GATS® | Graduate Admissions Tracking System
The Graduate School, Northwestern University

Applicant Detail Page

Overview: The Applicant Detail page

Entering Administrative Notes

Viewing Documents

Overview: Applicant Detail page

A detailed view of all information pertaining to a particular applicant can be viewed on the Applicant Detail page. In this area you can perform the following tasks:

- Enter administrative notes
- View applicant documents

This page can be accessed on any page where the applicant's name is hyperlinked (Applications tab, Admissions tab, Reviews tab, and Messages tab).

Last name▲	First name▲	Gender⇕	App date⇕	Specialization ⇕	Prev school 1 ⇕	Ugrad GPA⇕	Complete?⇕
Brady	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	No ✉
Clouse	George	Male	2010-07-05		Carnegie Mellon University	3.75	No ✉
Costner	Kevin	Male	2010-07-05		The Queen's College, Oxford	0.00	No ✉
Do	Scooby	Male	2010-07-02	quantitative analysis	Fudan University Shanghai	95.00	No ✉
Geller	Monica	Female	2010-07-05	writing	Univ Notre Dame	4.00	No ✉
Green	Rachel	Female	2010-07-05	reading	Ecole des hautes Etudes en Sciences sociales (EHES	0.00	No ✉
Johnson	Michael	Male	2010-07-06	qualitative research	Suny Center Buffalo	3.75	No ✉
Rivera	Manuel	Male	2010-07-06		Instituto Tecnologico Universitario de Mexico	97.00	No ✉
Rubble	Betty	Female	2010-07-05		Univ Washington	2.85	No ✉
Zhang	Jia	Female	2010-07-06	writing	Chinese Culture University	95.00	No ✉

When you select your applicant, the Applicant Detail screen opens in a new window. Click on the ⊞ next to any applicant header you wish to see more detail for or check the "Expand All" box to see all available applicant information.

Applicant Detail: Greg Alan Brady

☐ Expand All

⊞ **Administrative Notes** (Edit)

⊞ **Personal Data**

⊞ **Application Information**

⊞ **Documents**

Entering Administrative notes

Administrative notes can be entered by GATS administrative users for the purpose of documenting supplemental information regarding a particular applicant. It is important to note that notes entered here cannot be viewed by applicants or reviewers (unless the reviewer also has administrative GATS access).

Tip: If an Administrative Note has been added to an applicant's record, you will see the note icon **[N]** *next to the applicant's last name on the Admissions tab*

Step 1

Click on the ⊞ icon next to the *Administrative Notes* header to expand the section. Once clicked you are able to see if notes have already been entered.

Step 2

To enter a new note or delete an existing note. Click the Edit link.

Administrative Notes

Current notes:

(jlt777) 2010-08-05 - Sample note regarding Greg Brady's application.

Delete? ☐

Additional notes:

[text box]

[Save Changes]

Step 3

You may delete a "Current note" by checking the "Delete?" check box, then clicking [Save Changes] .

You may enter an additional note by typing it in the text box, then clicking [Save Changes] .

Viewing Documents

Application documents that have been either scanned or manually uploaded into GATS can be viewed in the *Applicant Detail* page.

Step 1

Click on the ⊞ icon next to the *Documents* header to expand this section. Once clicked you are able to see a list of the application documents that have been associated with this applicant.

Documents				
A PDF file that contains all of the applicant's documents currently on file				**View All**
Document Type	Document Source	Date Received	Document Size	
Application		July 27, 2010	68 KB	View
Letter of Recommendation	Beth Bogdewic	July 27, 2010	29 KB	View
Letter of Recommendation	Simon Greenwold	July 27, 2010	29 KB	View
Transcript	Univ of Notre Dame	August 2, 2010	52 KB	View

Step 2

Click the View link next to the document you would like to view. If you would like to view all the documents in a single concatenated file, click the **View All** link. Note: Documents are stored in the GATS database in .pdf file format.