

# **Grad Apps 2.0**

## **Administrator User Manual**

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## 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.

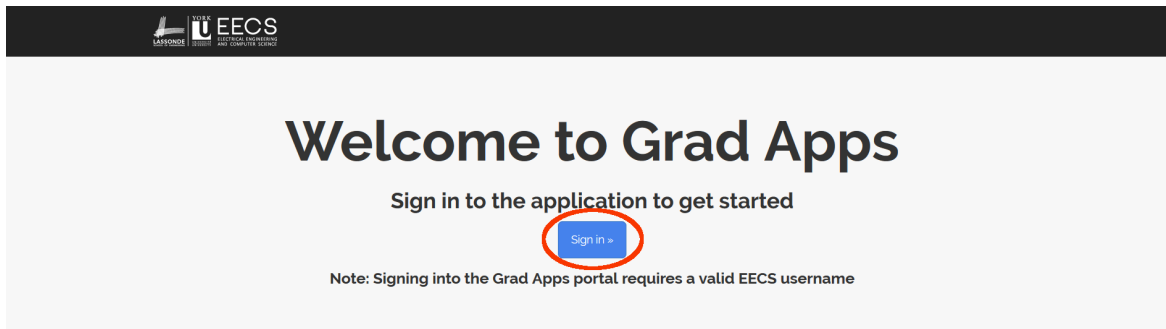


Figure 1: Welcome Page

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.

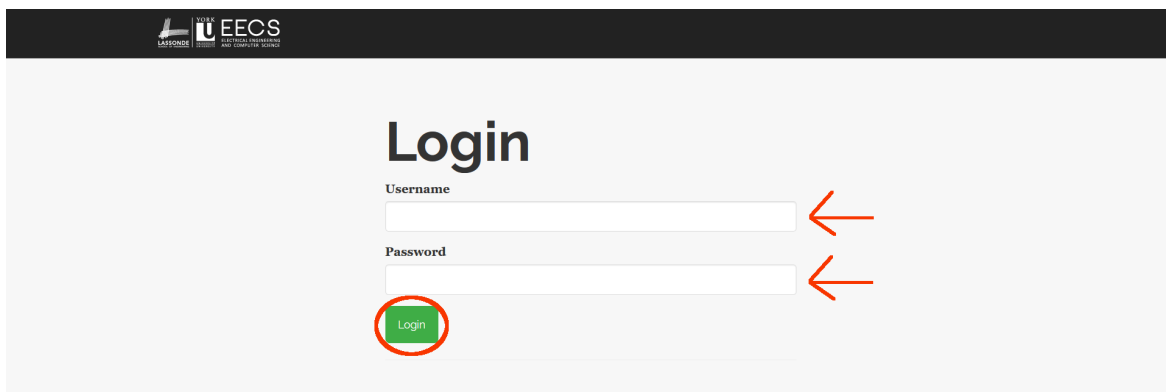


Figure 2: Login Page

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

## 2 Selecting a Role

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

### 2.1 Role Selection Page

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

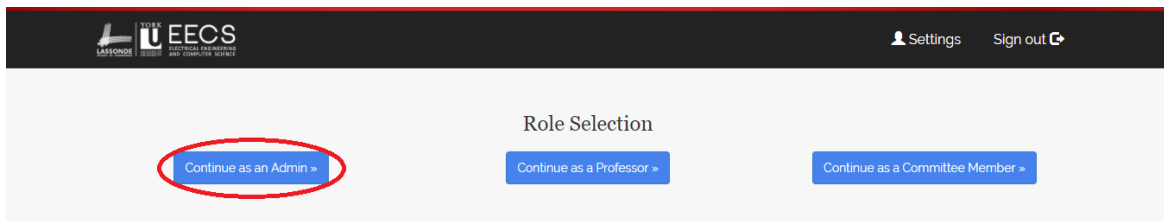


Figure 3: Role Selection Page

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

### 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.

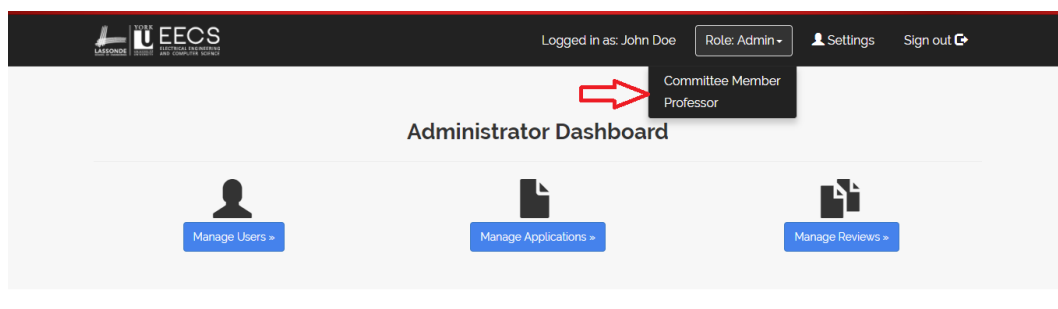


Figure 4: Switch Roles

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

### 3 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: 4)
  - 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)
  - 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: 6)
  - 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.

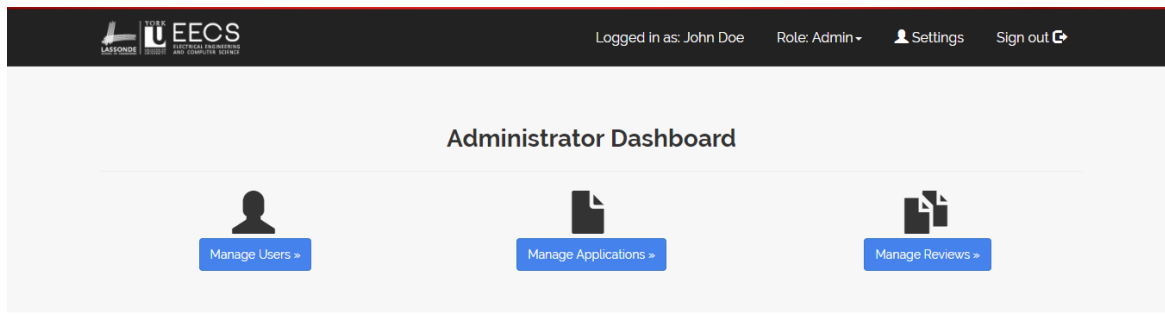


Figure 5: Administrator Dashboard

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

## 4 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*.

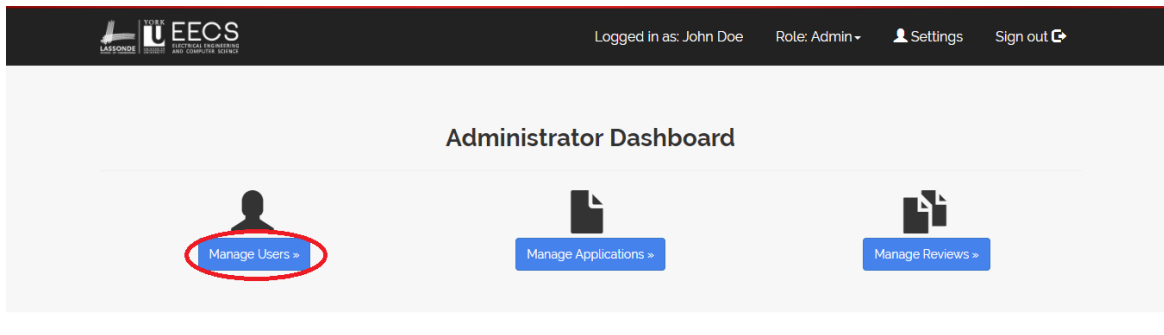


Figure 6: Click to Manage Users

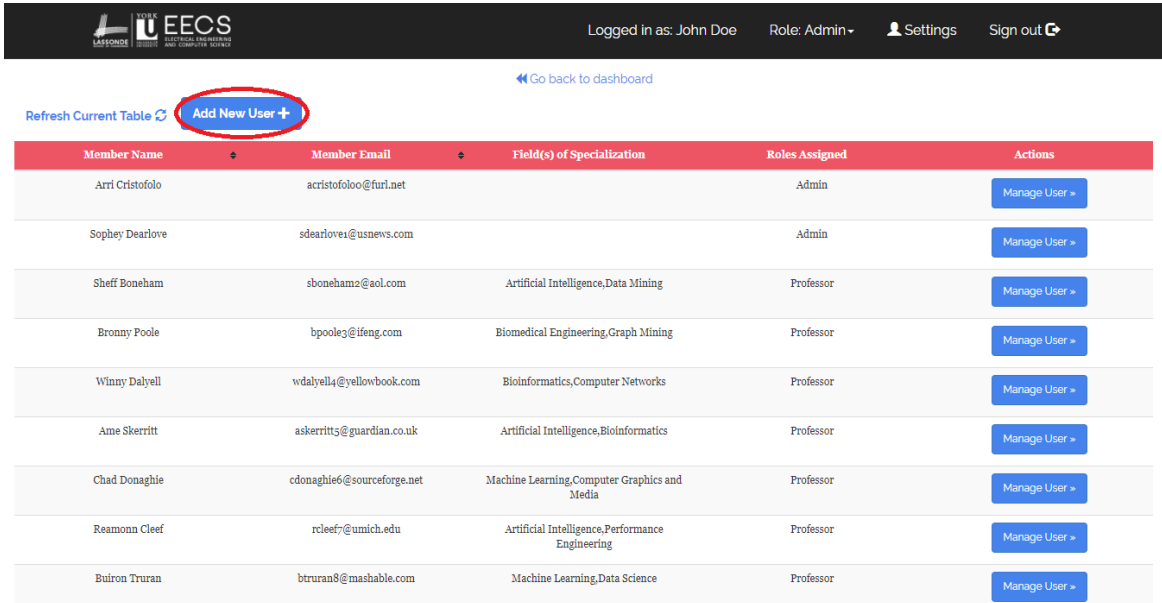
### 4.1 Adding a user

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.





EECS ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

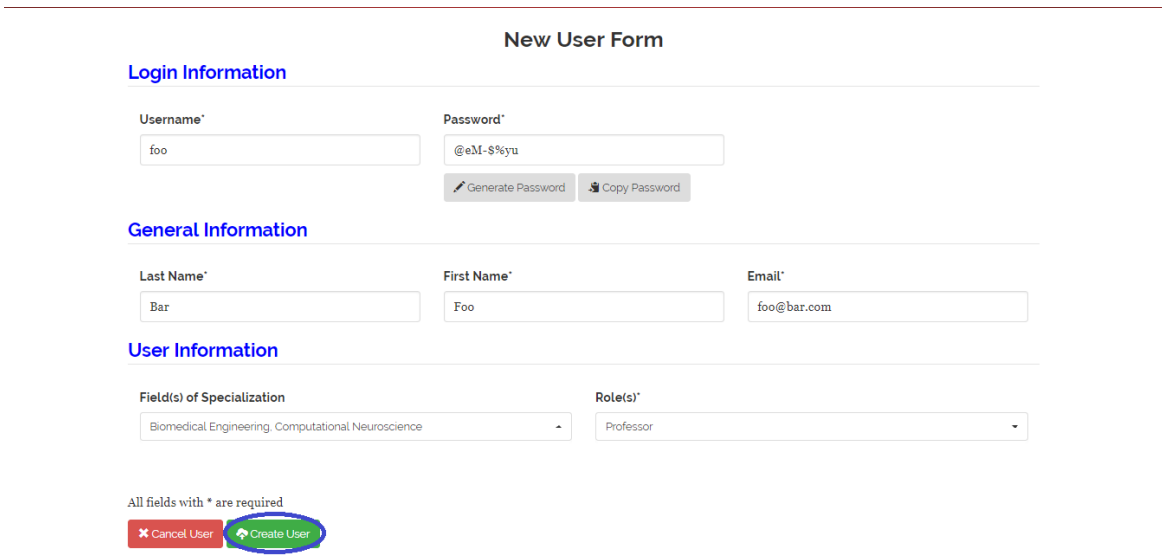
Logged in as: John Doe Role: Admin Settings Sign out

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	Manage User
Sophy Dearlove	sdearlove1@usnews.com		Admin	Manage User
Sheff Boneham	sboneham2@aol.com	Artificial Intelligence, Data Mining	Professor	Manage User
Bronny Poole	bpooles3@ifeng.com	Biomedical Engineering, Graph Mining	Professor	Manage User
Winnie Dalyell	wdalyell4@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
Reamonn Cleef	rcleef7@umich.edu	Artificial Intelligence, Performance Engineering	Professor	Manage User
Buiran Truran	btruran8@mashable.com	Machine Learning, Data Science	Professor	Manage User

Figure 7: Click to create a user



### New User Form

#### Login Information

Username\* Password\*

foo @eM-\$%yu

Generate Password Copy Password

#### General Information

Last Name\* First Name\* Email\*

Bar Foo foo@bar.com

#### User Information

Field(s) of Specialization Role(s)\*

Biomedical Engineering, Computational Neuroscience Professor

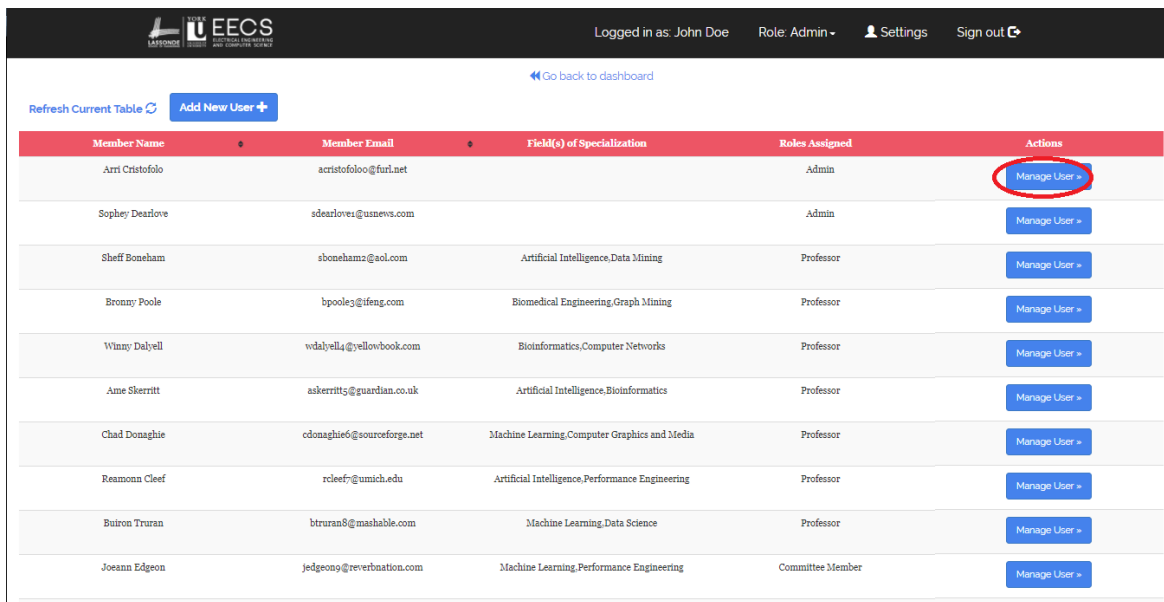
All fields with \* are required

Cancel User Create User

Figure 8: Filling in user information

## 4.2 Edit existing user

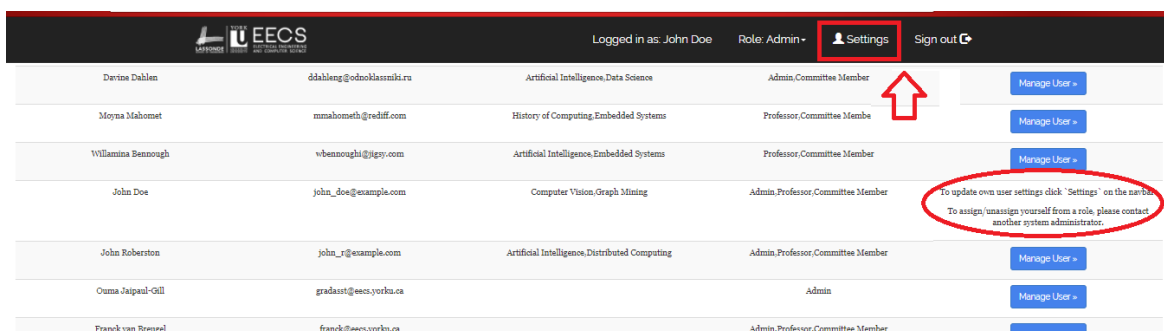
Once in the managing user portal, you can edit an existing user. Editing includes updating user information, assigning/unassigning roles or removing the user completely from the system.



Member Name	Member Email	Field(s) of Specialization	Roles Assigned	Actions
Arri Cristofolo	acristofolo@furl.net		Admin	Manage User
Sophy Dearlove	sdearlove1@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
Wimpy 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
Joann Edgson	jedgson9@reverbnation.com	Machine Learning, Performance Engineering	Committee Member	Manage User

Figure 9: 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
Devina 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	wbennoughi@jigy.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_rg@example.com	Artificial Intelligence, Distributed Computing	Admin, Professor, Committee Member	Manage User
Ouma Jaipaul-Oll	gradasst@eece.yorku.ca		Admin	Manage User
Franck van Biesen	franck@eecs.yorku.ca		Admin, Professor, Committee Member	Manage User

Figure 10: Editing own user settings

### 4.2.1 Remove an 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 11: Removing an user


### 4.2.2 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 12: Assign/Unassign roles

### 4.2.3 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:**
  - Username\*:** Input field containing 'arri'.
  - New Password:** Input field containing 'Password', with 'Generate Password' and 'Copy Password' buttons below it.
- General Information:**
  - Last Name\*:** Input field containing 'Cristofolo'.
  - First Name\*:** Input field containing 'Arri'.
  - Email\*:** Input field containing 'acristofoloo@furl.net'.
- User Information:**
  - Field(s) of Specialization:** Input field.
  - Role(s)\*:** Input field.
- User Filter Preset(s):**
  - Admin Preset:** Input field.

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 13: Updating an user

#### 4.2.4 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 displays a user management form. At the top, there are fields for 'Username\*' (containing 'von') and 'New Password' (containing 'Password'). Below these are buttons for 'Generate Password' and 'Copy Password'. The form is divided into sections: 'General Information' with fields for 'Last Name\*' ('Brakespear'), 'First Name\*' ('Von'), and 'Email\*' ('vbrakespearf@e-recht24.de'); 'User Information' with 'Field(s) of Specialization' ('Data Science, Machine Learning') and 'Role(s)\*' ('Admin, Committee Member'); and 'User Filter Preset(s)'. In the 'User Filter Preset(s)' section, there are two preset buttons: 'Admin Preset' (showing 'Admin Preset(s)') and 'Committee Member Preset' (showing 'PhD preset'). The 'Committee Member Preset' dropdown is open, showing a search bar and a list of options: 'PhD preset' (checked), 'Misc preset', and 'PhD preset'. At the bottom, there are buttons for 'Close User', 'Delete User', and 'Update User', along with a note 'All fields with \* are required'.

Figure 14: Remove Filter Presets

### 4.3 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.

- **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 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*.

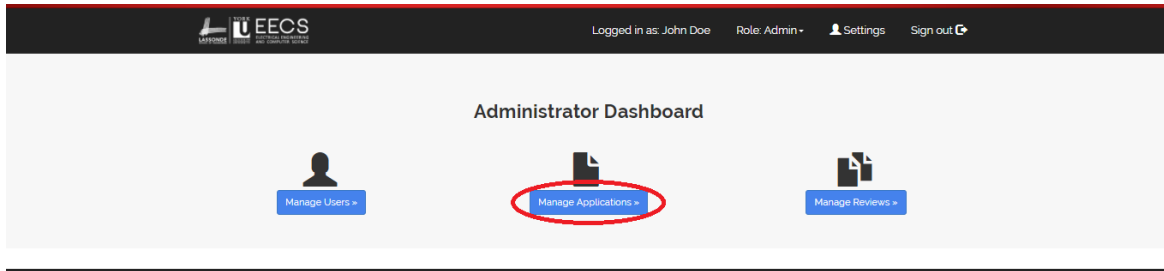


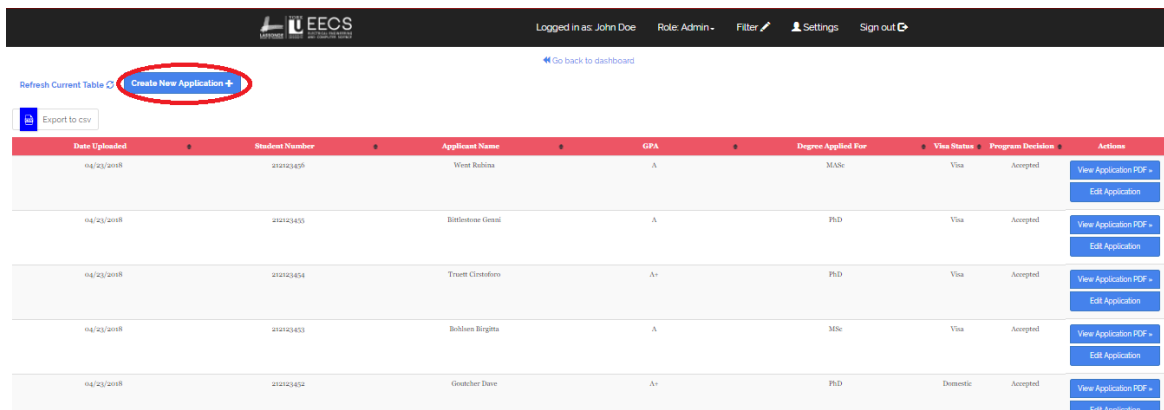
Figure 15: Click to Manage Applications

### 5.1 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)



EECS

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

[Go back to dashboard](#)

Refresh Current Table   **Create New Application**   Export to csv

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	202023439	Went Rubina	A	MASt	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023433	Birdhouse Gerald	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023454	Treum Clinton	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023433	Baldwin Brighta	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	202023434	Gardner Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 16: 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

☐ Final ☐ 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)

☐ Yes ☐ No

#### Assign Reviews

Reviewers

Assign Reviewer(s)

All fields with \* are required

✖ Cancel Application

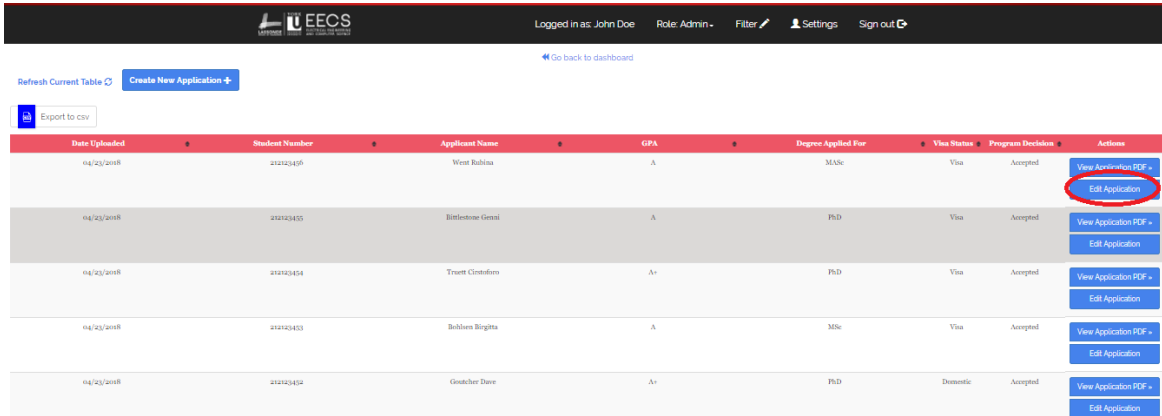
📄 Create Application

Figure 17: Filling in application

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

## 5.2 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 5.1) plus additional attributes such as professor(s) that have contacted or requested the student, the program decision, the student decision and etc.



EECS

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

Go back to dashboard

Refresh Current Table Create New Application

Export to csv

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	Tramit Cimbolani	A+	PhD	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123453	Baldern Birgitta	A	MSc	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123452	Gratchev Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>

Figure 18: Click to edit an application

### 5.2.1 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*
	<input type="text" value="212123456"/>	<input type="text" value="Rubina"/>	<input type="text" value="Went"/>	<input type="text" value="rwento@discovery.com"/>	

**Previous Grades**

GPA*	GPA Status	GRE	TOEFL	IELTS	YELT
	<input checked="" type="radio"/> Final <input type="radio"/> Interim	<input type="text" value="GRE"/>	<input type="text" value="TOEFL"/>	<input type="text" value="IELTS"/>	<input type="text" value="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 19: Removing an application

### 5.2.2 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\*

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

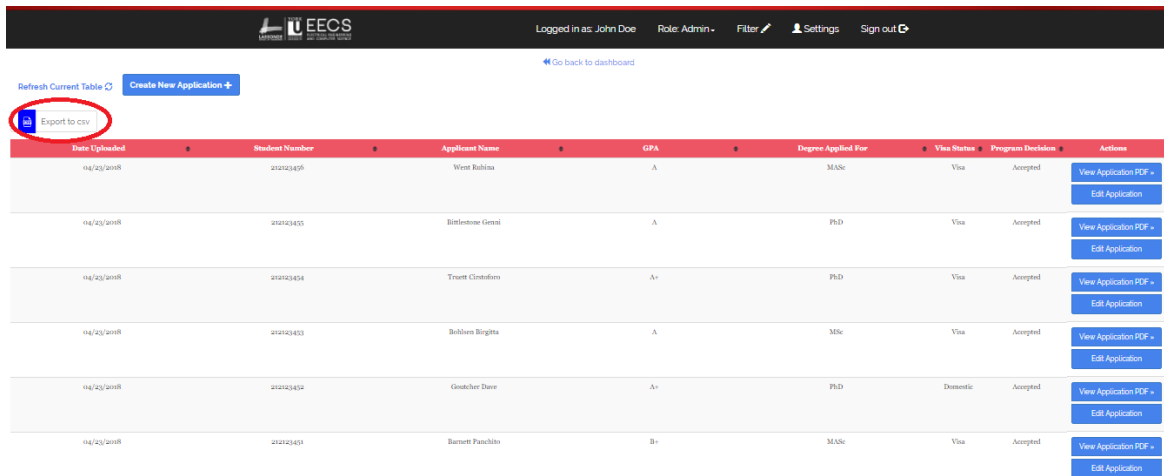
Assign Reviewer(s)

All fields with \* are required

Figure 20: Updating an application

## 5.3 Export Application(s)

Once in the managing application portal, you 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.



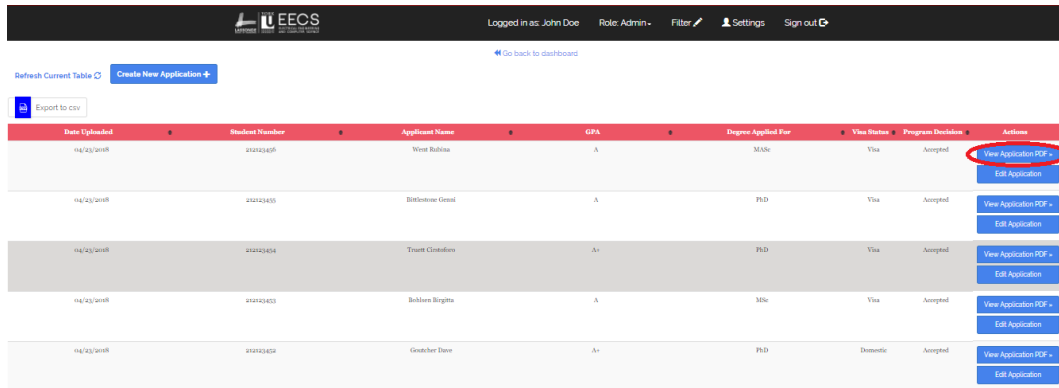
The screenshot shows the EECS application management portal. At the top, there is a navigation bar with the EECS logo, user information (Logged in as: John Doe, Role: Admin), and links for Filter, Settings, and Sign out. Below the navigation bar, there are two buttons: 'Refresh Current Table' and 'Create New Application'. A red circle highlights the 'Export to CSV' button. Below the 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 six rows of application data.

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 Dave	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 21: Exporting application(s)

## 5.4 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.



EECS

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

Go back to dashboard

Refresh Current Table Create New Application

Export to CSV

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
11/6/22/2019	210423409	Vinod Babina	A	MASt	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423403	BilalEhsan Ghani	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423404	Travis Chelidze	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423403	Babbar Bhatia	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423404	Geethika Devi	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 22: Viewing Application PDF

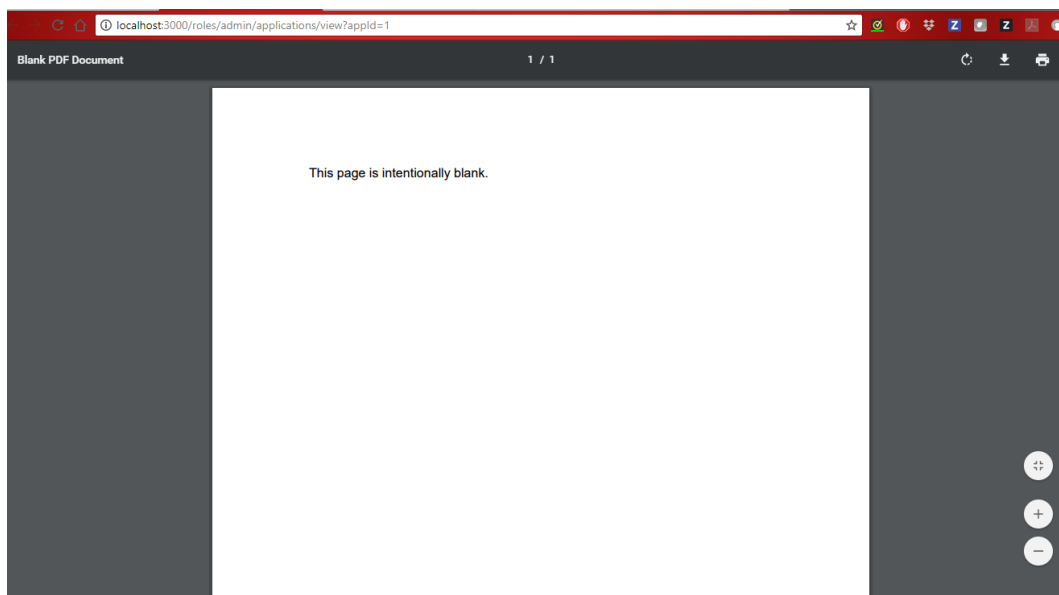


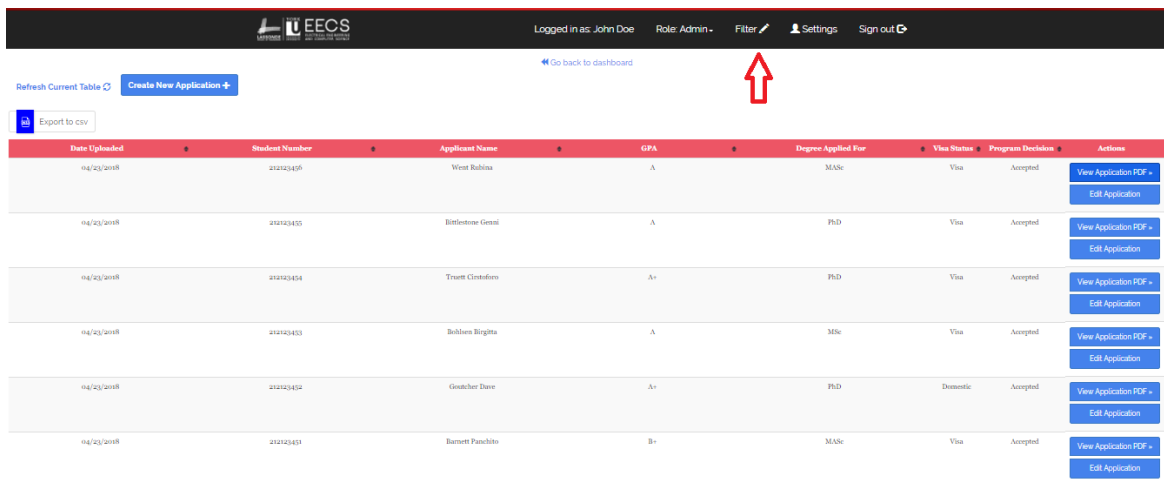
Figure 23: Application PDF

## 5.5 Filtering the Table

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

### 5.5.1 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. The top navigation bar includes 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 are buttons for 'Refresh Current Table' and 'Create New Application'. A table of applications is displayed with columns: Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, and Actions. A red arrow points to the 'Filter' button in the navigation bar.

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
14/12/2018	010101495	Wesley Rubina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101490	Bilal Ahmad Gani	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101494	Tarek Ghannam	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101493	Bilal Ahmad Gani	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101492	Gautier Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101491	Burnett Panchito	B+	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 24: Opening the Modal

The screenshot displays the 'Filter' modal in the Gradapps application. The modal is titled 'Filter' with a pencil icon. It contains the following sections:

- Load a Preset:** A dropdown menu currently showing 'Nothing Selected'.
- Choose Your Columns:** A section with two rows of column selection buttons:
  - Row 1: Date Uploaded, Student Number, Applicant Name, GPA
  - Row 2: Degree Applied For, Visa Status, Program Decision, Actions
- Choose Your Filters:** A section with five filter dropdowns, each currently set to 'Any':
  - Applicant Name
  - GPA
  - Degree
  - Visa Status
  - Program Decision
- Selected Filter:** An empty text input field.
- Footer:** Contains a 'Cancel' button (red), a 'Submit' button (green), a 'Preset Name' text input, and a 'Save Preset' button (blue).

The background shows a table with columns: Student Number, Degree Applied For, Visa Status, Program Decision, and Actions. The table contains several rows of student data.

Figure 25: Filter View



### 5.5.2 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**

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**

Cancel Submit Preset Name Save Preset

Figure 26: 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.

### 5.5.3 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.

The screenshot shows the 'Filter' modal in the Gradapps application. The modal is titled 'Filter' with a pencil icon. It contains three sections: 'Load a Preset' with a 'Nothing Selected' dropdown; 'Choose Your Columns' with a grid of column buttons (Date Uploaded, Student Number, Applicant Name, GPA, Degree Applied For, Visa Status, Program Decision, Actions); and 'Choose Your Filters' with five dropdown menus for Applicant Name, GPA, Degree, Visa Status, and Program Decision. The 'Degree' dropdown is open, showing options 'm', 'MSc', and 'MAsc'. Below the filters is a 'Selected Filter' section. At the bottom are 'Cancel', 'Submit', and 'Save Preset' buttons, along with a 'Preset Name' input field.

Figure 27: 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.

### 5.5.4 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 Save Preset


Figure 28: 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	Kenny 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 29: Resulted Table After Applying Filter

### 5.5.5 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 'Filter' dialog box with the following sections:

- Load a Preset:** A dropdown menu showing 'Nothing Selected'.
- Choose Your Columns:** A grid of column buttons: 'Date Uploaded' (1), 'Student Number', 'Applicant Name' (3), 'GPA' (4), 'Degree Applied For', 'Visa Status' (2), 'Program Decision', and 'Actions'.
- Choose Your Filters:** Five filter dropdowns: 'Applicant Name' (Any), 'GPA' (Any), 'Degree' (MSc), 'Visa Status' (Any), and 'Program Decision' (Any).
- Selected Filter:** A text area showing 'Degree Applied For = MSc'.
- Bottom Bar:** Contains 'Cancel' (red), 'Submit' (green), a text input field with 'All MSc applicants|', and a 'Save Preset' button (blue, circled in red).

Figure 30: 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.

### 5.5.6 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**

Applicant Name	GPA	Degree	Visa Status	Program Decision
Nothing selected	Nothing sel	MSc	Nothing sel	Nothing selected

**Selected Filter**

Degree Applied For = MSc

Figure 31: 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.

## 5.6 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 depicts on 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	21101436	Flezzette Posen	A+	MSc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101436	Cos Peag	C	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21111436	Odette O'Neill	A	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21110436	Ciro Eabury	F	MASc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21111436	Phbia Oabwall	D+	MSc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21112436	Igor Tine	C+	MSc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21112356	Glenia Borrel	A	MSc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21112356	Dellah Thanton	C	MSc	Domestic	Declined	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21112356	Alexandro De Hoogh	C+	PhD	Visa	Declined	<a href="#">View Application PDF</a>

Figure 32: Ascending order of Student Number field

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/12/2018	21101436	Doy Statler	C	MASc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101436	Hazel Oita	C+	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101436	Erica Shorey	A+	MASc	Visa	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101436	West Robina	A	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101435	Bittstone Genzi	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101434	Truett Cristoforo	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101433	Bobbie Birgina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101432	Goutcher Dave	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	21101431	Barnett Paschito	B+	MASc	Visa	Accepted	<a href="#">View Application PDF</a>

Figure 33: Descending order of Student Number field



Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212123436	Doy Dauter	C	MASt	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123436	Hazel Otta	C-	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123436	Erica Shorey	A+	MASt	Visa	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123436	West Rubisa	A	MASt	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123435	Birtstone Genai	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123434	Truett Cristoforo	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123433	Bobbie Virginia	A	MSC	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123432	Gustache Dave	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/23/2018	212123431	Barnett Paschito	B+	MASt	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 34: Ordering using multiple fields

## 6 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*.

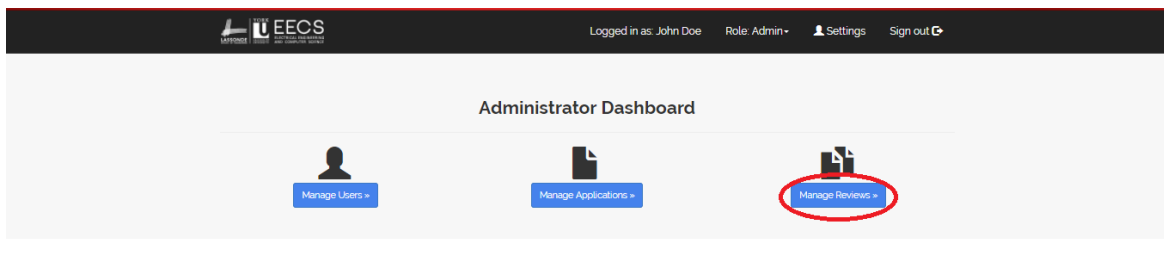


Figure 35: Click to Manage Reviews

### 6.1 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.

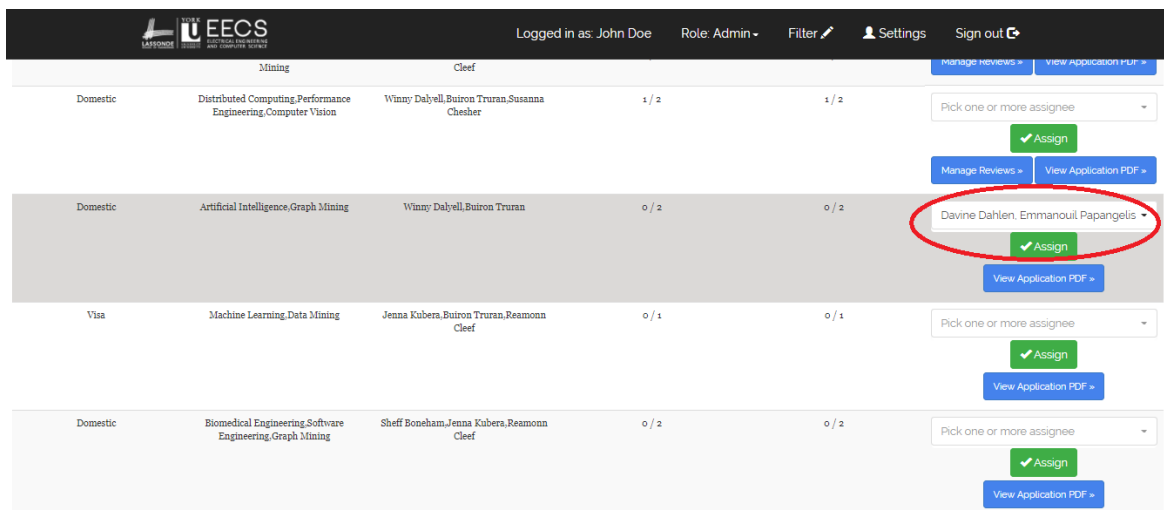


Figure 36: Assign a review

## 6.2 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.

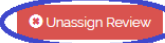
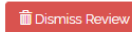
### Manage Reviews

#### 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. 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	
04/23/2018	Byrom Allbones	ballbonesa@cam.ac.uk	Submitted	




Figure 37: Unassign a review

## 6.3 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

<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. 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](#)

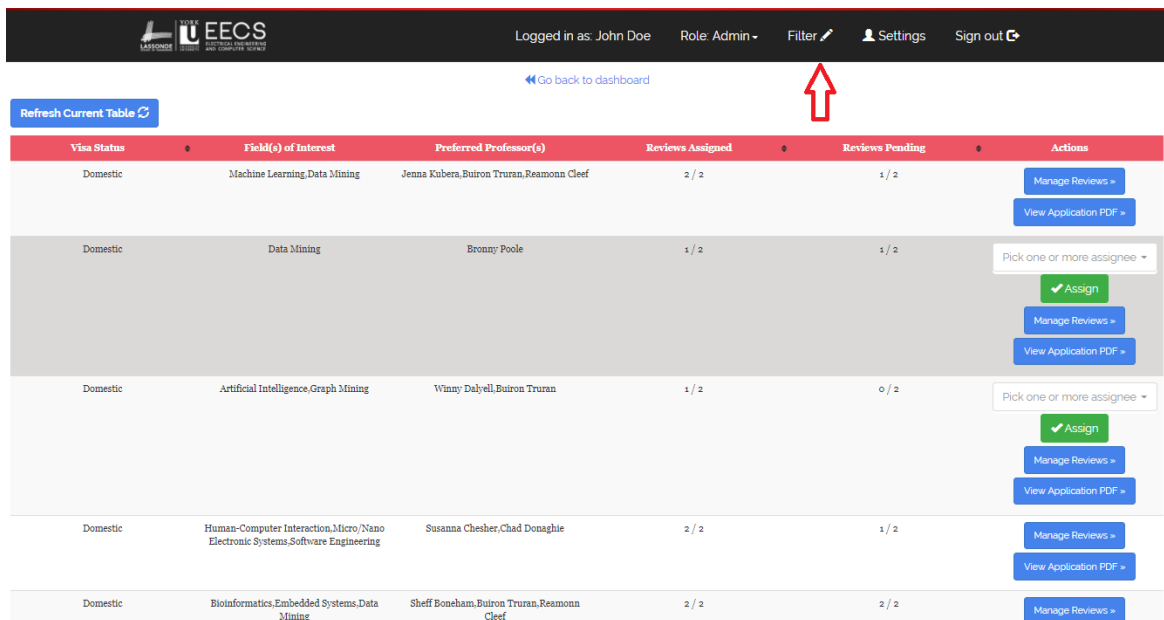
Figure 38: Dismiss a review

## 6.4 Filtering the Table

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

### 6.4.1 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 EECS 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'. Below that is a blue button labeled 'Refresh Current Table'. The main content is a table with the following columns: Visa Status, Field(s) of Interest, Preferred Professor(s), Reviews Assigned, Reviews Pending, and Actions. The table contains six rows of data. 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 »</a> <a href="#">View Application PDF »</a>
Domestic	Data Mining	Bronny Poole	1 / 2	1 / 2	<a href="#">Pick one or more assignee ▾</a> <a href="#">Assign</a> <a href="#">Manage Reviews »</a> <a href="#">View Application PDF »</a>
Domestic	Artificial Intelligence, Graph Mining	Wanny Dalyell, Buiroon Truran	1 / 2	0 / 2	<a href="#">Pick one or more assignee ▾</a> <a href="#">Assign</a> <a href="#">Manage Reviews »</a> <a href="#">View Application PDF »</a>
Domestic	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	2 / 2	1 / 2	<a href="#">Manage Reviews »</a> <a href="#">View Application PDF »</a>
Domestic	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, Buiroon Truran, Reamonn Cleef	2 / 2	2 / 2	<a href="#">Manage Reviews »</a>

Figure 39: Opening the Modal

### 6.4.2 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

Figure 40: 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.

### 6.4.3 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

Figure 41: 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.

#### 6.4.4 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 a resulted set of table is returned after filtering, you can assign/unassign/dismiss review from any of the returned applications.

**Filter**

**Choose Your Columns**

Visa Status **1**    Field(s) of Interest    Preferred Professor(s) **4**

Review Assigned **2**    Review Pending **3**    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 42: 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, Buiron 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, Buiron Truran	Pick one or more assignee <input type="button" value="Assign"/> <input type="button" value="View Application PDF"/>

Figure 43: Resulted Table After Applying Filter

## 6.5 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.