

# **Grad Apps 2.0**

## **Administrator User Manual**

**Edward Vaisman      Sadman Sakib Hasan**

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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.

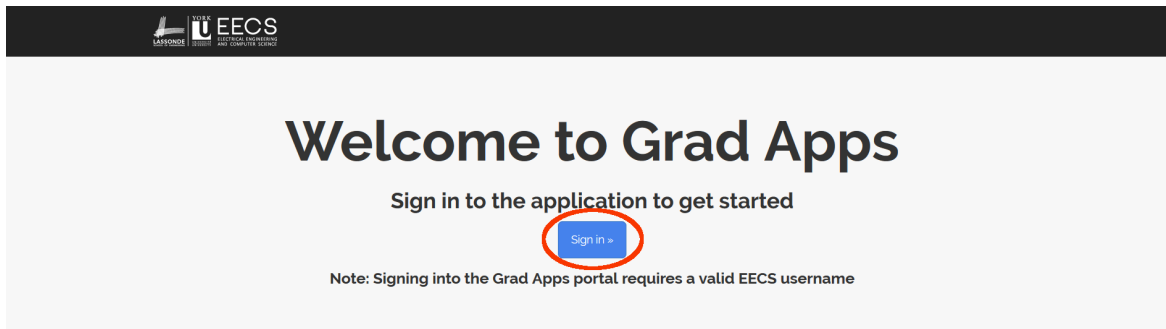


Figure 1: Welcome Page

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.

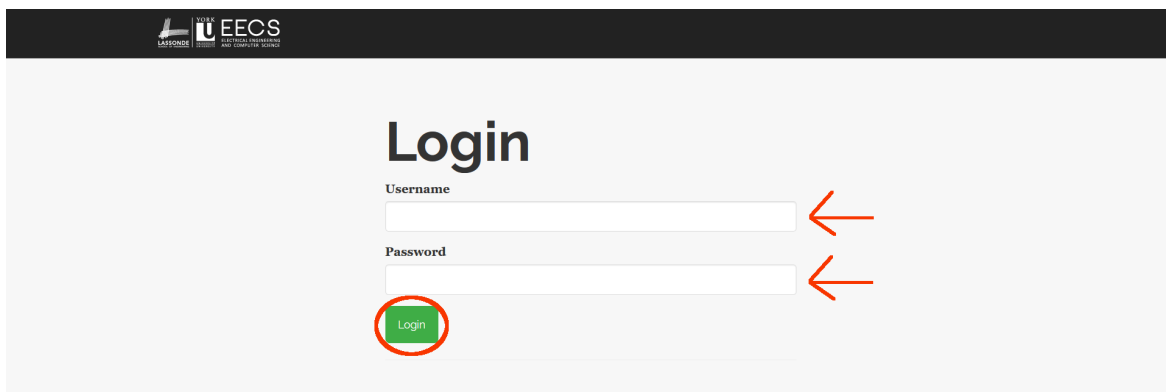


Figure 2: Login Page

**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.

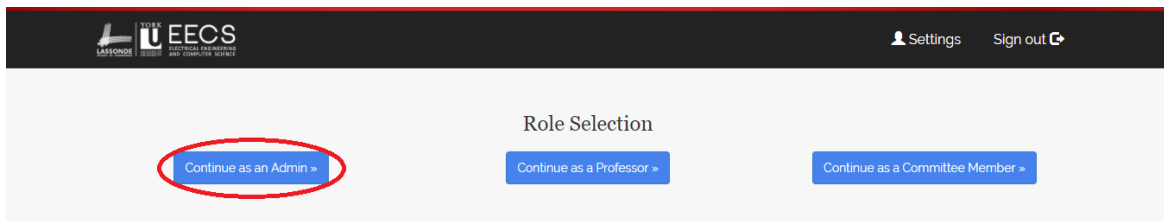


Figure 3: Role Selection Page

**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.

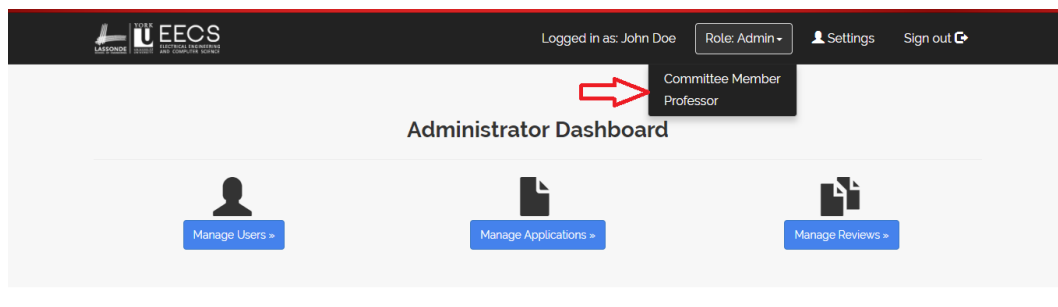


Figure 4: Switch Roles

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

### 3 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

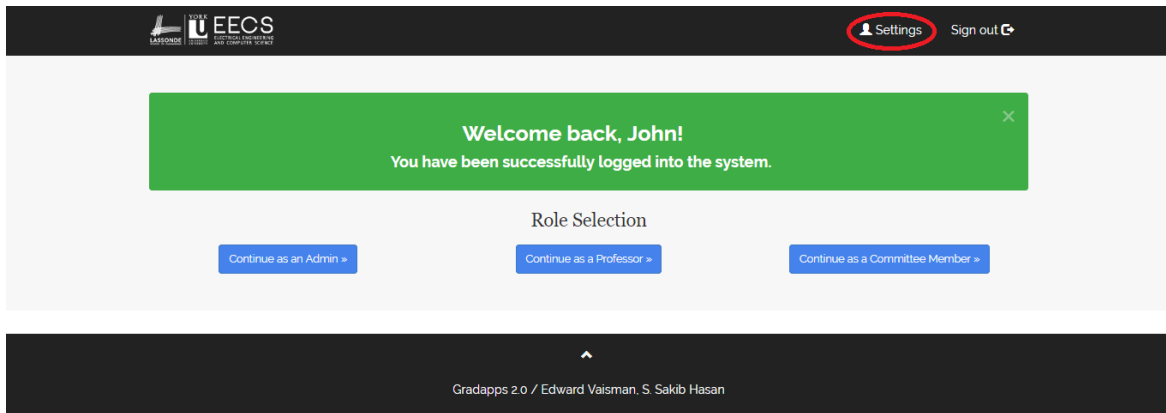


Figure 5: Open User Settings

### User Settings

#### Login Information

Username*	New Password	Confirm New Password
<input type="text" value="admin"/>	<input type="text" value="New Password"/>	<input type="text" value="Confirm Password"/>

#### General Information

Last Name*	First Name*	Email*
<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text" value="john_doe@example.com"/>

#### User Information

Field(s) of Specialization

#### User Filter Preset(s)

Admin Preset	Committee Member Preset	Professor Preset
<input type="text" value="Admin Preset(s)"/>	<input type="text" value="Committee Member Preset(s)"/>	<input type="text" value="Professor Preset(s)"/>

All fields with \* are required

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 a 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.



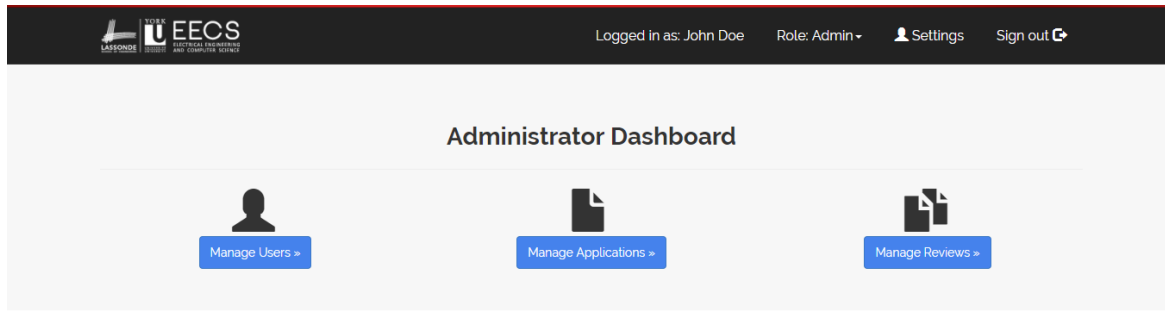


Figure 7: Administrator Dashboard

**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*.

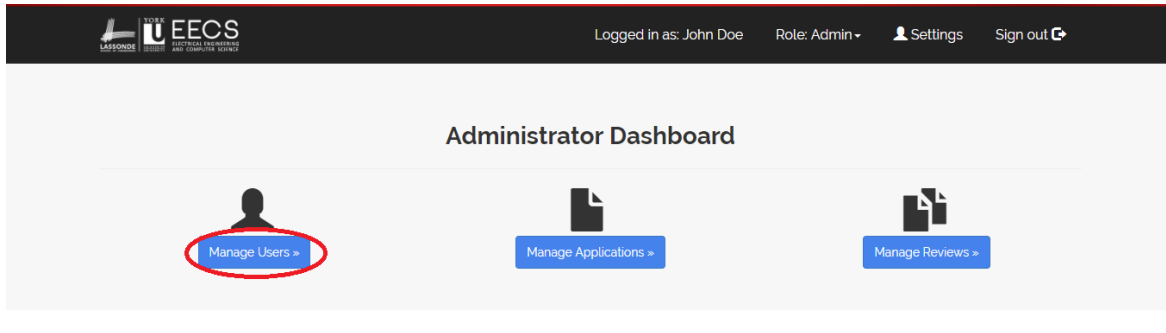



Figure 8: Click to Manage Users

### 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.


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

[Go back to dashboard](#)

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

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

Figure 9: Click to create a user

### New User Form

#### Login Information

Username\*

Password\*

Generate Password

Copy Password

#### General Information

Last Name\*

First Name\*

Email\*

#### User Information

Field(s) of Specialization

Role(s)\*

All fields with \* are required

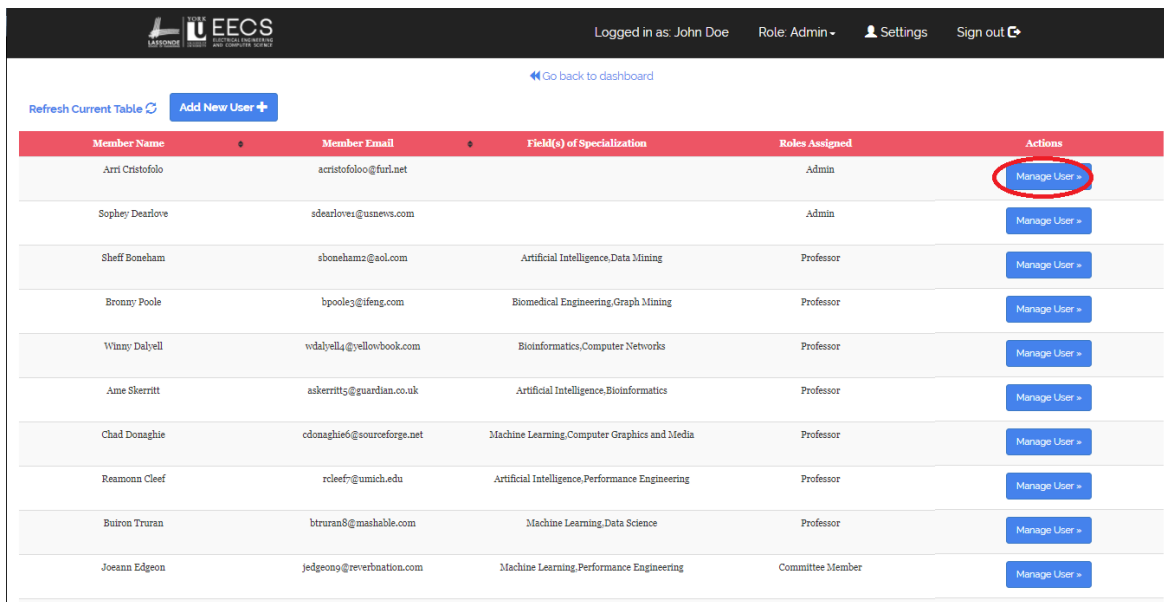
Cancel User

Create User

Figure 10: Filling in user information

## 5.2 Edit existing user

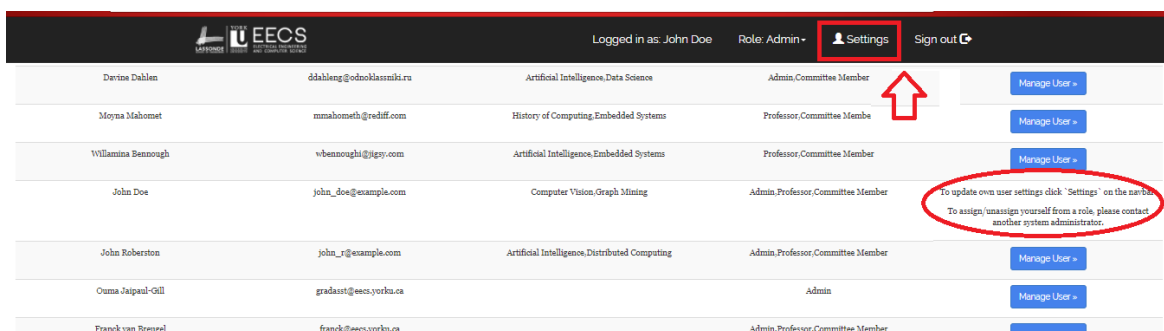
Once in the managing user portal, you can edit an existing user. Editing includes updating user information, assigning/unassigning roles or removing the user completely from the system.



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 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.



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 Bommel	franck@eece.yorku.ca		Admin, Professor, Committee Member	Manage User

Figure 12: Editing own user settings

### 5.2.1 Remove a user

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

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

**Edit User Form**

**Login Information**

Username\*

New Password

Generate Password Copy Password

**General Information**

Last Name\*

First Name\*

Email\*

**User Information**

Field(s) of Specialization

Role(s)\*

**User Filter Preset(s)**

Admin Preset

All fields with \* are required

Figure 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.

---

**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 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.

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

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

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

Figure 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.

---

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

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

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

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*.

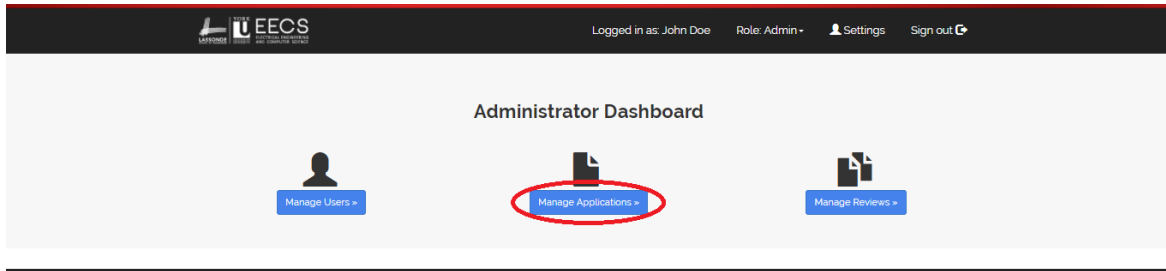


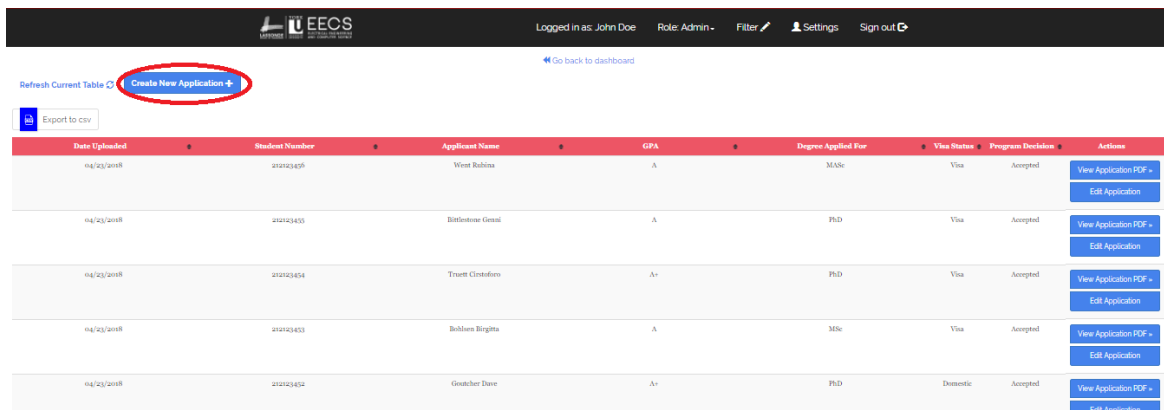
Figure 17: Click to Manage Applications

### 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)



Refresh Current Table [Go back to dashboard](#)

[Export to csv](#)

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/03/2018	202023435	Went Rubina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/03/2018	202023433	Balderson Grant	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/03/2018	202023454	Tremm Clinton	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/03/2018	202023433	Balderson Birgitta	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/03/2018	202023434	Gardner Dore	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 18: 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

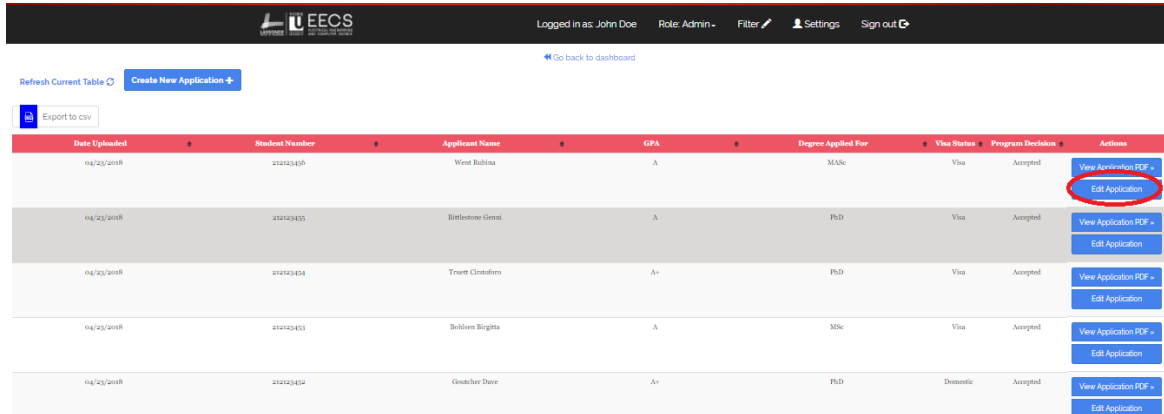
📄 Create Application

Figure 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.



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	Elizabeth Grant	A	PhD	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123454	Travis Clements	A+	PhD	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123453	Bethany Wright	A	MSc	Visa	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>
04/23/2018	212123452	Gracie Day	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF +</a> <a href="#">Edit Application</a>

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.

**Upload Application**

Select Application File\*

No file chosen

**General Information**

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

**Previous Grades**

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

**Application Information**

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

**Application Reviews**

Reviewers

All fields with \* are required

Figure 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.

---

**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

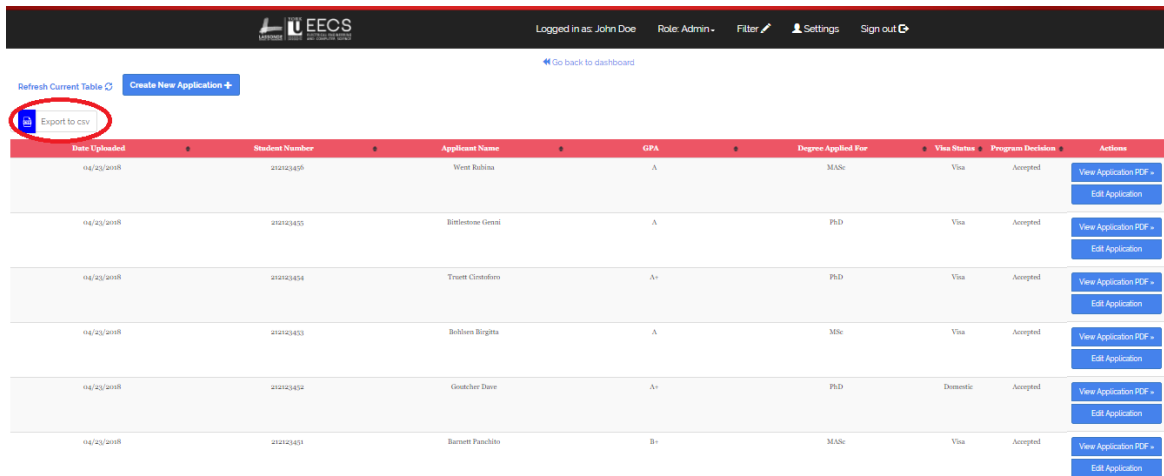
Assign Reviewer(s)

All fields with \* are required

Figure 22: Updating an application

## 6.3 Export Application(s)

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



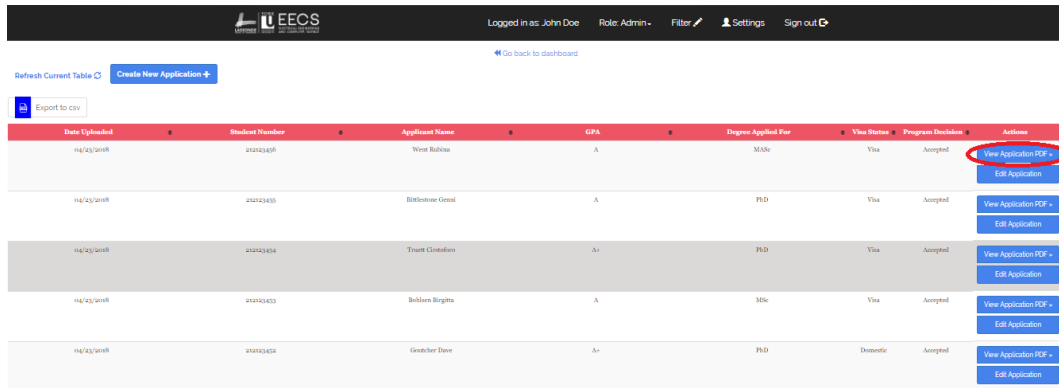
The screenshot shows the EECS application management portal. At the top, there is a navigation bar with the EECS logo, user information (Logged in as: John Doe, Role: Admin), and links for Filter, Settings, and Sign out. Below the navigation bar, there are two buttons: 'Refresh Current Table' and 'Create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

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



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	Wend Robina	A	MAc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423403	BilalEmir Gencel	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423404	Thamir Chetani	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423403	Bekirhan Bektas	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
11/6/22/2019	210423404	Gustafher Bane	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 24: Viewing Application PDF

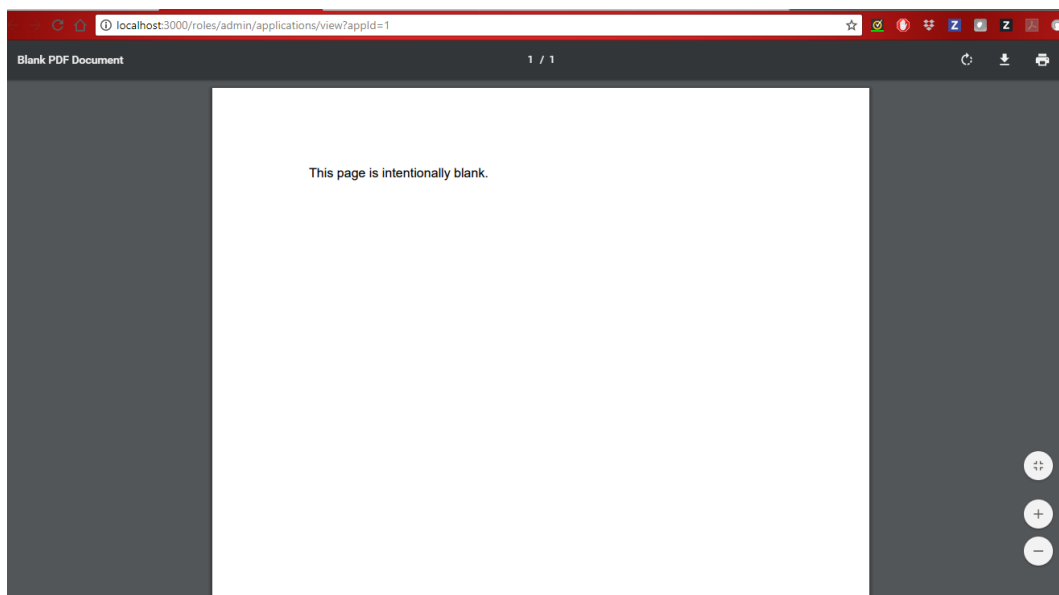


Figure 25: Application PDF

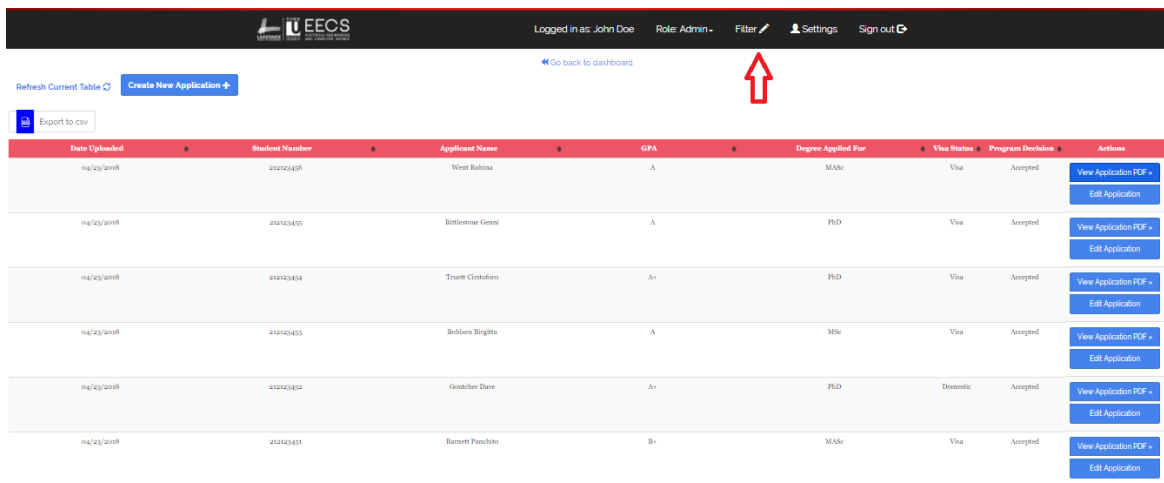


## 6.5 Filtering the Table

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.



The screenshot shows the EECS Gradapps interface. At the top, a dark navigation bar contains the EECS logo, user information (Logged in as John Doe, Role: Admin), and buttons for Filter, Settings, and Sign out. Below the navigation bar, there 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	Wong Rubina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101490	Bilalshar Gani	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101454	Tran Thanh	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101453	Balaram Singh	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101454	Gautier Dan	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
14/12/2018	010101451	Burnett Panchito	B+	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>

Figure 26: Opening the Modal

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

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

**Choose Your Filters**

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

**Selected Filter**

Cancel Submit Preset Name Save Preset

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.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

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

**Choose Your Filters**

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

**Selected Filter**

**Cancel** **Submit**  **Save Preset**

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.

**Filter**

**Load a Preset**

Nothing Selected

**Choose Your Columns**

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

**Choose Your Filters**

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

**Selected Filter**

m  
MSc  
MASc

Cancel Submit Preset Name Save Preset

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.

**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 30: 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 &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Domestic	Eatick Krishnah	B+	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Visa	Kenny Tricia	B+	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Visa	Curley O'Halloran	D+	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Visa	Perry McQuade	C+	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Domestic	Delilah Thaxton	C	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Domestic	Glenis Barret	A	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Domestic	Igor Tine	C+	<a href="#">View Application PDF &gt;</a> <a href="#">Edit Application</a>
04/12/2018	Domestic	Fabrizio Oswald	D+	<a href="#">View Application PDF &gt;</a>

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”.

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 dropdown menus for '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 Section:** Contains 'Cancel' and 'Submit' buttons, a text input field with 'All MSc applicants', and a 'Save Preset' button circled in red.

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.

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

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/12/2018	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	Odettee Sywell	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 Cabrell	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	Delliah 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 34: Ascending order of Student Number field

Date Uploaded	Student Number	Applicant Name	GPA	Degree Applied For	Visa Status	Program Decision	Actions
04/12/2018	211123456	Doy Scatter	C	MASc	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123456	Hazel Onta	C+	PhD	Domestic	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123456	Erica Shorey	A+	MASc	Visa	Under Review	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123456	Vient Robina	A	MASc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123455	Bittstone Genzi	A	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123454	Truett Cristoforo	A+	PhD	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123453	Bobbie Birgina	A	MSc	Visa	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123452	Goutcher Dave	A+	PhD	Domestic	Accepted	<a href="#">View Application PDF</a> <a href="#">Edit Application</a>
04/12/2018	211123451	Barnett Paschito	B+	MASc	Visa	Accepted	<a href="#">View Application PDF</a>

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	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 Gendi	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 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*.

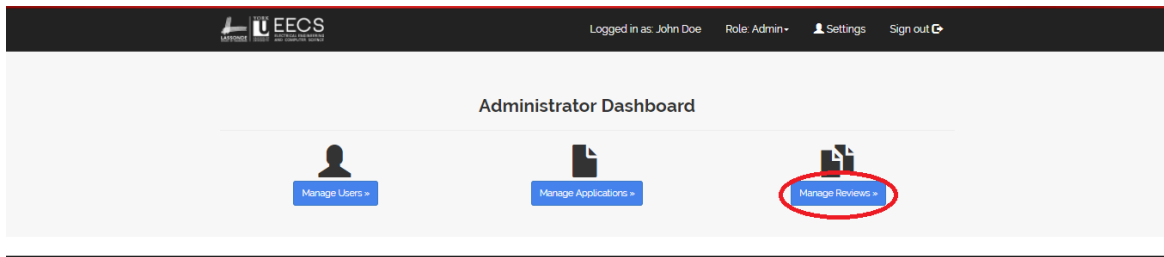


Figure 37: Click to Manage Reviews

### 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.

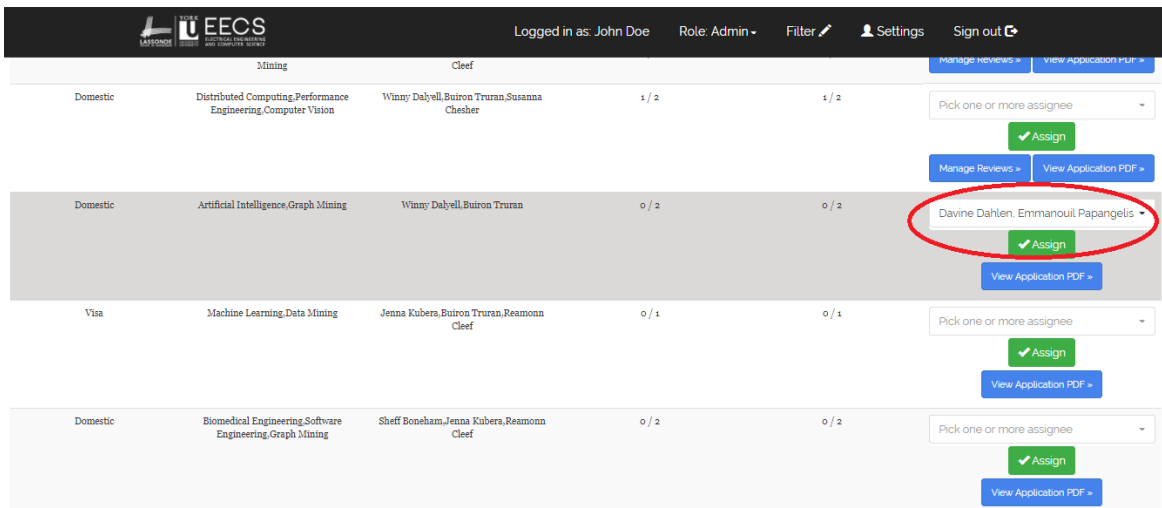


Figure 38: Assign a review

## 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.

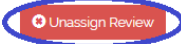
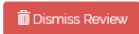
### Manage Reviews

#### General Information

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

#### Review Information

Assigned Reviewer(s):

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




Figure 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.

---

**Manage Reviews**

**General Information**

**Student Number:**  
212123056

**Last Name:**  
Borrel

**First Name:**  
Glennis

**Visa Status:**  
Domestic

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

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

**Review Information**

**Assigned Reviewer(s):**

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

[Close](#)

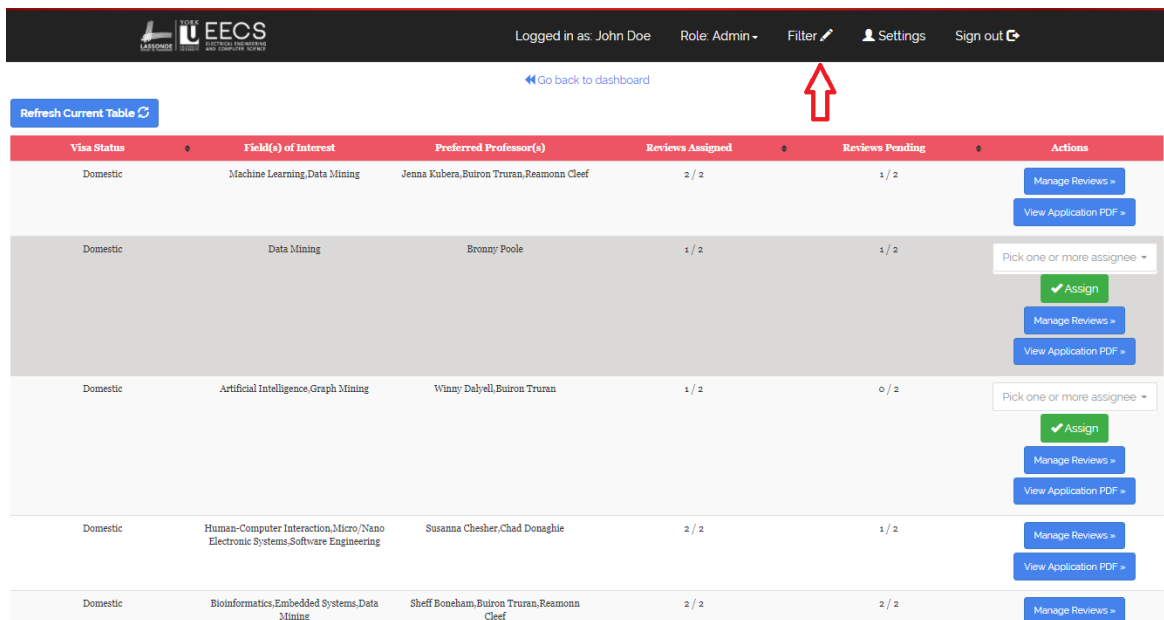
Figure 40: Dismiss a review

## 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.



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". The main content area features a table with application reviews. The table has columns for Visa Status, Field(s) of Interest, Preferred Professor(s), Reviews Assigned, Reviews Pending, and Actions. A red arrow points to the "Filter" button in the navigation bar.

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

Figure 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.

**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

<b>Visa Status</b> Any ▼	<b>Field(s) of Interest</b> Any ▼	<b>Preferred Professor(s)</b> Any ▼
-----------------------------	--------------------------------------	--

#### Selected Filter

×

✓ Submit

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.

**Filter**

**Choose Your Columns**

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

**Choose Your Filters**

**Visa Status**  
Any

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

**Preferred Professor(s)**  
Zbigniew Stachniak

**Selected Filter**

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

**Cancel** **Submit**

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

**Filter**

**Choose Your Columns**

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

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

**Choose Your Filters**

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

Any Artificial Intelligence Zbigniew Stachniak

**Selected Filter**

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

✕ Cancel **Submit**

Figure 44: 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, Buiran 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, Buiran Truran	Pick one or more assignee <input type="button" value="Assign"/> <input type="button" value="View Application PDF"/>

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.