# Grad Apps 2.0 System User Manual

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## 1 General Information

This section explains in general terms the system and the purpose for which it is intended.

## 1.1 System Overview

GradApps 2.0 is a business system application, which allows, our client to *automate* the selection of the best candidate into the EECS Graduate Program by *minimizing* the manual work to be done. Our client are the members of **The EECS Graduate Program**.

The application is broken down into three user levels: Administrator, Committee Member and Professor. Each of the roles play a crucial part in order to select the best candidate into the graduate program. 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**: >= Chrome v60.0.3112

• Mozilla Firefox: >= 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: >= v8.9.4

• NPM: >= 5.6.0

#### 2.1.3 MySQL Configuration

GradApps 2.0 uses MySQL commercial database as the datasource manager.

#### Recommended MySQL version: >= 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 administrator's 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:

```
$ 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 has 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.

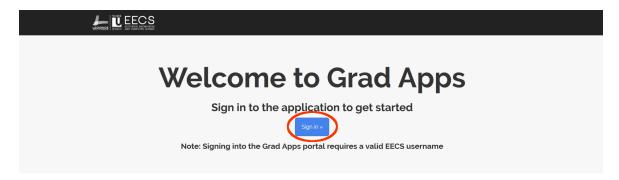


Figure 1: Welcome Page

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.

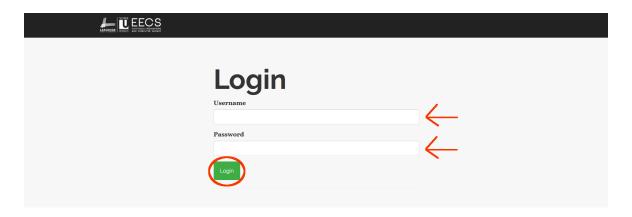


Figure 2: Login Page

**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.



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

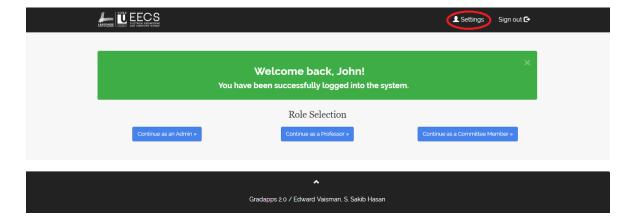


Figure 5: Open User Settings

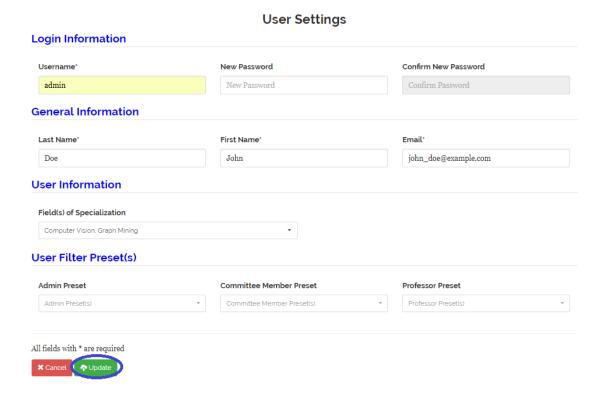


Figure 6: User Settings Form

## 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.

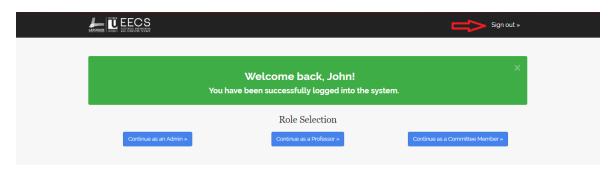


Figure 7: Logout of the System

## **5 Committee Member**

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

#### 5.1 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.



Figure 8: Committee Member Portal

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

## 5.2 Filtering the Table

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

## 5.2.1 Opening the Modal

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

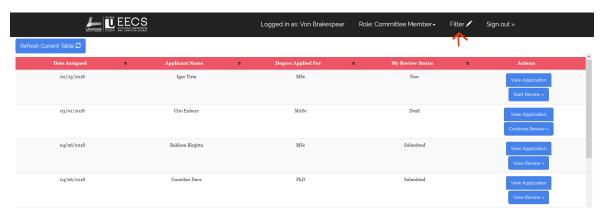


Figure 9: Opening the Modal

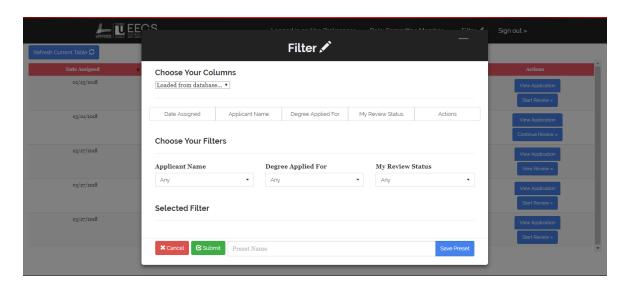


Figure 10: Filter View

#### 5.2.2 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.

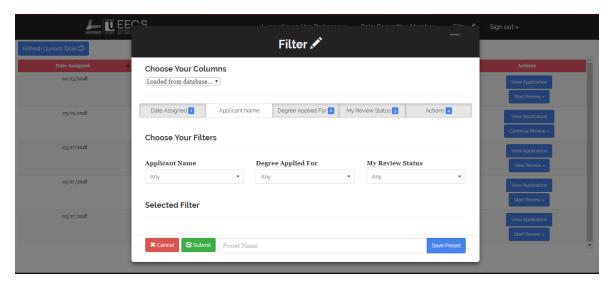


Figure 11: Choose Your Columns

**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.

#### 5.2.3 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.

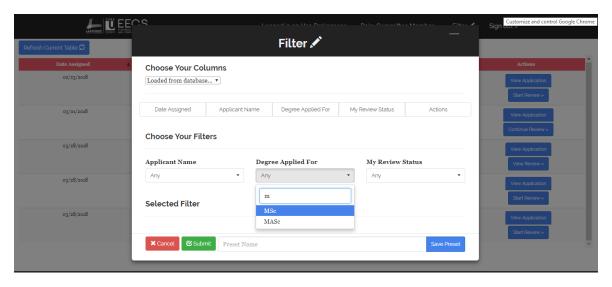


Figure 12: Choose Your Filters

**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.

## 5.2.4 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.

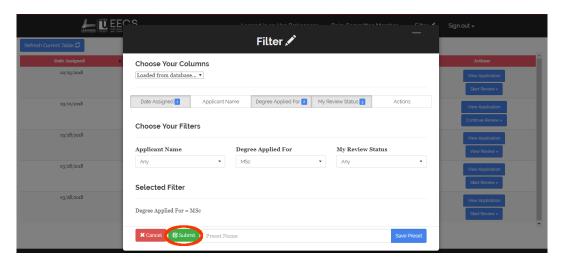


Figure 13: Submit Filter

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

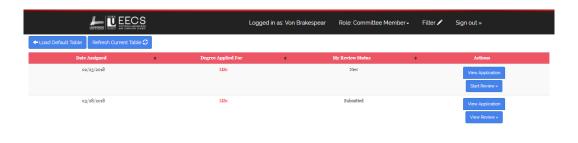


Figure 14: Resulted Table After Applying Filter

#### 5.2.5 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".

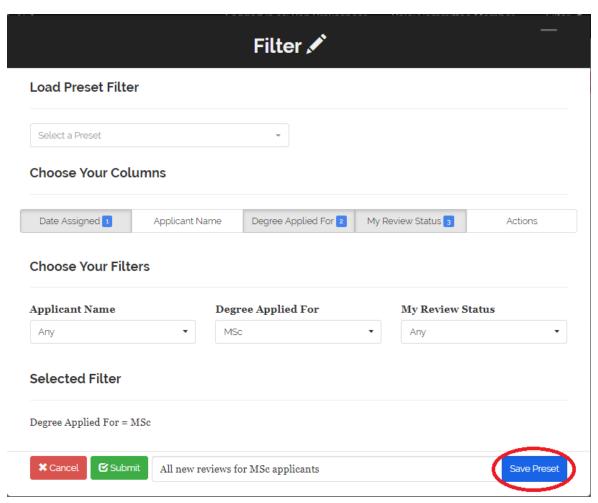


Figure 15: Save a Filter

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.

## 5.2.6 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.

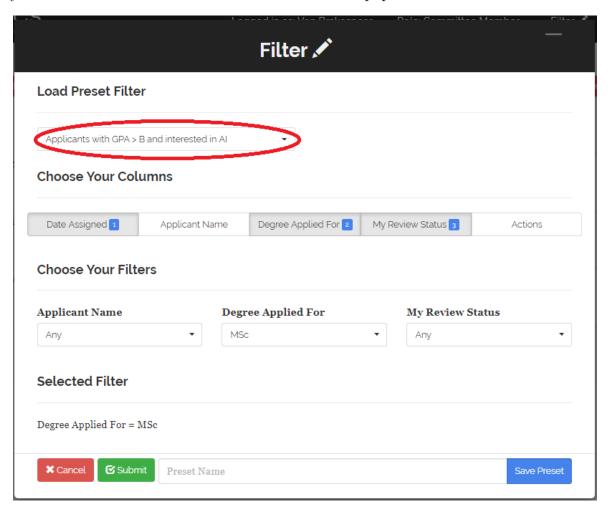


Figure 16: Loading a Filter

**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 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 depicts on how to order review applications using the *Date As*signed field in ascending and descending order.



Figure 17: Ascending order of Date Assigned field



Figure 18: Descending order of Date Assigned field

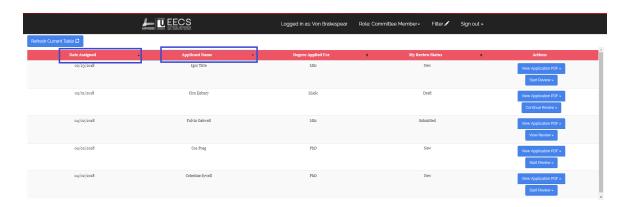


Figure 19: Ordering using multiple fields

## 5.4 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 View Applica			
General Informatio	on				
Student Number:	Last Name:		Fi	rst Name:	Degree Applied For:
212113456	Sywell		(	Celestine	PhD
Previous Grades					
GPA	GRE	TOE	FL	IELTS	YELT
A	N/A	N/	A	N/A	N/A
Previous Institution	ns				
Ir	nstitution Name(s)			■ Add I	nstitution
Nothing selected		*	Institution N	ame	
Institution Assessment(s)					Add ssessment
Nothing selected		-	Nothing select	ted	
			New Assessn	nent	
Packground and D	occareb Information				Add
	esearch Information			Research	Experience
Background Information	<del></del>		Research Exp		
Junga Valla alla Valla de la Constantia del Constantia de la Constantia de la Constantia de la Constantia de			200002022	001101100	
Letter Analysis and	d Additional Comments	~			
	er of Intent Analysis			Additiona	l Comments
Letter Analysis			Additional C	omments	
		11			
Final Rank					

Figure 20: Full view of the Review Form

#### 5.4.1 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.



Figure 21: Opening a brand new review

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

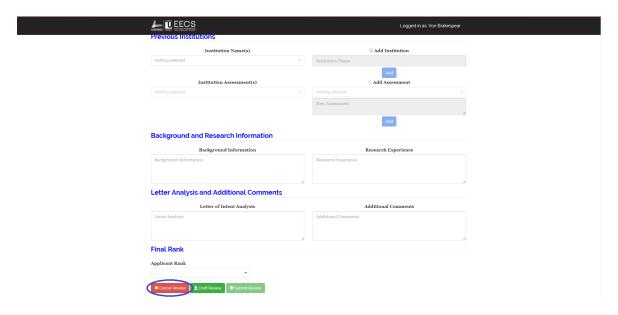


Figure 22: Exiting out of a brand new review application without changes

#### 5.4.2 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 a 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 an user selecting two institutions the applicant has attended and selecting an assessment from each of the institutions.

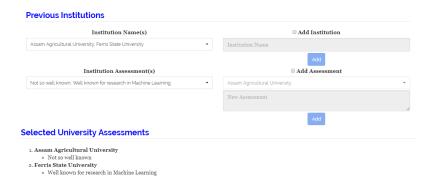


Figure 23: Institution Assessment View

### 5.4.3 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**.

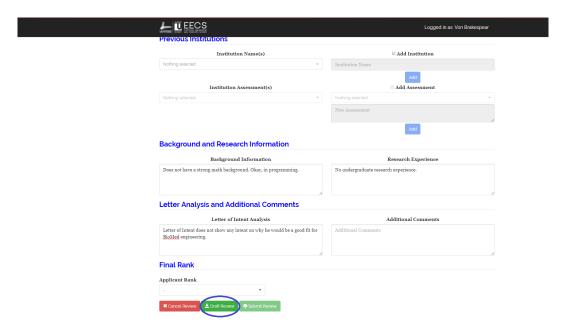


Figure 24: Save a review as draft



Figure 25: Drafted Review View

#### 5.4.4 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.

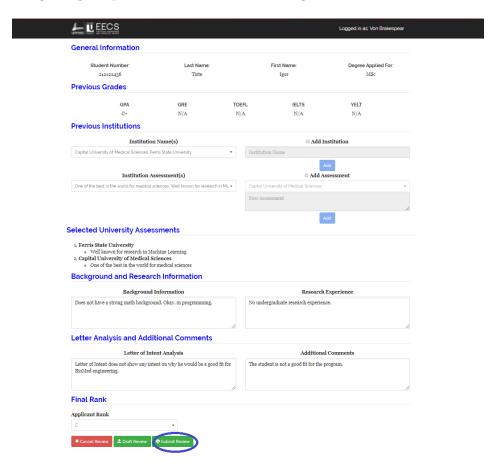


Figure 26: Submit a Review

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 depicts viewing a submitted review.



Figure 27: Submitted Review View

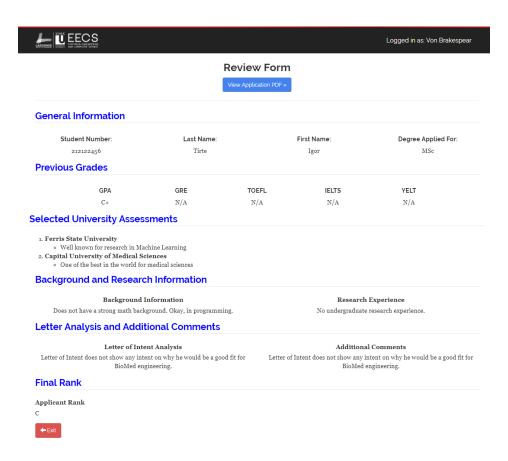


Figure 28: Submitted Review View

# 6 Help

For further help or information 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	franck@eecs.yorku.ca
Graduate Program Assistant	Ouma Jaipaul-Gill	gradasst@eecs.yorku.ca