Career Tracker

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.

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.

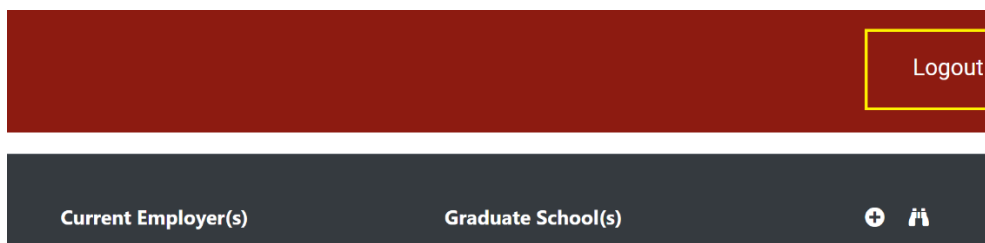# 2. Record Maintenance

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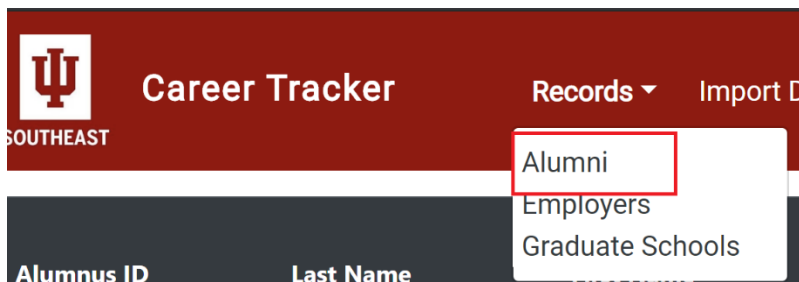
2.1.1 Searching for an Alumnus
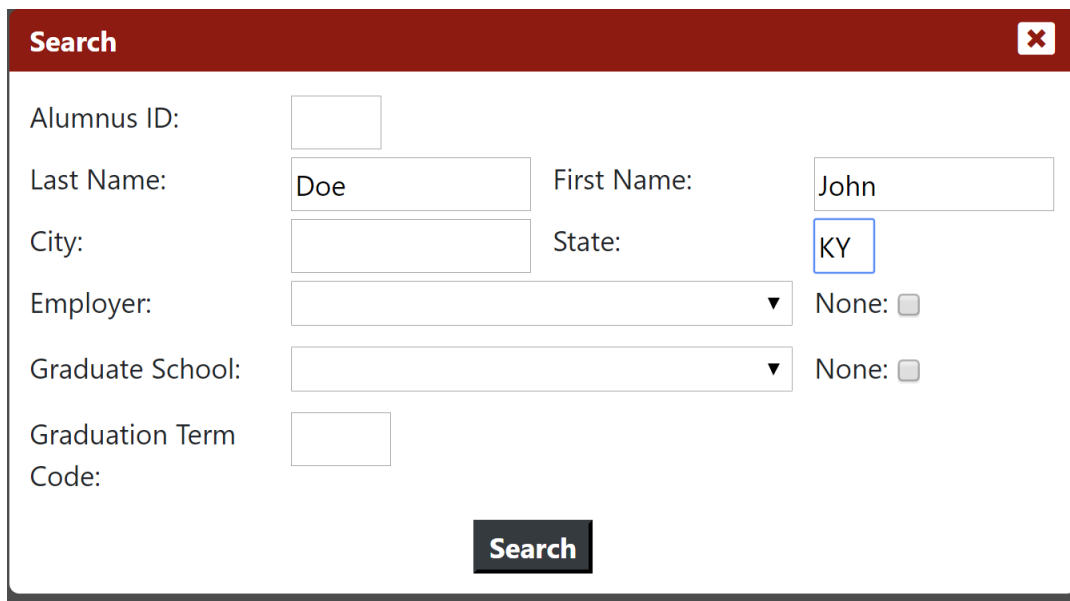
The main alumni record window allows a user to search for and access alumni records using a variety of criteria.

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:

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).

2.1.2 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.
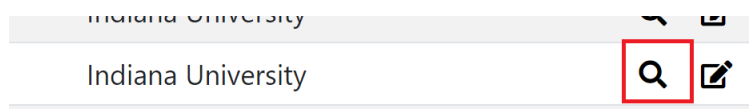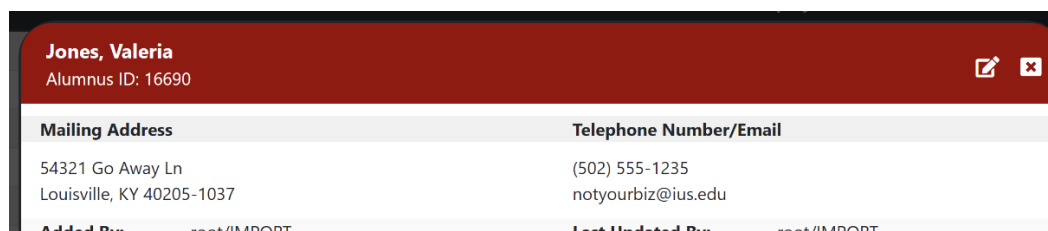

2.1.2.2 Degrees

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.

2.1.2.3 Employments

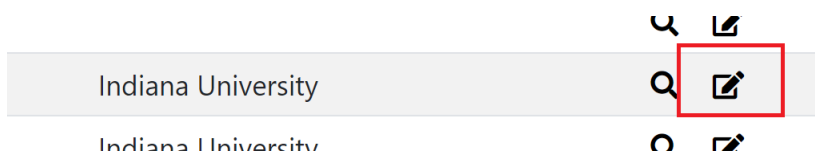The **Employments** section displays past and current employer records associated with an alumnus, including the company name and location as well as the role title. It is accessed by selecting the Employments tab at the bottom of the alumnus record window.

Degrees	**Employments**	**Graduate Schools**	**Comments**		

Employer Name	Location	Role Title	Active Employment	Added By Date/Time	Last Updated By Date/Time
UPS	,	Programmer	N	CURRENTUSER 4/16/2020 7:22 PM	CURRENTUSER 4/16/2020 7:22 PM

. **2.1.2.4 Graduate Schools**

The **Graduate Schools** section displays past and current graduate school records associated with an alumnus, including the university name and location. It is accessed by selecting the Graduate Schools tab at the bottom of the alumnus record window.

Degrees	**Employments**	**Graduate Schools**	**Comments**	

School Name	Location	Added By Date/Time	Last Updated By Date/Time
Indiana University	,	root 4/16/2020 7:39 PM	root 4/16/2020 7:39 PM

2.1.2.5 Comments

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

Degrees	**Employments**	**Graduate Schools**	**Comments**	

Comment	Added By Date/Time	Last Updated By Date/Time	Actions
This is a test comment.	root 4/16/2020 7:49 PM	root 4/16/2020 7:49 PM	View

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

		Close

This is a test comment.

Added By:	root	**Last Updated By:**	root
Added Date/Time:	4/16/2020 7:49 PM	**Last Updated Date/Time:**	4/16/2020 7:49 PM

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

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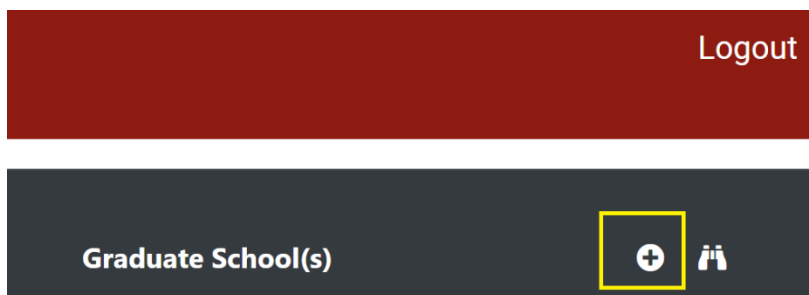
To edit an alumnus record, select the **Edit** button on the row corresponding with the desired record.

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

To delete a record,

1.) Click the **Delete** button.

2.) On the confirmation dialog, select the **Yes** button.

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.

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.

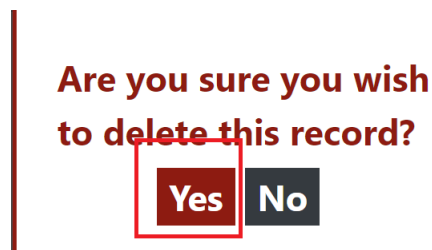To close the window, click the **Close** button.

To delete a degree record,

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

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

2.1.3.3 Employments

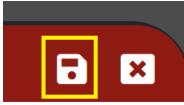**To add an employment record**, click the **New Record** button in the black tab header.

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

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.

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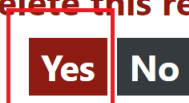
2.1.3.4 Graduate Schools

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.

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.

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

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

Yes No

2.1.3.5 Comments

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

| Degrees | Employments | Graduate Schools | **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	🗑 ✏

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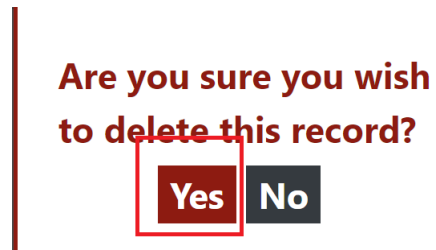
To close the window, click the **Close** button.

To delete a comment record,

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

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

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.
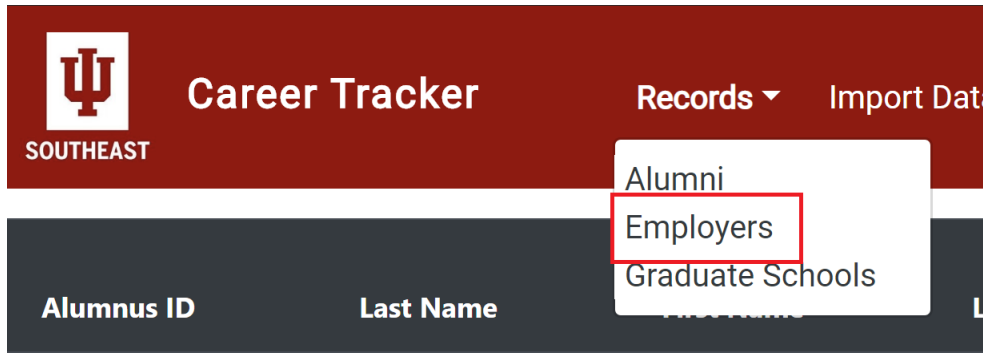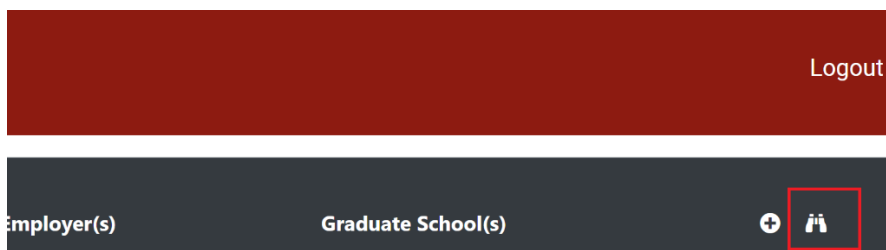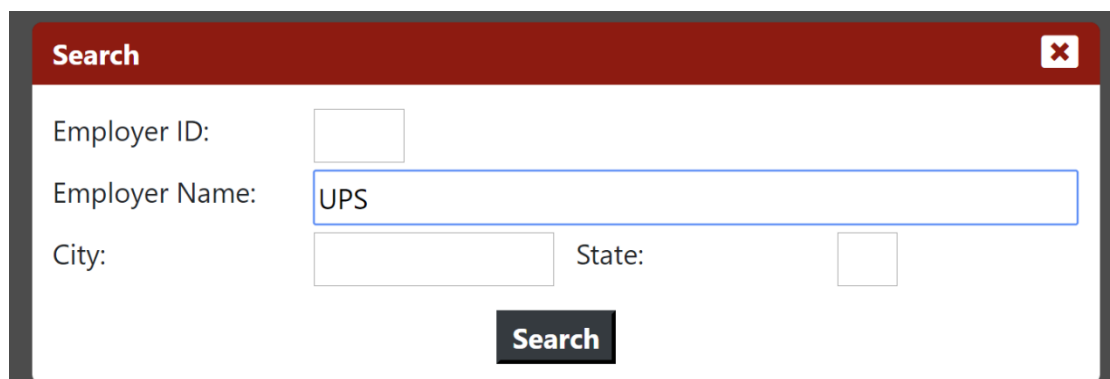

2.2.1 Searching for an Employer

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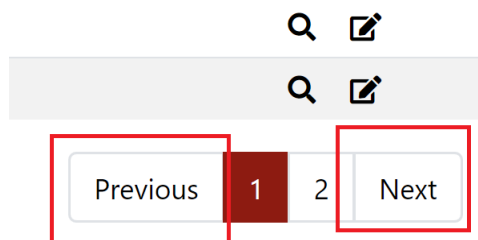
2.) On the search window, update the criteria fields to reflect the desired search criteria:


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.
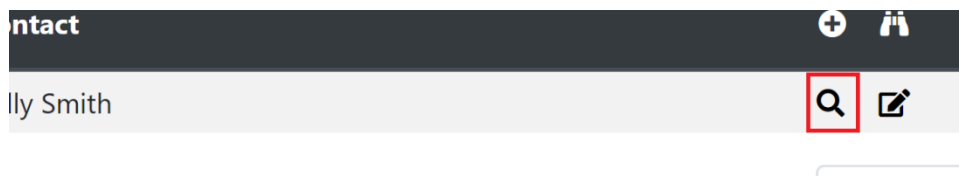
2.2.2.1 Employer Name and Contact Information

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

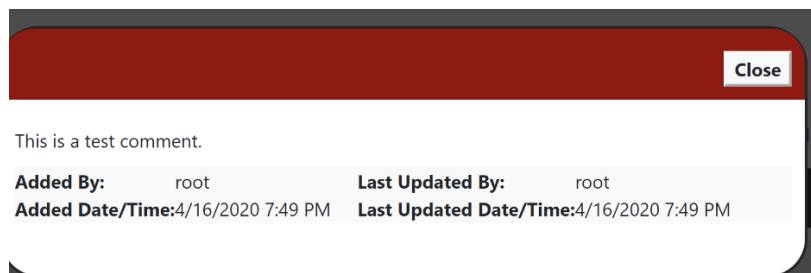| Mailing Address	Contact/Telephone Number/Email
	Sally Smith

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.

This is a test comment.

Added By: root   **Last Updated By:** root
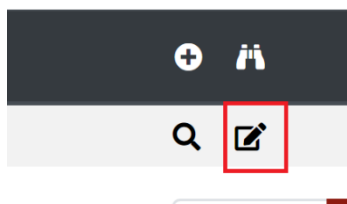**Added Date/Time:** 4/16/2020 7:49 PM   **Last Updated Date/Time:** 4/16/2020 7:49 PM

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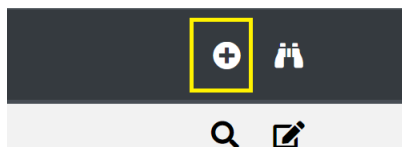
To edit an employer record, select the **Edit** button on the row corresponding with the desired record.

2.2.3.1 Employer Name and Contact Information

To edit the name and/or contact information,

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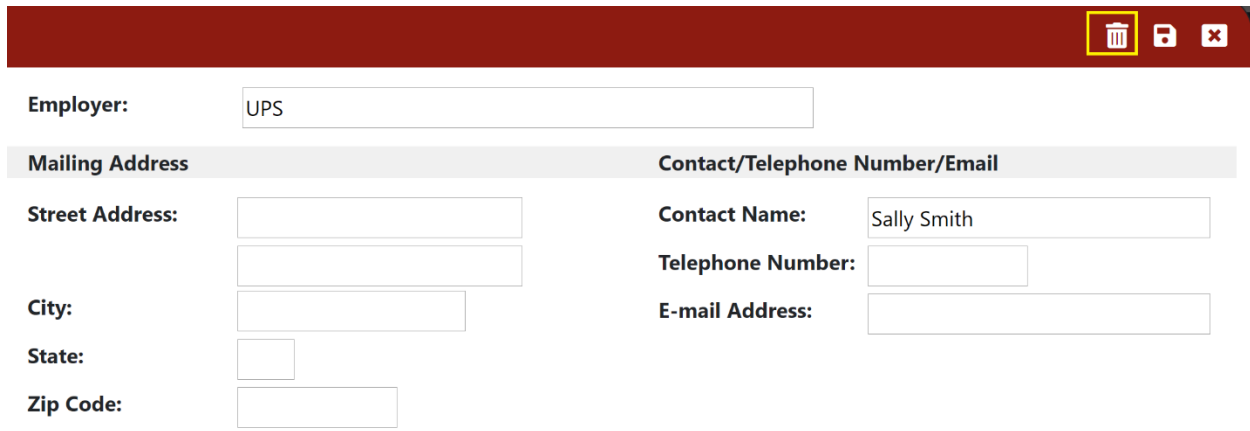
2.) Click the **Save** button.

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

To delete a record,

1.) Click the **Delete** button.

2.) On the confirmation dialog, select the **Yes** button.

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.

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.

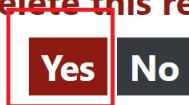**To delete a comment record**,

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

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

Are you sure you wish to delete this record?

Yes   No

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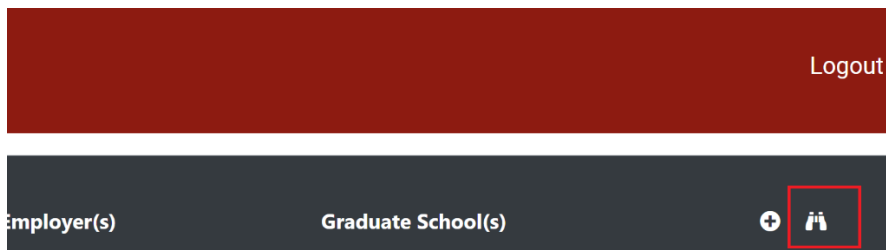
The main graduate school record window allows a user to search for and access graduate school records using a variety of criteria.

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   [Indiana University   ]
Name:

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).

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🔍 ✎

[Previous] [1] [2] [Next]
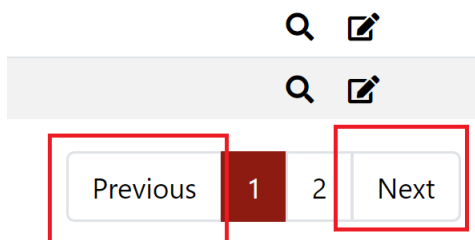
2.3.2 Viewing a Graduate School Record

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.

ntact   ⊕ 🔍

lly Smith   🔍 ✎
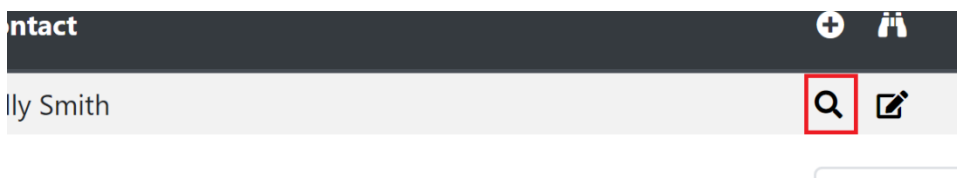
2.3.2.1 Graduate School Name and Contact Information

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.
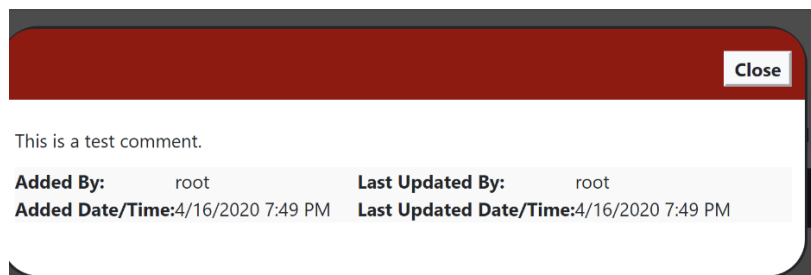

2.3.2.2 Comments

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.

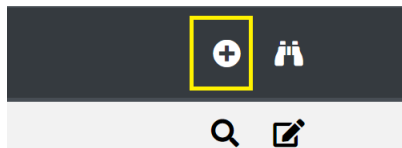**To view the comment in a larger window**, click the **View** command in the Actions column.
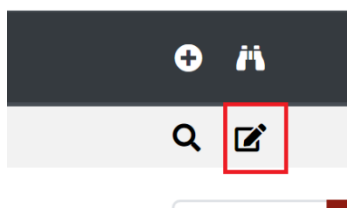

To close the window, click the **Close** button.

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

To delete a record,

1.) Click the **Delete** button.

2.) On the confirmation dialog, select the **Yes** button.

2.3.3.2 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.

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.

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

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 Ca	Program C	Expected C	Requireme	Degree Ch	Plan Code	Plan Descr	Plan Seque	Plan Type	Plan Diplo	Sub Plan C	Sub Plan D	Other Ema	GDS Camp	Mailing Ad	Mailing Ad	Mailing Ad	Mail

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**.

Choose File   Copy of mockData.xlsx   Upload

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.

Re-submit