Grad Apps 2.0
Administrator User Manual

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Contents

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.
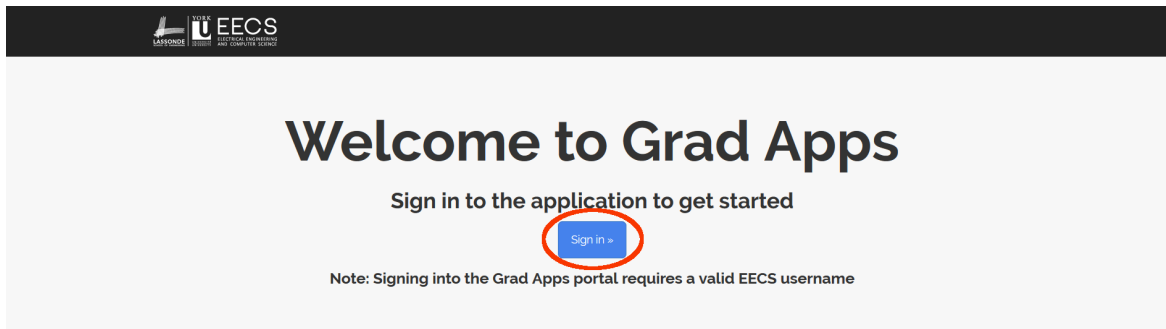

Figure 1: Welcome Page

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.
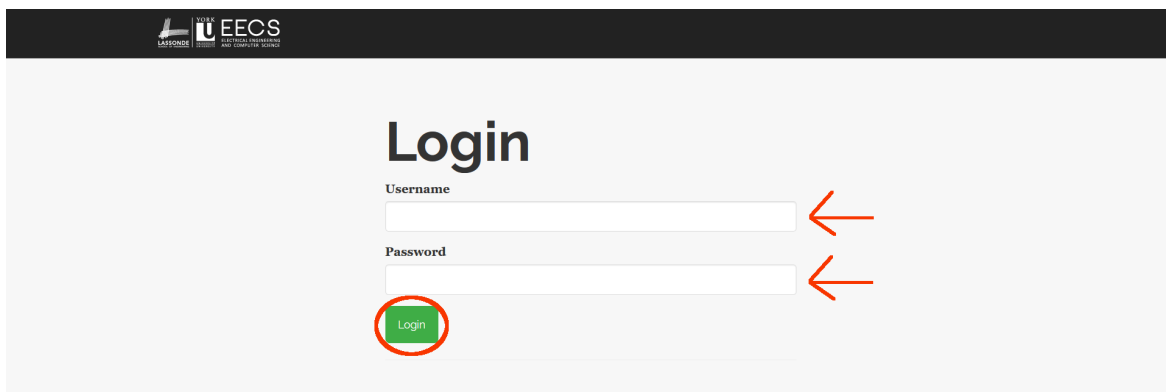

Figure 2: Login Page

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.
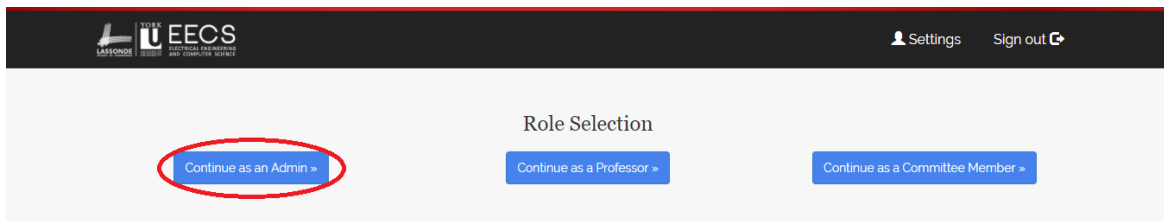

Figure 3: Role Selection Page

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.
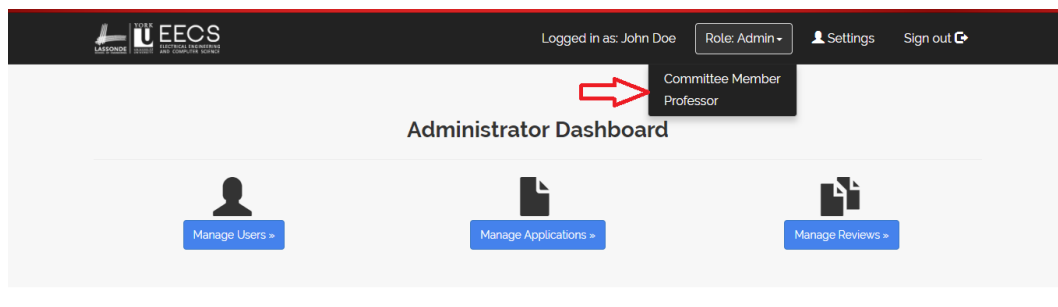

Figure 4: Switch Roles

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

3 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:
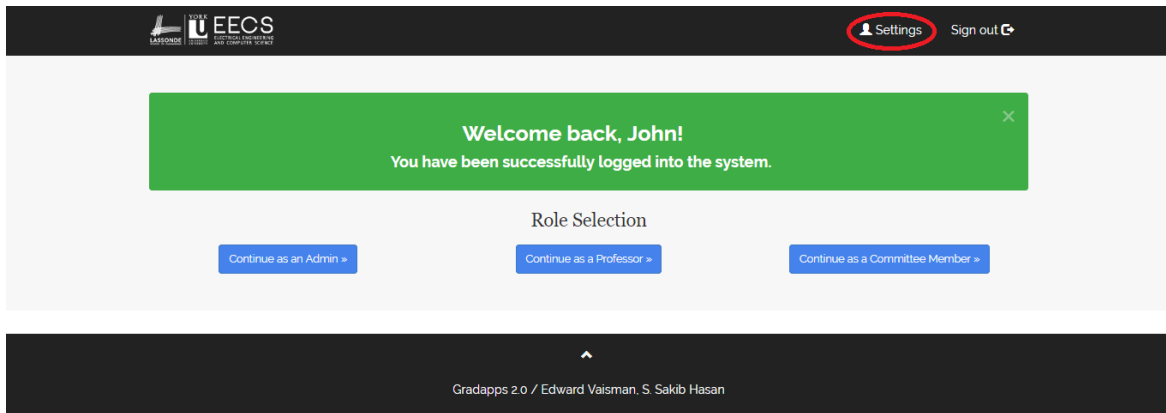
- Username

- 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 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)
    - 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: 6)
    - 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: 7)
    - 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

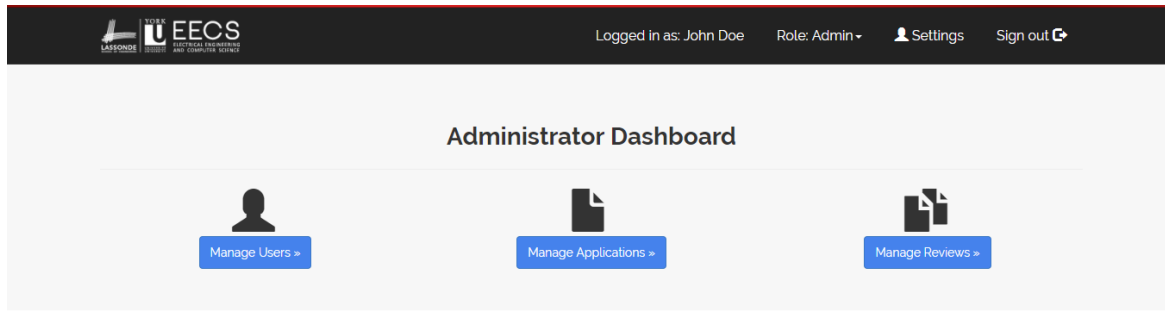More on each of the three management portals in the following sections.

Figure 7: 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 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*.
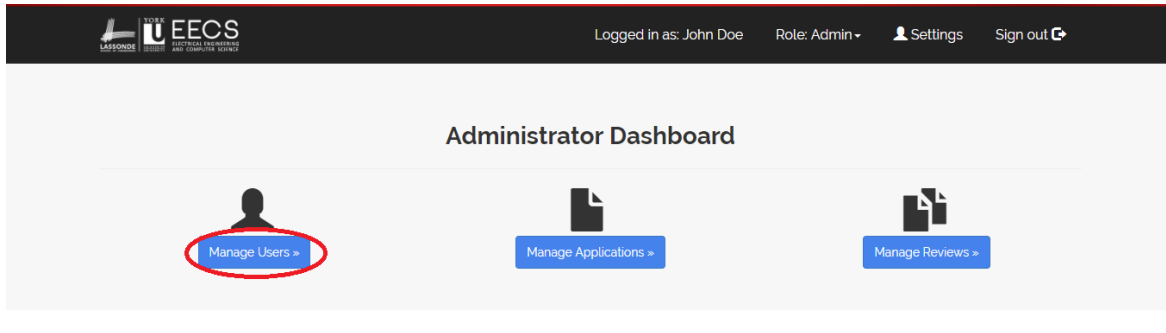

Figure 8: Click to Manage Users

5.1 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.

Figure 9: Click to create a user

Figure 10: Filling in user information
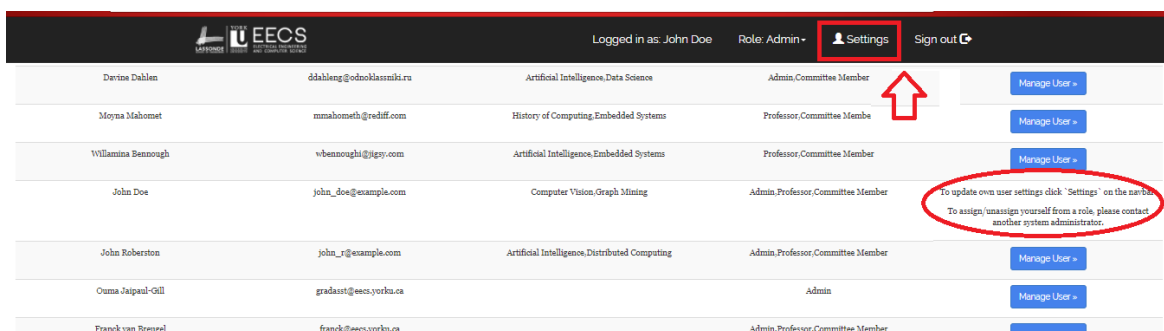
5.2 Edit existing user

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.

Figure 11: 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.

Figure 12: Editing own user settings

5.2.1 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.

Figure 13: Removing an user

5.2.2 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.

Figure 14: Assign/Unassign roles

5.2.3 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.

Figure 15: Updating an user

5.2.4 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.

Figure 16: Remove Filter Presets

5.3 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.

6 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.*
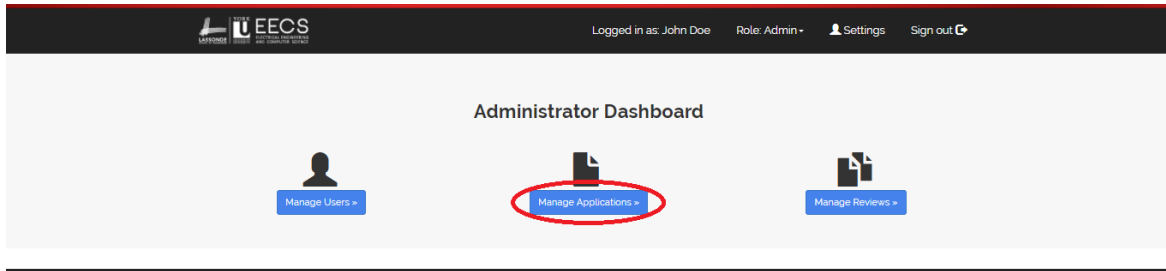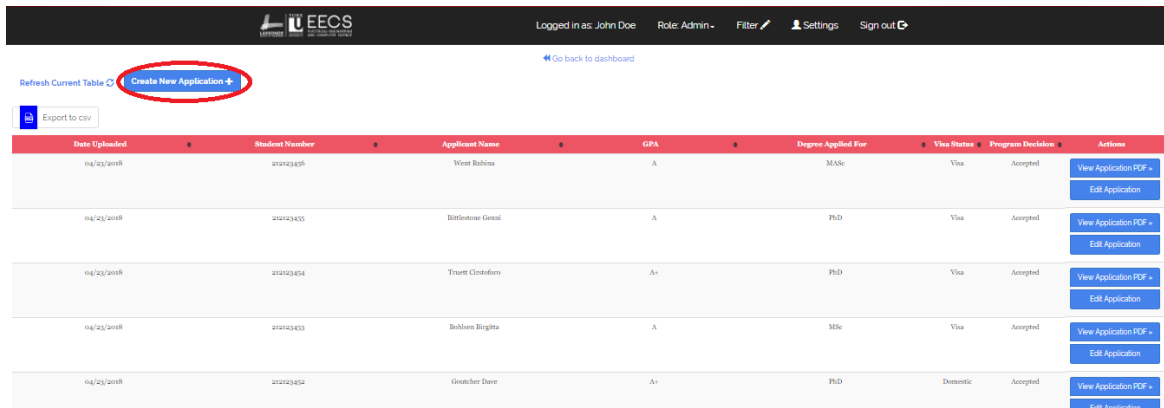

Figure 17: Click to Manage Applications

6.1 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
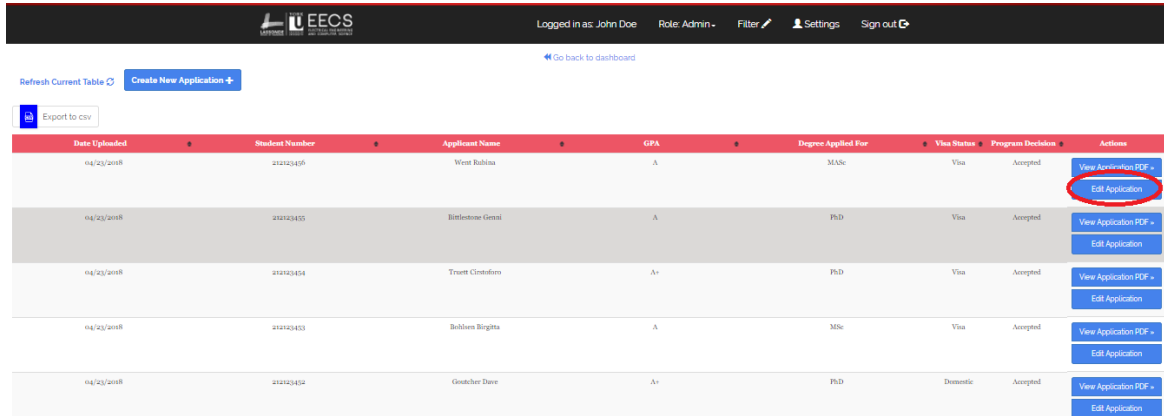
- Preferred Professor(s)

Figure 18: Click to create a application

Figure 19: Filling in application

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

6.2 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 6.1) plus additional attributes such as professor(s) that have contacted or requested the student, the program decision, the student decision and etc.

Figure 20: Click to edit an application

6.2.1 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.

Figure 21: Removing an application

6.2.2 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.

Figure 22: Updating an application

6.3 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.

Figure 23: Exporting application(s)

6.4 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.

Figure 24: Viewing Application PDF
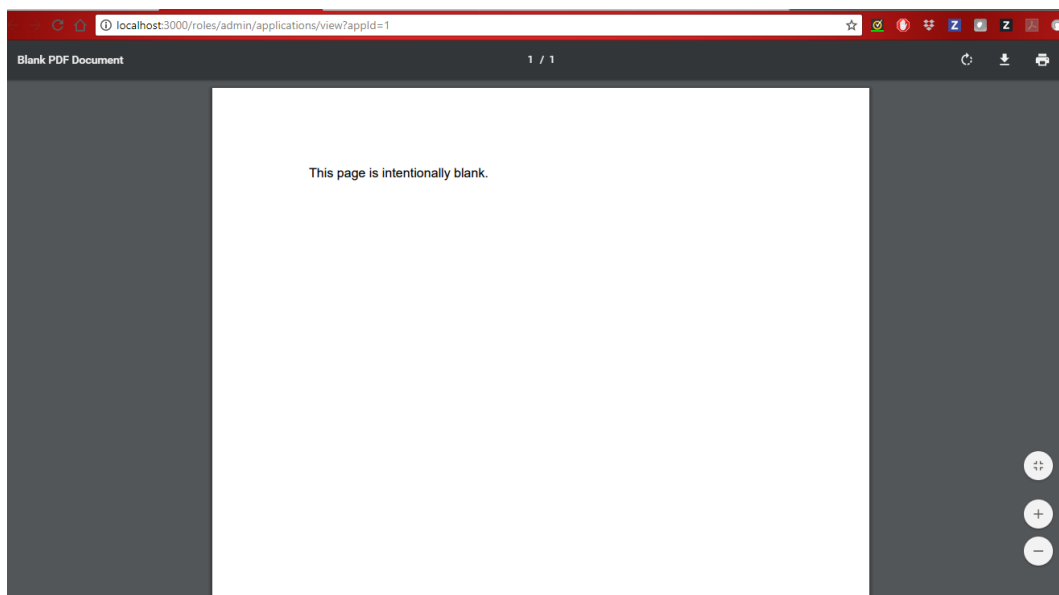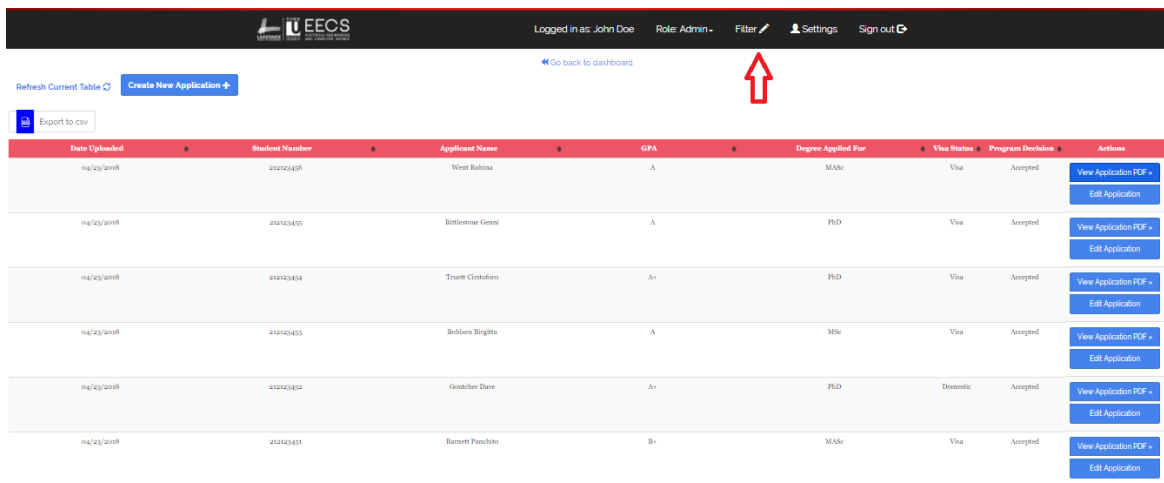
Figure 25: Application PDF

6.5 Filtering the Table

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

6.5.1 Opening the Modal

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

Figure 26: Opening the Modal

Figure 27: Filter View

6.5.2 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.

Figure 28: 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.

6.5.3 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.

Figure 29: 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.

6.5.4 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.

Figure 30: Submit Filter

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

Figure 31: Resulted Table After Applying Filter

6.5.5 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".

Figure 32: 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.

6.5.6 Deleting a Filter

You can delete a filter by going into your settings. See Section 3.

6.5.7 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.

Figure 33: 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.

6.6 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
04/23/2018	212023456	Fleurette Foxen	A+	MSc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212103456	Cos Poag	C	PhD	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212113456	Celestine Sywell	A	PhD	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212120456	Ciro Enbury	F	MASc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212121456	Fulvia Oakwell	D+	MSc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212122456	Igor Tirte	C+	MSc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212123056	Glennis Borrel	A	MSc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212123156	Delilah Thaxton	C	MSc	Domestic	Declined	View Application PDF » / Edit Application
04/23/2018	212123256	Alexandro De Hoogh	C+	PhD	Visa	Declined	View Application PDF »

Figure 34: Ascending order of Student Number field

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/23/2018	212623456	Doy Sautter	C	MASc	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212523456	Hazel Orta	C+	PhD	Domestic	Under Review	View Application PDF » / Edit Application
04/23/2018	212423456	Erica Shorey	A+	MASc	Visa	Under Review	View Application PDF » / Edit Application
04/23/2018	212123456	Went Rubina	A	MASc	Visa	Accepted	View Application PDF » / Edit Application
04/23/2018	212123455	Bittlestone Genni	A	PhD	Visa	Accepted	View Application PDF » / Edit Application
04/23/2018	212123454	Truett Cirstoforo	A+	PhD	Visa	Accepted	View Application PDF » / Edit Application
04/23/2018	212123453	Bohlsen Birgitta	A	MSc	Visa	Accepted	View Application PDF » / Edit Application
04/23/2018	212123452	Goutcher Dave	A+	PhD	Domestic	Accepted	View Application PDF » / Edit Application
04/23/2018	212123451	Barnett Panchito	B+	MASc	Visa	Accepted	View Application PDF »

Figure 35: Descending order of Student Number field

Date Uploaded		Student Number		Applicant Name		GPA		Degree Applied For		Visa Status	Program Decision		Actions
04/23/2018		212623456		Doy Sautter		C		MASc		Domestic	Under Review		View Application PDF » / Edit Application
04/23/2018		212523456		Hazel Orta		C+		PhD		Domestic	Under Review		View Application PDF » / Edit Application
04/23/2018		212423456		Erica Shoray		A+		MASc		Visa	Under Review		View Application PDF » / Edit Application
04/23/2018		212123456		Went Rubina		A		MASc		Visa	Accepted		View Application PDF » / Edit Application
04/23/2018		212123455		Bittlestone Genni		A		PhD		Visa	Accepted		View Application PDF » / Edit Application
04/23/2018		212123454		Truett Cirstoforo		A+		PhD		Visa	Accepted		View Application PDF » / Edit Application
04/23/2018		212123453		Bohlsen Birgitta		A		MSc		Visa	Accepted		View Application PDF » / Edit Application
04/23/2018		212123452		Goutcher Dave		A+		PhD		Domestic	Accepted		View Application PDF » / Edit Application
04/23/2018		212123451		Barnett Panchito		E+		MASc		Visa	Accepted		View Application PDF »

Figure 36: Ordering using multiple fields

7 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*.
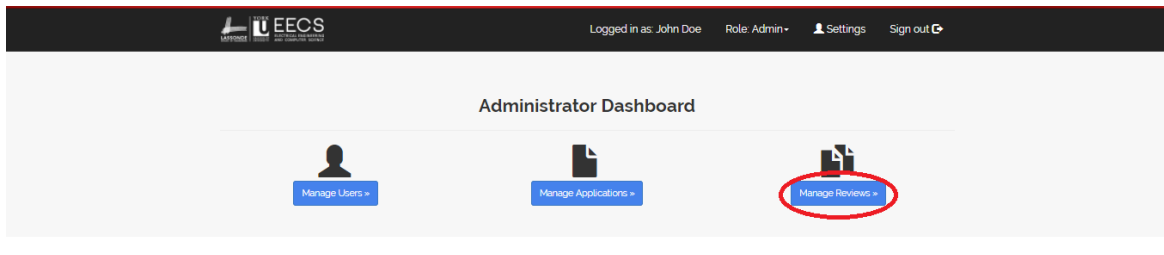

Figure 37: Click to Manage Reviews

7.1 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.
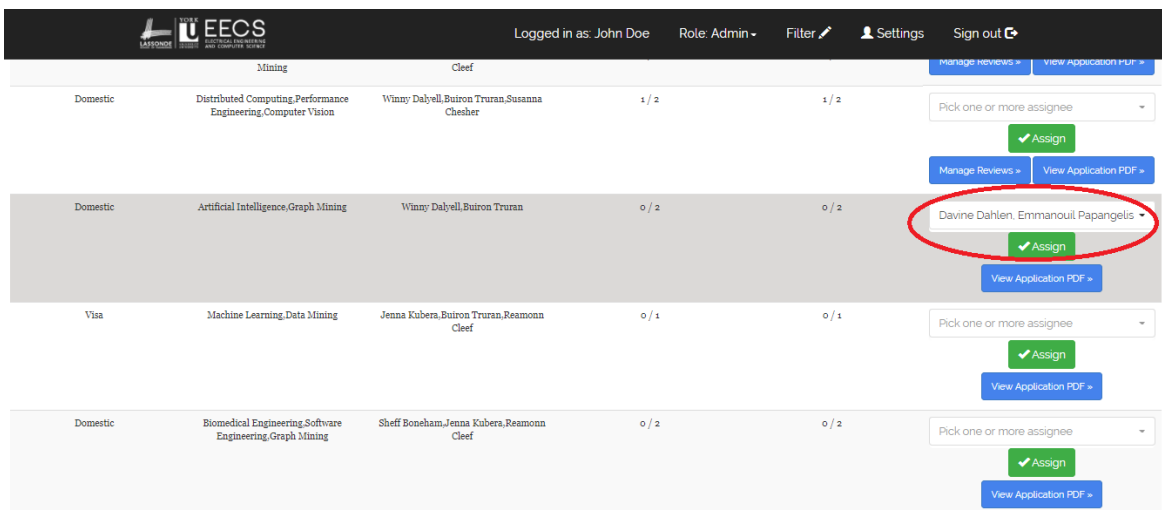

Figure 38: Assign a review

7.2 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.
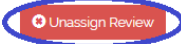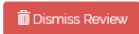

Figure 39: Unassign a review

7.3 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.
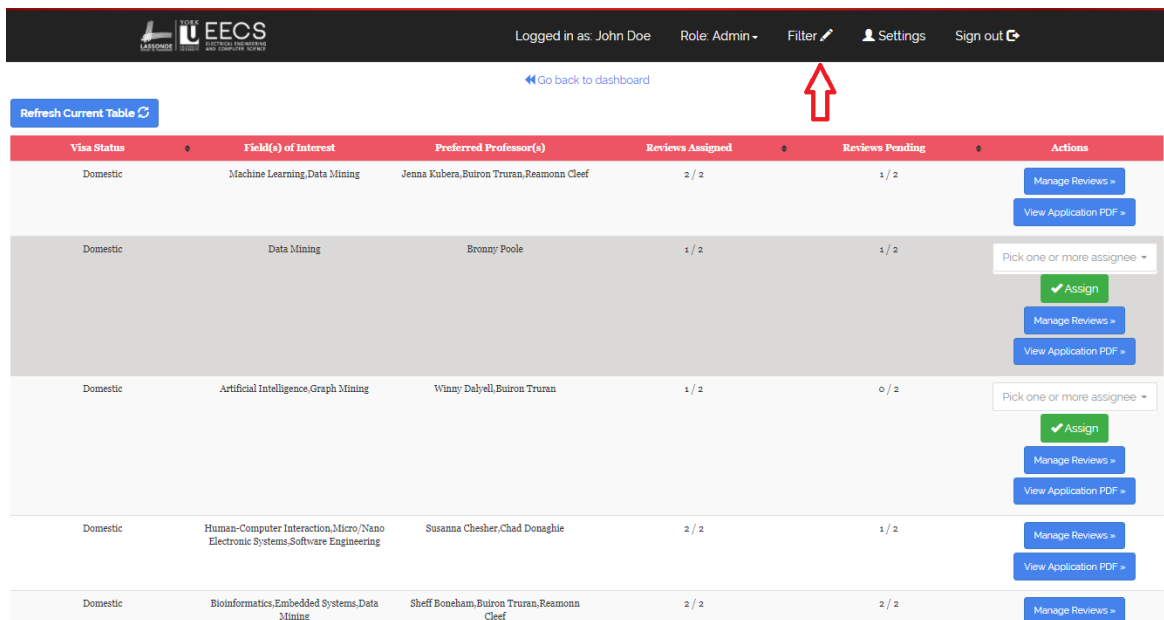

Figure 40: Dismiss a review

7.4 Filtering the Table

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

7.4.1 Opening the Modal

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

Figure 41: Opening the Modal

7.4.2 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.

Figure 42: 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.

7.4.3 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.

Figure 43: 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.

7.4.4 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.

Figure 44: Submit Filter

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

Figure 45: Resulted Table After Applying Filter

7.5 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.