

# **Grad Apps 2.0 System User Manual**

**Edward Vaisman      Sadman Sakib Hasan**

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# 1 General Information

## 1.1 System Overview

GradApps 2.0 is a business system application, which assists **The EECS Graduate Program** to *locate* the best candidate into the EECS Graduate Program by *minimizing* the manual work to be done.

The application is broken down into three user levels: *Administrator*, *Committee Member* and *Professor*. GradApps 2.0 operates as a web application, hence, a reliable internet connection is required when interacting with the application.

## 1.2 Organization of the Manual

The users manual consists of eight sections:

- **General Information** section explains in general terms the system and the purpose for which it is intended.
- **System Summary** section provides a general overview of the system. The summary outlines the uses of the systems hardware and software requirements, systems configuration, user access levels and systems behavior in case of any contingencies.
- **Getting Started** section explains how to get GradApps 2.0 and install to have it up and running. This section is solely for administrative uses.
- **Using The System** section provides a detailed description of the common system functions.
- **Administrator Use** section provides a detailed description of the administrator system functions.
- **Committee Member Use** section provides a detailed description of the committee member system functions.
- **Professor Use** section provides a detailed description of the professor system functions.
- **Help** section provides the contact information for further help on using the application.

## 2 System Summary

This section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, systems configuration, user access levels and systems behavior in case of any contingencies.

### 2.1 System Configuration

#### 2.1.1 Browser Configuration

GradApps 2.0 operates as a web interface application. It supports all modern web browser, however, Chrome and Mozilla Firefox are the recommended browser for using the application. The application is recommended to be only used through desktop browsers.

**Recommended Browser(s):**

- **Chrome:**  $\geq$  Chrome v60.0.3112
- **Mozilla Firefox:**  $\geq$  Firefox 57 (v57.0a1)

#### 2.1.2 Node.js Configuration

GradApps 2.0 is built using Node.js and it is vital to use the correct version of the node package manager (npm) and the node.

**Recommended Node.js version:**

- **Node:**  $\geq$  v8.9.4
- **NPM:**  $\geq$  5.6.0

#### 2.1.3 MySQL Configuration

GradApps 2.0 uses MySQL commercial database as the datasource manager.

**Recommended MySQL version:**  $\geq$  5.7.20

The following environmental variables are required to be set prior to starting the application.

- **MYSQL\_HOST:** the host name of the database server

- **MYSQL\_PORT**: the port number of the database server
- **MYSQL\_USER**: the user name to access the database
- **MYSQL\_PASSWORD**: the password to access the database
- **MYSQL\_DATABASE**: the database name (optional)

**Note:** The default database name for the application is *gradapps*. However, any customized database name can be set by using the environmental variable mentioned above.

#### 2.1.4 Other Configuration

The default port for the application web server is 3000. However, it can be set to one of your choice by enabling the PORT environmental variable.

## 2.2 User Access Levels

Only registered users can use the application. The user access levels for the three different user roles are discussed further in the document for each role.

## 2.3 Contingencies

In case of power outage or unexpected shutdown of the web server, the application will stop working and any unsaved data will be lost. It is recommended for users to save data frequently to avoid such losses.

### 3 Getting Started

This section explains how to get GradApps 2.0 on the machine, install it and start the application. Please note this section is solely for the system administrators who will maintain the application.

To install the application, it has to be pulled from the private GitHub repository as it is not a published application for other uses.

To clone the repository in the server machine, please make sure Git is installed in the machine. Along with Git, all the above configuration mentioned in Section 2.1 must be installed.

**Recommended Git version:** `>= 2.3.2`

1. Git clone the repository in the current working directory, run the following command:

```
$ git clone https://github.com/ssh24/EECS4090-Project.git
```

2. Change the working directory to the source of the project:

```
$ cd EECS4090-Project/src/
```

3. Install the required dependencies:

```
$ npm install
```

4. Set the required environmental variables (CentOS):

```
$ SET MYSQLHOST = <host>
$ SET MYSQLPORT = <port>
$ SET MYSQLUSERNAME = <username>
$ SET MYSQLPASSWORD = <password>
$ SET MYSQLDATABASE = <database>
$ SET PORT = <app_port>
```

5. Seed the database:

```
$ npm run seed:app
```

6. Start the application server:



```
$ npm start
```

7. The application can then be accessed at port 3000 or the one set by you using the environmental variable. To access the application locally, go to `http://localhost:<app_port>`.

**Note:** In order for the application be accessible from outside, the application port need to be set open. Once it is set open, the application can be accessed from anywhere it an internet in the following way: `http://<app_host>:<app_port>`.

## 4 Using The System

This section provides a detailed description of the common system functions. Common system functions are functionality that are available to all users who have access to the system. The list of common system functions are listed below:

### 4.1 Logging In

To access the gradapps portal you'll first need to be authenticated into the system. To begin simply click on the "Sign In" button on the welcome page.

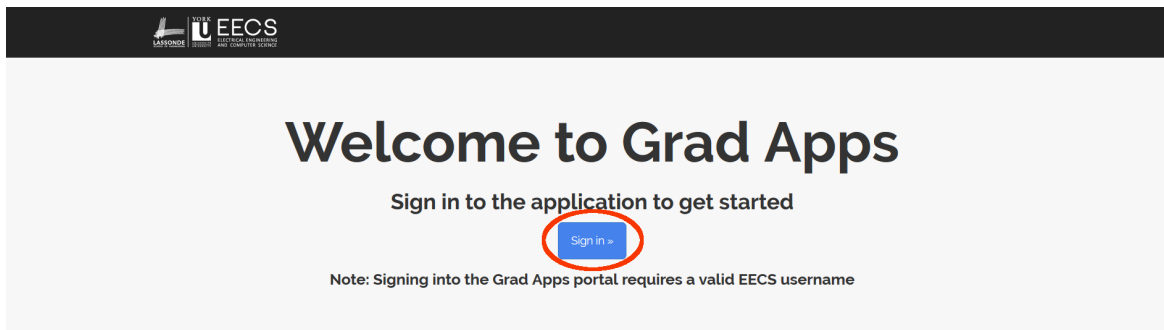


Figure 1: Welcome Page

You will then be redirected to the login page. Input your username, password and click on the "Login" button. If you are successfully authenticated you will be redirected to the role selection page.

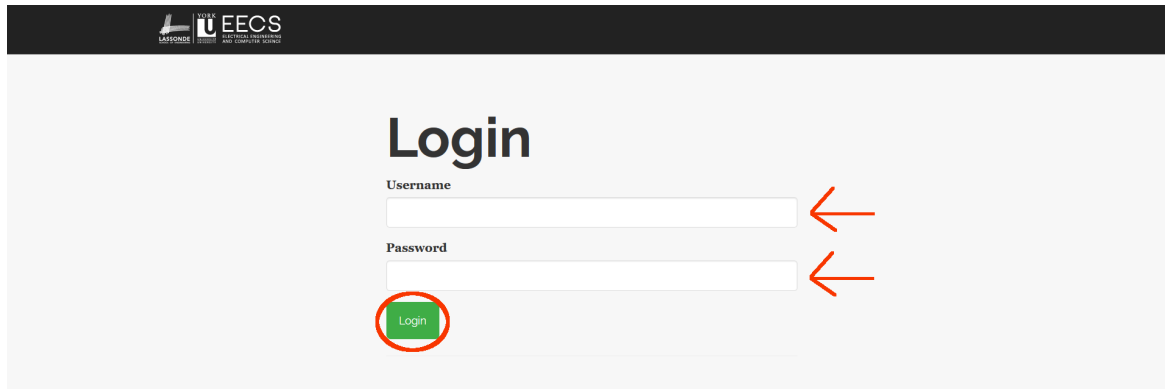
A screenshot of the login page for the EECS system. The page has a dark header with the EECS logo and the text 'EECS' and 'ELECTRONICS AND COMPUTER SCIENCE'. Below the header, the word 'Login' is displayed in a large, bold font. Underneath, there are two input fields: 'Username' and 'Password'. To the right of each input field is a red arrow pointing left. Below the 'Password' field is a green 'Login' button, which is circled in red.

Figure 2: Login Page

**Note:** If the credentials you have provided are invalid you will be greeted with an error message.

## 4.2 Selecting a Role

The subsections below describe the methods for selecting the a role.

### 4.2.1 Role Selection Page

From the role selection page click on the “Continue as Committee Member” button to be redirected to the committee member portal.

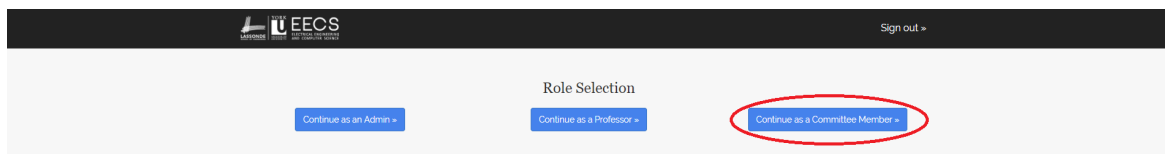
A screenshot of the role selection page. The page has a dark header with the EECS logo and the text 'EECS' and 'ELECTRONICS AND COMPUTER SCIENCE'. Below the header, the text 'Role Selection' is displayed. Underneath, there are three buttons: 'Continue as an Admin', 'Continue as a Professor', and 'Continue as a Committee Member'. The 'Continue as a Committee Member' button is circled in red.

Figure 3: Role Selection Page

**Note:** To access the administrator/committee/professor portal you must be granted access from an administrator.

### 4.2.2 Navigation Bar

If you have selected another role and wish to switch roles you will be presented with an option on the navigation bar. Click on the dropdown menu that displays your current role and click on your desired role.

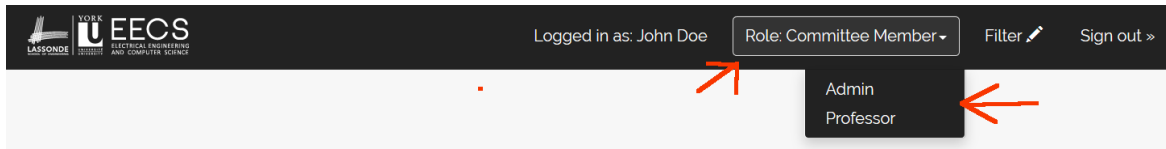


Figure 4: Switch Roles

**Note:** To access the administrator/committee/professor portal you must be granted access from an administrator.

### 4.3 User Settings

To customize personal user settings, simply click on the “Settings” button from the navigation bar on any page. The following are the required fields when update personal user settings:

- Username
- Last Name
- First Name
- Email

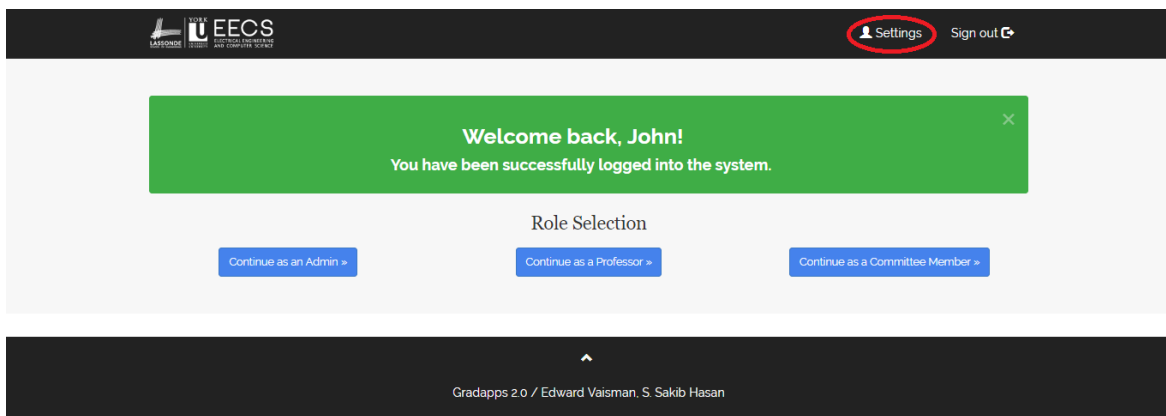


Figure 5: Open User Settings

### User Settings

#### Login Information

Username\*

admin

New Password

New Password

Confirm New Password

Confirm Password

#### General Information

Last Name\*

Doe

First Name\*

John

Email\*

john\_doe@example.com

#### User Information

Field(s) of Specialization

Computer Vision, Graph Mining

#### User Filter Preset(s)

Admin Preset

Admin Preset(s)

Committee Member Preset

Committee Member Preset(s)

Professor Preset

Professor Preset(s)

All fields with \* are required

Cancel

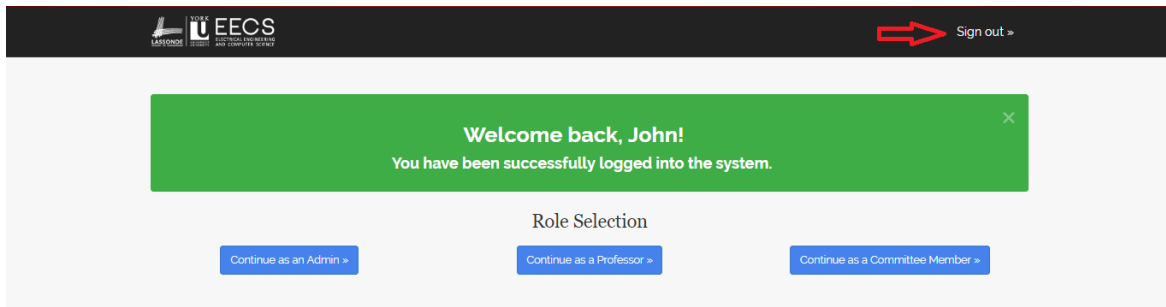
Update

Figure 6: User Settings Form

## 4.4 Logging Out

To logout of the system, simply click on the “Sign out” button from the navigation bar on any page.

**Note:** Idleness in the system for a maximum of 15 minute will cause the user session to be automatically terminated and the user will be logged out.



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Figure 7: Logout of the System

## 5 Administrator

This section provides a detailed description of the administrator system functions.

### 5.1 Administrator Dashboard

After logging in and selecting the *Admin* role you will have access to the administrator dashboard. From the dashboard you can perform the following:

- Manage Users (Refer to section: 5.2)
  - Adding a new user
  - Remove an existing user
  - Assign a new role to an user
  - Removing a role from an user
  - Updating user information such as:
    - \* Username
    - \* Password
    - \* Last Name
    - \* First Name
    - \* Email Address
    - \* Field(s) of Specialization
  - Deleting unwanted filter presets
- Manage Applications (Refer to section: 5.3)
  - Creating a new application
  - Deleting an existing application
  - Apply filtering on existing application(s)
  - Save presets on most used filter(s)
  - Export all or a set of application(s) to CSV
  - View application PDF file
- Manage Reviews (Refer to section: 5.4)
  - Assign at most one reviewer for visa applicants
  - Assign at most two reviewer(s) for domestic applicants

- Unassign reviews from an application
- Dismiss submitted review from an application
- View application PDF file

More on each of the three management portals in the following sections.

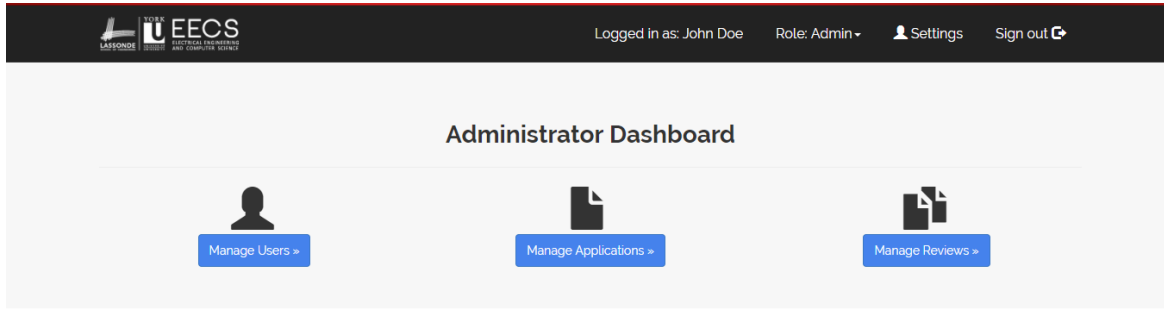


Figure 8: Administrator Dashboard

**Note:** Each of the management portal has a *Go back to dashboard* link which upon clicking will bring back to the default dashboard.



## 5.2 Manage Users

This section describes how you would add/remove a user, assign/unassign roles from a user and update user related information. To begin, from the administrator dashboard, click on *Manage Users*.

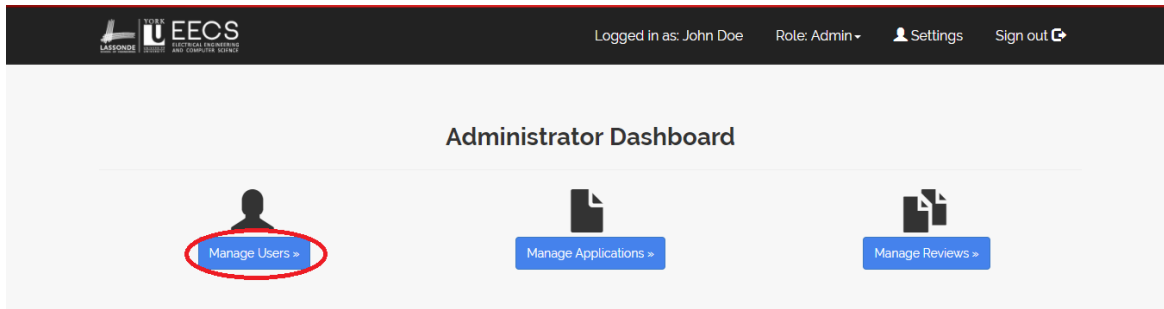



Figure 9: Click to Manage Users

### 5.2.1 Adding a user

Once in the managing user portal, you can add a new user to the system. Adding a new user to the system requires you to give them a username (EECS username), generate a random password or make a password for the user, fill in basic user information (such as Last Name, First Name, Email Address, Field(s) of Specialization) and assign them a role. The following fields are required when creating a new user:

- Username
- Password
- Last Name
- First Name
- Email
- Role(s)

**Note:** Username for a user is unique and hence trying to create a user with an existing username will not allow the new user to be created.


Logged in as: John Doe   Role: Admin+   Settings   Sign out

[Go back to dashboard](#)

[Refresh Current Table](#)
[Add New User](#)

Member Name	Member Email	Field(s) of Specialization	Roles Assigned	Actions
Arri Cristofolo	acristofolo@furl.net		Admin	<a href="#">Manage User</a>
Sophy Dearlove	sdearlove1@usnews.com		Admin	<a href="#">Manage User</a>
Sheff Boneham	sboneham2@aol.com	Artificial Intelligence, Data Mining	Professor	<a href="#">Manage User</a>
Bronny Poole	bpooles3@ifeng.com	Biomedical Engineering, Graph Mining	Professor	<a href="#">Manage User</a>
Winnie Dalyell	wdalyell4@yellowbook.com	Bioinformatics, Computer Networks	Professor	<a href="#">Manage User</a>
Ame Skerritt	askerritt5@guardian.co.uk	Artificial Intelligence, Bioinformatics	Professor	<a href="#">Manage User</a>
Chad Donaghie	cdonaghie6@sourceforge.net	Machine Learning, Computer Graphics and Media	Professor	<a href="#">Manage User</a>
Reamonn Cleef	rcleef7@umich.edu	Artificial Intelligence, Performance Engineering	Professor	<a href="#">Manage User</a>
Buiran Truran	btruran8@mashable.com	Machine Learning, Data Science	Professor	<a href="#">Manage User</a>

Figure 10: Click to create a user

### New User Form

#### Login Information

Username\*

Password\*

[Generate Password](#)
[Copy Password](#)

#### General Information

Last Name\*

First Name\*

Email\*

#### User Information

Field(s) of Specialization

Role(s)\*

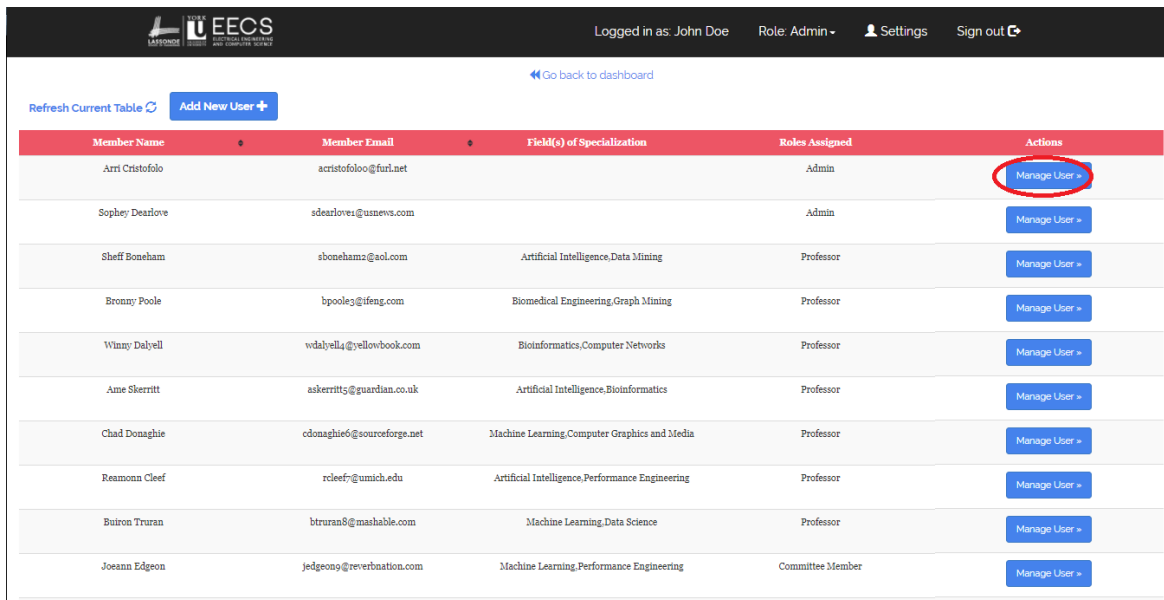
All fields with \* are required

[Cancel User](#)
[Create User](#)

Figure 11: Filling in user information

### 5.2.2 Edit existing user

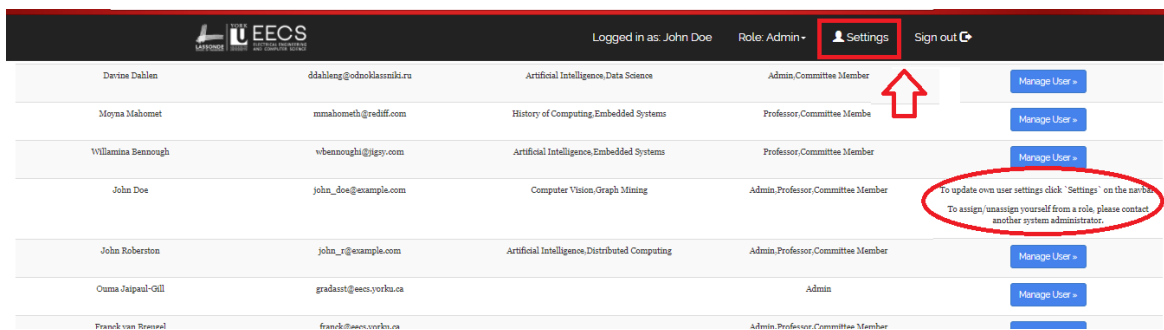
Once in the managing user portal, you can edit an existing user. Editing includes updating user information, assigning/unassigning roles or removing the user completely from the system.



Member Name	Member Email	Field(s) of Specialization	Roles Assigned	Actions
Arri Cristofolo	acristofolo@furl.net		Admin	Manage User
Sophy Dearlove	sdearlove@usnews.com		Admin	Manage User
Sheff Boneham	sboneham2@aol.com	Artificial Intelligence, Data Mining	Professor	Manage User
Bronny Poole	bpooles3@feng.com	Biomedical Engineering, Graph Mining	Professor	Manage User
Wimny Dahyell	wdahyell4@yellowbook.com	Bioinformatics, Computer Networks	Professor	Manage User
Ame Skerritt	askerritt5@guardian.co.uk	Artificial Intelligence, Bioinformatics	Professor	Manage User
Chad Donaghie	cdonaghie6@sourceforge.net	Machine Learning, Computer Graphics and Media	Professor	Manage User
Reamon Cleef	rcleef7@umich.edu	Artificial Intelligence, Performance Engineering	Professor	Manage User
Buiron Truran	btruran8@mashable.com	Machine Learning, Data Science	Professor	Manage User
Joeann Edgeon	jedgeon9@reverbnation.com	Machine Learning, Performance Engineering	Committee Member	Manage User

Figure 12: Click to edit an user

**Note:** An administrator cannot edit their own user settings from the manage user portal. Another administrator has to edit it for them. However, they can update their own personal settings like any other user from the *Settings* menu in the navbar.



Member Name	Member Email	Field(s) of Specialization	Roles Assigned	Actions
Devine Dahlen	ddahlen@odnoklassniki.ru	Artificial Intelligence, Data Science	Admin, Committee Member	Manage User
Moyna Mahomet	mmahometh@rediff.com	History of Computing, Embedded Systems	Professor, Committee Member	Manage User
Williamina Bennough	wbennough@jggy.com	Artificial Intelligence, Embedded Systems	Professor, Committee Member	Manage User
John Doe	john_doe@example.com	Computer Vision, Graph Mining	Admin, Professor, Committee Member	Manage User
John Robertson	john_r@example.com	Artificial Intelligence, Distributed Computing	Admin, Professor, Committee Member	Manage User
Ouma Jaipaul-Gill	gradasst@eecs.yorku.ca		Admin	Manage User
Franck van Rossum	franck@eecs.yorku.ca		Admin, Professor, Committee Member	Manage User

Figure 13: Editing own user settings

### 5.2.3 Remove a user

To remove an existing user from the system, click on the *Manage User* button as shown above for the corresponding user. Then click on the trash can button at the bottom of the page as shown.

**Note:** As an administrator you can only remove other users. You cannot remove yourself from the system. Another administrator has to remove you in that case.

**Edit User Form**

**Login Information**

Username\*

New Password

Generate Password Copy Password

**General Information**

Last Name\*

First Name\*

Email\*

**User Information**

Field(s) of Specialization

Role(s)\*

**User Filter Preset(s)**

Admin Preset

All fields with \* are required

Figure 14: Removing an user


### 5.2.4 Assign/Unassign roles


To assign or unassign a role from an existing user from the system, click on the *Manage User* button as shown above for the corresponding user. Then select or de-select the role you want to assign or unassign for the user.

**Note:** A user must have at least one role assigned to them at all times.

---

**Login Information**

Username\*  

New Password  

**General Information**


Last Name\*  First Name\*  Email\*

**User Information**

Field(s) of Specialization

**User Filter Preset(s)**

Admin Preset

Role(s)\*  

- ☐ Admin
- ☐ Committee Member
- ☒ Professor

All fields with \* are required

Figure 15: Assign/Unassign roles

### 5.2.5 Update User Information

As an administrator you can update user information. To update user information for an existing user, click on the *Manage user* button as shown above for the corresponding user. Then click on the upload button at the bottom of the page as shown. The following fields are required when updating a user information:

- Username
- Last Name
- First Name
- Email
- Role(s)

**Note:** All required fields are needed to be filled when editing an user.

The screenshot displays the 'Edit User Form' with the following sections and fields:

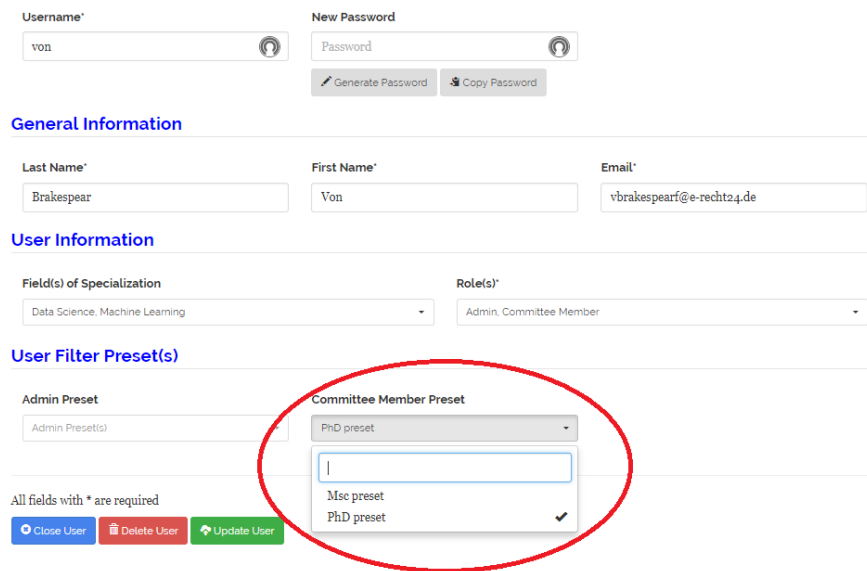
- Login Information:** Includes 'Username\*' (containing 'arri') and 'New Password' (containing 'Password'). Below the password field are 'Generate Password' and 'Copy Password' buttons.
- General Information:** Includes 'Last Name\*' (containing 'Cristofolo'), 'First Name\*' (containing 'Arri'), and 'Email\*' (containing 'acristofoloo@furl.net').
- User Information:** Includes 'Field(s) of Specialization' and 'Role(s)\*'.
- User Filter Preset(s):** Includes 'Admin Preset'.

At the bottom, a note states 'All fields with \* are required'. Below this note are three buttons: 'Close User' (blue), 'Delete User' (red), and 'Update User' (green). The 'Update User' button is circled in blue.

Figure 16: Updating an user

### 5.2.6 Remove Unwanted Filter Presets

As an administrator you can remove unwanted filter presets for a particular user. To remove such presets for an existing user, click on the *Manage user* button as shown above for the corresponding user. Then simply unchecking the preset from the dropdown will permanently remove the preset for the user.



The screenshot shows a user management form with the following sections:

- Username\***: von
- New Password**: Password (with Generate Password and Copy Password buttons)
- General Information**:
  - Last Name\***: Brakespear
  - First Name\***: Von
  - Email\***: vbrakespearf@e-recht24.de
- User Information**:
  - Field(s) of Specialization**: Data Science, Machine Learning
  - Role(s)\***: Admin, Committee Member
- User Filter Preset(s)**:
  - Admin Preset**: Admin Preset(s)
  - Committee Member Preset**: PhD preset (selected), Misc preset, PhD preset (checked)

At the bottom, there are buttons for Close User, Delete User, and Update User, along with a note: "All fields with \* are required".

Figure 17: Remove Filter Presets

### 5.2.7 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Member Name:** Descending Order = Z to A, Ascending order = A to Z
- **Member Email:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns.

## 5.3 Manage Applications

This section describes how you would create/delete an application, export applications to CSV, apply filtering on application(s), save most used filter(s) as preset and viewing application PDF file. To begin, from the administrator dashboard, click on *Manage Applications*.

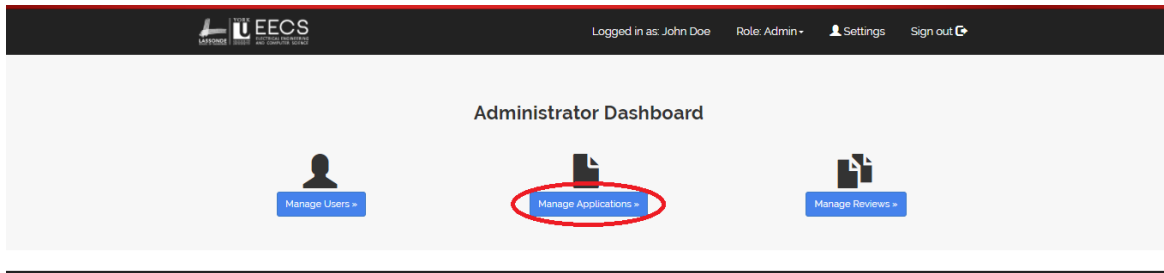


Figure 18: Click to Manage Applications

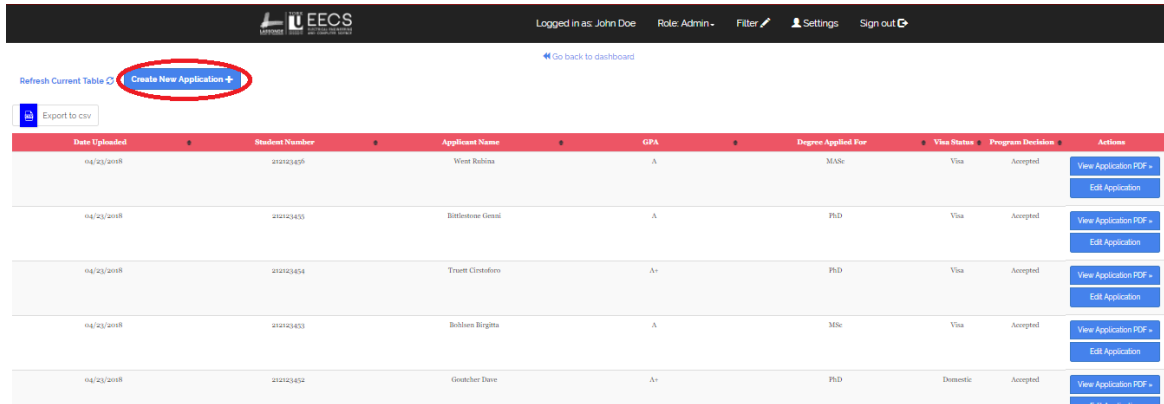
### 5.3.1 Create an application

Once in the managing application portal, you can create a new application and upload all necessary documents. Creating a new application requires you to upload the application file, filling out general application information, previous grades, application information and finally assigning a one or more reviewer from the admission graduate committee. The following fields are required when creating a new application:

- Application File
- Session
- Student Number
- Last Name
- First Name
- Email
- Gender
- GPA
- Visa Status



- Degree Applied For
- Field(s) of Interest
- Preferred Professor(s)



The screenshot shows the EECS Gradapps dashboard. At the top, there is a navigation bar with the EECS logo, user information (Logged in as: John Doe, Role: Admin), and links for Filter, Settings, and Sign out. Below the navigation bar, there is a "Go back to dashboard" link. The main content area features a "Refresh Current Table" button and a "Create New Application" button, which is circled in red. Below these buttons is a table with the following columns: Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. The table contains five rows of application data.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	202023425	Went Robina	A	MAc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023433	Birkelove Gerald	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023454	Troett Christopher	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023453	Baldwin Birgitta	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023452	Giescheer David	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 19: Click to create a application

### New Application Form

#### Upload Application

Select Application File\*

Choose File No file chosen

#### General Information

Session*	Student Number*	Last Name*	First Name*	Email*	Gender*
Select Session ▾	Student Number	Last Name	First Name	Email	Select Gender ▾

#### Previous Grades

GPA*	GPA Status	GRE	TOEFL	IELTS	YELT
Select GPA ▾	<input type="radio"/> Final <input type="radio"/> Interim	GRE	TOEFL	IELTS	YELT

#### Application Information

Visa Status*	Degree*	Field(s) of Interest*	Preferred Professor(s)*	YGS Awarded
Select Visa Status ▾	Select Degree ▾	Select Field(s) of Interest ▾	Select Preferred Professor(s) ▾	<input type="radio"/> Yes <input type="radio"/> No

#### Assign Reviews

Reviewers

Assign Reviewer(s) ▾

All fields with \* are required

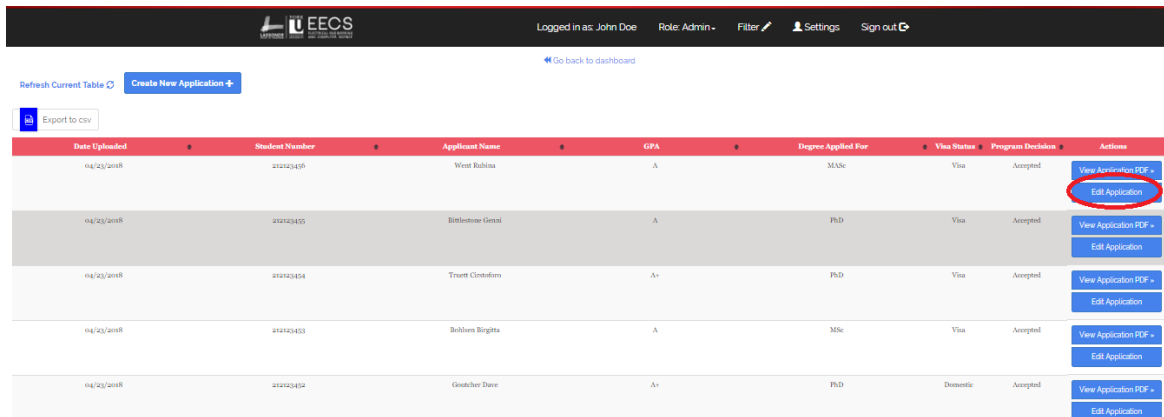
✖ Cancel Application
➤ Create Application

Figure 20: Filling in application

**Note:** The maximum application file size for upload is set to 4MB and only accepted format of file accepted is PDF.

### 5.3.2 Edit existing application

Once in the managing application portal, you can edit an existing application. Editing includes updating all attributes specified in the previous section (refer to Section 5.3.1) plus additional attributes such as professor(s) that have contacted or requested the student, the program decision, the student decision and etc.



The screenshot shows the EECS application management portal. The header includes the EECS logo, user information (Logged in as: John Doe, Role: Admin), and navigation links (Filter, Settings, Sign out). Below the header, there are buttons for 'Refresh Current Table' and 'Create New Application'. A table lists applications with columns: Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. The 'Edit Application' button in the first row is highlighted with a red circle.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212123456	Went Robins	A	MSc	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123455	Bilalhouse Gendi	A	PhD	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123454	Trent Climbans	A+	PhD	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123453	Baldern Brighta	A	MSc	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123452	Grancher Dave	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>

Figure 21: Click to edit an application

### 5.3.3 Remove an application

To remove an existing application from the system, click on the *Manage Applications* button as shown above for the corresponding application. Then click on the trash can button at the bottom of the page as shown.

**Upload Application**

Select Application File\*

No file chosen

**General Information**

Session*	Student Number*	Last Name*	First Name*	Email*	Gender*
	212123456	Rubina	Went	rwentto@discovery.	

**Previous Grades**

GPA*	GPA Status	GRE	TOEFL	IELTS	YELT
	<input checked="" type="radio"/> Final <input type="radio"/> Interim	GRE	TOEFL	IELTS	YELT

**Application Information**

Visa Status*	Degree*	Field(s) of Interest*	Listed Professor(s)*	Contacted By	Requested By
Committee Rank	Application Reviewed	YGS Awarded	Program Decision	Student Decision	Decline Reason
	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No			<input type="text" value="Decline Reason"/>

**Application Reviews**

Reviewers

All fields with \* are required

Figure 22: Removing an application

### 5.3.4 Update an application

To update an existing application from the system, click on the *Manage Applications* button as shown above for the corresponding application. Then click on the upload button at the bottom of the page as shown. The fields that are required when editing an application is the same as when creating an application.

---

**Upload Application**

Select Application File\*

Choose File | No file chosen

**General Information**

Session*	Student Number*	Last Name*	First Name*	Email*	Gender*
Fall	212123456	Rubina	Went	rwento@discoveryu	Female

**Previous Grades**

GPA*	GPA Status	GRE	TOEFL	IELTS	YELT
A	<input checked="" type="radio"/> Final <input type="radio"/> Interim	GRE	TOEFL	IELTS	YELT

**Application Information**

Visa Status*	Degree*	Field(s) of Interest*	Listed Professors*	Contacted By	Requested By
Visa	MASc	Artificial Intelligence	Buiron Turan, Sheff I	Sheff Boneham	Sheff Boneham
Committee Rank	Application Reviewed	YGS Awarded	Program Decision	Student Decision	Decline Reason
A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Accepted	Accepted	Decline Reason

**Application Reviews**

Reviewers

Assign Reviewer(s)

All fields with \* are required

Close Application

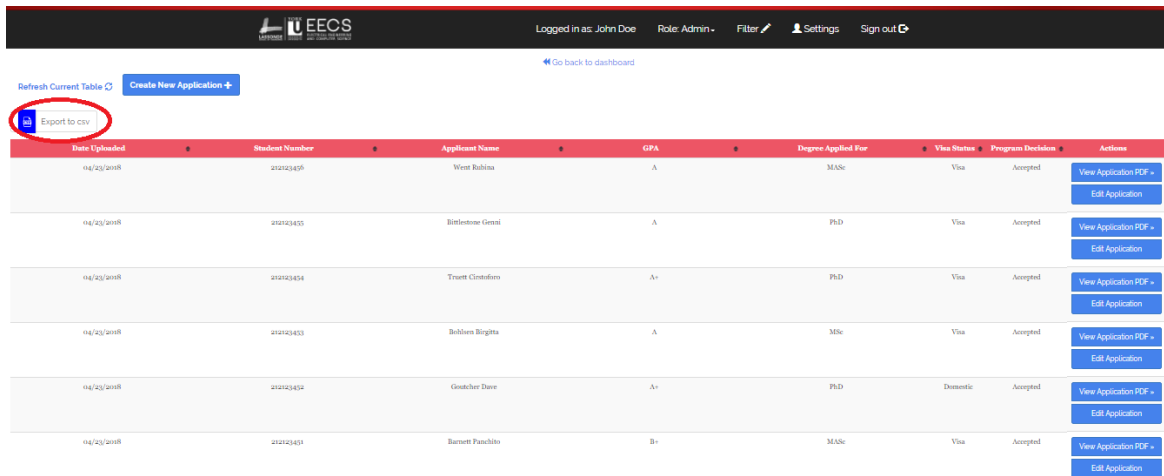
Delete Application

Update Application

Figure 23: Updating an application

### 5.3.5 Export Application(s)

Once in the managing application portal, you can export all or a set of application(s) in CSV format. To achieve a set of applications simply use filtering to narrow down the application result. Clicking on the *Export to CSV* button will download all selected application into a CSV file.



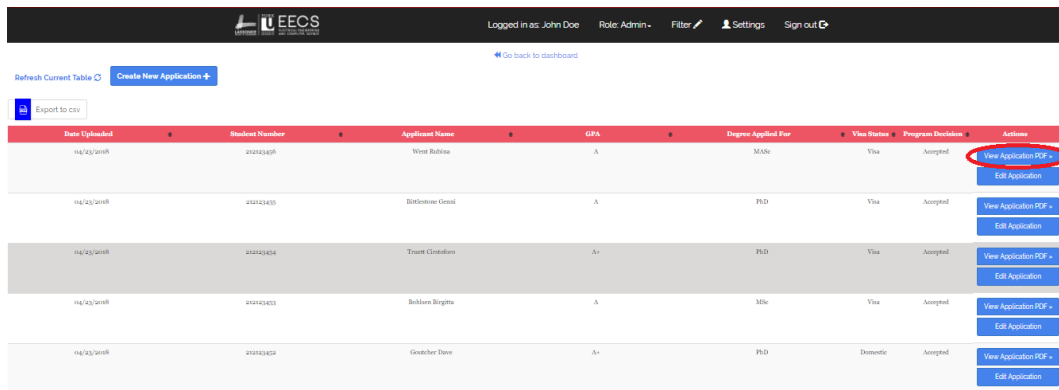
The screenshot shows the EECS Gradapps portal interface. At the top, there is a navigation bar with the EECS logo, user information (Logged in as: John Doe, Role: Admin), and links for Filter, Settings, and Sign out. Below the navigation bar, there are two buttons: 'Refresh Current Table' and 'Create New Application'. The main content area displays a table of applications. The 'Export to CSV' button is circled in red. The table has columns for Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. Each row represents an application with corresponding data and two action buttons: 'View Application PDF' and 'Edit Application'.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212123456	Wong Robina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123457	Binkhorst Gerald	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123458	Tremblay Christian	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123459	Baldwin Brigitte	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123460	Gauthier David	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123461	Barnett Pauline	B+	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 24: Exporting application(s)

### 5.3.6 View Application PDF

Once in the managing application portal, you can chose to view the PDF formatted file of the application. Clicking on the *View Application PDF* for the corresponding application will open a new tab along with the pdf file.



The screenshot shows the EECS application management portal. At the top, it says "Logged in as John Doe" with roles "Admin", "Filter", "Settings", and "Sign out". Below the header, there's a "Refresh Current Table" button and a "Create New Application" button. A table lists applications with columns: Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. The "View Application PDF" button in the Actions column for the first application is circled in red.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
11/2/2019	201923456	Wend Robins	A	MAc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/2/2019	201923457	Bilalwani Ghazal	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/2/2019	201923458	Thamir Choudhury	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/2/2019	201923459	Balwani Binay	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/2/2019	201923460	Gautier Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 25: Viewing Application PDF

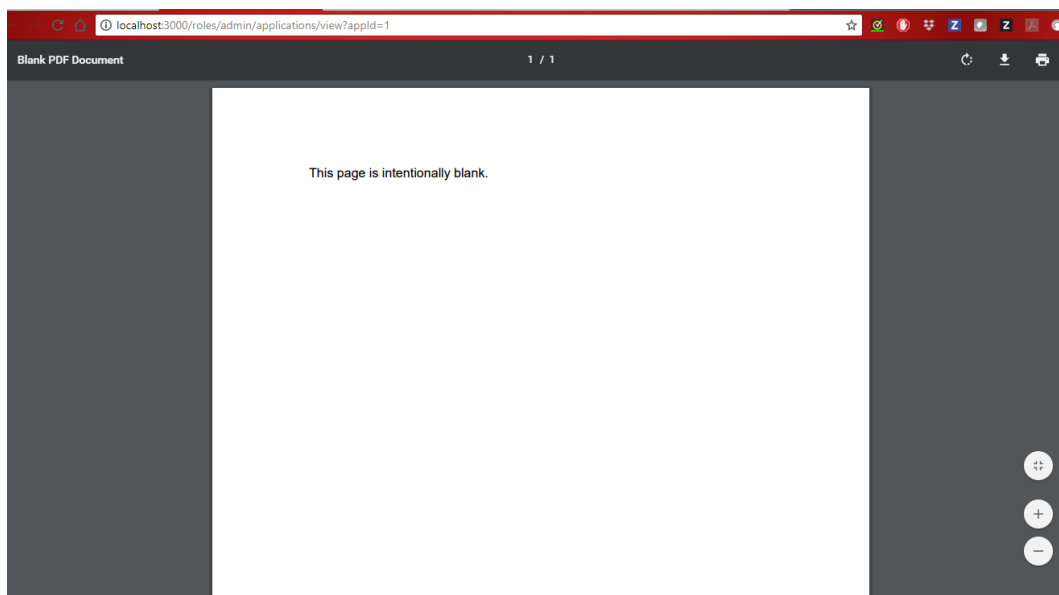
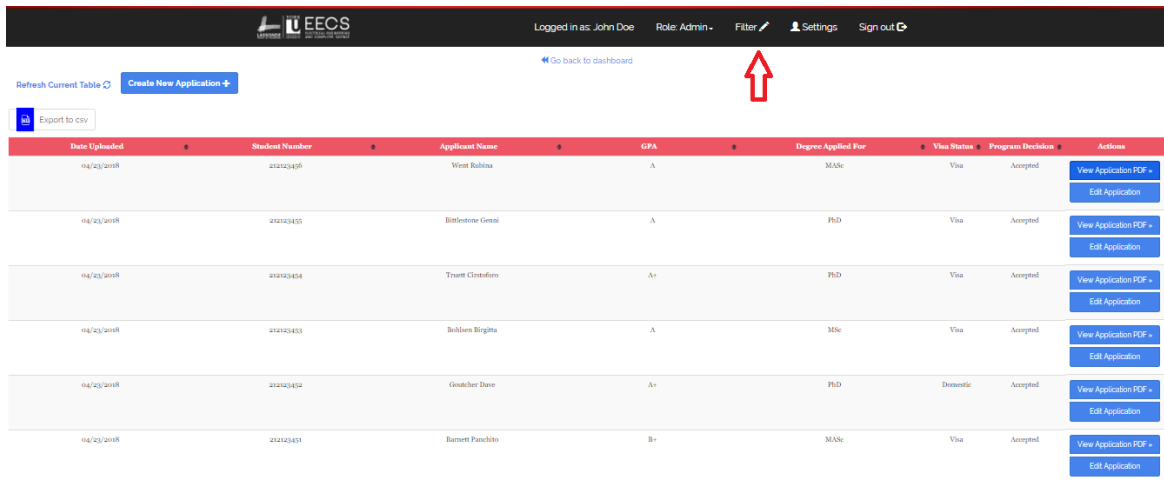


Figure 26: Application PDF

### 5.3.7 Filtering the Table

This section describes how you would use/build/save/load a filter on the review table.

1. **Opening the Modal** To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.



The screenshot shows the EECS Gradapps interface. At the top, a dark navigation bar contains the EECS logo, user information (Logged in as John Doe, Role: Admin), and buttons for Filter, Settings, and Sign out. Below the navigation bar, there's a section with 'Refresh Current Table' and 'Create New Application' buttons. A red arrow points to the 'Filter' button in the navigation bar. Below this is a table with columns: Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. The table contains six rows of application data. Each row has two buttons in the Actions column: 'View Application PDF' and 'Edit Application'.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/12/2018	010123456	West Robina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	010123455	Bittencourt Genal	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	010123454	Truett Claiborne	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	010123453	Baldwin Ringita	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	010123452	Giescher Diane	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	010123451	Barnett Francisco	B+	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 27: Opening the Modal



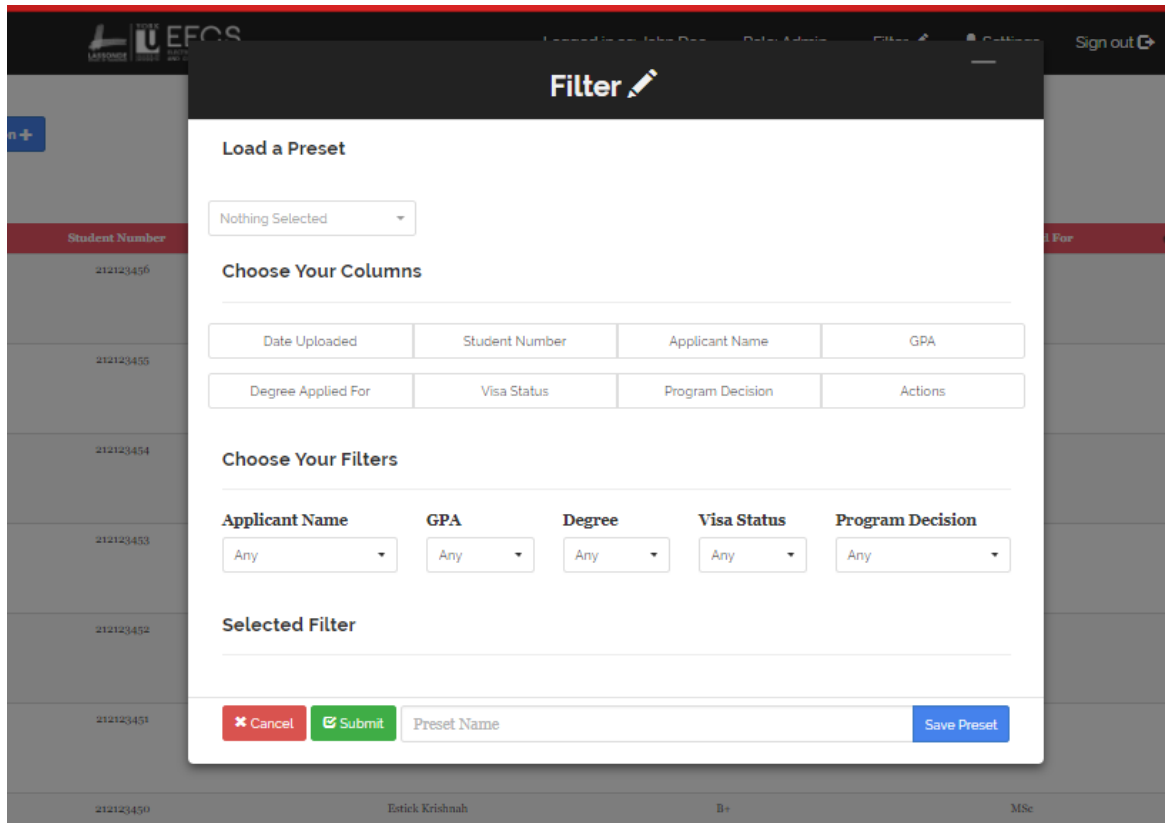


Figure 28: Filter View

2. **Choose Your Columns** Once the modal is opened you can then choose the columns you wish to be displayed on the table. To do so, click on the button indicating which column you wish to see. Once clicked the button will display the order that column will appear in the table.

**Note:** Not selecting any column will use the same columns and order as the default table. If the *Actions* column is not selected it will automatically be placed as the right most column.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

Date Uploaded 1	Student Number	Applicant Name 3	GPA 4
Degree Applied For	Visa Status 2	Program Decision	Actions

**Choose Your Filters**

Applicant Name	GPA	Degree	Visa Status	Program Decision
Any	Any	Any	Any	Any

**Selected Filter**

Figure 29: Choose Your Columns

3. **Choose Your Filters** After selecting your columns, you can then choose the attributes by which you wish to filter your table. Begin by clicking on the drop down of the attribute you wish to filter and select an option from a list of generated options.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

Date Uploaded	Student Number	Applicant Name	GPA
Degree Applied For	Visa Status	Program Decision	Actions

**Choose Your Filters**

<b>Applicant Name</b>	<b>GPA</b>	<b>Degree</b>	<b>Visa Status</b>	<b>Program Decision</b>
Any	Any	Any	Any	Any

**Selected Filter**

m  
MSc  
MAsc

Cancel Submit Preset Name Save Preset

Figure 30: Choose Your Filters

**Note:** You can use the search bar to help locate values. Begin by typing in the text box displayed. You can only select an option that appears in the dropdown.

4. **Submitting a Filter** Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and click “Submit”. The text under the “Selected Filter” will change based on your filter attributes.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

Date Uploaded 1 Student Number Applicant Name 3 GPA 4

Degree Applied For Visa Status 2 Program Decision Actions

**Choose Your Filters**

Applicant Name GPA Degree Visa Status Program Decision

Any Any MSc Any Any


**Selected Filter**




Degree Applied For = MSc

Cancel Submit Preset Name Save Preset

Figure 31: Submit Filter


**Note:** When submitting a filter with no selected filters, the default table will be loaded.




Logged in as: John Doe   Role: Admin -   Filter    Settings    Sign out 

[Go back to dashboard](#)

Load Default Table

Refresh Current Table 

Export to csv 










Date Uploaded	Visa Status	Applicant Name	GPA	Action
04/12/2018	Visa	Bolton Birgitta	A	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Domestic	Estick Krishnah	B+	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Visa	Emey Tricia	B+	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Visa	Curley O'Halloran	D+	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Visa	Perry McQuade	C+	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Domestic	Delilah Thaxton	C	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Domestic	Glenis Barret	A	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Domestic	Igor Tine	C+	<a href="#">View Application PDF</a>  <a href="#">Edit Application</a>
04/12/2018	Domestic	Fabrizia Oswald	D+	<a href="#">View Application PDF</a> 

Figure 32: Resulted Table After Applying Filter

5. **Saving a Filter** Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and give the preset a name by typing in the text box between the “Submit” and the “Save Preset” button. Once that is done click “Save Preset”.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

Date Uploaded 1	Student Number	Applicant Name 3	GPA 4
Degree Applied For	Visa Status 2	Program Decision	Actions

**Choose Your Filters**

Applicant Name	GPA	Degree	Visa Status	Program Decision
Any	Any	MSc	Any	Any

**Selected Filter**

Degree Applied For = MSc

Figure 33: Save a Filter

Once you have saved a filter you will be provided with a new table to match your filter and it will appear in the dropdown to be used for loading a filter.

**Pro-tip:** You can update a filter by typing in the same name as an existing filter.

6. **Loading a Filter** To load a saved filter click the dropdown under “Load a Preset” and select the preset you wish to use. Once selected the modal will auto-populate.

**Filter**

**Load a Preset**

All MSc applicants

**Choose Your Columns**

Date Uploaded 1	Student Number	Applicant Name 3	GPA 4
Degree Applied For	Visa Status 2	Program Decision	Actions

**Choose Your Filters**

<b>Applicant Name</b>	<b>GPA</b>	<b>Degree</b>	<b>Visa Status</b>	<b>Program Decision</b>
Nothing selected	Nothing sel	MSc	Nothing sel	Nothing selected

**Selected Filter**

Degree Applied For = MSc

Cancel Submit Preset Name Save Preset

Figure 34: Loading a Filter

**Pro-tip:** Create a preset called *Default* with no columns or filters selected. You can then use this to load the default table or help clear any data you put in the modal.

### 5.3.8 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Date Uploaded:** Descending Order = Newest - Oldest, Ascending order = Oldest - Newest
- **Student Number:** Descending Order = Largest to Smallest, Ascending order = Smallest to Largest
- **Applicant Name:** Descending Order = Z to A, Ascending order = A to Z
- **GPA:** Descending Order = A+ to F, Ascending order = F to A+
- **Degree Applied For:** Descending Order = Z to A, Ascending order = A to Z
- **Program Decision:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns.

**Note:** Ordering fields can be done on both filtered and unfiltered application lists.

The following images depict how to order review applications using the *Student Number* field in ascending and descending order.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/12/2018	333023454	Fleurette Pons	A-	BSc	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023455	Cla Ping	C	PSD	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Charlotte Brwell	A	PSD	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Cara Eubank	F	MAEd	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Patricia Graham	D+	BSc	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Igor Tita	C+	BSc	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Glenish Berni	A	BSc	Domestic	Under Review	View Application PDF > Edit Application
04/12/2018	333023456	Delilah Thomas	C	BSc	Domestic	Declined	View Application PDF > Edit Application
04/12/2018	333023456	Alexander De Ruyck	C+	PSD	Visa	Declined	View Application PDF >

Figure 35: Ascending order of Student Number field



Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212523436	Doy Scatter	C	MASc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Hazel Ohta	C+	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Erica Shorey	A+	MASc	Visa	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Went Rubisa	A	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523435	Birtstone Genai	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523434	Truett Cristoforo	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523433	Bobbie Birgitta	A	MSC	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523432	Gustache Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523431	Barnett Paschito	B+	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 36: Descending order of Student Number field

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212523436	Doy Scatter	C	MASc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Hazel Ohta	C+	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Erica Shorey	A+	MASc	Visa	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523436	Went Rubisa	A	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523435	Birtstone Genai	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523434	Truett Cristoforo	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523433	Bobbie Birgitta	A	MSC	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523432	Gustache Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212523431	Barnett Paschito	B+	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 37: Ordering using multiple fields

## 5.4 Manage Reviews

This section describes how you would assign, unassign or dismiss reviews for an application and apply filter on review applications. To begin, from the administrator dashboard, click on *Manage Reviews*.

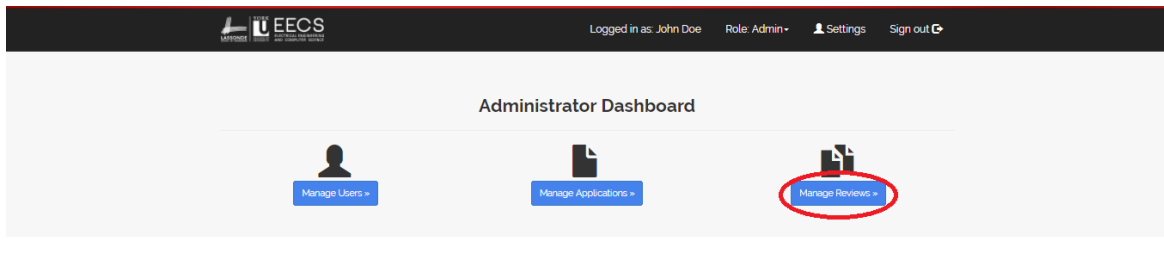


Figure 38: Click to Manage Reviews

### 5.4.1 Assign Review

Once in the managing review portal, you can assign a reviewer to an application. There is a maximum cap of number of reviewers assigned to an application. For domestic applications there is a maximum of 2 reviewers whereas for visa applications there is a maximum of 1 reviewer.

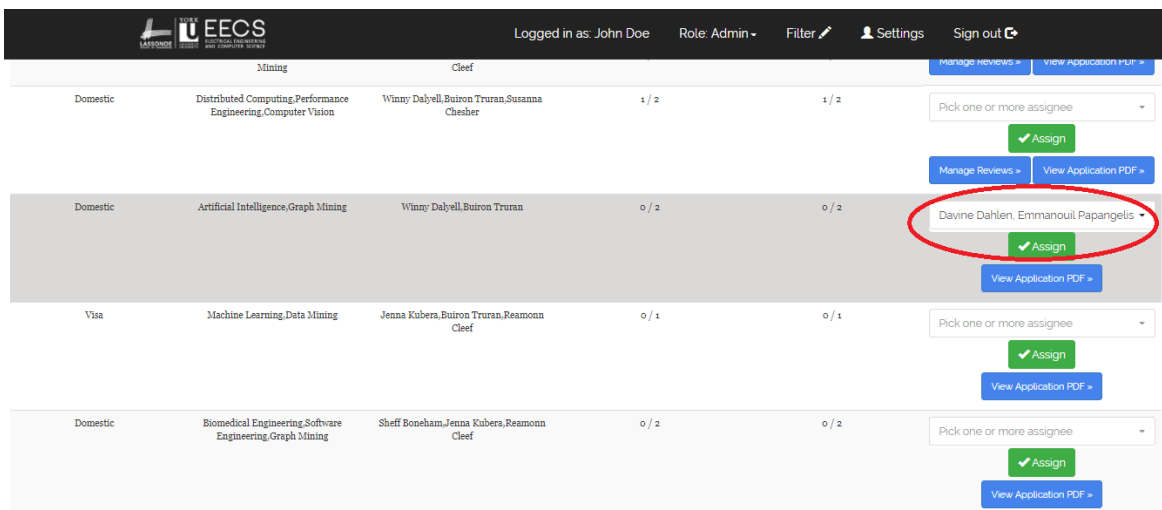


Figure 39: Assign a review

### 5.4.2 Unassign Review

Once in the managing review portal, you can manage a review for the corresponding application. To manage the review, click on *Manage Reviews* for the corresponding application. In the review outline page, it will display all the reviewers for the application. You can unassign a review for an application if it has not been submitted yet.

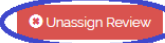
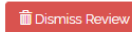
### Manage Reviews

#### General Information

<b>Student Number:</b> 212123056	<b>Last Name:</b> Borrel	<b>First Name:</b> Glennis	<b>Visa Status:</b> Domestic
<b>Field(s) of Interest:</b> 1. Machine Learning 2. Data Mining	<b>Preferred Professor(s):</b> 1. Jenna Kubera 2. Buiroon Truran 3. Reamonn Cleef		

#### Review Information

Assigned Reviewer(s):

Date Assigned	Member Name	Member Email	Review Status	Actions
04/23/2018	Joeann Edgeon	jedgeon9@reverbnation.com	New	
04/23/2018	Byrom Allbones	ballbonesa@cam.ac.uk	Submitted	




Figure 40: Unassign a review

### 5.4.3 Dismiss Review

Once in the managing review portal, you can manage a review for the corresponding application. To manage the review, click on *Manage Reviews* for the corresponding application. In the review outline page, it will display all the reviewers for the application. You can dismiss a review for an application if it has been already submitted.

**Manage Reviews**

---

**General Information**

**Student Number:**  
212123056

**Last Name:**  
Borrel

**First Name:**  
Glennis

**Visa Status:**  
Domestic

**Field(s) of Interest:**  
 1. Machine Learning  
 2. Data Mining

**Preferred Professor(s):**  
 1. Jenna Kubera  
 2. Buiron Truran  
 3. Reamonn Cleef

---

**Review Information**

**Assigned Reviewer(s):**

Date Assigned	Member Name	Member Email	Review Status	Actions
04/23/2018	Joeann Edgeon	jedgeon9@reverbnation.com	New	<a href="#">Unassign Review</a>
04/23/2018	Byrom Allbones	ballbonesa@cam.ac.uk	Submitted	<a href="#">Dismiss Review</a>

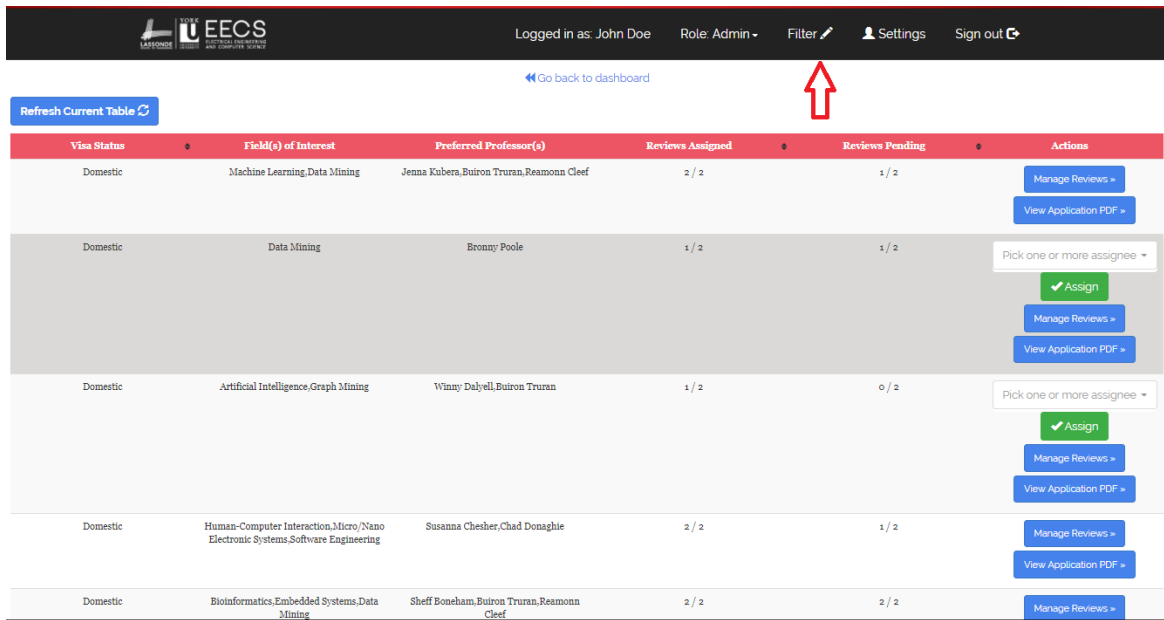
[Close](#)

Figure 41: Dismiss a review

### 5.4.4 Filtering the Table

This section describes how you would use/build a filter on the table.

1. **Opening the Modal** To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.

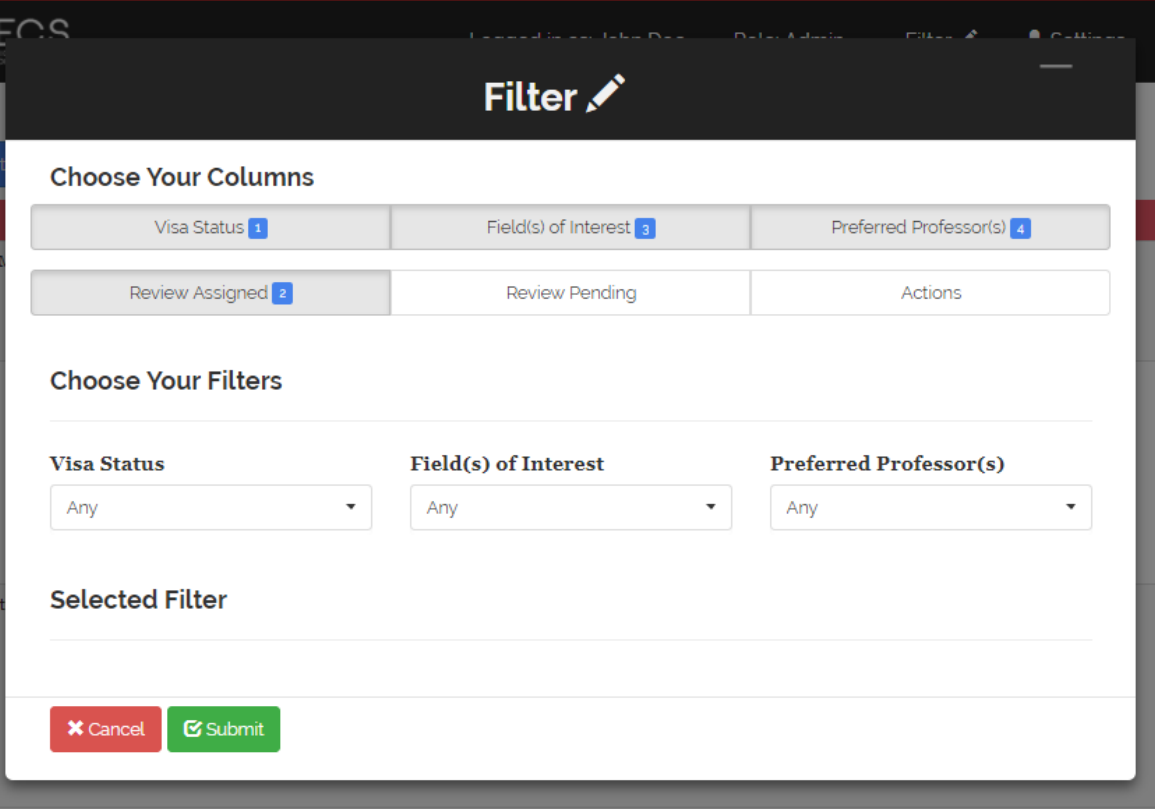


The screenshot shows the Gradapps interface. At the top, a dark navigation bar contains the logo, user information (Logged in as: John Doe, Role: Admin), and buttons for Filter, Settings, and Sign out. Below the navigation bar is a blue button labeled "Go back to dashboard". The main content area features a table with columns: Visa Status, Field(s) of Interest, Preferred Professor(s), Reviews Assigned, Reviews Pending, and Actions. A red arrow points to the "Filter" button in the navigation bar.

Visa Status	Field(s) of Interest	Preferred Professor(s)	Reviews Assigned	Reviews Pending	Actions
Domestic	Machine Learning, Data Mining	Jenna Kubera, Buiroon Truran, Reamonn Cleef	2 / 2	1 / 2	<a href="#">Manage Reviews &gt;</a> <a href="#">View Application PDF &gt;</a>
Domestic	Data Mining	Bronny Poole	1 / 2	1 / 2	<div>Pick one or more assignee ▾</div> <a href="#">Assign</a> <a href="#">Manage Reviews &gt;</a> <a href="#">View Application PDF &gt;</a>
Domestic	Artificial Intelligence, Graph Mining	Winnay Delyell, Buiroon Truran	1 / 2	0 / 2	<div>Pick one or more assignee ▾</div> <a href="#">Assign</a> <a href="#">Manage Reviews &gt;</a> <a href="#">View Application PDF &gt;</a>
Domestic	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	2 / 2	1 / 2	<a href="#">Manage Reviews &gt;</a> <a href="#">View Application PDF &gt;</a>
Domestic	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, Buiroon Truran, Reamonn Cleef	2 / 2	2 / 2	<a href="#">Manage Reviews &gt;</a>

Figure 42: Opening the Modal

2. **Choose Your Columns** Once the modal is opened you can then choose the columns you wish to be displayed on the table. To do so, click on the button indicating which column you wish to see. Once clicked the button will display the order that column will appear in the table.



**Filter**

**Choose Your Columns**

Visa Status <sup>1</sup>    Field(s) of Interest <sup>3</sup>    Preferred Professor(s) <sup>4</sup>

Review Assigned <sup>2</sup>    Review Pending    Actions

**Choose Your Filters**

**Visa Status**    **Field(s) of Interest**    **Preferred Professor(s)**

Any    Any    Any

**Selected Filter**

✕ Cancel ✓ Submit

Figure 43: Choose Your Columns

**Note:** Not selecting any column will use the same columns and order as the default table. If the *Actions* column is not selected it will automatically be placed as the right most column.

3. **Choose Your Filters** After selecting your columns, you can then choose the attributes by which you wish to filter your table. Begin by clicking on the drop down of the attribute you wish to filter and select an option from a list of generated options.

**Filter**

**Choose Your Columns**

Visa Status	Field(s) of Interest	Preferred Professor(s)
Review Assigned	Review Pending	Actions

**Choose Your Filters**

**Visa Status**  
Any

**Field(s) of Interest**  
Artificial Intelligence

**Preferred Professor(s)**  
Zbigniew Stachniak

**Selected Filter**

Field(s) of Interest = Artificial Intelligence **AND** Preferred Professor(s) = Zbigniew Stachniak

**Cancel** **Submit**

Figure 44: Choose Your Filters

**Note:** You can use the search bar to help locate values. Begin by typing in the text box displayed. You can only select an option that appears in the dropdown.

4. **Submitting a Filter** Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and click “Submit”. The text under the “Selected Filter” will change based on your filter attributes.

Once the resulting table is returned after filtering, you can assign/unassign/dismiss review from any of the returned applications.

**Filter**

**Choose Your Columns**

Visa Status <sup>1</sup> Field(s) of Interest Preferred Professor(s) <sup>4</sup>

Review Assigned <sup>2</sup> Review Pending <sup>3</sup> Actions

**Choose Your Filters**

**Visa Status** **Field(s) of Interest** **Preferred Professor(s)**

Any Artificial Intelligence Zbigniew Stachniak

**Selected Filter**

Field(s) of Interest = Artificial Intelligence **AND** Preferred Professor(s) = Zbigniew Stachniak

Cancel Submit

Figure 45: Submit Filter

**Note:** When submitting a filter with no selected filters, the default table will be loaded.



Visa Status	Reviews Assigned	Reviews Pending	Preferred Professor(s)	Actions
Domestic	1 / 2	0 / 2	Winy Delyell, Bairon Truran	Pick one or more assignee <input type="button" value="Assign"/> <input type="button" value="Manage Reviews"/> <input type="button" value="View Application PDF"/>
Domestic	0 / 2	0 / 2	Winy Delyell, Bairon Truran	Pick one or more assignee <input type="button" value="Assign"/> <input type="button" value="View Application PDF"/>

Figure 46: Resulted Table After Applying Filter

### 5.4.5 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Visa Status:** Descending Order = Z to A, Ascending order = A to Z
- **Review Assigned:** Descending Order = Largest to Smallest, Ascending order = Smallest to Largest
- **Review Pending:** Descending Order = Largest to Smallest, Ascending order = Smallest to Largest

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns.

**Note:** Ordering fields can be done on both filtered and unfiltered review application lists.

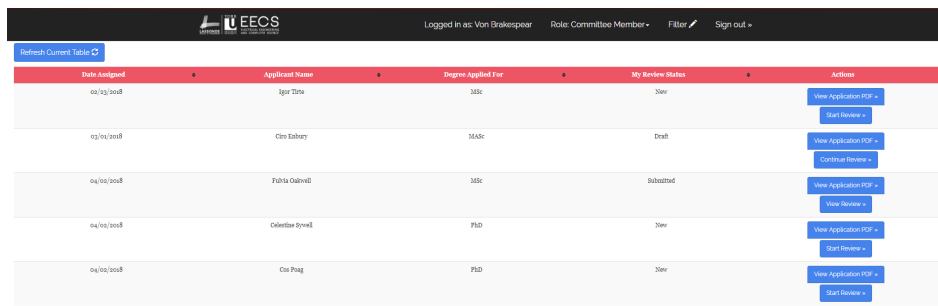
## 6 Committee Member

This section provides a detailed description of the committee member system functions.

### 6.1 Default Portal

After logging in and selecting the *Committee Member* role you will have access to the committee member portal. In this portal you will be presented with a table containing all the students who have applied to be a graduate student. Here you can perform the following:

- View current and past reviewed application(s)
- Apply filters on current and past reviewed application(s)
- Review an assigned application(s)
- Save a review as a draft for later completion.
- Add new university assessments in the system to be used in a review. Such a new assessment will be added globally to the system and can be seen and used by other committee members when filling out a review.



Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/12/2018	Igor Tiro	MSc	New	<a href="#">View Application PDF</a> <a href="#">Start Review</a>
03/01/2018	Cris Babary	MASt	Draft	<a href="#">View Application PDF</a> <a href="#">Continue Review</a>
04/01/2018	Fabrizio Odoardi	MSc	Submitted	<a href="#">View Application PDF</a> <a href="#">View Review</a>
04/01/2018	Celestine Byrrell	PhD	New	<a href="#">View Application PDF</a> <a href="#">Start Review</a>
04/02/2018	Coli Prag	PhD	New	<a href="#">View Application PDF</a> <a href="#">Start Review</a>

Figure 47: Committee Member Portal

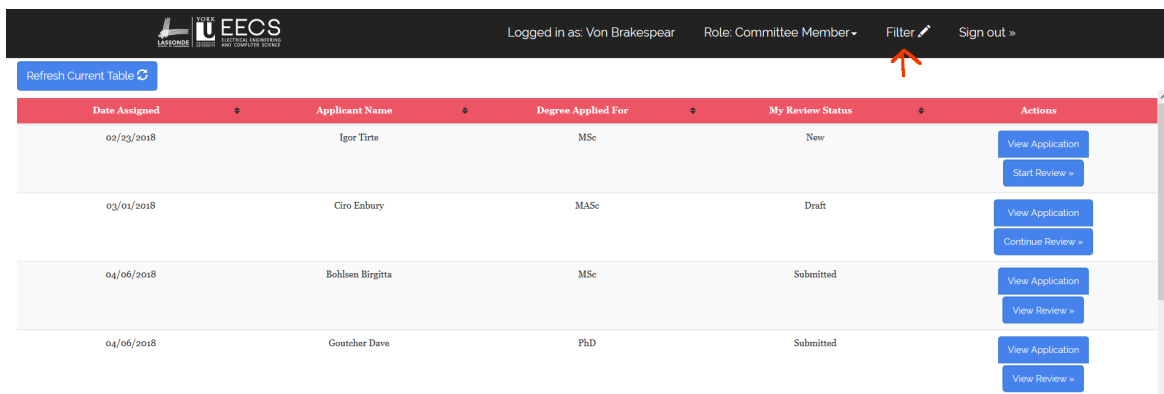
**Note:** If there are no reviews assigned, it will display a message instead.

## 6.2 Filtering the Table

This section describes how you would use/build/save/load a filter on the table.

### 6.2.1 Opening the Modal

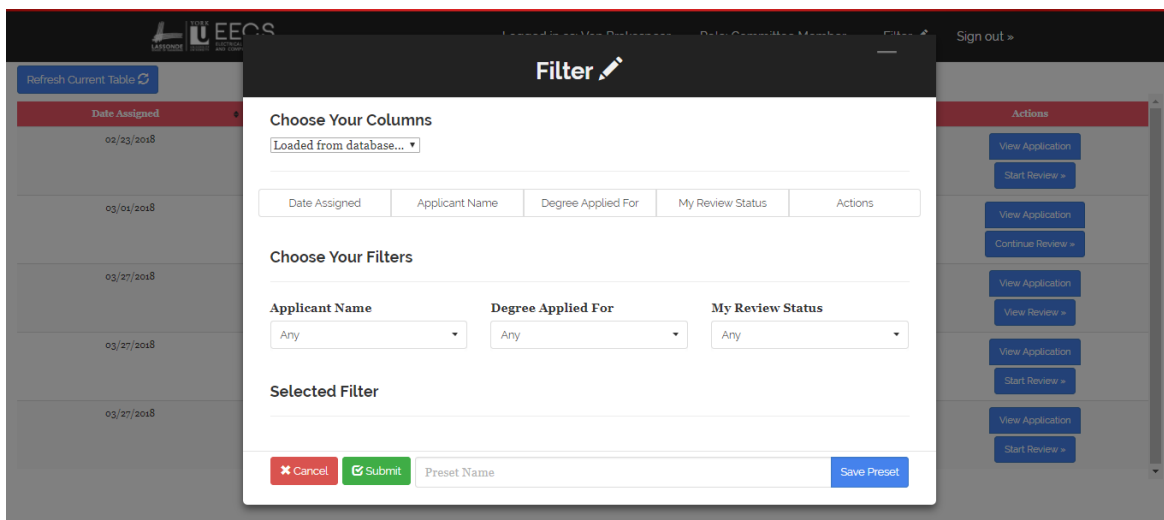
To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.



The screenshot shows the top navigation bar of the EECS application. It includes the university logo, the user's name 'Von Brakespear', their role 'Committee Member', and a 'Filter' button with a pencil icon, which is highlighted by a red arrow. Below the navigation bar is a table with the following columns: Date Assigned, Applicant Name, Degree Applied For, My Review Status, and Actions. The table contains four rows of applicant data.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/23/2018	Igor Tirtse	MSc	New	<a href="#">View Application</a> <a href="#">Start Review »</a>
03/01/2018	Ciro Enbury	MASe	Draft	<a href="#">View Application</a> <a href="#">Continue Review »</a>
04/06/2018	Bohlson Birgitta	MSc	Submitted	<a href="#">View Application</a> <a href="#">View Review »</a>
04/06/2018	Goucher Dave	PhD	Submitted	<a href="#">View Application</a> <a href="#">View Review »</a>

Figure 48: Opening the Modal



The screenshot shows the 'Filter' modal window. It has a title bar 'Filter' with a pencil icon. The modal is divided into two main sections: 'Choose Your Columns' and 'Choose Your Filters'. The 'Choose Your Columns' section has a dropdown menu 'Loaded from database...' and a row of buttons for 'Date Assigned', 'Applicant Name', 'Degree Applied For', 'My Review Status', and 'Actions'. The 'Choose Your Filters' section has three dropdown menus for 'Applicant Name', 'Degree Applied For', and 'My Review Status', each with 'Any' selected. Below these is a 'Selected Filter' section with a text input field. At the bottom, there are three buttons: 'Cancel' (red), 'Submit' (green), and 'Save Preset' (blue). A 'Preset Name' label is next to the 'Save Preset' button.

Figure 49: Filter View

### 6.2.2 Choose Your Columns

Once the modal is opened you can then choose the columns you wish to be displayed on the table. To do so, click on the button indicating which column you wish to see. Once clicked the button will display the order that column will appear in the table.

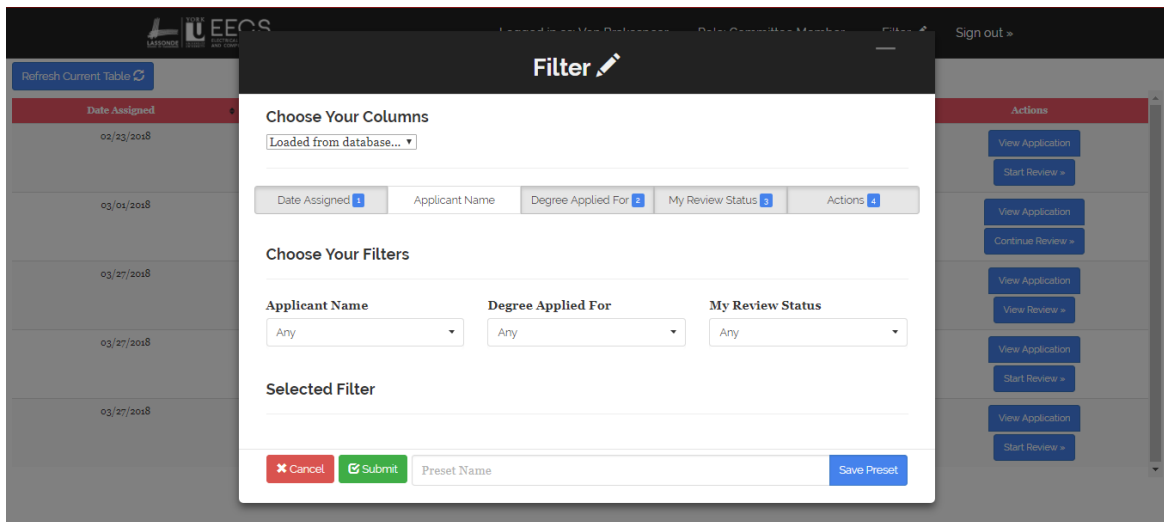


Figure 50: Choose Your Columns

**Note:** Not selecting any column will use the same columns and order as the default table. If the *Actions* column is not selected it will automatically be placed as the right most column.

### 6.2.3 Choose Your Filters

After selecting your columns, you can then choose the attributes by which you wish to filter your table. Begin by clicking on the drop down of the attribute you wish to filter and select an option from a list of generated options.

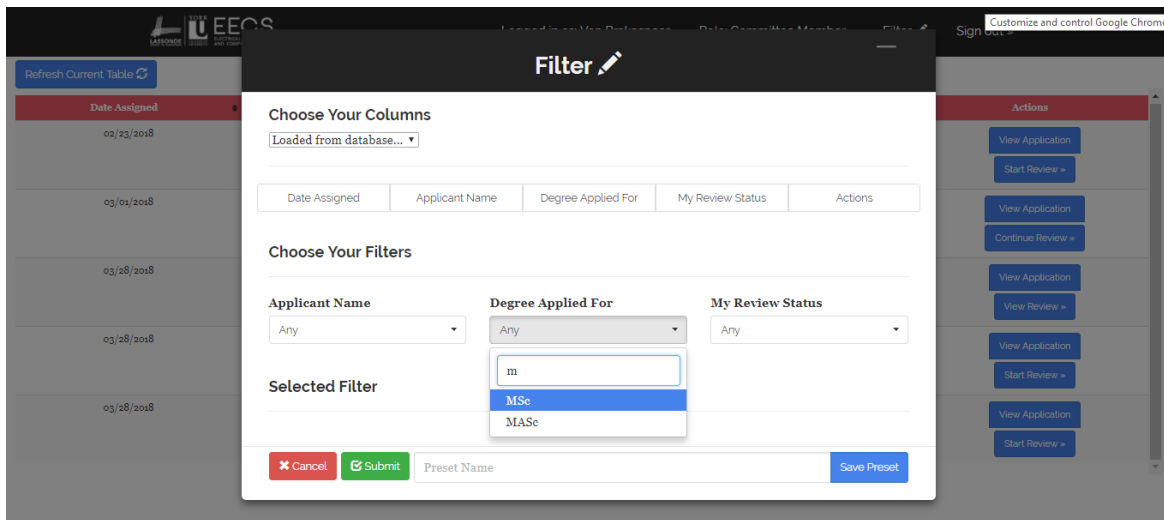


Figure 51: Choose Your Filters

**Note:** You can use the search bar to help locate values. Begin by typing in the text box displayed. You can only select an option that appears in the dropdown.

### 6.2.4 Submitting a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and click “Submit”. The text under the “Selected Filter” will change based on your filter attributes.

Figure 52: Submit Filter

**Note:** When submitting a filter with no selected filters, the default table will be loaded.

Date Assigned	Degree Applied For	My Review Status	Actions
02/23/2018	MSc	New	<a href="#">View Application</a> <a href="#">Start Review »</a>
03/28/2018	MSc	Submitted	<a href="#">View Application</a> <a href="#">View Review »</a>

Figure 53: Resulted Table After Applying Filter

### 6.2.5 Saving a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and give the preset a name by typing in the text box between the “Submit” and the “Save Preset” button. Once that is done click “Save Preset”.

The screenshot shows a web interface titled "Filter" with a pencil icon. It contains several sections: "Load Preset Filter" with a dropdown menu labeled "Select a Preset"; "Choose Your Columns" with a row of buttons: "Date Assigned 1", "Applicant Name", "Degree Applied For 2", "My Review Status 3", and "Actions"; "Choose Your Filters" with three dropdown menus: "Applicant Name" (Any), "Degree Applied For" (MSc), and "My Review Status" (Any); "Selected Filter" showing "Degree Applied For = MSc"; and a bottom bar with a "Cancel" button, a "Submit" button, a text input field containing "All new reviews for MSc applicants", and a "Save Preset" button which is circled in red.

Figure 54: Save a Filter

Once you have saved a filter you will be provided with a new table to match your filter and it will appear in the dropdown to be used for loading a filter.

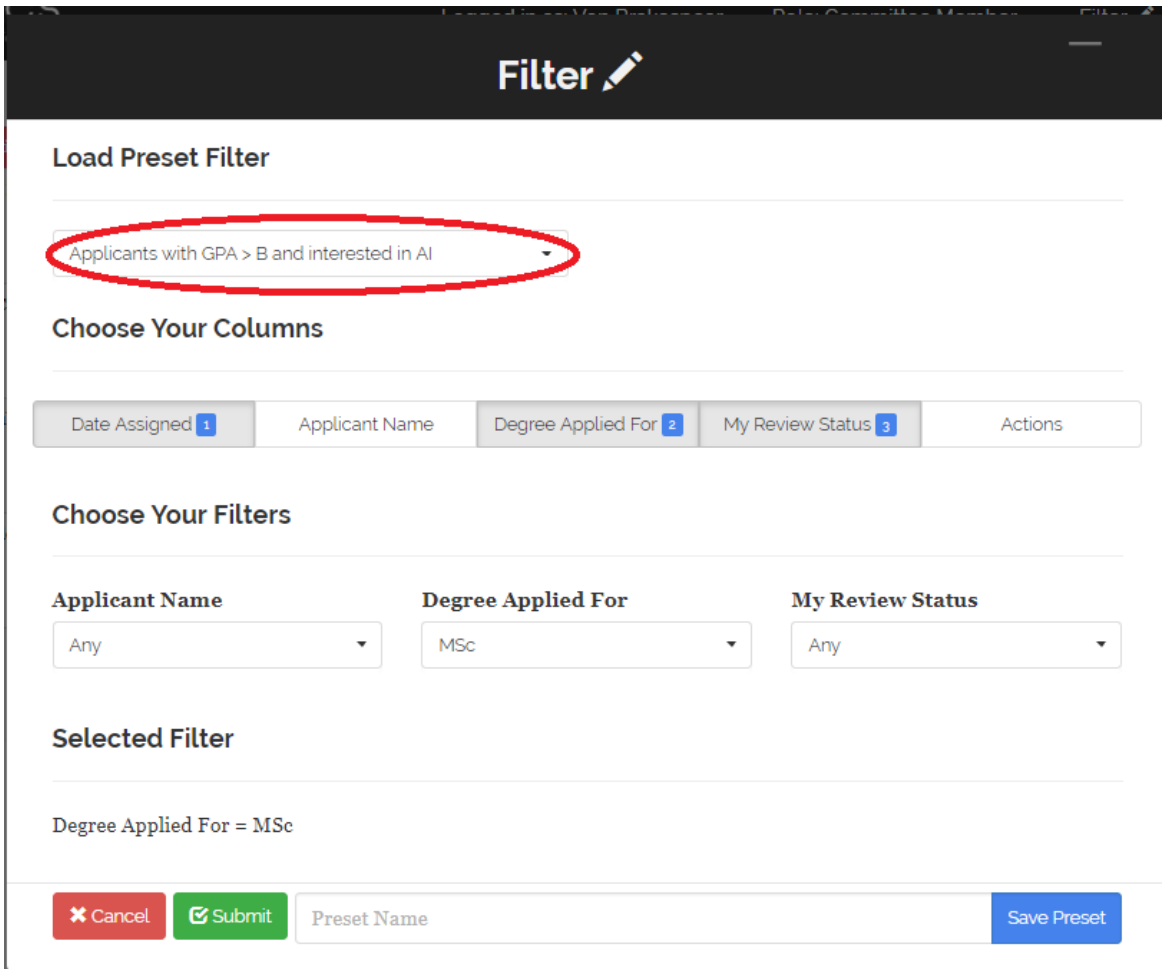
**Pro-tip:** You can update a filter by typing in the same name as an existing filter.

### 6.2.6 Deleting a Filter

You can delete a filter by going into your settings. See Section 4.3.

### 6.2.7 Loading a Filter

To load a saved filter click the dropdown under “Load a Preset” and select the preset you wish to use. Once selected the modal will auto-populate.



The screenshot shows a modal titled "Filter" with a pencil icon. It contains several sections: "Load Preset Filter" with a dropdown menu showing "Applicants with GPA > B and interested in AI" (circled in red), "Choose Your Columns" with a row of buttons: "Date Assigned 1", "Applicant Name", "Degree Applied For 2", "My Review Status 3", and "Actions"; "Choose Your Filters" with three dropdown menus: "Applicant Name" (Any), "Degree Applied For" (MSc), and "My Review Status" (Any); "Selected Filter" showing "Degree Applied For = MSc"; and a bottom section with "Cancel" and "Submit" buttons, a "Preset Name" input field, and a "Save Preset" button.

Figure 55: Loading a Filter

**Pro-tip:** Create a preset called *Default* with no columns or filters selected. You can then use this to load the default table or help clear any data you put in the modal.



## 6.3 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Name:** Descending Order = Z to A, Ascending order = A to Z
- **Date Assigned:** Descending Order = Newest - Oldest, Ascending order = Oldest - Newest
- **Degree Applied For:** Descending Order = Z to A, Ascending order = A to Z
- **Review Status:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns.

**Note:** Ordering fields can be done on both filtered and unfiltered review application lists.


The following images depict how to order review applications using the *Date Assigned* field in ascending and descending order.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
01/23/2018	Igor Tirtu	MSc	New	View Application Start Review +
03/04/2018	Ciro Eabury	MAsc	Draft	View Application Continue Review +
03/30/2018	Fahra Oakwall	MSc	Submitted	View Application View Review +
03/30/2018	Collette Bywell	PhD	New	View Application Start Review +
03/30/2018	Cui Poag	PhD	New	View Application Start Review +

Figure 56: Ascending order of Date Assigned field

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2018	Fabrizia Oakwell	MSc	Submitted	View Application View Review +
03/30/2018	Celestine Sywell	PhD	New	View Application Start Review +
03/30/2018	Cos Poag	PhD	New	View Application Start Review +
03/01/2018	Ciro Embury	MAsc	Draft	View Application Continue Review +
02/23/2018	Igor Tirtle	MSc	New	View Application Start Review +

Figure 57: Descending order of Date Assigned field



EECS

Engineering, Education, and Computing Sciences

Logged in as: Von Brakespear

Role: Committee Member

Filter

Sign out

Refresh Current Table

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/23/2018	Igor Tirtle	MSc	New	<div><div>View Application PDF</div><div>Start Review</div></div>
03/01/2018	Ciro Embury	MAsc	Draft	<div><div>View Application PDF</div><div>Continue Review</div></div>
04/02/2018	Fabrizia Oakwell	MSc	Submitted	<div><div>View Application PDF</div><div>View Review</div></div>
04/02/2018	Cos Poag	PhD	New	<div><div>View Application PDF</div><div>Start Review</div></div>
04/02/2018	Celestine Sywell	PhD	New	<div><div>View Application PDF</div><div>Start Review</div></div>

Figure 58: Ordering using multiple fields

## 6.4 Reviewing Applications

The review process can have **three** different statuses shown

- **New:** A new application has been assigned to the committee member and no changes have been made on the review yet.
- **Draft:** A previously saved draft review. A review is considered as a draft when there has been at least one or more changes committed and the user has decided to save the changes.
- **Submitted:** A completed review which has been submitted and uploaded to the server. Once a review is submitted, it cannot be undone.

The following list denotes the fields in a review form that is **not** submitted yet and their requirement status:

Field Name	Required
Institution Name(s)	No
Institution Assessment(s)	No
Background Information	No
Research Experience	No
Letter of Intent Analysis	No
Additional Comments	No
Applicant Rank	Yes

Table 1: Review Fields

The following image depicts the full view of the review form. The *View Application PDF* link opens the student application in PDF version uploaded by the system administrator.

**Review Form**

Logged in as: Von Brakespear

[View Application PDF](#)

---

**General Information**

Student Number: 212113456	Last Name: Synwell	First Name: Celestine	Degree Applied For: PhD
------------------------------	-----------------------	--------------------------	----------------------------

---

**Previous Grades**

GPA A	GRE N/A	TOEFL N/A	IELTS N/A	YELT N/A
----------	------------	--------------	--------------	-------------

---

**Previous Institutions**

**Institution Name(s)**  
Nothing selected

**Add Institution**  

Institution Name

Add

**Institution Assessment(s)**  
Nothing selected

**Add Assessment**  

Nothing selected

New Assessment

Add

---

**Background and Research Information**

**Background Information**  

Background Information

**Research Experience**  

Research Experience

---

**Letter Analysis and Additional Comments**

**Letter of Intent Analysis**  

Letter Analysis

**Additional Comments**  

Additional Comments

---

**Final Rank**

**Applicant Rank**

-

Cancel Review

Draft Review

Submit Review

Figure 59: Full view of the Review Form

### 6.4.1 Opening a new Review

When a new review is received it will show on the portal. After that you will have the option of opening the review and start completing the form. The action for opening a new review will say **Start Review**.

The following image depicts user opening a brand new review.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2018	Fabrizio Oswald	MSc	Submitted	View Application View Review
03/30/2018	Celestine Sywell	PhD	Draft	View Application <b>Start Review</b>
03/30/2018	Cor Poag	PhD	New	View Application Start Review
03/04/2018	Ciro Eabury	MSc	Draft	View Application Continue Review
02/13/2018	Igor Tarte	MSc	New	View Application Start Review

Figure 60: Opening a brand new review

The following image depicts user making no changes to the opened review and exiting out of the review form.

EECS Graduate Review Form

Logged in as: Von Brakespear

**Previous Institutions**

Institution Name(s): Nothing selected

Institution Assessment(s): Nothing selected

**Background and Research Information**

Background Information: [Text Area]

Research Experience: [Text Area]

**Letter Analysis and Additional Comments**

Letter of Intent Analysis: [Text Area]

Additional Comments: [Text Area]

**Final Rank**

Applicant Rank: [Dropdown Menu]

**Buttons:** Cancel Review (highlighted), Draft Review, Submit Review

Figure 61: Exiting out of a brand new review application without changes

### 6.4.2 Filling out a Review

Table 1 outlines the fields in a review application and their required status. The following table specializes Table 1 and displays the type of input each field takes.

Field Name	Input Type
Institution Name(s)	Multiple Drop-Down
Institution Assessment(s)	Multiple Drop-Down
Background Information	Text
Research Experience	Text
Letter of Intent Analysis	Text
Additional Comments	Text
Applicant Rank	Single Drop-Down

Table 2: Review Fields Input Type

**Institution Assessment:** When performing an institution assessment you can select from one or more institutions and a description in the database. If the institution does not exist or their description is inadequate you can also create a new institution/assessment.

The following image depicts a user selecting two institutions the applicant has attended and selecting an assessment from each of the institutions.

**Previous Institutions**

**Institution Name(s)**  
Assam Agricultural University, Ferris State University

**Institution Assessment(s)**  
Not so well known, Well known for research in Machine Learning

**Add Institution**  
Institution Name  
Add

**Add Assessment**  
Assam Agricultural University  
New Assessment  
Add

**Selected University Assessments**

- Assam Agricultural University
  - Not so well known
- Ferris State University
  - Well known for research in Machine Learning

Figure 62: Institution Assessment View

### 6.4.3 Saving a Review as Draft

While filling out a review you will have the opportunity to save an on-going review as a draft for future completion.

The following images depicts a user making changes to an application review and then saving it as a draft. Consequently, the status of the review is changed to **Draft**. And if the user wants to continue working on the draft sometime later, the action for opening a drafted review will say **Continue Review**.

The screenshot shows the EECS Gradapps interface. At the top, it says "Logged in as: Von Brakespear". Below this is a section titled "Previous Institutions" with dropdowns for "Institution Name(s)" and "Institution Assessment(s)". To the right are "Add Institution" and "Add Assessment" buttons. Below this is "Background and Research Information" with text boxes for "Background Information" and "Research Experience". Then "Letter Analysis and Additional Comments" with "Letter of Intent Analysis" and "Additional Comments" text boxes. Below that is "Final Rank" with an "Applicant Rank" dropdown. At the bottom are three buttons: "Cancel Review" (red), "Draft Review" (green, circled in blue), and "Submit Review" (green).

Figure 63: Save a review as draft

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/12/2018	Igor Tzite	MSc	Draft	View Application Continue Review
03/04/2018	Ciro Babay	MSc	Draft	View Application Continue Review
03/30/2018	Palvia Oakwell	MSc	Submitted	View Application View Review
03/30/2018	Odette Stwell	PhD	New	View Application Start Review
03/30/2018	Ona Peng	PhD	New	View Application Start Review

Figure 64: Drafted Review View

### 6.4.4 Submitting a Review

Once you are satisfied with your review simply click the **Submit Review** button to complete your review. If the correct number of reviews for an application has been submitted (depending on visa status), the application will be automatically available for selection to those on the **Professor Portal**. The only required field needed for submitting a review is the final application rank that is to be decided by the admission committee member upon analysing the application.

The following image depicts an end user submitting a review.

The screenshot shows the EECS Gradapps submission interface. At the top, the user is logged in as 'Von Brakespear'. The form is divided into several sections:

- General Information:** Fields for Student Number (212122456), Last Name (Tirte), First Name (Igor), and Degree Applied For (MSc).
- Previous Grades:** Fields for GPA (C-), GRE (N/A), TOEFL (N/A), IELTS (N/A), and YELT (N/A).
- Previous Institutions:** A section for adding institutions and assessments. It includes a dropdown for 'Institution Name(s)' (Capital University of Medical Sciences, Ferris State University) and a table for 'Institution Assessment(s)' with columns for Institution Name, Add, and New Assessment.
- Selected University Assessments:** A list of two assessments:
  - Ferris State University: Well known for research in Machine Learning
  - Capital University of Medical Sciences: One of the best in the world for medical sciences
- Background and Research Information:** Two text areas for 'Background Information' (Does not have a strong math background. Okay, in programming.) and 'Research Experience' (No undergraduate research experience.).
- Letter Analysis and Additional Comments:** Two text areas for 'Letter of Intent Analysis' (Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.) and 'Additional Comments' (The student is not a good fit for the program.).
- Final Rank:** A dropdown menu for 'Applicant Rank' set to 'C'.

At the bottom, there are three buttons: 'Cancel Review' (red), 'Draft Review' (green), and 'Submit Review' (green, circled in blue).


Figure 65: Submit a Review



Once the review is submitted, it will show up on the user dashboard with status as **Submitted** and the user action to view a submitted review will say **View Review**. Submitted reviews are only viewable as a plain text application form. The following images depict viewing a submitted review.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Action
02/23/2018	Igor Tirtse	MSc	Submitted	View Application View Review
02/26/2018	Chris Sabharwal	MSc	Draft	View Application Continue Review
03/26/2018	Fabrizio Calabrese	MSc	Submitted	View Application View Review
03/26/2018	Celestine Bywell	PhD	New	View Application Start Review
03/26/2018	Chris Pross	PhD	New	View Application Start Review

Figure 66: Submitted Review View


Logged in as: Von Brakespear

### Review Form

[View Application PDF](#)

---

#### General Information

Student Number:	Last Name:	First Name:	Degree Applied For:
212122456	Tirtse	Igor	MSc

---

#### Previous Grades

GPA	GRE	TOEFL	IELTS	YELT
C+	N/A	N/A	N/A	N/A

---

#### Selected University Assessments

- Ferris State University
  - Well known for research in Machine Learning
- Capital University of Medical Sciences
  - One of the best in the world for medical sciences

---

#### Background and Research Information

<b>Background Information</b> Does not have a strong math background. Okay, in programming.	<b>Research Experience</b> No undergraduate research experience.
--	---

---

#### Letter Analysis and Additional Comments

<b>Letter of Intent Analysis</b> Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.	<b>Additional Comments</b> Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.
---	---

---

#### Final Rank

Applicant Rank  
C

[Exit](#)

Figure 67: Submitted Review View

## 7 Professor

This section provides a detailed description of the professor system functions.

### 7.1 Default Portal

After logging in and selecting the professor role you will have access to the professor portal. In this portal you will be presented with a table containing all the students who have applied to be a graduate student. Here you can perform the following:

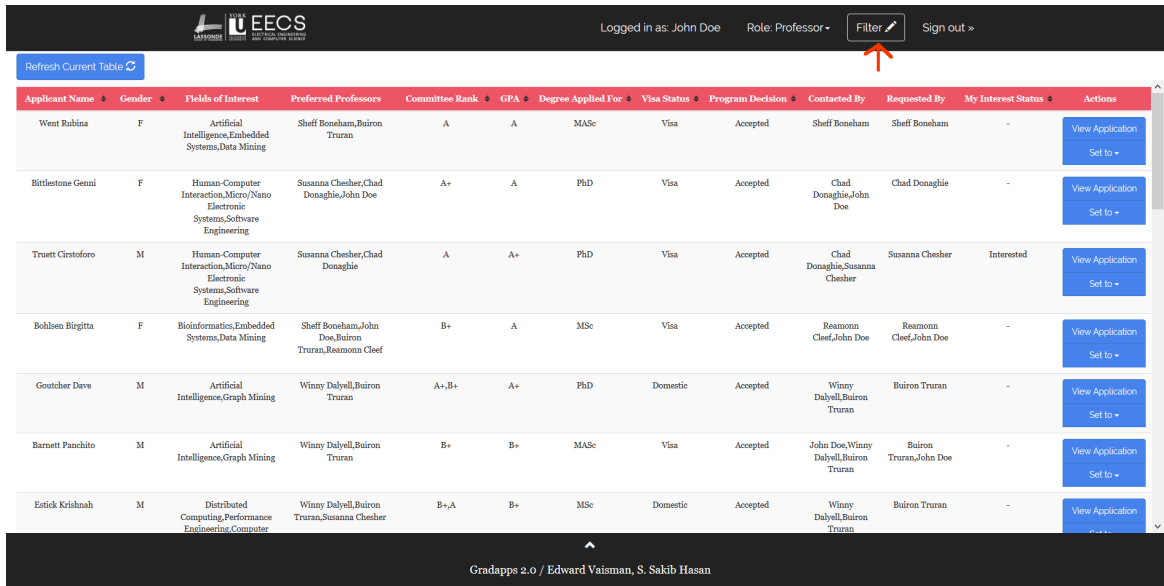
- Filter the table to only display applications based on criteria of your choosing
- Sort the table on certain columns
- View applications and their respective committee review
- Set application attributes such as notifying others if you have contacted/requested an applicant or indicate to yourself if you find an applicant interesting or not.

### 7.2 Filtering the Table

This section describes how you would use/build/save/load a filter on the table.

## 7.2.1 Opening the Modal

To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.




The screenshot shows the Gradapps application interface. At the top, there is a navigation bar with the EECS logo, user information (Logged in as: John Doe, Role: Professor), a 'Filter' button with a dropdown arrow, and a 'Sign out' link. Below the navigation bar is a 'Refresh Current Table' button. The main content is a table with 13 columns: Applicant Name, Gender, Fields of Interest, Preferred Professors, Committee Rank, GPA, Degree Applied For, Visa Status, Program Decision, Contacted By, Requested By, My Interest Status, and Actions. The table contains 7 rows of applicant data. The 'Filter' button in the navigation bar is highlighted with a red arrow.

Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Went Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	A	A	MSc	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	View Application Set to +
Birtlesone Genai	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	View Application Set to +
Truett Cristoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	View Application Set to +
Bohlsen Birgitta	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Truran, Reamonn Cleef	B+	A	MSc	Visa	Accepted	Reamonn Cleef, John Doe	Reamonn Cleef, John Doe	-	View Application Set to +
Goutcher Dave	M	Artificial Intelligence, Graph Mining	Winnay Dabvill, Buiron Truran	A+, B+	A+	PhD	Domestic	Accepted	Winnay Dabvill, Buiron Truran	Buiron Truran	-	View Application Set to +
Barnett Panchito	M	Artificial Intelligence, Graph Mining	Winnay Dabvill, Buiron Truran	B+	B+	MSc	Visa	Accepted	John Doe, Winnay Dabvill, Buiron Truran	Buiron Truran, John Doe	-	View Application Set to +
Estick Krishnah	M	Distributed Computing, Performance Engineering, Computer	Winnay Dabvill, Buiron Truran, Susanna Chesher	B+, A	B+	MSc	Domestic	Accepted	Winnay Dabvill, Buiron Truran	Buiron Truran	-	View Application Set to +

Gradapps 2.0 / Edward Vaisman, S. Sakib Hasan

Figure 68: Opening the Modal

**Filter** 

**Load a Preset**  

Nothing Selected


**Choose Your Columns**


Name	Gender	Fields of Interest	Preferred Professor
Committee Ranking	GPA	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

**Choose Your Filters**

<b>Name</b> <div>Any</div>	<b>Gender</b> <div>Any</div>	<b>Fields of Interest</b> <div>Any</div>
<b>Preferred Professor</b> <div>Any</div>	<b>Committee Ranking</b> <div>Any</div>	<b>GPA</b> <div>Any</div>
<b>Degree Applied For</b> <div>Any</div>	<b>Visa Status</b> <div>Any</div>	<b>Program Decision</b> <div>Any</div>
<b>Contacted By</b> <div>Any</div>	<b>Requested By</b> <div>Any</div>	<b>My Interest Status</b> <div>Any</div>

**Selected Filter**

 Cancel

 Submit


Preset Name

Save Preset

Figure 69: Filter View

### 7.2.2 Choose Your Columns

Once the modal is opened you can then choose the columns you wish to be displayed on the table. To do so, click on the button indicating which column you wish to see. Once clicked the button will display the order that column will appear in the table.

Filter 

Load a Preset

Nothing Selected

Choose Your Columns

Name 1	Gender 4	Fields of Interest 5	Preferred Professor 6
Committee Ranking 2	GPA 3	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

Choose Your Filters

<div>Name</div> <div>Any</div>	<div>Gender</div> <div>Any</div>	<div>Fields of Interest</div> <div>Any</div>
<div>Preferred Professor</div> <div>Any</div>	<div>Committee Ranking</div> <div>Any</div>	<div>GPA</div> <div>Any</div>
<div>Degree Applied For</div> <div>Any</div>	<div>Visa Status</div> <div>Any</div>	<div>Program Decision</div> <div>Any</div>
<div>Contacted By</div> <div>Any</div>	<div>Requested By</div> <div>Any</div>	<div>My Interest Status</div> <div>Any</div>

Selected Filter

✕ Cancel

✓ Submit

Preset Name

Save Preset

Figure 70: Choose Your Columns

**Note:** Not selecting any column will use the same columns and order as the default table. If the *Actions* column is not selected it will automatically be placed as the right most column. *My Interest Status* is account specific and can only be seen by you.

### 7.2.3 Choose Your Filters

After selecting your columns, you can then choose the attributes by which you wish to filter your table. Begin by clicking on the drop down of the attribute you wish to filter and select an option from a list of generated options.

**Filter**

**Load a Preset**

Nothing Selected ▼

---

**Choose Your Columns**

Name <span style="background-color: #007bff; color: white; padding: 0 5px;">1</span>	Gender <span style="background-color: #007bff; color: white; padding: 0 5px;">4</span>	Fields of Interest <span style="background-color: #007bff; color: white; padding: 0 5px;">5</span>	Preferred Professor <span style="background-color: #007bff; color: white; padding: 0 5px;">6</span>
Committee Ranking <span style="background-color: #007bff; color: white; padding: 0 5px;">2</span>	GPA <span style="background-color: #007bff; color: white; padding: 0 5px;">3</span>	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

**Choose Your Filters**

<p><b>Name</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Preferred Professor</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Degree Applied For</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Contacted By</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div>	<p><b>Gender</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Committee Ranking</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Visa Status</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <p><b>Requested By</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div>	<p><b>Fields of Interest</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Any ▼</div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">comp</div> <div style="background-color: #007bff; color: white; padding: 2px 5px;">Computational Biology</div> <div style="padding: 2px 5px;">Computational Neuroscience</div> <div style="padding: 2px 5px;">Computer Graphics and Media</div> <div style="padding: 2px 5px;">Computer Security and Networks</div> <div style="padding: 2px 5px;">Computer Vision</div> <div style="padding: 2px 5px;">Distributed Computing</div> <div style="padding: 2px 5px;">History of Computing</div> <div style="padding: 2px 5px;">Human-Computer Interaction</div> <div style="padding: 2px 5px;">Theory of Computation</div> </div>
--	---	--

**Selected Filter**

✕ Cancel
✔ Submit

Preset Name

Save Preset

Figure 71: Choose Your Filters

**Note:** You can use the search bar to help locate values. Begin by typing in the text box displayed. You can only select an option that appears in the dropdown.

### 7.2.4 Submitting a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and click “Submit”. The text under the “Selected Filter” will change based on your filter attributes.

**Filter**

**Load a Preset**  

Nothing Selected

**Choose Your Columns**

Name 1	Gender 4	Fields of Interest 5	Preferred Professor 6
Committee Ranking 2	GPA 3	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

**Choose Your Filters**

<b>Name</b> Any	<b>Gender</b> Any	<b>Fields of Interest</b> Data Mining
<b>Preferred Professor</b> Any	<b>Committee Ranking</b> > B	<b>GPA</b> Any
<b>Degree Applied For</b> Any	<b>Visa Status</b> Any	<b>Program Decision</b> Any
<b>Contacted By</b> Any	<b>Requested By</b> Any	<b>My Interest Status</b> Any

**Selected Filter**

Field of Interest = Data Mining AND Committee Ranking > B

Cancel

Submit

Preset Name

Save Preset

Confirm Here



Figure 72: Submit Filter

After you submit a filter you will be provided with a new table to match your filter.




<div>  <span>Logged in as: John Doe    Role: Professor+    Filter     Sign out &gt;</span> </div>									
<div> <a href="#">← Load Default Table</a>    <a href="#">Refresh Current Table </a> </div>									
Applicant Name	Committee Rank	GPA	Gender	Fields of Interest	Preferred Professors	Actions			
Went Rubina	A	A	F	Artificial Intelligence, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, Buiron Truran	View Application Set to +			
Bohlsen Birgitta	B+	A	F	Bioinformatics, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, John Doe, Buiron Truran, Reamonn Cleef	View Application Set to +			
Kesey Tricia	B+	B+	F	Artificial Intelligence, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, Buiron Truran	View Application Set to +			
Gerrill Aurelia	B+, A	B+	F	Bioinformatics, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, Buiron Truran, Reamonn Cleef	View Application Set to +			
Darvey Silvers	A+, B+	B+	F	Machine Learning, <b>Data Mining</b>	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +			
Williem Longman	C, B+	C+	M	Machine Learning, <b>Data Mining</b>	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +			
Florance Warburton	B, B+	B	F	Machine Learning, <b>Data Mining</b>	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +			

Figure 73: Filtered Table

**Pro-tip:** Attributes that satisfy your filter will be highlighted. Make sure to include the right column to see those highlights!



### 7.2.5 Saving a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and give the preset a name by typing in the text box between the “Submit” and the “Save Preset” button. Once that is done click “Save Preset”.

## Filter

**Load a Preset**

Nothing Selected ▼

---

**Choose Your Columns**

Name <span style="background-color: #007bff; color: white; padding: 0 5px;">1</span>	Gender <span style="background-color: #007bff; color: white; padding: 0 5px;">4</span>	Fields of Interest <span style="background-color: #007bff; color: white; padding: 0 5px;">5</span>	Preferred Professor <span style="background-color: #007bff; color: white; padding: 0 5px;">6</span>
Committee Ranking <span style="background-color: #007bff; color: white; padding: 0 5px;">2</span>	GPA <span style="background-color: #007bff; color: white; padding: 0 5px;">3</span>	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

**Choose Your Filters**

<p><b>Name</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Gender</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Fields of Interest</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Data Mining ▼</div>
<p><b>Preferred Professor</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Committee Ranking</b></p> <div style="border: 1px solid #ccc; padding: 5px;">&gt; B ▼</div>	<p><b>GPA</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>
<p><b>Degree Applied For</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Visa Status</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Program Decision</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>
<p><b>Contacted By</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>Requested By</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p><b>My Interest Status</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>

**Selected Filter**

Committee Ranking > B AND Field of Interest = Data Mining

✕ Cancel
✔ Submit

FOI = Data Mining, Ranking > B

Save Preset

Type Here

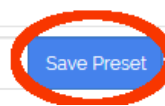


Figure 74: Save a Filter

Once you have saved a filter you will be provided with a new table to match your filter and it will appear in the dropdown to be used for loading a filter.

**Pro-tip:** You can update a filter by typing in the same name as an existing filter.

### **7.2.6 Deleting a Filter**

You can delete a filter by going into your settings. See Section 4.3.

### 7.2.7 Loading a Filter

To load a saved filter click the dropdown under “Load a Preset” and select the preset you wish to use. Once selected the modal will auto-populate.

Filter

Load a Preset

Nothing Selected

FOI = Data Mining, Ranking > B

Name	Gender	Fields of Interest	Preferred Professor	
Committee Ranking	GPA	Degree Applied For	Visa Status	
Program Decision	Contacted By	Requested By	My Interest Status	Actions

Choose Your Filters

<b>Name</b> Any	<b>Gender</b> Any	<b>Fields of Interest</b> Any
<b>Preferred Professor</b> Any	<b>Committee Ranking</b> Any	<b>GPA</b> Any
<b>Degree Applied For</b> Any	<b>Visa Status</b> Any	<b>Program Decision</b> Any
<b>Contacted By</b> Any	<b>Requested By</b> Any	<b>My Interest Status</b> Any

Selected Filter

Cancel

Submit

Preset Name

Save Preset

Figure 75: Loading a Filter

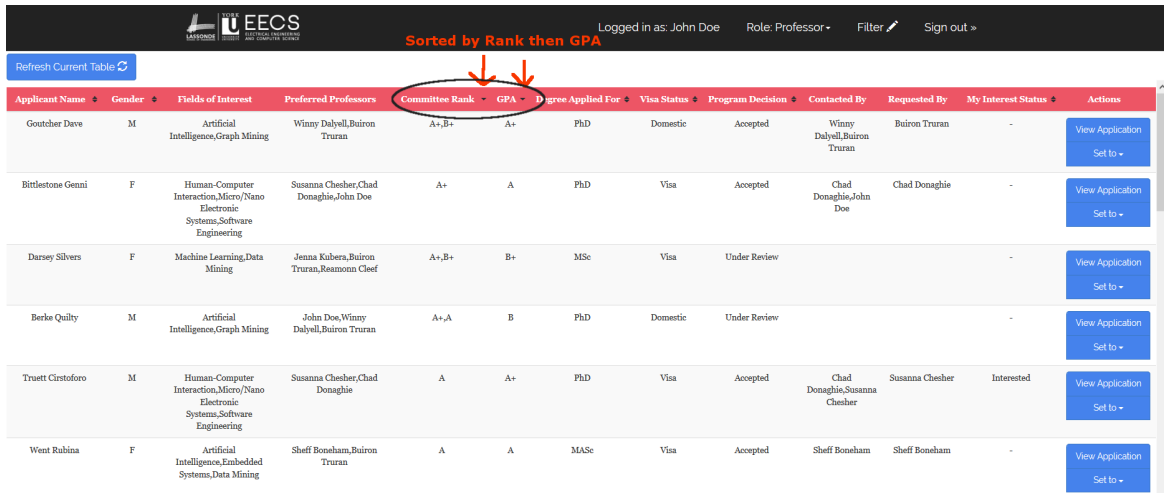
**Pro-tip:** Create a preset called *Default* with no columns or filters selected. You can then use this to load the default table or help clear any data you put in the modal.

### 7.3 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Name:** Descending Order = Z to A, Ascending order = A to Z
- **Gender:** Descending Order = Z to A, Ascending order = A to Z
- **Committee Rank:** Descending Order = A+ to C, Ascending order = C to A+
- **GPA:** Descending Order = A+ to C, Ascending order = C to A+
- **Degree Applied For:** Descending Order = Z to A, Ascending order = A to Z
- **Visa Status:** Descending Order = Z to A, Ascending order = A to Z
- **Program Decision:** Descending Order = Z to A, Ascending order = A to Z
- **Interest Status:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns. For example to sort by Committee Rank and then GPA, hold onto shift and left click Committee Rank and then GPA.



Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Goucher Dave	M	Artificial Intelligence, Graph Mining	Winnie Dalyell, Buiron Truran	A+, B+	A+	PhD	Domestic	Accepted	Winnie Dalyell, Buiron Truran	Buiron Truran	-	View Application Set to +
Bittlestone Genni	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	View Application Set to +
Darvey Silvers	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	A+, B+	B+	MSc	Visa	Under Review			-	View Application Set to +
Berke Quilty	M	Artificial Intelligence, Graph Mining	John Doe, Winnie Dalyell, Buiron Truran	A+, A	B	PhD	Domestic	Under Review			-	View Application Set to +
Truett Cristoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	View Application Set to +
West Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	A	A	MASc	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	View Application Set to +

Figure 76: Sort Table

## 7.4 Viewing an Application

To view an application click on “View Application” at the row corresponding to the applicant you wish to view.





<div>   </div> <div>           Logged in as: John Doe    Role: Professor    Filter     Sign out &gt;         </div>												
Refresh Current Table 												
Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Goucher Dave	M	Artificial Intelligence, Graph Mining	Winnie Dabell, Buiron Truran	A+, B+	A+	PhD	Domestic	Accepted	Winnie Dabell, Buiron Truran	Buiron Truran	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Bittlestone Genni	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Darsey Silvers	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	A+, B+	B+	MSc	Visa	Under Review			-	<a href="#">View Application</a> <a href="#">Set to +</a>
Berke Quilly	M	Artificial Intelligence, Graph Mining	John Doe, Winnie Dabell, Buiron Truran	A+, A	B	PhD	Domestic	Under Review			-	<a href="#">View Application</a> <a href="#">Set to +</a>
Truett Cristoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	<a href="#">View Application</a> <a href="#">Set to +</a>
West Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	A	A	MSc	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	<a href="#">View Application</a> <a href="#">Set to +</a>

Figure 77: Viewing an Application

You will be redirected to an application summary page that will contain a summary of the application and the committee review. If you wish to see more click on “View Application PDF”.

## Application Summary

[View Application PDF](#)

<b>Applicant Name</b>	<b>Session</b>	<b>Email</b>	
Perry McQuade	Winter	pmcquade4@tiny.cc	
<b>Gender</b>	<b>GPA - Final/Interim</b>	<b>GRE</b>	
M	C+		
<b>Degree</b>	<b>Visa Status</b>	<b>Fields of Interest</b>	
MSc	Visa	Data Mining	
<b>Preferred Professor(s)</b>	<b>Program Decision</b>	<b>Contacted By</b>	<b>Requested By</b>
Bronny Poole	Declined		

## Committee Review #1

### Background

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at suscipit dolor. Ut mi orci, ultrices vitae vehicula elementum, luctus et mauris. Curabitur facilisis ipsum eget enim ornare convallis. Vestibulum pretium nunc id sapien pretium pulvinar quis sit amet velit. Nullam volutpat, nunc vel pellentesque viverra, mi dui luctus lorem, vel mollis purus magna vel libero. Phasellus eget diam tellus. Integer faucibus sem non tempus condimentum. Nam iaculis venenatis sapien, in sagittis urna sollicitudin vitae. Sed lacinia elit augue, nec vulputate felis semper ut. Sed non accumsan mi, quis ultricies sem. Phasellus justo lectus, ullamcorper ac laoreet ac, blandit at metus. Nulla ornare, mauris eget hendrerit convallis, neque risus sollicitudin arcu, vitae fermentum ligula mi a diam. Vestibulum nisi lacus, aliquam quis ipsum in, varius mollis diam. Quisque semper eget orci sit amet fringilla. Suspendisse egestas tincidunt ullamcorper. Aenean malesuada justo ut hendrerit accumsan.

### Research Experience

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### University Quality

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### Comments

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### Committee Rank

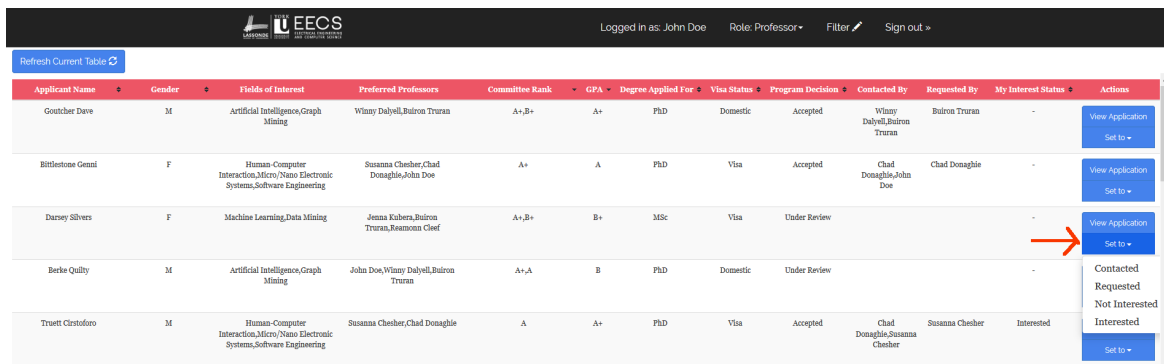
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Figure 78: Application Summary

## 7.5 Setting Application Attributes

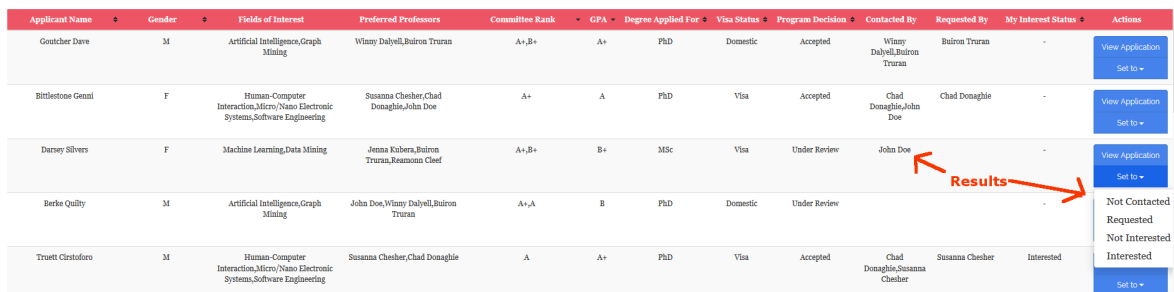
Clicking on the “Set To” drop down on an applicant row will provide you options to update the following fields on an application.

- **Contacted/Requested:** Indicate to others whether or not you have contacted/requested a student (default not contacted and not requested).
- **My Interest Status:** This is a personal field to help you keep track of applications you have/haven’t viewed and your opinion of them. It can only be seen by you.



Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Goucher Dave	M	Artificial Intelligence, Graph Mining	Wimpy Dalyell, Bulron Truran	A+, B+	A+	PhD	Domestic	Accepted	Wimpy Dalyell, Bulron Truran	Bulron Truran	-	View Application Set to -
Bittlesone Genai	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaglie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaglie, John Doe	Chad Donaglie	-	View Application Set to -
Darvey Silvers	F	Machine Learning, Data Mining	Jenna Kohers, Bulron Truran, Reamonn Chief	A+, B+	B+	MSc	Visa	Under Review			-	View Application Set to - Contacted Requested Not Interested Interested Set to +
Berke Quilly	M	Artificial Intelligence, Graph Mining	John Doe, Wimpy Dalyell, Bulron Truran	A+, A	B	PhD	Domestic	Under Review			-	
Truett Cristoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaglie	A	A+	PhD	Visa	Accepted	Chad Donaglie, Susanna Chesher	Susanna Chesher	Interested	Set to +

Figure 79: Setting Application Attribute



Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Goucher Dave	M	Artificial Intelligence, Graph Mining	Wimpy Dalyell, Bulron Truran	A+, B+	A+	PhD	Domestic	Accepted	Wimpy Dalyell, Bulron Truran	Bulron Truran	-	View Application Set to -
Bittlesone Genai	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaglie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaglie, John Doe	Chad Donaglie	-	View Application Set to -
Darvey Silvers	F	Machine Learning, Data Mining	Jenna Kohers, Bulron Truran, Reamonn Chief	A+, B+	B+	MSc	Visa	Under Review	John Doe		-	View Application Set to - Results Not Contacted Requested Not Interested Interested Set to +
Berke Quilly	M	Artificial Intelligence, Graph Mining	John Doe, Wimpy Dalyell, Bulron Truran	A+, A	B	PhD	Domestic	Under Review			-	
Truett Cristoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaglie	A	A+	PhD	Visa	Accepted	Chad Donaglie, Susanna Chesher	Susanna Chesher	Interested	Set to +

Figure 80: Results

## 8 Help

For further help or information about GradApps 2.0 please contact the Graduate Program Director (GPD) or the Graduate Program Assistant (GPA) of the EECS Graduate Program at Lassonde School of Engineering.

Role	Name	Contact
Graduate Program Director	Franck van Breugel	<a href="mailto:gpd@eecs.yorku.ca">gpd@eecs.yorku.ca</a>
Graduate Program Assistant	Ouma Jaipaul-Gill	<a href="mailto:gpa@eecs.yorku.ca">gpa@eecs.yorku.ca</a>