

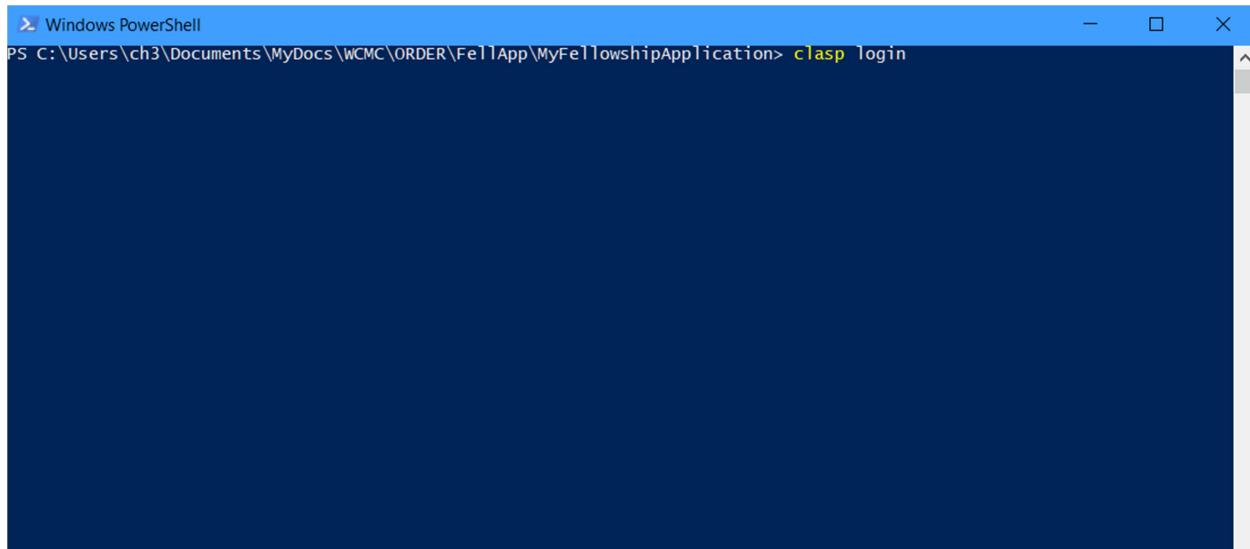
1. Create Google Apps Script (GAS) on Google Weill Cornell Pathology Fellowship Application

To install the Google Apps Script, it is required to install open-source tool “clasp”

<https://developers.google.com/apps-script/guides/clasp>

1.1 Create GAS for the “Fellowship Application” online form (<https://wcmc.pathologysystems.org/fellowship-application>)

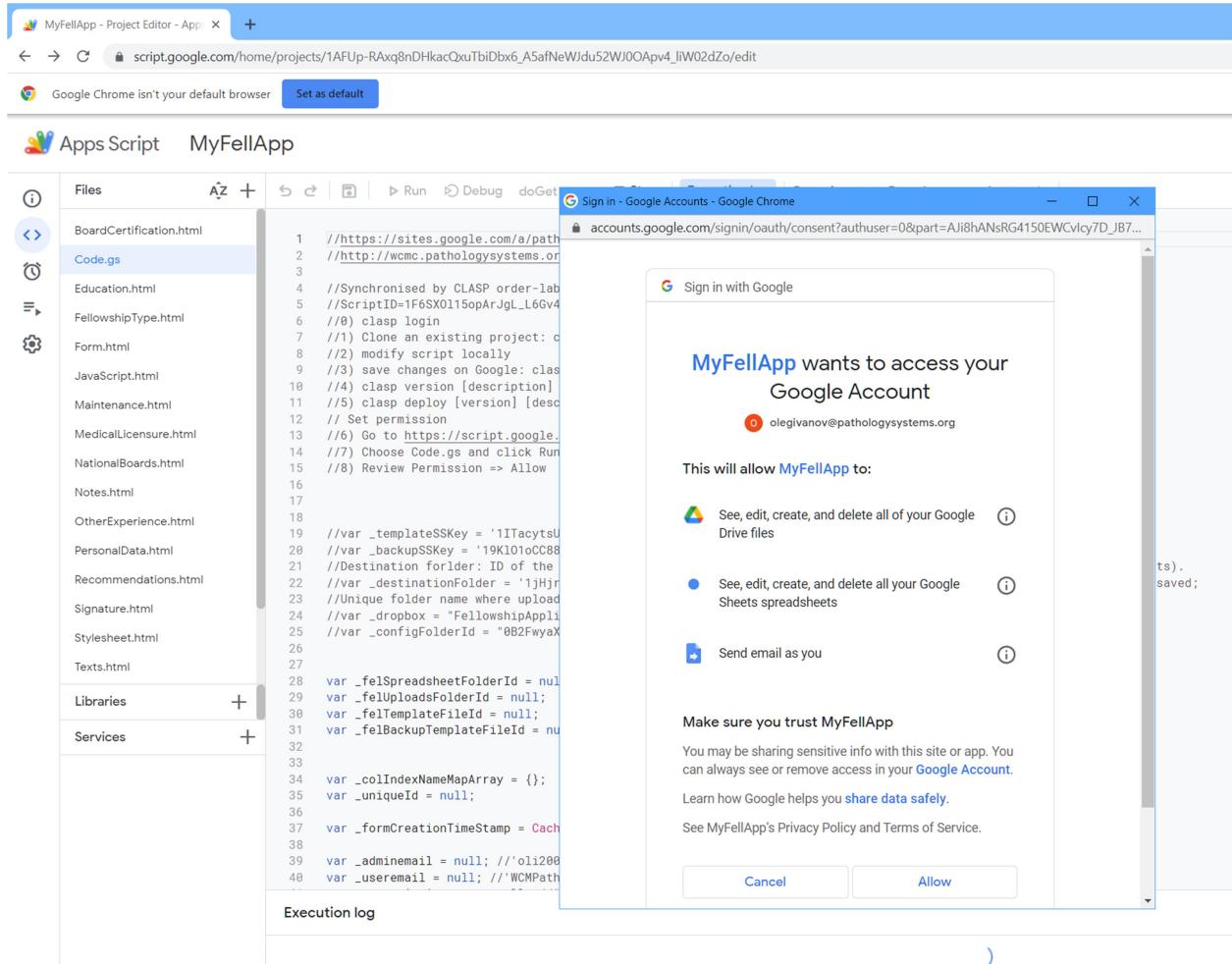
- Create new folder, for example “MyFellowshipApplication”
- Go to this folder and open the command line interface, for example “Power Shell”
- Login to your Google Account: `$ clasp login`



A screenshot of a Windows PowerShell window titled "Windows PowerShell". The window shows the command `PS C:\Users\ch3\Documents\MyDocs\WCMC\ORDER\FellApp\MyFellowshipApplication> clasp login` being typed. The background of the window is dark blue.

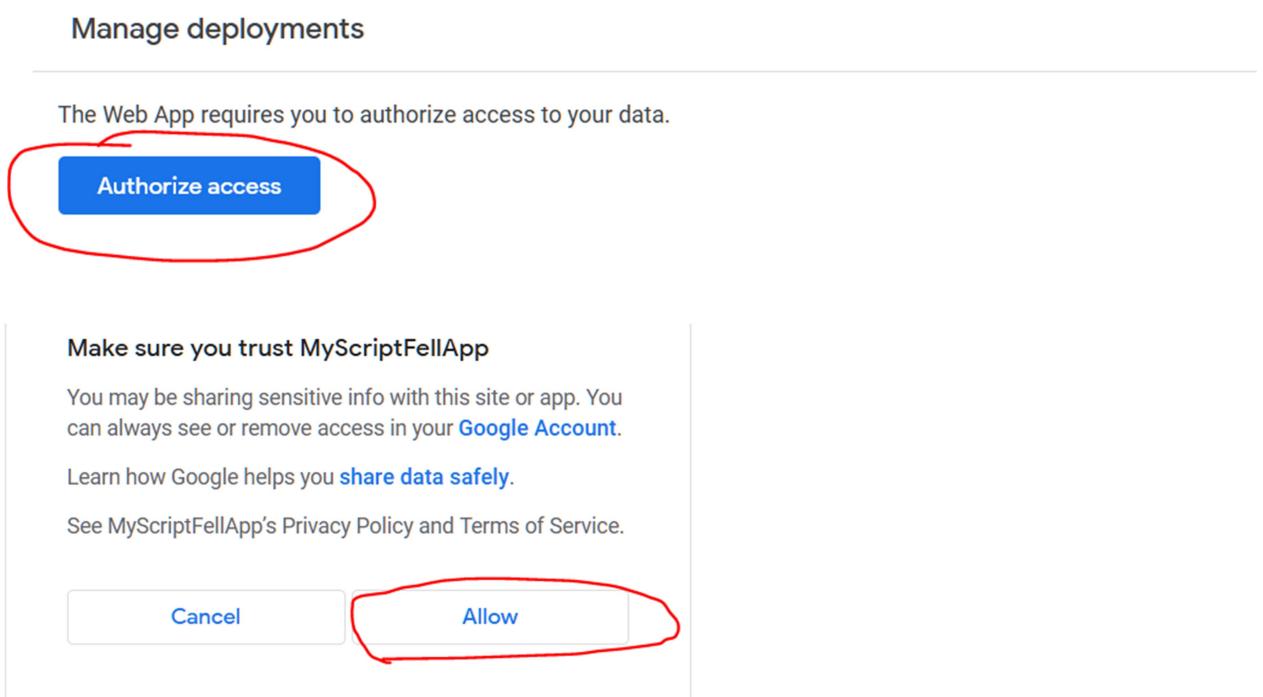
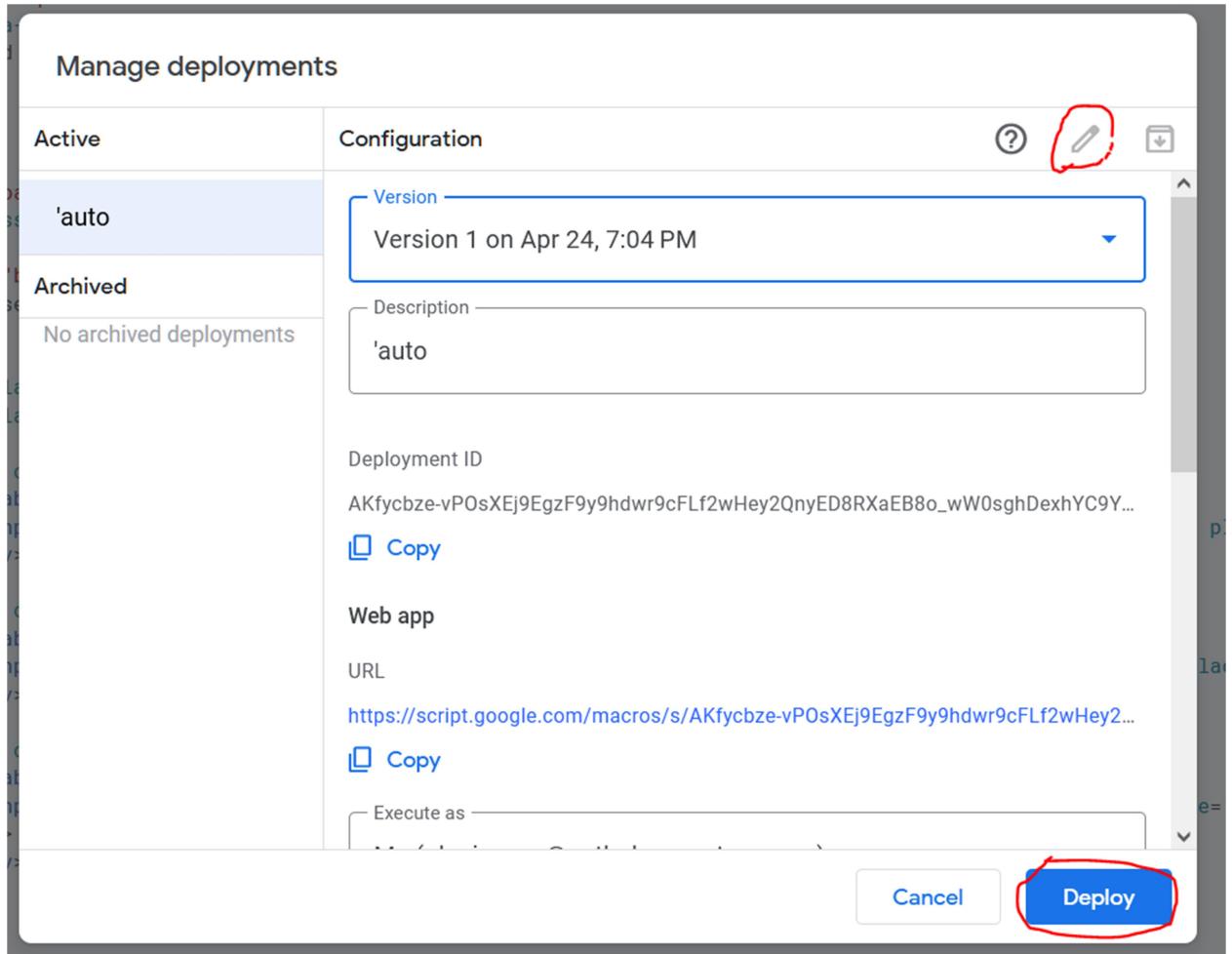
- Create a new Apps Script project: `$ clasp create --title "MyFellApp" --type webapp`
- A newly created webapp script can be opened by command: `$ clasp open`
- Copy all GAS files from “order-lab\orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipApplication\script” to your working directory, except .clasp.json
- Push all files from local folder to Google Drive: `$ clasp push`
- Create new version: `$ clasp version`
- This command displays the newly created version number. Using that number, you can deploy instances of your project: `$ clasp deploy -V 1`

- Go to your project on the Google Script web page and set the permissions for the script: choose Code.gs and click Run. Review and Allow permissions.

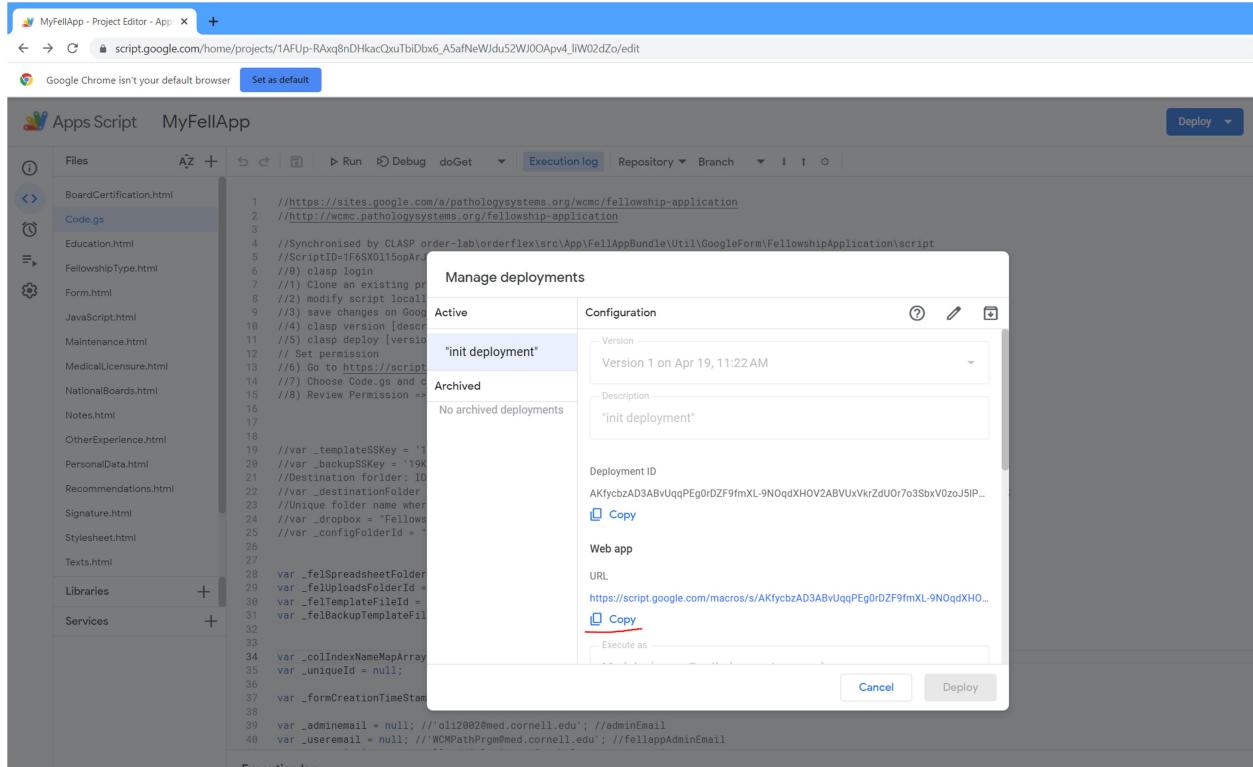


- Alternatively permission can be set by clicking 'Deploy' -> 'Manage deployments' -> click edit icon -> click 'Deploy' on the bottom -> click 'Authorize access' -> choose account -> click 'Allow'





- Test the script by copying the web url and text this url in the new private web browser



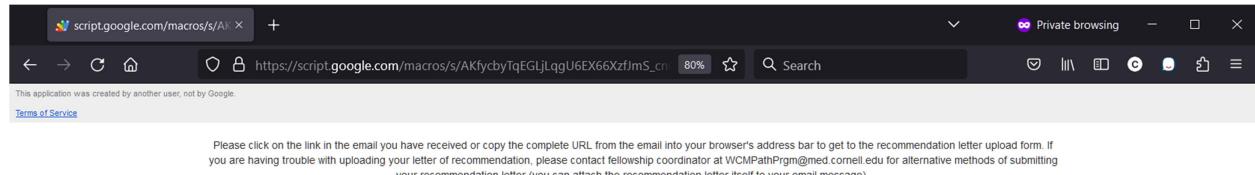
- You should see the submission form

The screenshot shows the application submission form. It includes sections for application details, training period, and applicant information. The form is a standard web-based application form with various input fields and sections.

1.2 Create GAS for the “Recommendation Letter” online form

Basically all the steps are the same as for the Fellowship Application script listed above in 1.1

- Create new folder, for example “MyFellowshipRecLetters”
- Go to this folder and open the command line interface, for example “Power Shell”
- Login to your Google Account: `$ clasp login`
- Create a new Apps Script project: `$ clasp create --title "MyRecLetter" --type webapp`
- A newly created webapp script can be opened by command: `$ clasp open`
- Copy all GAS files from “order-lab\orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipRecLetters\script” to your working directory, except .clasp.json
- Push all files from local folder to Google Drive: `$ clasp push`
- Create new version: `$ clasp version`
- This command displays the newly created version number. Using that number, you can deploy instances of your project: `$ clasp deploy -V 1`
- Go to your project on the Google Script web page and set the permissions for the script: choose Code.gs and click Run. Review and Allow permissions.
- Test the script by copying the web url and text this url in the new private web browser
- You should see the submission form



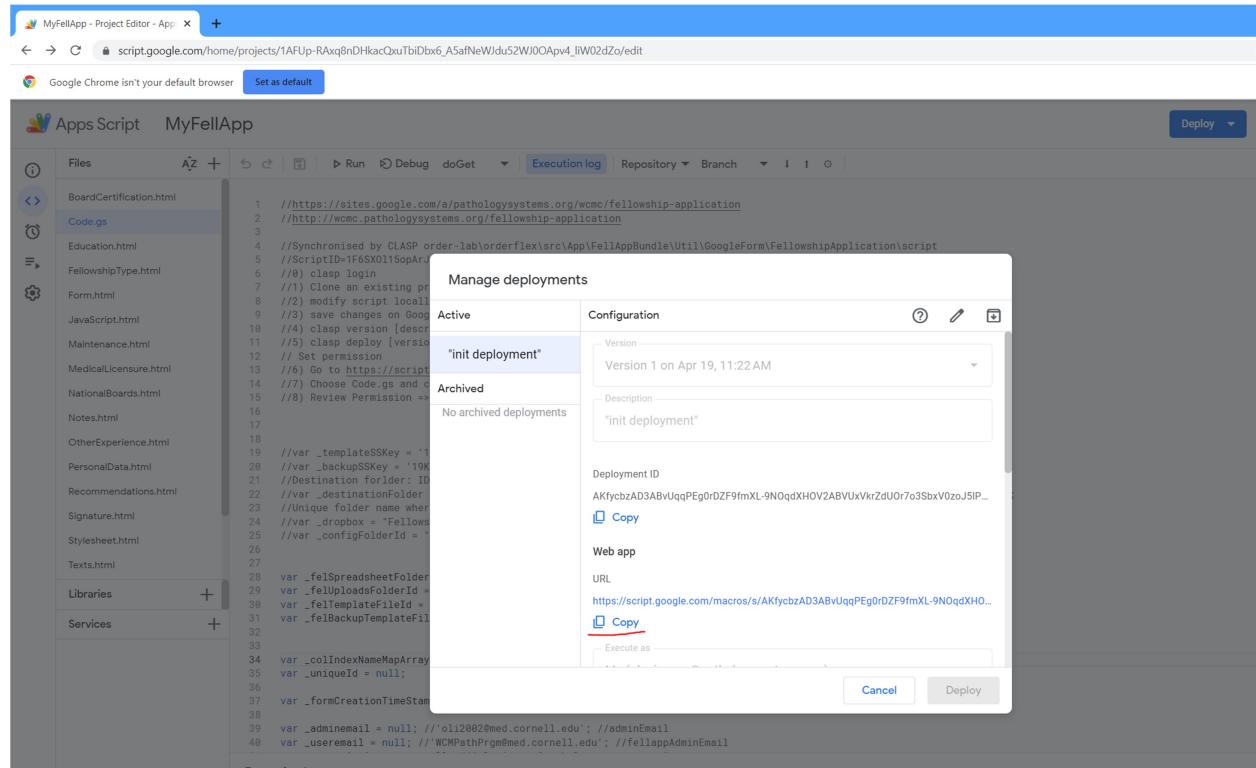
- You will see the warning message because Recommendation Letter submission form requires url's parameters such as Reference-Letter-ID, Identification, Applicant-First-Name, Applicant-Last-Name, Applicant-E-Mail etc.

2. Create Google Apps Script (GAS) on Google Weill Cornell Pathology Fellowship Application

Google replaced the Classic Sites with New Sites. Creating and editing in classic Sites are no longer supported. As of January 30, 2023: Editing of classic sites is turned off. You can migrate your Classic Sites for a smooth transition. If you don't migrate your Classic Sites, your classic sites will be automigrated to New Sites

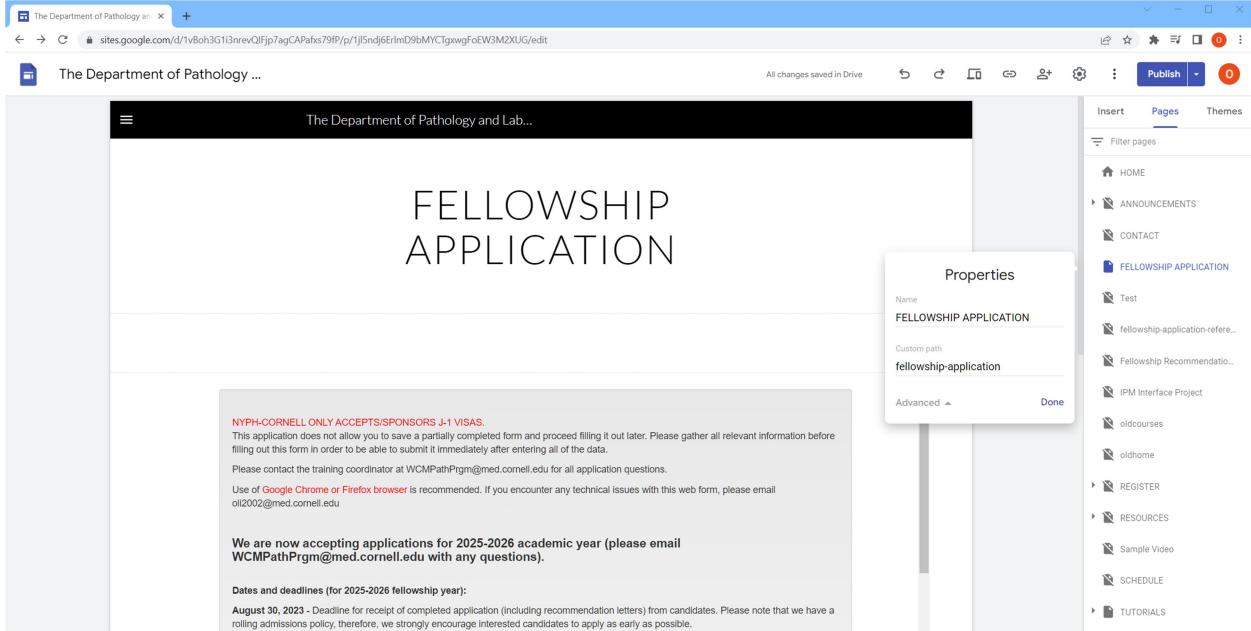
2.1 Create web page for the Fellowship Application online form <http://wcmc.pathologysystems.org/fellowship-application>

- Create a new site: <https://sites.google.com/new>
- On a new site, in editing mode, click “Insert” -> “Embed” and paste the url from “Manage Deployment” on the Fellowship Application script.



- Adjust the width and height of the scrolling window

- The url of the new site will be something like
<https://sites.google.com/d/1vBoh3G1i3nrevQIFjp7agCAPafxs79fP/p/1jl5ndj6ErImD9bMYCTgxwgFoEW3M2XUG/edit>
- It is possible to set custom path on the “Pages” -> “Properties” tab on the left



- Optionally, it is possible to embed the JS script showing something like “Please wait...” when the page is loading and the page is empty:

```
<div id="welcome-note">Please wait for this page to load ...</div>
<script>
  var delayInMilliseconds = 12000; //12000 milliseconds is 12 second
  setTimeout(function() {
    document.getElementById("welcome-note").remove();
  }, delayInMilliseconds);
</script>
```

2.2 Create web page for the Fellowship Recommendation Letter Submission online form

New Google site does not allow to pass the url's parameters for the Recommendation Letter form to the embedded script. Therefore, we use the web link url directly from the "Manage deployments" on the Google script page.

- Open the Recommendation Letter script on the <https://script.google.com/home>
- Click on "Deploy" -> "Manage deployments"
- Copy the web URL and paste it to the field "Web app url from deployment GAS" on the Fellowship Site settings page as shown on the screenshots below
- This URL will be used by the Fellowship Applications system on the ORDER site with the applicant's parameters and send by email to the referees provided on the fellowship application form.
- For example, if the URL is
https://script.google.com/macros/s/AKfycbyTqEGLjLqgU6EX66XzfJmS_cnQGBWYsiEcEq6jUKc8GKlagF8_U7s0Y9VJU0NziS8f/exec

the full URL send by email will be:

https://script.google.com/macros/s/AKfycbyTqEGLjLqgU6EX66XzfJmS_cnQGBWYsiEcEq6jUKc8GKlagF8_U7s0Y9VJU0NziS8f/exec?Reference-Letter-ID=abc1112233gdfgfdgfg1119&Identification=wcmpath&Applicant-First-Name=Test1&Applicant-Last-Name=Test2&Applicant-E-Mail=test@testemail.edu&Fellowship-Type=Gynecologic Pathology&Fellowship-Start-Date=07/01/2025&Fellowship-End-Date=06/30/2026&Reference-First-Name=Ref1&Reference-Last-Name=Ref2&Reference-Degree=MD&Reference-Title=Program director&Reference-Institution=&Reference-Phone=&Reference-EMail=refemail@testemail.edu

Site Settings

https://view.med.cornell.edu/fellowship-applications/settings/

110% Search

We are looking forward to having you join us as a [[FELLOWSHIP TYPE]] fellow in [[START YEAR]]!

Sincerely,
[[DIRECTOR]]

Subject of e-mail to the rejected applicant:

Thank you for applying to the [[FELLOWSHIP TYPE]] [[START YEAR]] fellowship at Weill Cornell Medicine

Body of e-mail to the rejected applicant:

Dear [[APPLICANT NAME]],

Thank you for your interest in the [[FELLOWSHIP TYPE]] Fellowship ([[START YEAR]]) in our Department.

We deeply regret to inform you that we will be not able to offer you the Fellowship. We had several excellent applicants, including yourself, for the solitary position, and we made this difficult decision after a comprehensive review of all applications and interviews of some candidates.

We wish you every success in your career.

Sincerely,
[[DIRECTOR]]

Application season start date (MM/DD) when the default fellowship application year changes to the following year (i.e. April 1st) (the global start date is used if not set):

Apr 1

Application season end date (MM/DD) when the default fellowship application year changes to the following year, if empty set to start date -1 day (i.e. March 31) (the global end date is used if not set):

Mar 31

Google Sites Integration

Fellowship Application SpreadSheet Backup Last Modified Date: 04/16/2018 17:59

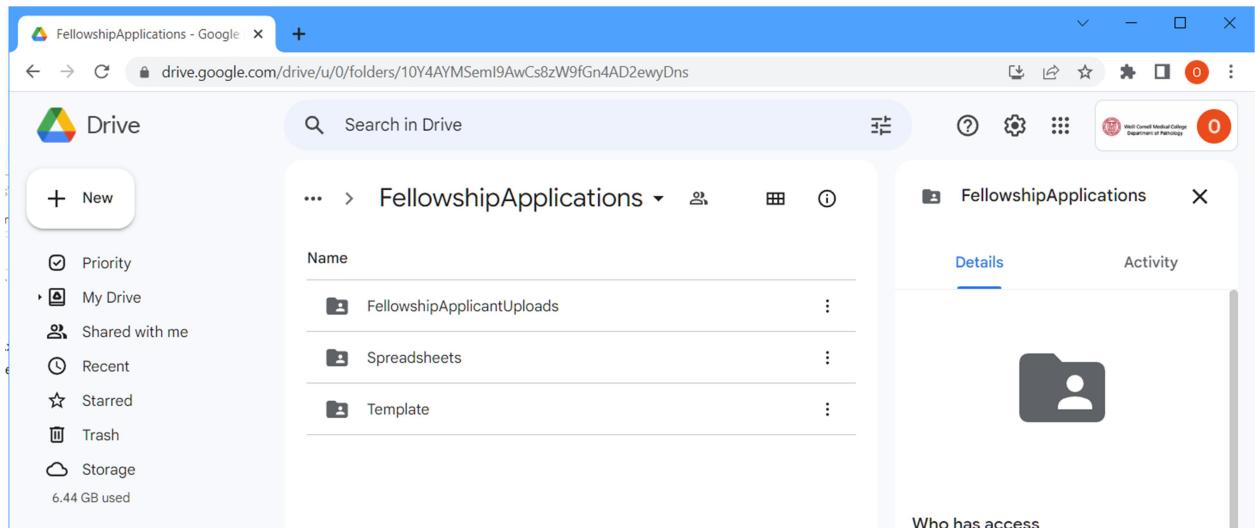
Recommendation Letter Submission SpreadSheet Backup Last Modified Date: 04/02/2019 13:28

Web app url from deployment GAS, send by email in inviteSingleReferenceToSubmitLetter (i.e.
https://script.google.com/macros/s/feapp_reletters_script_deployment_id/exec):
https://script.google.com/macros/s/AKylcbTqEGLJLqgU6XzJmS_cnQGBWYsiEcEq8jUKc8GKlagF8_U7s0Y9VJu0NzIS8t/exec

3. Create folders in Google Drive to store application's spreadsheets and uploaded files

All files are located here `orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipApplication` and on `orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipRecLetters`

- On the Google Drive create folder “FellowshipApplication”
- Inside “FellowshipApplication” folder, create empty file “config-fellapp.json”
- Inside “FellowshipApplication” folder create two new folders to store responses from fellowship application and recommendation letter online forms
- For example, current structure is FellowshipApplication -> Responses -> FellowshipApplications and FellowshipApplication -> Responses -> RecommendationLetters
- Under each folder FellowshipApplications and RecommendationLetters create three new folders “Uploads”, “Spreadsheets” and “Templates”
- Copy two templates BackupSpreadsheet.xlsx and TemplateSpreadsheet.xlsx from the `orderlab\orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipApplication` to the folder FellowshipApplications -> Templates
- Copy two templates BackupSpreadsheet.xlsx and TemplateSpreadsheet.xlsx from the `orderlab\orderflex\src\App\FellAppBundle\Util\GoogleForm\FellowshipRecLetters` to the folder RecommendationLetters -> Templates



Template - Google Drive

drive.google.com/drive/u/0/folders/0B2FwyaxVxFk1eQXBELUjnWjVRaDA?resourcekey=0-IhR_UZ51Dg26qxKx6t_Csw

Drive

Search in Drive

+ New

Priority

My Drive

Shared with me

Recent

Starred

Trash

Storage

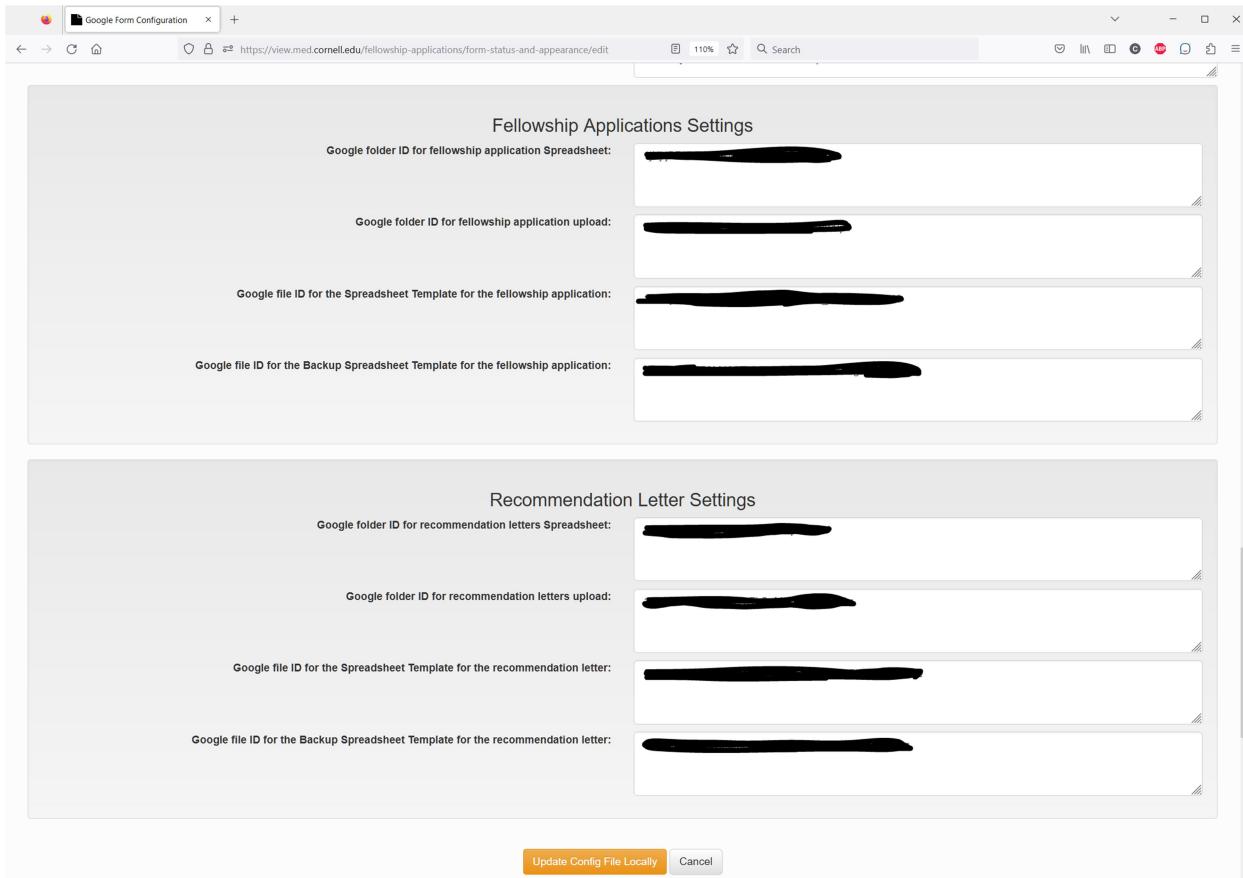
6.44 GB used

... > FellowshipApplications > Template

Name	Owner	Last m...	File size
BackupSpreadsheet	me	Apr 16, 2018	—
TemplateSpreadsheet	me	Apr 16, 2018	—

4. Add IDs of the folders and files on the Google Drive to the Configuration page on the Fellowship Applications system on the ODRER

Go to <https://view.med.cornell.edu/fellowship-applications/form-status-and-appearance/edit>



Fill out all IDs corresponding to the folders and file IDs from the Google Drive, click "Upload Config File Locally". Only on the live server click on the "Update Fellowship Application Form on Google". Those IDs will be passed to the config-fellapp.json.

The resulting Configure page will look like this

The screenshot shows a web browser window titled "Google Form Configuration". The URL is https://view.med.cornell.edu/fellowship-applications/form-status-and-appearance/edit. The page content is as follows:

Accepting Submission

Fellowship Application Types: Molecular Genetic Pathology | Breast Pathology | Cytopathology | Gastrointestinal Pathology
 Genitourinary Pathology | Gynecologic Pathology | Hematopathology

Application Notes:

```
<br>
<p>
<font color="red">NYPH-CORNELL ONLY ACCEPTS/SPONSORS J-1 VISAS.</font><br>
This application does not allow you to save a partially completed form and proceed filling it out later.
Please gather all relevant information before filling out this form in order to submit it immediately after
entering all of the data.
</p>

<p>
Please contact the training coordinator at [REDACTED]@med.cornell.edu for all application questions.
</p>

<p>
Use of <font color="red">Google Chrome or Firefox browser</font> is recommended. If you encounter any technical
issues with this web form, please email [REDACTED]@med.cornell.edu
</p>

<br>

<h4><strong>
We are now accepting applications for 2025-2026 academic year (please email [REDACTED]@med.cornell.edu
with any questions).
</strong></h4>

<br>

<p>
<strong>
Dates and deadlines (for 2025-2026 fellowship year):
</strong>
</p>
```

Google Form Configuration

https://view.med.cornell.edu/fellowship-applications/form-status-and-appearance/edit

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Admin Email: [REDACTED]@med.cornell.edu

Fellowship Admin Email: [REDACTED]@med.cornell.edu
[REDACTED]@pathologysystems.org

Exception Account for the Fellowship Application (the application is still shown to this google user for testing purposes):

Fellowship Application Submission Confirmation Message:

<p>Thank you for submitting the fellowship application!</p>
<p>You will receive a confirmation email shortly with a copy of your application and all uploaded documents.</p>
<p>You can print this page for your reference.</p>

Accepting Submission of the Recommendation Letters:

Error note on the recommendation letter form:

Please click on the link in the email you have received or copy the complete URL from the email into your browser's address bar to get to the recommendation letter upload form. If you are having trouble with uploading your letter of recommendation, please contact fellowship coordinator at [REDACTED]@med.cornell.edu for alternative methods of submitting your recommendation letter (you can attach the recommendation letter itself to your email message).

Exception Account for the recommendation letter form (the form is still shown to this google user for testing purposes):

Fellowship Visa Status: N/A (US Citizenship) J-1 visa H-1B visa Green card/Permanent Residency EAD
 Other-please contact coordinator ([REDACTED]@med.cornell.edu)

Citizenship/Visa Note (i.e. 'NYPH-CORNELL ONLY ACCEPTS/SPONSORS J-1 VISAS'):

Other ExperienceNote Note (i.e. 'In chronological order, list other educational experiences, jobs, military service or training that is not accounted for above.'): In chronological order, list other educational experiences, jobs, military service or training that is not accounted for above.

National Board Note (i.e. 'Please indicate national board examination dates and results received.'): Please indicate national board examination dates and results received.

Medical Licensure Note (i.e. 'Please list any states in which you hold a license to practice medicine. Please provide a license number. If an application is pending in a state, please write "pending."'): Please list any states in which you hold a license to practice medicine. Please provide a license number. If an application

Board Certification Note (i.e. 'Please indicate any areas of board certification.'): Please indicate any areas of board certification.

Reference Letter Note (i.e. 'Please list the individuals who will write your letters of recommendation. At least three are required.'): Please list the individuals who will write your letters of recommendation. At least three are required.

Signature Statement (i.e. 'I hereby certify that all of the information on this application is accurate...'): I hereby certify that all of the information on this application is accurate, complete, and current to the best of my knowledge, and that this application is being made for serious consideration of training in the Pathology Fellowship indicated. I understand that accepting more than one fellowship position constitutes a violation of professional ethics and may result in the forfeiture of all positions.

Google Form Configuration X +

https://view.med.cornell.edu/fellowship-applications/form-status-and-appearance/edit 110% Search

Fellowship Applications Settings

Google folder ID for fellowship application Spreadsheet:

Google folder ID for fellowship application upload:

Google file ID for the Spreadsheet Template for the fellowship application:

Google file ID for the Backup Spreadsheet Template for the fellowship application:

Recommendation Letter Settings

Google folder ID for recommendation letters Spreadsheet:

Google folder ID for recommendation letters upload:

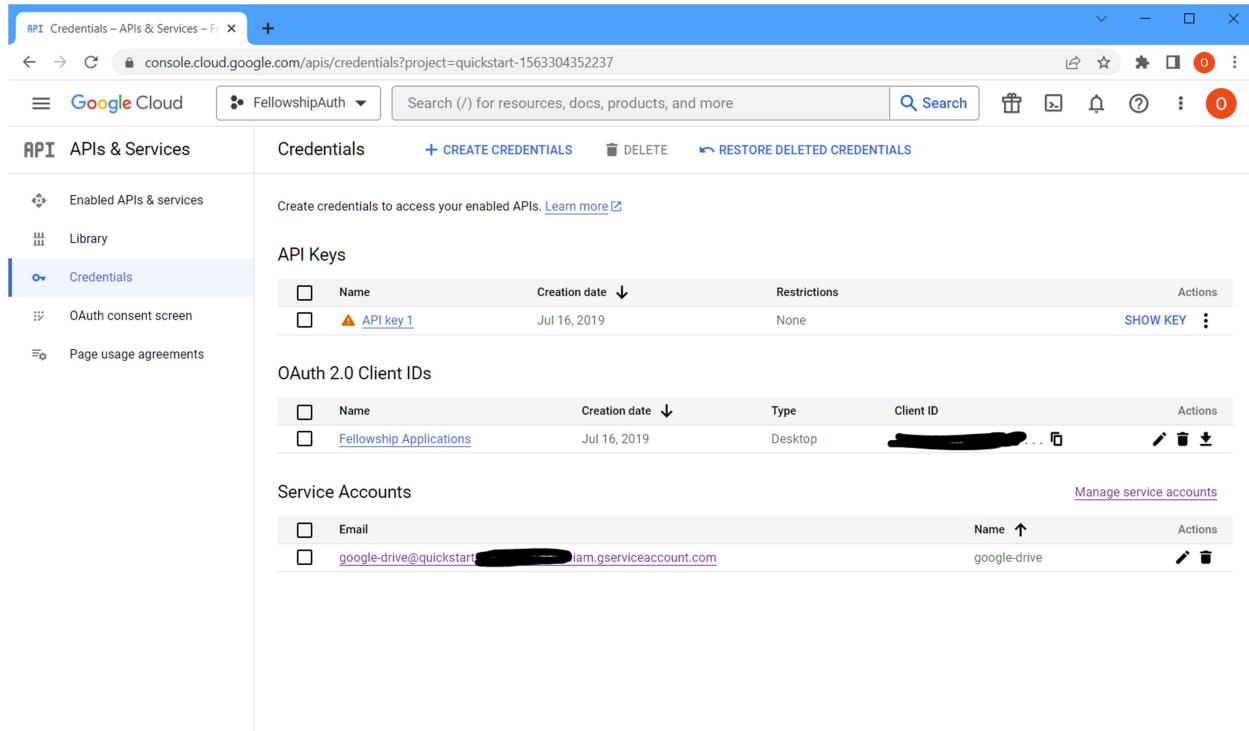
Google file ID for the Spreadsheet Template for the recommendation letter:

Google file ID for the Backup Spreadsheet Template for the recommendation letter:

Update Config File Locally Cancel

5. Authentication by PHP to use Google API to download/upload files on the Google Drive

- Go to <https://console.cloud.google.com/welcome>
- Create new project or choose from the existing projects
- The existing project will look like this
<https://console.cloud.google.com/apis/credentials?project=quickstart-1563304352237>



The screenshot shows the Google Cloud Platform Credentials page. The left sidebar has 'API' selected under 'APIs & Services'. The main area shows:

- API Keys:** A table with one row: API key 1 (Name: API key 1, Creation date: Jul 16, 2019, Restrictions: None, Actions: SHOW KEY)
- OAuth 2.0 Client IDs:** A table with one row: Fellowship Applications (Name: Fellowship Applications, Creation date: Jul 16, 2019, Type: Desktop, Client ID: [REDACTED], Actions: Edit, Delete)
- Service Accounts:** A table with one row: google-drive@quickstart-1563304352237.iam.gserviceaccount.com (Email: google-drive@quickstart-1563304352237.iam.gserviceaccount.com, Name: google-drive, Actions: Edit, Delete)

- Click “Create Credentials” and choose “Service Account”
- Follow the steps and create JSON credentials file
- Share Google Drive’s folder (for example, “FellowshipApplication” folder created in section 3) containing the Fellowship Application files to the service account client from the generated JSON credentials file. This user is specified in JSON with the key ‘client_x509_cert_url’
- Update the Fellowship Site Settings’ field “Full path to the credential authentication JSON file for Google” on the <https://view.med.cornell.edu/fellowship-applications/settings/> with the full path to the credentials JSON file as shown below
- Update the field “Google Drive API URL” with the scopes <https://www.googleapis.com/auth/drive> <https://spreadsheets.google.com/feeds> as shown below

Site Settings

https://view.med.cornell.edu/fellowship-applications/settings/

110% Search

Email address for confirmation of application submission: jep2018@med.cornell.edu

Link to the Fellowship Application Page: http://wcmc.pathologysystems.org/fellowship-application

Full path to the credential authentication JSON file for Google: /srv/order-lab/orderflex/src/App/FellAppBundle/Util/quickstart-FellowshipAuth.json

Google Drive API URL (<https://www.googleapis.com/auth/drive https://spreadsheets.google.com/feeds>): https://www.googleapis.com/auth/drive https://spreadsheets.google.com/feeds

Local organizational group for imported fellowship applications (WCM => Pathology Fellowship Programs): Weill Cornell Medical College => Pathology and Laboratory Medicine => Pathology Fellowship Pr...

Fellowship identification string to download recommendation letters (wcmpath): wcmpath

Recommendation Letter Salt (pepper): pepper

Periodically import fellowship applications and reference letters submitted via the Google form:

Automatically send invitation emails to upload recommendation letters:

Email subject for confirmation of application submission: Your WCM/NYP fellowship application has been successfully received