with an employer is shown in the top of the employer record window. This section includes the name of the employer as well as the mailing address, contact name, telephone number, and e-mail address. In addition, an automatically generated ID is displayed at the top of the section.

UPS

Employer ID: 16



Mailing Address

Contact/Telephone Number/Email

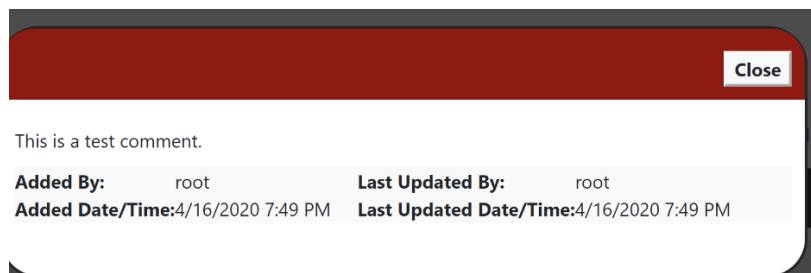
Sally Smith

2.2.2.2 Comments

The **Comments** section displays any comments relevant to the employer that have been submitted by users of the application. It is accessed by selecting the Comments tab at the bottom of the employer record window.

Comments			
Comment	Added By Date/Time	Last Updated By Date/Time	Actions
New comment	root 4/16/2020 8:54 PM	root 4/16/2020 8:54 PM	View

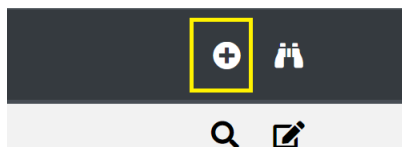
To view the comment in a larger window, click the **View** command in the Actions column.



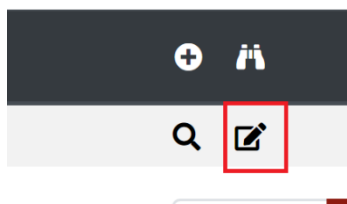
To close the window, click the **Close** button.

2.2.3 Adding/Editing an Employer Record

To add a new employer record, click the **New Record** button in the black employer result header.



To edit an employer record, select the **Edit** button on the row corresponding with the desired record.



2.2.3.1 Employer Name and Contact Information

To edit the name and/or contact information,

- 1.) Update the fields as desired.
- 2.) Click the **Save** button.

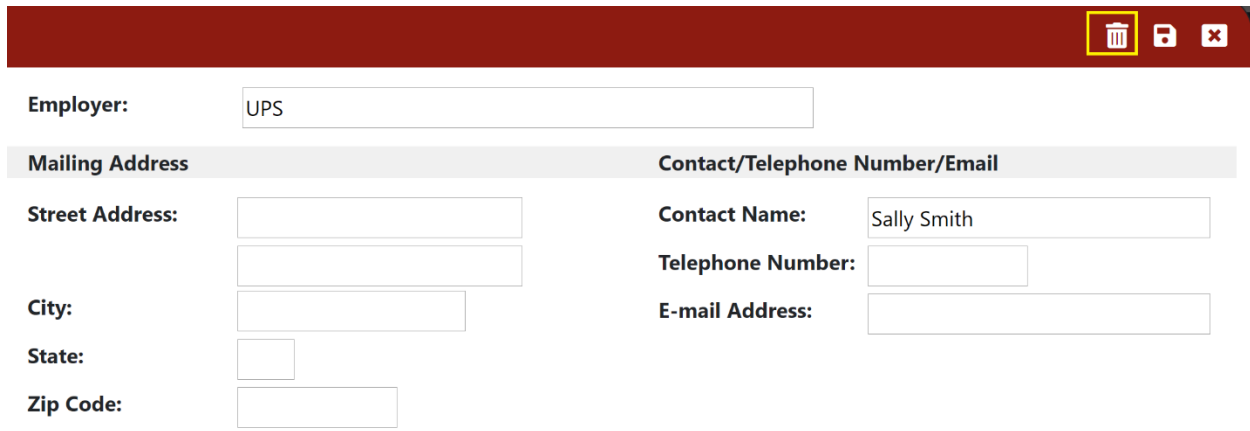
If any validation errors are shown, correct the errors and click the **Save** button again. A success message will be displayed when updates have been committed.

A screenshot of a form for editing an employer record. At the top, there is a dark red header bar with three icons on the right: a trash can, a save icon (highlighted with a yellow box), and a close icon. Below the header, the form contains the following fields:

- Employer:** A text input field containing the value "UPS".
- Mailing Address:** A section with four text input fields: "Street Address:" (two stacked fields), "City:", "State:", and "Zip Code:".
- Contact/Telephone Number/Email:** A section with three text input fields: "Contact Name:" (containing "Sally Smith"), "Telephone Number:", and "E-mail Address:".
- Added By:** A text input field containing "CURRENTUSER".
- Added Date/Time:** A text input field containing "4/16/2020 7:22 PM".
- Last Updated By:** A text input field containing "root".
- Last Updated Date/Time:** A text input field containing "4/16/2020 8:48 PM".

To delete a record,

- 1.) Click the **Delete** button.
- 2.) On the confirmation dialog, select the **Yes** button.



Employer:



Mailing Address	Contact/Telephone Number/Email
Street Address: <input type="text"/>	Contact Name: <input type="text" value="Sally Smith"/>
<input type="text"/>	Telephone Number: <input type="text"/>
City: <input type="text"/>	E-mail Address: <input type="text"/>
State: <input type="text"/>	
Zip Code: <input type="text"/>	

2.2.3.2 Comments

To add a comment record, click the **New Record** button in the black tab header.



To edit a comment record, click the **Edit Record** button in the row corresponding with the desired record.

Comments	
Last Updated By Date/Time	Actions
root 4/16/2020 9:35 PM	 

On the comment detail window,

- 1.) Enter the desired comment.
- 2.) Click the **Save** button.





If validation errors display, correct the field and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.



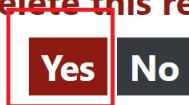
To delete a comment record,

1.) Click the **Delete Record** button in the row corresponding with the desired record.

ated By e	Actions
8:19	 

2.) When the delete confirmation displays, click the **Yes** button.

**Are you sure you wish
to delete this record?**



2.3 Graduate Schools

The **Graduate Schools** section of the Record Maintenance module allows a user to search for, view, and edit records related to graduate schools records in the application that are used when associating an alumnus to a graduate school record. This section is used to store contact information for graduate schools as well as comments.

To access the Graduate Schools section, select **Graduate Schools** from the **Records** dropdown menu on the main application window.

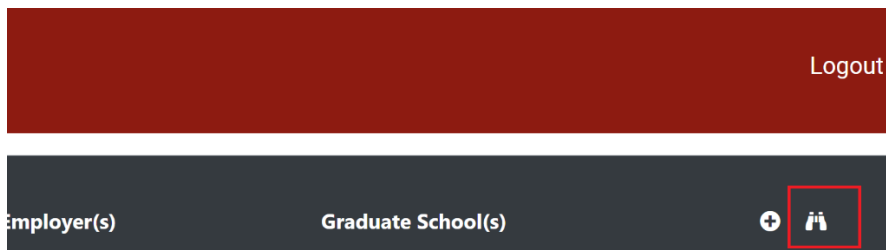


2.3.1 Searching for a Graduate School

The main graduate school record window allows a user to search for and access graduate school records using a variety of criteria.

To search for a graduate school record,

1.) On the main alumni window, select the **Search** button in the far right of the search result header:



2.) On the search window, update the criteria fields to reflect the desired search criteria:

Search

Graduate School ID:

Graduate School Name:

Indiana University

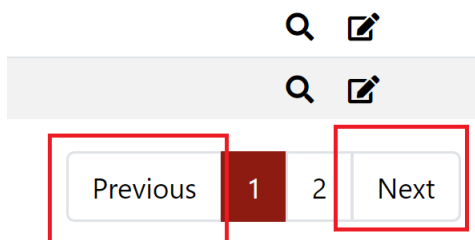
City:

State:

Search

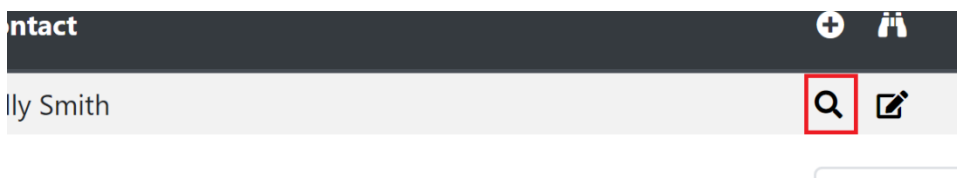
3.) Click the **Search** button. The search window will close and the results of the search will be displayed in the main window.

To view additional pages, when applicable, click the desired page number or the **Next** button at the bottom right of the search results. To go back to a previous page, click the desired page number or the **Previous** button. The current page is displayed with a red background (page 1 in the below image).





2.3.2 Viewing a Graduate School Record

To view a graduate school record without potentially making updates to the record, select the **View** button on the row corresponding with the desired record.



2.3.2.1 Graduate School Name and Contact Information

The graduate school name and contact information associated with a graduate school is shown in the top of the graduate school record window. This section includes the name of the graduate school as well as the mailing address, contact name, telephone number, and e-mail address. In addition, an automatically generated ID is displayed at the top of the section.

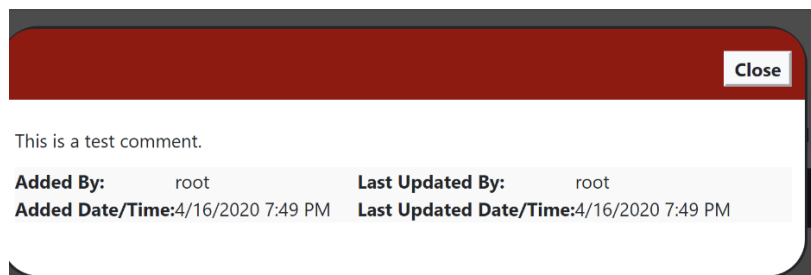
Indiana University Graduate School ID: 12		 
Mailing Address	Contact/Telephone Number/Email	
	Sally Smith	

2.3.2.2 Comments

The **Comments** section displays any comments relevant to the graduate school that have been submitted by users of the application. It is accessed by selecting the Comments tab at the bottom of the graduate school record window.

Comments			
Comment	Added By Date/Time	Last Updated By Date/Time	Actions
New comment	root 4/16/2020 8:54 PM	root 4/16/2020 8:54 PM	View

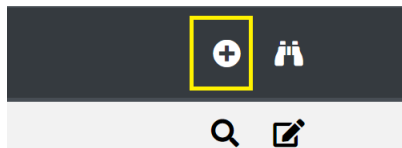
To view the comment in a larger window, click the **View** command in the Actions column.



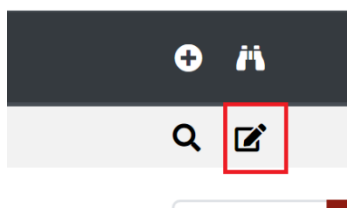
To close the window, click the **Close** button.

2.3.3 Adding/Editing a Graduate School Record

To add a new graduate school record, click the **New Record** button in the black graduate school result header.



To edit a graduate school record, select the **Edit** button on the row corresponding with the desired record.






2.3.3.1 Graduate School Name and Contact Information

To edit the name and/or contact information,

- 1.) Update the fields as desired.
- 2.) Click the **Save** button.

If any validation errors are shown, correct the errors and click the **Save** button again. A success message will be displayed when updates have been committed.






Graduate School:

Mailing Address	Contact/Telephone Number/Email
Street Address: <input type="text"/>	Contact Name: <input type="text" value="Sally Smith"/>
<input type="text"/>	Telephone Number: <input type="text"/>
City: <input type="text"/>	E-mail Address: <input type="text"/>
State: <input type="text"/>	
Zip Code: <input type="text"/>	

Added By: CURRENTUSER	Last Updated By: root
Added Date/Time: 4/16/2020 7:27 PM	Last Updated Date/Time: 4/16/2020 9:21 PM

To delete a record,

- 1.) Click the **Delete** button.
- 2.) On the confirmation dialog, select the **Yes** button.



Graduate School:



Mailing Address	Contact/Telephone Number/Email
Street Address: <input type="text"/>	Contact Name: <input type="text" value="Sally Smith"/>
<input type="text"/>	Telephone Number: <input type="text"/>
City: <input type="text"/>	E-mail Address: <input type="text"/>
State: <input type="text"/>	
Zip Code: <input type="text"/>	
Added By: CURRENTUSER	Last Updated By: root
Added Date/Time: 4/16/2020 7:27 PM	Last Updated Date/Time: 4/16/2020 9:21 PM

2.3.3.2 Comments

To add a comment record, click the **New Record** button in the black tab header.

Comments 

To edit a comment record, click the **Edit Record** button in the row corresponding with the desired record.

Comments	
Last Updated By Date/Time	Actions
root 4/16/2020 9:25 PM	 

On the comment detail window,

- 1.) Enter the desired comment.
- 2.) Click the **Save** button.





If validation errors display, correct the field and click the **Save** button again. A success message will be displayed when the record has been committed.

To close the window, click the **Close** button.



To delete a comment record,

1.) Click the **Delete Record** button in the row corresponding with the desired record.

ited By e	Actions
) 8:19	 

2.) When the delete confirmation displays, click the **Yes** button.

**Are you sure you wish
to delete this record?**



3. Import Data

The **Import Data** module allows a user to import alumni data using a pre-defined spreadsheet template in a Microsoft Excel (.xlsx) format. This spreadsheet template is based upon the file received from the Office of the Registrar. It is accessed by selecting Import Data on the main application window.



3.1 Spreadsheet Guidelines

The spreadsheet must meet the following guidelines for processing:

1.) The spreadsheet must be in the pre-defined format provided by the Office of Dean of Natural Sciences during application development. The template is attached for reference:

University	Primary La	Primary Fi	Primary M	Student C	Program C	Expected C	Requirem	Degree Ch	Plan Code	Plan Descr	Plan Sequ	Plan Type	Plan Diplo	Sub Plan C	Sub Plan D	Other Ema	GDS Camp	Mailing Ad	Mailing Ad	Mailing Ad	Mailing Ad

- 2.) The spreadsheet must be saved in Microsoft Excel spreadsheet format (.xlsx)
- 3.) The worksheet must be named **Upload**

3.2 Uploading a Spreadsheet

To upload a spreadsheet for processing,

- 1.) From the **Import Data** window, click the **Choose File** button (this may appear slightly different depending on browser).
- 2.) Locate and select the file to be uploaded.
- 3.) Click the **Upload** button.

Import Data

To import alumni data into the application, please select a **.xlsx** file containing data in the registrar format and click the **Upload** button.

Note: The worksheet to be processed must be named **Upload**.

Copy of mockData.xlsx

4.) Review the information shown on the screen to confirm if file processing was successful.

If errors were found in the file, please review the erroneous records and/or review the error displayed.

To re-submit, click the **Re-submit**

Import Data

The file could not be processed due to the following error(s).

Please review and correct the file and then try again.

No worksheet named 'Upload' exists in file.