Grad Apps 2.0
Committee Member User Manual

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1 User Overview

The *committee member* in our system under description is a subset of EECS graduate program members who are in charge of reviewing new applications. In addition to reviewing an application, a graduate committee member can view past reviewed applications and apply filter on them. A breakdown of a *committee member's* permissible actions are listed below.

A *committee member*:
- Shall be able to view current and past reviewed application(s).
- Shall be able to apply filter on current and past reviewed application(s).
- Shall be able to review an assigned application(s).
- Shall be able to save a review as a draft for later completion.
- Shall be able to add new university assessments in the system to be used in a review. Such new assessment will be added globally to the system and can be seen and used by other committee member when filling out a review.

2 Authentication

In order for an user to sign in to the application as a committee member, they need to be assigned to the *Committee Member* role by the system administrator. Once the user has been granted access to the role, they can sign in to the system and select the *Committee Member* role.
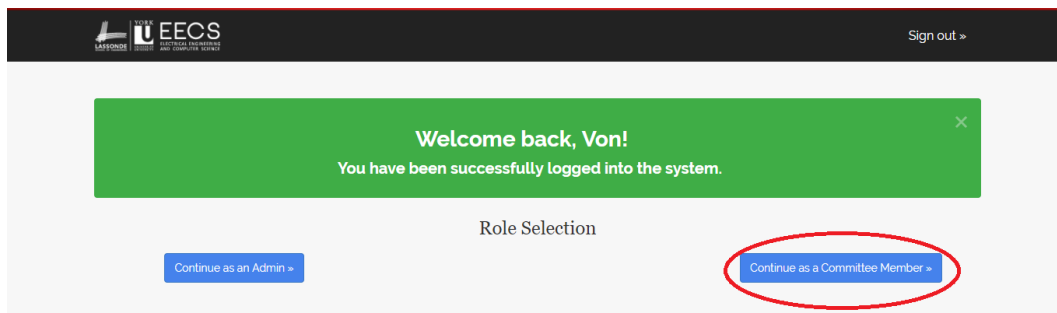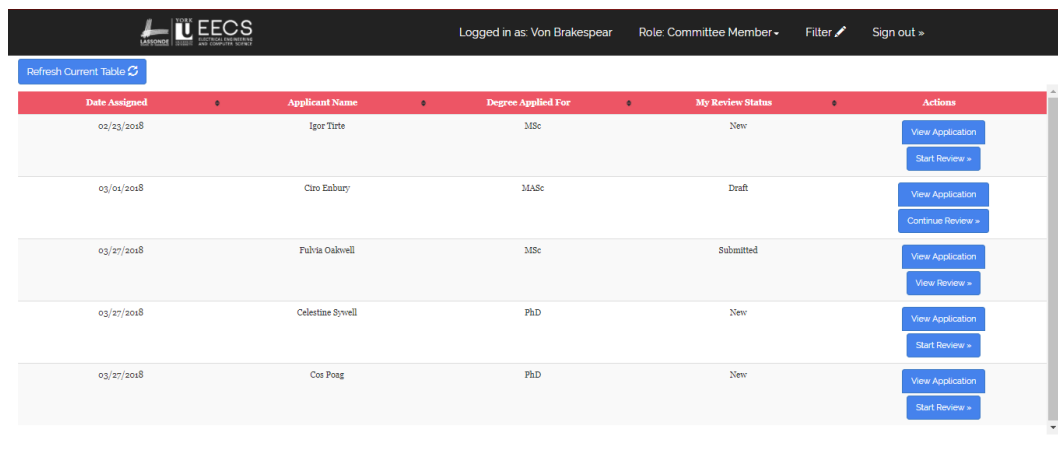

Figure 1: Select Committee Member Role

Note: Once the user has been authenticated, the system automatically signs the user out after maximum of 15 minutes of inactivity within the application. This is to ensure the security of the overall system to protect both student confidential data and logged in user data.

3 Committee Member Portal

After the user has signed in to the system and selected the *Committee Member* role, they shall be redirected to the committee member portal. The portal by default shows all past and current reviewed applications assigned to the logged in user for the current study year ordered by the date assigned in ascending order.

Figure 2: Committee Member Portal - With Review Applications

In the actions column, the *View Application* link opens the student application in PDF version uploaded by the system administrator whereas the other review options opens different views of the review form depending on the stage of the review. Refer to Section 6 for more information.

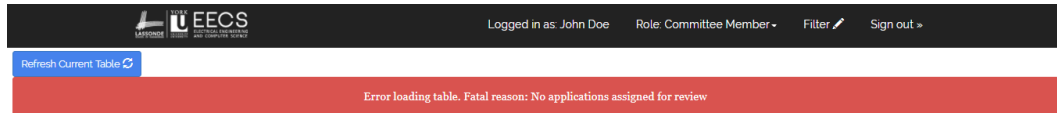If there are no reviews assigned to the user, it displays a message to the user.

Figure 3: Committee Member Portal - With No Review Application

4 Filtering Review Applications

One of the most powerful tool that Grad Apps 2.0 offers is filtering applications. It is a core functionality that allows our end user to find the best match applicant out of hundreds that are received every year.

As a committee member, one can filter past and current assigned review applications. The following image depicts the fields a committee member can apply filtering on as well as the columns they want to see on the resulted table. To open the filter modal, simply click on the *pencil* symbol on the top right corner.
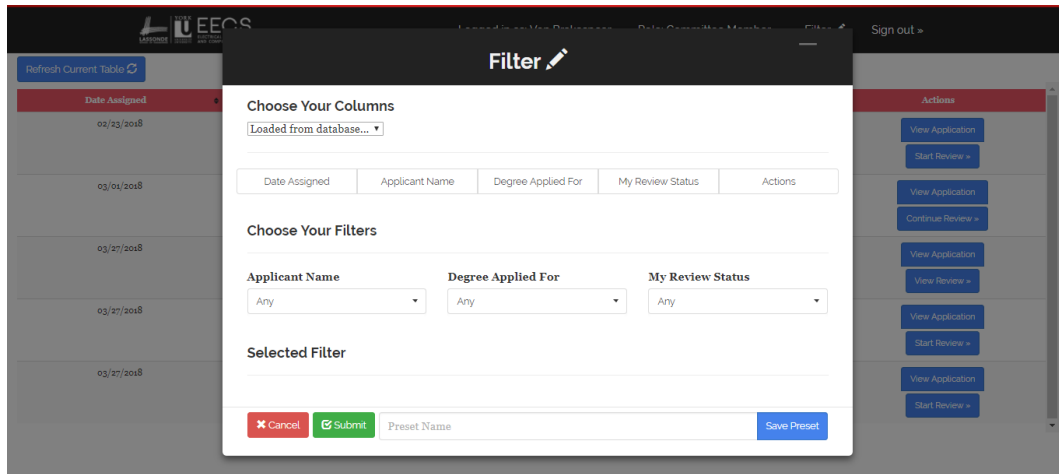
Figure 4: Filter Selection Modal

4.1 Selecting Columns

After opening the filter modal, one can select one or more columns. Selecting a column numbers them in order they will be displayed after the filter is applied. The following image depicts selecting four columns in order: *Date Assigned, Degree Applied For, My Review Status and Actions.*

Note: When submitting a filter with no selected columns, all default columns will be used, i.e *Date Assigned, Applicant Name, Degree Applied For, My Review Status and Actions.*
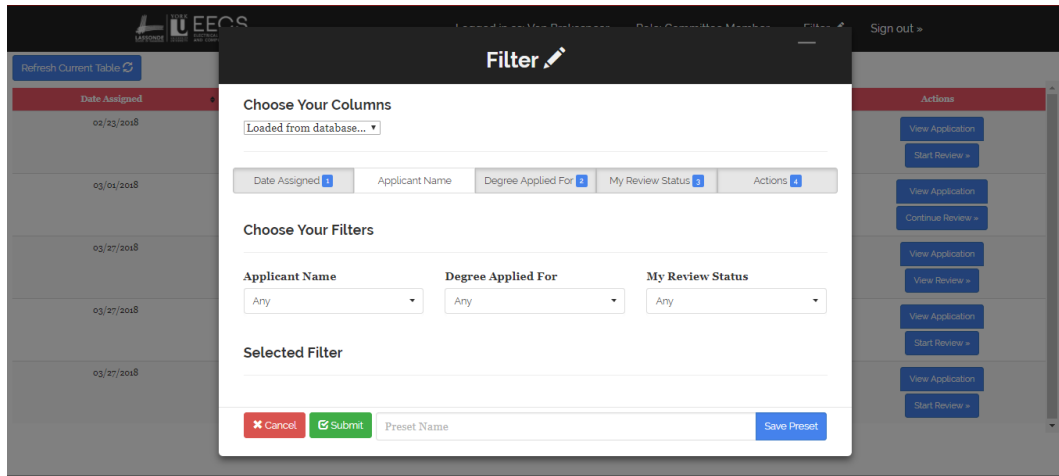
Figure 5: Selected Columns for Filter

4.2 Selecting Filter

After opening the filter modal, one can select one or more filters. Selecting a filter can be done only *Applicant Name, Degree Applied For and My Review Status.* Filtering can be done by selecting values using search text dropdown. The following image depicts selecting a filter for *Degree Applied For* where the Degree is equal to *MSc.*

Note: When submitting a filter with no selected filters, the default table will be loaded.
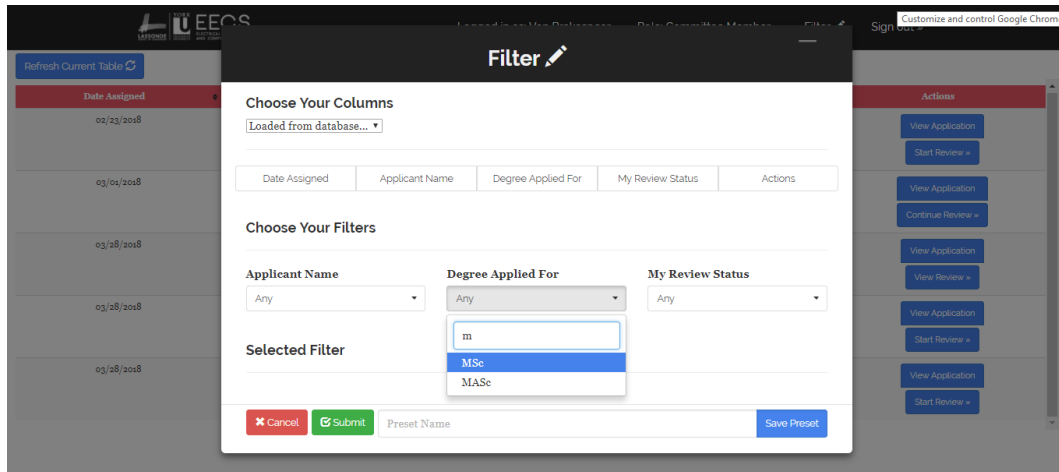
Figure 6: Selected Filter

Once the user selects a filter, the selected filter text shows the filter chosen. Grad Apps 2.0 only supports **AND** operand filtering. The image below depicts the selected filter text after selecting a filter for *Degree Applied For* where the Degree is equal to *MSc* and *My Review Status* where review status is equal to *Draft*.
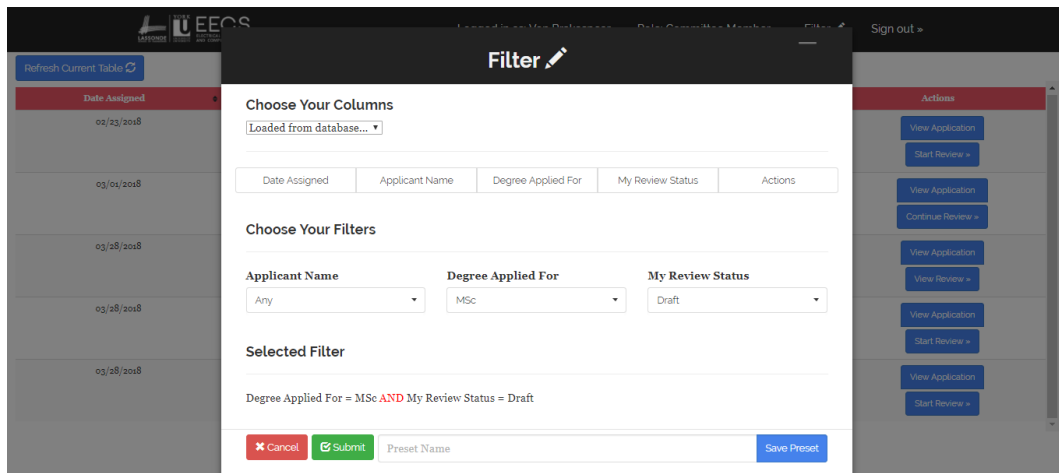

Figure 7: Selected Filter Text

4.3 Saving Filter Preset

TBD

4.4 Submitting Filter

Once the user has selected columns and selected filters, they can submit the filter to get a resulted table back.

Note: When submitting a filter with no selected columns, all default columns will be used, i.e *Date Assigned, Applicant Name, Degree Applied For, My Review Status and Actions.*

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

The image below depicts a returned table back after apply a filter

The columns selected for the filter:

1. Date Assigned

2. Degree Applied For

3. My Review Status

The filter selected for:

1. Degree Applied For: MSc

The images below depicts the filter modal before applying the filter and the resulted filtered table. The fields used for filtering are also highlighted for emphasizing the filtered fields on the resulted table.

Figure 8: Selected Filter Example

Figure 9: Resulted Table After Applying Filter

5 Ordering Review Applications

As a user one can order the fields, either in ascending or descending order, of the table that lists all current and past review applications. The fields that support ordering on review application table are: *Date Assigned*, *Applicant Name*, *Degree Applied For* and *My Review Status*. One can also apply multiple ordering by holding the SHIFT key on the keyboard and toggling the order.

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

The following images depicts on how to order review applications using the *Date Assigned* field in ascending an descending order.

Date Assigned	▼	Applicant Name	▲	Degree Applied For	▲	My Review Status	▲	Actions
02/23/2018		Igor Tirte		MSc		New		View Application / Start Review »
03/01/2018		Ciro Enbury		MASc		Draft		View Application / Continue Review »
03/30/2018		Fulvia Oakvell		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 »

Figure 10: Ascending order of Date Assigned field

Date Assigned	▼	Applicant Name	▲	Degree Applied For	▲	My Review Status	▲	Actions
03/30/2018		Fulvia Oakvell		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 Enbury		MASc		Draft		View Application / Continue Review »
02/23/2018		Igor Tirte		MSc		New		View Application / Start Review »

Figure 11: Descending order of Date Assigned field

6 Reviews

As a user one has access to complete application reviews assigned to them by the system administrator. The review process has **three** different statuses to the user on the default portal:

- **New**: A new application has been assigned to the committee member and no changes have been made on the review yet.

- **Draft**: A new or 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 not submitted review that 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.

Figure 12: Full view of the Review Form

6.1 Opening a new Review

As a user when a new review is received it will show on the portal. After that the user has 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 an user opening a brand new review.

Figure 13: Opening a brand new review

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

Figure 14: Exiting out of a brand new review application without changes

6.2 Filling out a Review

As an end user one has the opportunity to analyse the application assigned for 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

6.2.1 Institution Assessment

An end user can select one or more institutions the applicant has attended in the past. If the institution does not exist, the user can also add a new institution. Once an institution has been selected, the user can select one or more of the existing institution's assessment and also add a new assessment of their own.

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

Figure 15: Institution Assessment View

6.3 Saving a review as Draft

As an end user one has the opportunity to save an on-going review as draft for future completion. The use of drafting review is to save changes to an on-going reviews so that the user can pick it up and continue some time later.

The following images depicts an 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 late, the action for opening a drafted review will say **Continue Review**.

Figure 16: Save a review as draft

Figure 17: Drafted Review View

6.4 Submitting a Review

Once a review is completed, the user can submit the review. Once the correct number of reviews for an application has been submitted, the application will be automatically available for selection to the EECS Graduate Professors. The only required field needed for submitting a review is the final application rank that is to be decided by the committee member user upon completing the review.

The following image depicts an end user submitting a review.

Figure 18: Submit a Review

Once the review is submitted, it will show up on the users dashboard with status as

Submitted. The user action to view a submitted review will say **View Review**. Submitted reviews is only viewable as a plain text application form. The following images depicts viewing a submitted review.

Figure 19: Submitted Review View

Figure 20: Submitted Review View