



## Administrative User Manual

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## *Logging In*

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The login page for GATS can be found at:

**<https://nugats.northwestern.edu/>**

Note that Firefox (by Mozilla) is the only approved browser for use with GATS. Certain elements of GATS will not function properly when using Internet Explorer.

### *Archive Database*

To view admissions data from prior years (2010/2011 and later), you can access the GATS archive database at:

**<https://nugats-report.northwestern.edu/>**

# Applications Tab

**Overview: The Applications Tab**


**Searching for Applicants**

**Sending an Email to an Applicant Regarding Completion Status of Application**

# Overview: The Applications Tab

The Applications Tab contains a view of applicant information. In this area you will find a summary list of applicants. In this area you can perform the tasks listed below:

- View a summary list of all applicants.
- Search for an individual applicant or applicants based using a variety of criteria.
- Send reminder emails to applicant regarding “complete” or “incomplete” applications.

**Graduate Admissions Tracking System**  
The Graduate School, Northwestern University

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## Applications - Mathematical Methods in the Social Sciences 2009/2010

### Application Summary: 2009/2010

You may [customize the display](#) by defining specific attributes that displayed applicants must possess. You may also [search for a particular applicant](#).  
To sort on several columns at once, click on the header of the primary column first, then hold down the shift key and click on the other columns.

Applications submitted dates (yyyy-mm-dd):  ~  [SET](#) [RESET](#)

**Hide Options**

Hide row if  <   Case is ignored. [Regular expressions](#) are allowed.

Last name^	First name^	Gender⇄	App date⇄	Specialization ⇄	Prev school 1 ⇄	Ugrad GPA⇄	Complete?⇄
<a href="#">Brady</a>	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes ☑
<a href="#">Clouse</a>	George	Male	2010-07-05		Carnegie Mellon University	3.75	No ☑

# Applicant Search

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**Searching for an individual applicant** – You may need to quickly view an individual applicant’s information. Follow the steps below to perform an applicant search.

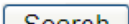
## **Step 1**

Click on the [search for a particular applicant](#) link and you will be directed to the applicant search page.

You have several options to search for an applicant. You can choose to search by any of the following search criteria by clicking on the radio button next to your choice.

- Applicant names – You may also search on a portion of a name if you are unsure about the correct spelling
- SES Admissions Application Number
- SES Emplid
- Application/Personal statement – You may search for applicants based upon a word or phrase within their Application or Personal Statement. For example, a faculty member may wish to see applicants who have mentioned his or her name within the personal statement. Enter the last name of the faculty member to search for these results.

**\*\* This feature will not search documents that have been scanned.**

Enter the term(s) for which you would like to search in the text box, select your search criteria and click the  button.

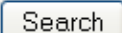

## **Search Applicants**

Enter the term(s) for which you would like to search in the text box below and click Search.

If your search returns only one result, the system will automatically redirect you to that applicant's detail page. If your search returns no results, or more than one result, the system will display its findings below.

Search terms:

Search through:  Applicant names  SES Admissions Application Number  SES Emplid  Application/Personal statement

If your search has matching results they will be displayed in a table under “Search Results”. A message will display if your search returns no matching results.

## Search Results

Your search yielded 1 results.


Application Number	Full Name
5017696	<a href="#">Brady, Greg Alan</a>

**Searching for applicants based on dates** – You may need to quickly view applicants based on the date application submission. To view only applicants from a specific date range, follow the steps below.

### Step 1



Click in the “Application Submitted” date box and a calendar will appear. Select your beginning date. Select your ending date in the next box. (You may also type in the dates but make sure you follow the YYYY-MM-DD format.)

### Step 2

Click the  button to apply the date range to your applicants.

### Step 3

To remove the date range, click the  button.

Applications submitted dates (yyyy-mm-dd):   

**Hide Options**

Hide row if   are allowed.


Case is ignored. [Regular expressions](#)

Last name	First name	Gender	App date	Specialization	Prev school 1	Ugrad GPA	Complete
<a href="#">Brady</a>	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes <input checked="" type="checkbox"/>
<a href="#">Clouse</a>	George	Male	2010-07-05		Carnegie Mellon University	3.75	No <input checked="" type="checkbox"/>









# Sending Application Completion Status Emails

You are able to send applicants an email reminding them that their application is incomplete from the Applications Tab. You are also able to send a message to an applicant informing them that all application materials have been received and their application is now complete. GATS will keep a history of messages sent to the applicant which can also be viewed here. To send an applicant a reminder message, follow the steps below.

## Step 1

Scroll down to view your list of applicants. Listed under the field labeled “Complete”, you will see a “Yes” or a “No” indicating if the application is complete or it is not complete. Next to the “Yes” or “No” you will see the message icon. Click the  button. The Notify Applicant page will appear.

*Note: Marking an application as complete is performed in the Admissions tab. See the Admissions Tab document for more information.*

Last name^	First name^	Gender↕	App date↕	Specialization ↕	Prev school 1 ↕	Ugrad GPA↕	Complete?↕
<a href="#">Brady</a>	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	Yes 
<a href="#">Clouse</a>	George	Male	2010-07-05		Carnegie Mellon University	3.75	No 
<a href="#">Costner</a>	Kevin	Male	2010-07-05		The Queen's College, Oxford	0.00	No 
<a href="#">Do</a>	Scooby	Male	2010-07-02	quantitative analysis	Fudan University Shanghai	95.00	No 
<a href="#">Geller</a>	Monica	Female	2010-07-05	writing	Univ Notre Dame	4.00	No 
<a href="#">Green</a>	Rachel	Female	2010-07-05	reading	Ecole des hautes Etudes en Sciences sociales (EHES)	0.00	No 
<a href="#">Johnson</a>	Michael	Male	2010-07-06	qualitative research	Suny Center Buffalo	3.75	No 
<a href="#">Rivera</a>	Manuel	Male	2010-07-06		Instituto Tecnologico Universitario de Mexico	97.00	No 

## Step 2

Above the message text you will see the E-mail Notice History indicating any application completion status messages that have been sent to the applicant and the date and time they were sent. Below the e-mail notice history you will see the text for the message you can send to the applicant. Review the text to ensure you wish to send the message.

Examples of the two different application completion status messages are below:

### **Application Status - Incomplete**

#### E-mail Notice History

▶ No email notice has been sent to this applicant.

When you click **Send E-mail** below, the system will send the following message to the applicant (with a blind copy to you):

Dear George Clouse:

Thanks again for your interest in graduate study in the Mathematical Methods in the Social Sciences Department/Program at Northwestern University. Your application is currently missing at least one of the required supplemental materials. Please check the status of your application materials at the following URL: <https://ask.northwestern.edu/>

You may log in to this page using the email address to which this notice was addressed and the following application ID: 5018679

Please contact us as soon as possible to let us know when to expect any missing materials. An admissions decision cannot be made until all required supplemental materials have been received.

Feel free to contact us with any questions or concerns.

Sincerely,

Beth Boadewic



# Notify Applicant

## Application Status - Complete

### E-mail Notice History

▶ No email notice has been sent to this applicant.

When you click **Send E-mail** below, the system will send the following message to the applicant (with a blind copy to you):

Dear Greg Brady:

Thanks again for your interest in graduate study in the Mathematical Methods in the Social Sciences Department/Program at Northwestern University. We have received your online application and all supplemental materials, so your application is now complete. It has been forwarded to the Admissions Committee for review.

You may confirm the status of your application materials at the following URL: <https://ask.northwestern.edu/>

You may log in to this page using the email address to which this notice was addressed and the following application ID: 5017696

Feel free to contact us with any questions or concerns.

Sincerely,

Beth Bogdewic

### Step 3

Once you have reviewed the text to ensure that you wish to send the applicant this message, click the

**Send E-mail**

button. The message will be sent and a blind copy of the message has been sent to you.

You can return to this page to view the E-mail Notice History by clicking on the  icon.

# Admissions Tab

**Overview: The Admissions Tab**

**Viewing the Status of Required Application Materials**

**Viewing Administrative Notes**

**Marking TOEFL & GRE scores received**

**Making Applications Complete**


**Recording a Recommended Admission Decision**

**Searching for Applicants Based on a Date Range**

# Overview: The Admissions Tab

The Admissions Tab will allow you to view the status of required materials for your applicants, mark applications as complete, and record the “recommended” admission decision for the applicant. In this area you can perform the following tasks listed below:

- View the status of required application materials for each applicant
- View administrative notes
- Mark TOEFL scores as received
- Mark an application as complete
- Enter a recommended decision for admission
- Search for applicants based on a specific date range



**Graduate Admissions Tracking System**  
The Graduate School, Northwestern University

Main Menu
Applications
Admissions
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Messages
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Sign out - jlt777

## Admissions - Mathematical Methods in the Social Sciences 2009/2010

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### Admissions Summary: 2009/2010

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (\*) are self-reported (unofficial) scores.

Applications submitted dates (yyyy-mm-dd):  ~  Status:  SET FILTER RESET

**Hide Options**

Hide row if     *Case is ignored. [Regular expressions](#) are allowed.*


Last	First	AY ID	Empl	GRE	GRE	GREAV	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status
Brady	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny <input type="text" value="Deny"/>	Deny

## Viewing the Status of Required Application Materials


The admissions tab has pre defined fields that you will view for your applicants. The data fields available to you will provide you with a summary of all application materials received to date. The *Transcripts*, *Letters of Recommendations*, and *Reviews* columns will display the number of files received over the total number of expected files. For example, if the applicant has marked that he/she will provide two Transcript files and both are received, the column will display as “2/2”. The same logic is used for *Letters of Recommendation* as well as the number of *Reviews* that have been completed for the applicant. GRE and TOEFL test scores are also available. Please note that those marked with an asterisk (\*) are self reported, unofficial scores. Official scores received are moved from SES to GATS on a nightly basis and will be displayed accordingly on the *Admissions* tab. The “*Status*” column indicates the final admissions decision that has been entered into SES. The admissions decision is moved from SES to GATS on a nightly basis. This is discussed in more detail in the *Recording a Recommended Admission Decision* section of this document.


Last	First	AY ID	EmpID	GRE	GRE	GREAW	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status
<a href="#">Brady</a>	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny	Deny
<a href="#">Clouse</a>	George	5018679	9962350	800	770	4.5	USA	<input checked="" type="checkbox"/>	NR	0 / 1	0 / 2	0 / 3	<input checked="" type="checkbox"/>	Admit	DEIN
<a href="#">Costner</a>	Kevin	5018685	9972351	800*	800*	4.5*	GBR	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Admit	WADM
<a href="#">Do</a>	Scooby	5017707	9922346	800	600	3.5	CHN	<input type="checkbox"/>	110 / 120	0 / 2	0 / 2	0 / 2	<input type="checkbox"/>	Select...	APPL
<a href="#">Geller</a>	Monica	5018673	9952349	470	450	4.0	USA	<input type="checkbox"/>	NR	0 / 2	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Green</a>	Rachel	5018664	9942348	650*	600*	3.5*	FRA	<input type="checkbox"/>	97* / 120	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Johnson</a>	Michael	5018997	9992353	640*	760*	4.0*	USA	<input type="checkbox"/>	NR	0 / 2	0 / 2	0 / 0	<input checked="" type="checkbox"/>	Admit	Admit
<a href="#">Rivera</a>	Manuel	5019004	9912354	680	650	4.0	MEX	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Rubble</a>	Betty	5018641	9932347	450	600	3.0	USA	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Zhang</a>	Jia	5018988	9982352	750	700	3.5	CHN	<input type="checkbox"/>	104 / 120	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL

# Entering and Viewing Administrative Notes

Administrative notes can be entered by admissions administrators for the purpose of documenting supplemental information regarding a particular applicant. It is important to note that notes entered here will not be viewable by the applicant. If an Administrative Note has been added to a applicant's record you will see the note icon  next to the applicant's last name.

Brady 	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny	Deny
---	------	---------	---------	------	------	------	-----	--------------------------	----	-------	-------	-------	-------------------------------------	------	------


When you roll your mouse over the  the administrative note will appear. If the note is too long it will be truncated you would need to click the icon to view the entire note.

Last	First	AY ID	EmpID	GREQ	GREV	GREAV	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status	
Brady 	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny	Deny	
<a href="#">Close</a>	(jlt777) 2010-08-05 09:36:42 - Sample note regarding Greg Brady's application.							USA	<input checked="" type="checkbox"/>	NR	0 / 1	0 / 2	0 / 3	<input checked="" type="checkbox"/>	Admit	DEIN

To view or edit the full Administrative Note click on the last name of the applicant and you will be taken to the Applicant Detail page where you are able to view and edit Administrative Notes.

## Applicant Detail: Greg Alan Brady

Expand All

**Administrative Notes** [\(Edit\)](#) 

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

## Marking TOEFL & GRE scores received

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Some applicants may require the submission of TOEFL scores to complete their application materials. There are several ways for GATS to document the receipt of the TOEFL scores:

1. TOEFL & GRE scores received in SES will flow to GATS in the nightly interface. Scores received in this manner will automatically be marked as “RECEIVED” in the applicant’s Status Check page.
2. Applicants who have a self-reported score or who may have sent a hard copy of text scores through the mail, must have their TOEFL scores manually marked as “RECEIVED” through the Applicant’s Status Check header under the Applicant Detail page. To do this, click the “Mark as RECEIVED” button (see image below).  
NOTE: Hard copies of TOEFL score reports received in the mail can be scanned into the *Documents* section of GATS (see the *Documents* tab document for instructions).
3. If an applicant has test scores in the suspense file (Applicant Detail page), you can also use the “Mark as RECEIVED” button once you have verified the score as a match.

<b>Application Materials</b>		
Application	<b>RECEIVED</b>	
<b>Official Test Scores</b>		
GRE	<b>NOT RECEIVED</b>	<input type="button" value="Mark as RECEIVED"/>
TOEFL **	<b>NOT RECEIVED</b>	<input type="button" value="Mark as RECEIVED"/>
<b>Transcripts Received</b>		
No transcripts received to date		
Transcripts expected: Ecole des hautes Etudes en Sciences sociales (EHES)		

# Making Applications Complete

When a applicant has completed the requirements for the application you will mark the application as “Complete”. The applicant will see that his or her application materials have been received and no further action is required by viewing his or her person GATS web page. As such, you can also send an email notification to the applicant notifying them that their application is complete. (Detailed instructions are available in the GATS Application document.)

**\*\* By associating documents to an applicant record, GATS will mark the document as received in most cases. It is recommended that you do not scan in all documents until you are prepared to mark the “Complete” box on the Admissions tab. Applicants will become confused and contact you if they see that all documents are received and their file is “Incomplete.”**


## Step 1

Immediately following the receipt of all documents and entry of the documents in the GATS system, locate the record of the applicant(s) with a completed application on the Admissions tab. (Instructions on how to scan and associate documents to applicants are available in the Documents Tab document.)

Check the box in the “Complete” column across from the applicant name.

Last	First	AY ID	EmpID	GRE	GREW	GREAW	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status
<a href="#">Brady</a>	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny	Deny
<a href="#">Clouse</a>	George	5018679	9962350	800	770	4.5	USA	<input checked="" type="checkbox"/>	NR	0 / 1	0 / 2	0 / 3	<input checked="" type="checkbox"/>	Admit	DEIN
<a href="#">Costner</a>	Kevin	5018685	9972351	800*	800*	4.5*	GBR	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Admit	WADM
<a href="#">Do</a>	Scooby	5017707	9922346	800	600	3.5	CHN	<input type="checkbox"/>	110 / 120	0 / 2	0 / 2	0 / 2	<input type="checkbox"/>	Select...	APPL
<a href="#">Geller</a>	Monica	5018673	9952349	470	450	4.0	USA	<input type="checkbox"/>	NR	0 / 2	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Green</a>	Rachel	5018664	9942348	650*	600*	3.5*	FRA	<input type="checkbox"/>	97* / 120	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Johnson</a>	Michael	5018997	9992353	640*	760*	4.0*	USA	<input type="checkbox"/>	NR	0 / 2	0 / 2	0 / 0	<input checked="" type="checkbox"/>	Admit	Admit
<a href="#">Rivera</a>	Manuel	5019004	9912354	680	650	4.0	MEX	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Rubble</a>	Betty	5018641	9932347	450	600	3.0	USA	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL
<a href="#">Zhang</a>	Jia	5018988	9982352	750	700	3.5	CHN	<input type="checkbox"/>	104 / 120	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Select...	APPL

## Step 2

At any point you can view an applicant’s individual GATS web page to ensure you have entered the correct data. Click on the applicant’s last name and you will be taken to the Applicant Detail page. Scroll to the bottom of the *Applicant Detail* page and expand the “Status Check Page” area by clicking on the  button. You will see a replica of what the applicant sees when they log into their GATS account.

⊕ Scores in Suspense File

⊕ Review Information

⊕ Status Check Page ←

⊖ Status Check Page



NORTHWESTERN  
UNIVERSITY

## Mathematical Methods in the Social Sciences Department

Summer 2010 Application Status: George Clouse

### Status Summary

- ▶ **Application Status:** Complete ←
- ▶ **Message Center:** No new message received
- ▶ **Decision Timeline:** Decisions are finalized in early February through early April.
- ▶ **Decision Status:** An admissions decision has not yet been rendered.

Below is a list of materials required to consider your application complete. If you need to discuss any missing items, please contact the department office through the [Message Center](#).

**Important Notice Regarding Transcripts:** Please allow 5 business days for transcripts to be uploaded into our admissions tracking system after the ApplyYourself application has been submitted. Thank you for your patience.

### Step 3

If you see that the application has been incorrectly marked as Complete, you can go back to the Admissions tab and uncheck the “Complete” box. This will change the applicant’s page and it will show as “Incomplete”. Once you are done reviewing the record, simply close the window to return to the Admissions tab.



## Recording Recommended Admissions Decisions


The GATS application allows admissions administrators to enter a recommended admission decision into the *Admissions* tab. It is important to note that this is only a “recommended” decision and can only be viewed by administrative GATS users for your program. Once a final admissions decision has been reached by the department, that decision must be entered in SES. Once the decision has been entered in SES and has subsequently been moved to GATS, the applicant will see a message on his or her personal GATS status page that the decision has been reached. The instructions on that page will direct the applicant to log into the Apply Yourself web center for details. Note: This process has a 48 hour delay. GATS will not show that a decision has been made until 48 hours after a decision has been made in SES. Should you enter an incorrect decision, please contact either Beth Bogdewic or Sara Wright at The Graduate School for assistance with any corrections.

### Step 1

Locate the applicant you wish to enter a decision for on the Admissions tab. In the column marked “Rec. Decision” you will see a drop down box. Click the drop down box to select the admissions decision you wish to display.

Last	First	AY ID	EmplID	GREQ	GREV	GREAV	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status
<a href="#">Brady</a>	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input type="checkbox"/>	Deny	Deny
<a href="#">Clouse</a>	George	5018679	9962350	800	770	4.5	USA	<input checked="" type="checkbox"/>	NR	0 / 1	0 / 2	0 / 3	<input checked="" type="checkbox"/>	Select...	DEIN
<a href="#">Costner</a>	Kevin	5018685	9972351	800*	800*	4.5*	GBR	<input type="checkbox"/>	NR	0 / 1	0 / 2	0 / 0	<input type="checkbox"/>	Hold	WADM
<a href="#">Do</a>	Scooby	5017707	9922346	800	600	3.5	CHN	<input type="checkbox"/>	110 / 120	0 / 2	0 / 2	0 / 2	<input type="checkbox"/>	Deny	APPL
														Withdraw	

If you would like to view the decision status on the applicant web page after you have entered a decision in SES, click the last name of the applicant to open the Applicant Detail Page. Scroll to the bottom of the page and expand the Status Check Page area. Again, the decision status in GATS will not be updated until 48 hours after it is entered in SES.



**Biomedical Engineering Department**  
2010 Fall Application Status: Liheng C

**— Status Summary —**

- ▶ **Application Status:** Complete
- ▶ **Message Center:** No new message received
- ▶ **Decision Timeline:** Decisions are finalized by the end of February/early March
- ▶ **Decision Status:** An admissions decision has been rendered. Please log in to [Apply Yourself](#) to view the decision.

Below is a list of materials required to consider your application complete. If you need to discuss any missing items, please contact the department office through the [Message Center](#).

**Important Notice Regarding Transcripts:** Please allow 5 business days for transcripts to be uploaded into our admissions tracking system after the ApplyYourself application has been submitted. Thank you for your

## Searching for applicants based on a specific date range

Unlike the Applications tab, you cannot search for an individual applicant on the Admissions tab. However, you are able to search for a list of applications based on a specific date range. In addition, you can search for applications based upon whether the application has been marked complete or not.

*Tip: You may also sort your results by clicking on any column heading that has a double arrow.*

### Step 1

Click in the “Application Submitted” date box and a calendar will appear. Select your beginning date. Select your ending date in the next box. (You may also type in the dates but make sure you follow the YYYY-MM-DD format.)

### Admissions Summary: 2009/2010

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (\*) are self-reported (unofficial) scores.

Applications submitted dates (yyyy-mm-dd):  ~  Status:

**Hide Options**

Hide row if    Case is ignored. [Regular expressions](#) are allowed.

Last	First	AY ID	Empl	GRE	GRE	GRE	Country	TOEFL R	TOEFL	Trans	Ltr	Review	Complete	Rec. Decision	Status
<a href="#">Brady</a>	Greg	5017696	9912345	770*	800*	4.5*	USA	<input type="checkbox"/>	NR	1 / 1	2 / 2	1 / 2	<input checked="" type="checkbox"/>	Deny	Deny
<a href="#">Clouse</a>	George	5018679	9962350	800	770	4.5	USA	<input checked="" type="checkbox"/>	NR	0 / 1	0 / 2	0 / 3	<input type="checkbox"/>	Admit	DEIN

### Step 2

From the status drop down, select the type of applicants you wish to view. Your options are All, Complete, or Not Complete.

### Admissions Summary: 2009/2010

The data below are a summary of all applicant materials received to date, reviews, and admissions decisions. Test scores marked with an asterisk (\*) are self-reported (unofficial) scores.

Applications submitted dates (yyyy-mm-dd):  ~  Status:

**Hide Options**

### Step 3

Click the  button to view your results. If you would like to clear your filter, click the  button.

# Reviews Tab

**Overview: The Reviews tab**

**Creating Faculty Reviewer Groups**

**Assigning Reviewers/Reviewer Groups to an Applicant**


**Managing Applicant Reviews Assigned to You**

**Viewing and Editing Reviewer Assignments**

# Overview: The Reviews Tab

The Reviews tab is where you will create and maintain faculty application reviews for your program. In this area you can perform these tasks:

- Create a faculty reviewer group
- Assign individual or groups of reviewers to an applicant
- Manage applicant reviews assigned to you
- View and edit reviewer assignments for your program



**Graduate Admissions Tracking System**  
The Graduate School, Northwestern University

[Main Menu](#) [Applications](#) [Admissions](#) **[Reviews](#)** [Messages](#) [Documents](#) [Reports](#) [System](#) [Sign out - jlt777](#)

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## Reviews - Mathematical Methods in the Social Sciences 2009/2010

### Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

[My Applicants](#) [Current Assignments](#)

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### My Applicants

# Creating a Faculty Reviewer Group

In some instances you may wish to have more than one faculty member review an application. For cases such as this, GATS has the capability of creating a reviewer group comprised of multiple faculty members in your program.

## Step 1

From the Reviews tab, click on the [manage the reviewer groups](#) link.

**Graduate Admissions Tracking System**  
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## Reviews - Mathematical Methods in the Social Sciences 2009/2010

### Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

Select applicants...  Select reviewers...

## Step 2

A new page will appear with several options. Click the  button.

## Manage Groups of Reviewers

Add, modify or remove the groups of reviewers from the table on the left. Upon selecting a group from the left table, the reviewers in the group will be listed in the table on the right where you can manage the members of the group.

Reviewer groups			
ID	Group Name	Scope	Description
124	test	Department	test

Page 1 of 1  View 1 - 1 of 1

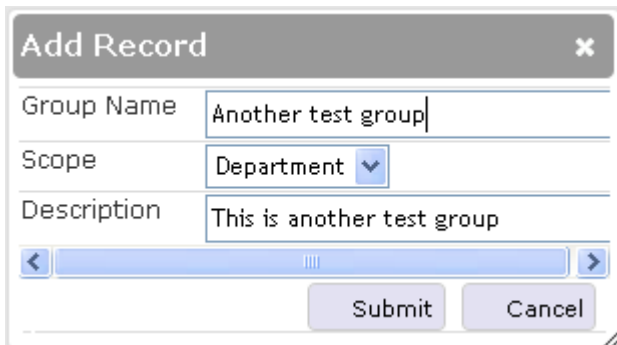
Group members	
Reviewer	
No records to view	

Page 1 of 1

[Back to reviews](#)

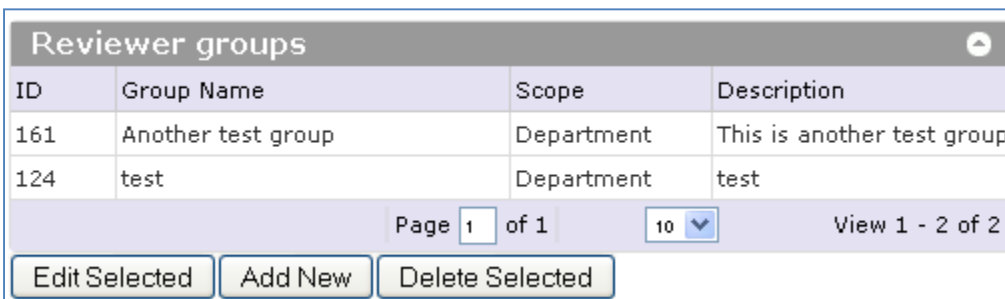
### Step 3

A pop-up box will appear on the page. Enter a new “Group Name”. The “Scope” dropdown should always be set to “Department”. You can also enter a brief description for the group. Click the **Submit** button when finished and then close the pop-up box.



The screenshot shows a pop-up window titled "Add Record" with a close button (X) in the top right corner. It contains three input fields: "Group Name" with the text "Another test group", "Scope" with a dropdown menu set to "Department", and "Description" with the text "This is another test group". Below the fields is a horizontal scrollbar. At the bottom of the form are two buttons: "Submit" and "Cancel".

The faculty group you created now appears in the “Reviewer Groups” area.

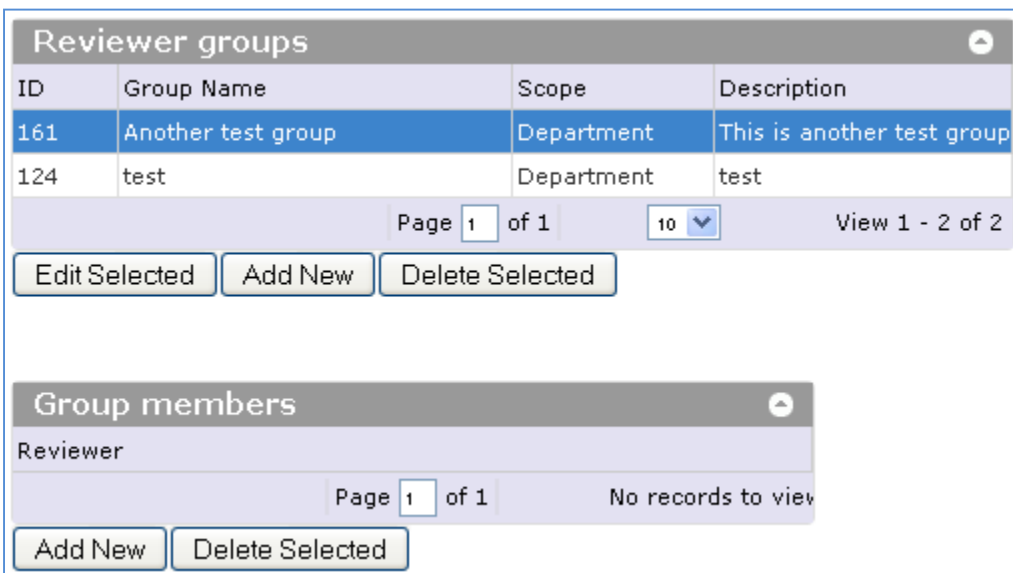


The screenshot shows a table titled "Reviewer groups" with a close button (up arrow) in the top right corner. The table has four columns: "ID", "Group Name", "Scope", and "Description". There are two rows of data. Below the table is a pagination bar showing "Page 1 of 1", a dropdown menu set to "10", and "View 1 - 2 of 2". At the bottom of the table are three buttons: "Edit Selected", "Add New", and "Delete Selected".

ID	Group Name	Scope	Description
161	Another test group	Department	This is another test group
124	test	Department	test

### Step 4

Once the group has been created, you can add “Group members” (faculty reviewers) to the newly created group. Highlight the group you would like to add members to by clicking on its row. The “Group members” grid is now active. Click the **Add New** button in the “Group members” area.



The screenshot shows the "Reviewer groups" table with the first row (ID 161) highlighted in blue. Below the table is a pagination bar showing "Page 1 of 1", a dropdown menu set to "10", and "View 1 - 2 of 2". At the bottom of the table are three buttons: "Edit Selected", "Add New", and "Delete Selected". Below the table is a new section titled "Group members" with a close button (up arrow) in the top right corner. It has a "Reviewer" field and a pagination bar showing "Page 1 of 1" and "No records to view". At the bottom of the "Group members" section are two buttons: "Add New" and "Delete Selected".

ID	Group Name	Scope	Description
161	Another test group	Department	This is another test group
124	test	Department	test

Reviewer
----------

## Step 5

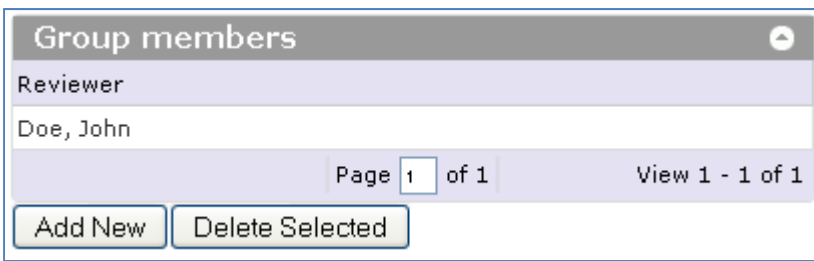
A pop-up window will appear. Select the reviewer you would like to add from the dropdown list, then click the **Submit** button (the reviewer's name will now appear in the "Group members" area).

*Note: In order for a reviewer's name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.*



The screenshot shows a pop-up window titled "Add Record" with a close button (X) in the top right corner. Inside the window, there is a label "Reviewer" followed by a dropdown menu showing "Doe, John" with a downward arrow. Below the dropdown are two buttons: "Submit" and "Cancel".

After you hit "Submit", the faculty reviewer's name will appear in the Group Members area. Now you can add additional reviewers or close the pop-up box.



The screenshot shows a table titled "Group members" with a close button (X) in the top right corner. The table has a header row with the label "Reviewer" and a single row containing the name "Doe, John". Below the table, there is a pagination bar showing "Page 1 of 1" and "View 1 - 1 of 1". At the bottom of the table, there are two buttons: "Add New" and "Delete Selected".

# Assigning Individuals and Groups to Applicants

## Step 1

In the Reviews Tab, select one or more applicants from the “Select applicants...” dropdown list.

### Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

2 applicants selected

- Brady, Greg : incomplete - 2 reviewer(s)
- Clouse, George : incomplete - 2 reviewer(s)
- Costner, Kevin : incomplete - 0 reviewer(s)
- Do, Scooby : incomplete - 2 reviewer(s)
- Geller, Monica : incomplete - 0 reviewer(s)
- Green, Rachel : incomplete - 0 reviewer(s)

Select reviewers...

Assign Review

## Step 2

Select one or more reviewers and/or reviewer groups from the “Select reviewers...” dropdown list.

*Note: In order for a reviewer’s name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.*

### Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

Select applicants...

1 reviewers selected

- GROUP - Test Group
- GROUP - Another Test Group

Assign Review

## Step 3

Click the  button when finished. This new assignment will now be visible to the assigned reviewers when they login to GATS. You can also view the assignments in the Current Assignments tab within the Reviews tab (see page 9 of this document).



# Managing Applicant Reviews Assigned to You

If you have applicants assigned to you for review, you will see them listed in the My Applicants tab in the Reviews tab. As a reviewer, you are responsible for completing an application review for all applicants assigned to you. To review an application, follow these steps:

## Step 1

Click on the applicant name that you would like to review.


**My Applicants**   Current Assignments

### My Applicants

The admissions chairperson assigned the following applicants to you for review:










Applicant Name	Date Assigned	Date Application Complete	My Review Score	My Review Complete?	Other Reviewers	Average Score
<a href="#">Brady, Greg</a>	2010-08-11			No		
<a href="#">Geller, Monica</a>	2010-08-11			No	Doe (No)	

## Step 2

This opens the Applicant Review page. Click on the  next to any of the application headers you wish to view or check the Expand All box to see all available applicant information.

## Applicant Review: Greg Brady

Expand All

 <b>Administrative Notes</b> <a href="#">(Edit)</a>	 <b>Review Notes</b>
 <b>Personal Data</b>	 <b>Review Score</b>
 <b>Application Information</b>	
 <b>Documents</b>	<b>Reviewer notes:</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
 <b>Standardized Test Scores</b>	
 <b>Financial Aid</b>	
 <b>Additional Information</b>	

### Step 3

Enter notes in the “Reviewer notes” text box. Then enter a value from the Score Scale in the “Overall reviewer score” text box.

*Note: The score scale is a predefined list specified by the program administrator at the beginning of the application period.*

**Reviewer notes:**

**Overall reviewer score:**  here

\* Score scale


- 5 - Top candidate. Admit and actively pursue
- 4 - Very good. Admit
- 3 - Good in general, but maybe not good enough to admit
- 2 - Not good
- 1 - Interior

**Review status:**

My review is complete

### Step 4

Click the “My review is complete” checkbox once you have completed your review. Then click the  button to submit your review. Close the Applicant Review page. The review for the applicant will now be marked complete in the My Applicants tab.

Applicant Name	Date Assigned	Date Application Complete	My Review Score	My Review Complete?	Other Reviewers	Average Score
<a href="#">Geller, Monica</a>	2010-08-11			No	Doe (No)	
<a href="#">Brady, Greg</a>	2010-08-11		2	Yes 		2.00

## Viewing and Editing Reviewer Assignments

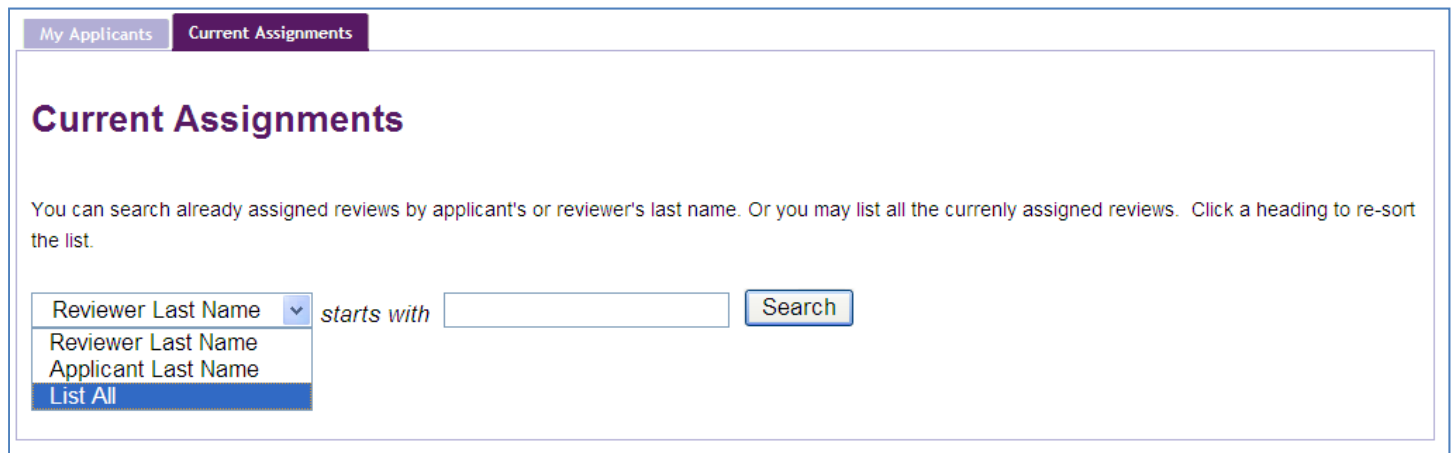
There may be times when you need to remove a reviewer/applicant assignment. Follow the steps below to “Unassign” a reviewer from an applicant:

### Step 1

Click the Current Assignments tab in the Reviewers tab.

### Step 2

There are three options to search for reviewer assignments: “Reviewer Last Name”, “Applicant Last Name”, or “List All”. Choose your search preference and click the  button.

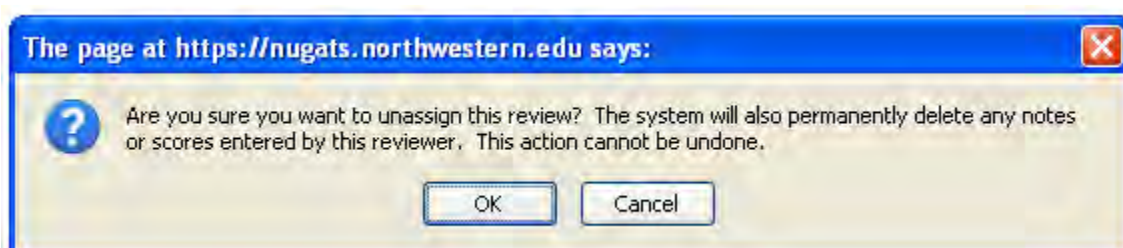


The screenshot shows a web interface with two tabs: "My Applicants" and "Current Assignments". The "Current Assignments" tab is active. Below the tabs is a heading "Current Assignments". A text block explains that users can search by applicant's or reviewer's last name or list all reviews. Below this is a search form with a dropdown menu for search criteria, a text input field for "starts with", and a "Search" button. The dropdown menu is open, showing options: "Reviewer Last Name", "Reviewer Last Name", "Applicant Last Name", and "List All".

### Step 3

Your search results will display. Click the [Unassign](#) link next to the assignment you would like to remove. A pop-up box will appear to confirm that this is the action you wish to perform. Click Ok to proceed.

Reviewer	Applicant Name	Date Assigned	Review Complete?	Score	Action
Doe, John	<a href="#">Geller, Monica</a>	August 11, 2010	No		<a href="#">Unassign</a>
Doe, John	<a href="#">Clouse, George</a>	August 11, 2010	No		<a href="#">Unassign</a>
Smith, Jane	<a href="#">Clouse, George</a>	August 11, 2010	No		<a href="#">Unassign</a>
Doe, John	<a href="#">Do, Scooby</a>	August 11, 2010	No		<a href="#">Unassign</a>
Doe, John	<a href="#">Green, Rachel</a>	August 11, 2010	No		<a href="#">Unassign</a>



## Step 4

“Success” will appear in the Action column. The next time the page is refreshed, this assignment will no longer appear on the list of Current Assignments.

Reviewer	Applicant Name	Date Assigned	Review Complete?	Score	Action
Doe, John	<a href="#">Geller, Monica</a>	August 11, 2010	No		SUCCESS
Doe, John	<a href="#">Clouse, George</a>	August 11, 2010	No		<a href="#">Unassign</a>
Smith, Jane	<a href="#">Clouse, George</a>	August 11, 2010	No		<a href="#">Unassign</a>
Doe, John	<a href="#">Do, Scooby</a>	August 11, 2010	No		<a href="#">Unassign</a>
Doe, John	<a href="#">Green, Rachel</a>	August 11, 2010	No		<a href="#">Unassign</a>

# Messages Tab

**Overview: The Messages Tab**

**Inbox: Viewing and Replying to Messages**

**Composing New Messages**

**Archiving Messages**

# Overview: The Message Center

The Message Center will be the central forum for communication between applicants and department admissions administrators. Applicants will be able to send messages through their personal GATS applicant page. In turn, administrators will be able to reply to these messages via the GATS message center and compose new messages as well. It is important to note that this communication is not via email; rather messages will be stored in the GATS Message Center. A notification of a new message will be sent to the applicant via their personal email account; however, they must log in to their GATS account to view the message content.

The Message Center will keep a log of all received and sent messages. You will be able to search through sent or archived messages to locate specific applicant communications.

In the Messages Tab you can perform these tasks:


- View and Reply to applicant messages
- Compose a new message to an applicant
- Archive applicant messages

It is recommended that you login to GATS daily to ensure that you don't miss any applicant messages. This will allow you to respond to applicants in a timely manner and decrease phone calls during peak application periods.

*Tip: The main menu will alert you to any new messages that you have waiting for you in the Message Center. To view these messages open the Messages tab (see below).*

## Mathematical Methods in the Social Sciences 2009/2010

<b>Announcements</b> <ul style="list-style-type: none"><li>▶ [2009-11-10] New Naming Convention for Scanning</li><li>▶ Test - General Announcement</li></ul>	<b>Main Menu</b> <ul style="list-style-type: none"><li><b>Applications</b> View a summary list of applicants; view applicant detail; send reminder e-mails for incomplete applications</li><li><b>Admissions</b> View status of required materials for each applicant; mark applications complete; record decision to admit an applicant</li><li><b>Reviews</b> Review a list of applicants assigned to you for review; submit comments and a score for an applicant; assign applicants to a reviewer; review the master list of review assignments</li><li><b>Messages (1 unread message)</b> View messages and applicants sent; Compose and send messages to applicants</li></ul>
<b>System Updates</b> <p>No system updates exist</p> <p>Apply Yourself: 10, SES: 10 (Data last updated: 04/29/2010)</p>	



# Inbox: Viewing and Replying to Messages

When you click on the Messages Tab, messages that applicants have sent will appear on this screen.

## Step 1

You can view the complete text of any message by clicking on the Subject field. Unread messages appear in **bold**.

**Inbox** Compose New Mail Sent Messages Archived Messages

**Inbox**

Messages that applicants sent will appear on this screen. You can view the complete text of any message by clicking on the **Subject** field. Messages in bold have not been read. You may archive messages that do not need to be listed in this screen. Once archived, the messages will be listed in the "Archived Messages" screen.

Subject	From	Received
<input type="checkbox"/> <b>Sample message from applicant</b>	Rubble, Betty	2010-08-13 11:17:16
<input type="checkbox"/> Test student message	Brady, Greg	2010-08-13 11:10:01

ARCHIVE MARK AS UNREAD

## Step 2

When viewing a message you will have the option to send a reply, to archive the message, or return to the Message List. To compose a reply message to the applicant, click the **REPLY** button. Once you have completed your response message, click the **SEND** button. A pop-up box will appear. Click the **OK** button to confirm that you wish to send the message.

**Inbox** Compose New Mail Sent Messages Archived Messages

**Message Details**

**From:** [Greg Brady](#)  
**Received:** 2010-08-13 11:10:01  
**Subject:** Test student message  
**Follow-up:** Replied by Jennifer L Tchaou on 2010-08-13 ([click here to see the message](#))

This is a test message

REPLY

ARCHIVE

[Back to the Message List](#)

*Note: When a reply message is sent back to the applicant, they will receive an email alerting them that there is a new message waiting for them in their GATS applicant page. The text of the message you send via the Message Center does not appear in the email, it is only an alert.*

# Composing New Messages

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If you would like to compose a new message to an applicant, you will use the Compose New Mail tab.

## Step 1

Click the drop down next to the “To” field. This drop down contains a full list of current applicants to your program. Select the applicant you wish to receive the message.

**Compose New Mail**

You can compose a new message. A notification will be sent to the applicant's regular email address. The message can be viewed by the applicant upon login to the Application Status Check page.

**To:** Rubble, Betty — 5018641

**Subject:** Select one...

- Brady, Greg — 5017696
- Clouse, George — 5018679
- Costner, Kevin — 5018685
- Do, Scooby — 5017707
- Geller, Monica — 5018673
- Green, Rachel — 5018664
- Johnson, Michael — 5018997
- Rivera, Manuel — 5019004
- Rubble, Betty — 5018641**
- Zhang, Jia — 5018988

## Step 2

Enter the subject and text for your message.

*Tip: GATS does not have a spell check feature so you may want to type your message in a word document and past it into GATS.*

Once you are satisfied with your message click the **SEND** button. A copy of your sent message will be stored in GATS under the Sent Messages tab.

**To:** Rubble, Betty — 5018641

**Subject:** Sample message to applicant

This is a sample message for Betty Rubble regarding her application for admissions to The Graduate School.

**SEND** **DISCARD**

*Note: When a message is sent to an applicant, they will receive an email alerting them that there is a new message waiting for them in their GATS applicant page. The text of the message you send via the Message Center does not appear in the email, it is only an alert.*



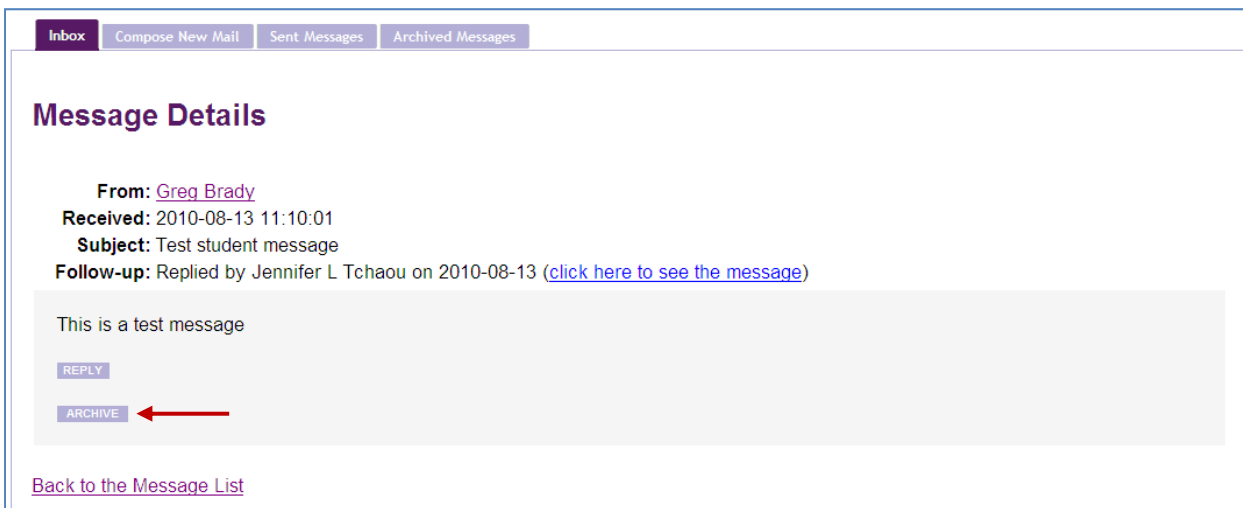
# Archiving Messages

The Archive feature allows you to retain a copy of applicant communications, easily search for those communications, and keep your inbox organized. If you choose to archive the message it will be removed from the Inbox and placed in Archived Messages section.

*Tip: A good practice is to archive messages once you have completed responses and tasks related to them. This helps keep your Inbox clean and organized with messages that still require attention.*

## Option A

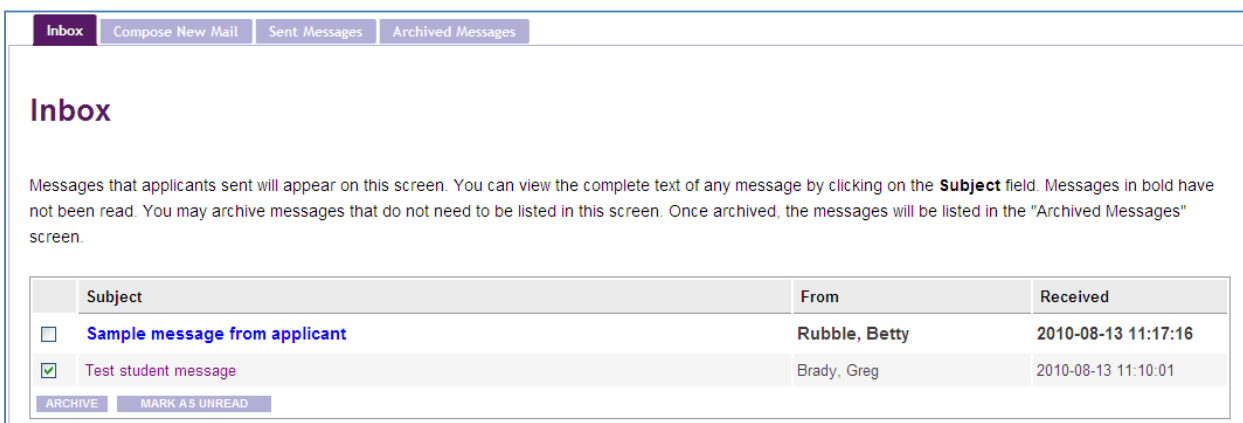
You can choose to Archive a message by opening it in your Inbox and clicking then the **ARCHIVE** button below the message.



The message will be transferred from your Inbox to the Archived Messages section.

## Option B

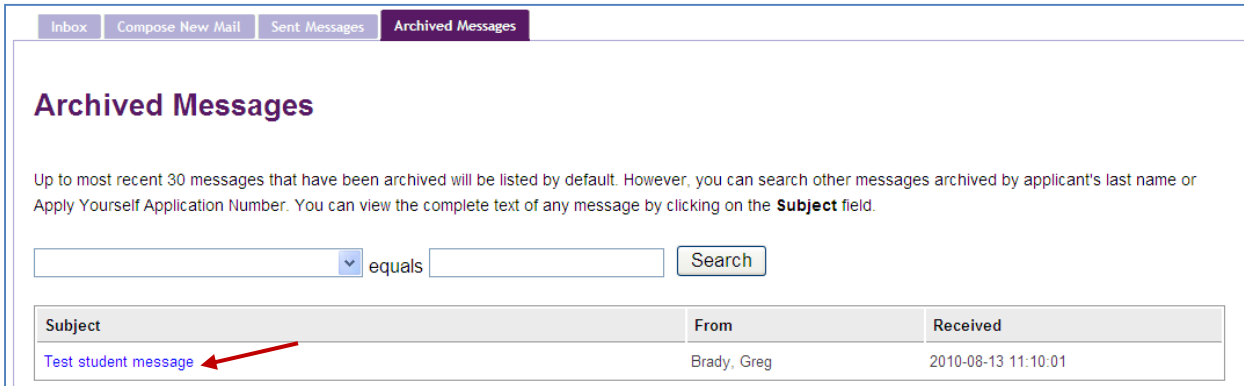
In your Inbox check the box next to the message or messages you wish to archive. Then click the **ARCHIVE** button.



# Accessing Messages that have been Archived

## Step 1

Click and open the Archived Messages tab in the Message Center. Up to most recent 30 messages that have been archived will be displayed on the page by default. To view the complete text of the message, click on the Subject field.

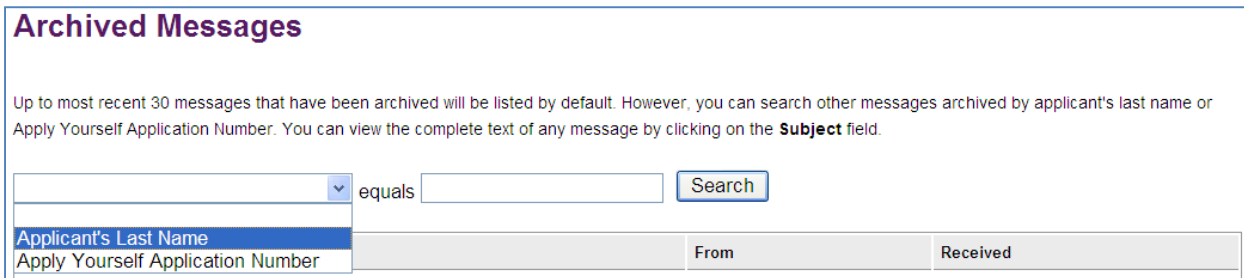


The screenshot shows the 'Archived Messages' tab selected in a navigation bar. Below the title, there is a search section with a dropdown menu, a text input field, and a 'Search' button. Below this is a table with columns for 'Subject', 'From', and 'Received'. A red arrow points to the 'Test student message' link in the Subject column.

Subject	From	Received
<a href="#">Test student message</a>	Brady, Greg	2010-08-13 11:10:01

## Step 2

You can also search for messages on the page. Click in the drop down list and choose the search parameter you would like to use (Applicant's last name or ApplyYourself application number). Enter the search terms (case sensitive) in the text box and click the **Search** button to submit.



The screenshot shows the 'Archived Messages' tab selected. The search section is the same as in Step 1, but the dropdown menu is open, showing two options: 'Applicant's Last Name' and 'Apply Yourself Application Number'. The 'Search' button is highlighted.

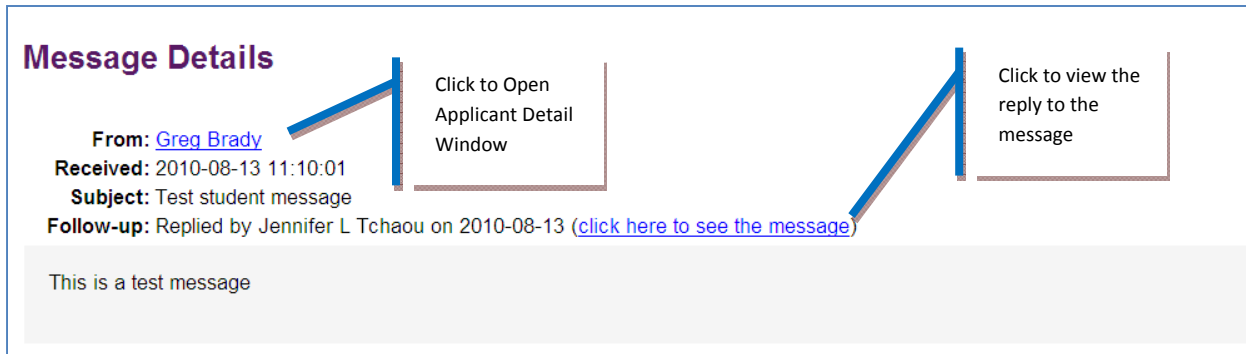
Subject	From	Received
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## Additional Message Center Features

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You are able to open the Applicant Detail Page directly from the messages tab by clicking the hyperlinked applicant name in the “From” field.

You are also able to view any messages that may have already been sent as a reply to a message. Click the link in the Follow-up line to view corresponding replies.



**Message Details**

**From:** [Greg Brady](#)

**Received:** 2010-08-13 11:10:01

**Subject:** Test student message

**Follow-up:** Replied by Jennifer L Tchaou on 2010-08-13 ([click here to see the message](#))

This is a test message

Click to Open Applicant Detail Window

Click to view the reply to the message

The screenshot shows a message card with a header 'Message Details'. Below the header are four lines of message metadata: 'From: Greg Brady' (with a blue underline), 'Received: 2010-08-13 11:10:01', 'Subject: Test student message', and 'Follow-up: Replied by Jennifer L Tchaou on 2010-08-13 (click here to see the message)'. The 'click here to see the message' link is blue and underlined. Below the metadata is a light gray box containing the text 'This is a test message'. Two callout boxes with blue arrows point to the 'From' field and the 'click here to see the message' link. The first callout box contains the text 'Click to Open Applicant Detail Window'. The second callout box contains the text 'Click to view the reply to the message'.

# Documents Tab

**Overview: The Documents Tab**

**Scanning Documents**

**Linking Scanned Documents to an Applicant**

**Viewing and Deleting Documents Linked to an Applicant**

**Uploading a Document**

# Overview: Documents Tab

The Documents Tab is where you will manage the supplemental application materials that applicants submit as part of the application process. Documents may include official transcripts from prior colleges or universities, letters of recommendation, resumes, writing samples, etc. The documents that you receive will need to be scanned and transferred to the GATS application via an automated upload process. In this area you can perform these tasks:

- Link scanned documents to an applicant
- View a list of documents already assigned to an applicant
- Manually upload PDF documents and assign them directly to an applicant

## Documents - Mathematical Methods in the Social Sciences 2009/2010

### Assign/Upload Documents to Applicants

The documents listed in the Scanned Documents need to be assigned to each applicant. **If you have a new document** for an applicant in Adobe Portable Document Format (PDF), you may [upload the file](#) to the server and assign it accordingly. You may search already assigned documents from the Assigned Documents.

Scanned Documents

Assigned Documents

### Scanned Documents

The documents listed below are scanned ones; the system does not have enough information to properly place them. To complete the assignment process, click a document's file name and complete the form on the following page. For optimal performance, please make sure that the scanning resolution is **no higher than 200 DPI**. Recommended resolution is **150 DPI**.

Applicant	Application Number	Document Type	Document Source	Document Size	Scan Date	File Name	Actions
The scanned document queue is currently empty							

# Scanning Documents

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Paper copies of application materials can be scanned and sent to GATS and associated with an applicant, eliminating the need to keep paper files of application materials. Your department's scanner must be able to send scanned documents to the GATS server via FTP.

*Note: For information on scanner requirements, please contact SES.*

When you scan documents to send to GATS, you must use your scanner's interface to name each document according to this naming convention (do not include brackets):

***[ApplyYourself-application-number].[document-type].[description]***

*Tip: the .[description] portion is optional.*

Document types are as below:

- 1 = application
- 2 = transcript
- 3 = letter of recommendation
- 4 = statement of purpose
- 5 = resume
- 6 = GRE score report
- 7 = TOEFL score report
- 8 = GMAT Score Report
- 9 = IELTS Score Report
- 10 = Writing Sample
- 99 = other

For example, if you are scanning a transcript for an applicant with the ApplyYourself application number 7654321, you would name the file:

**7654321.2.smithtranscript** or just **7654321.2**

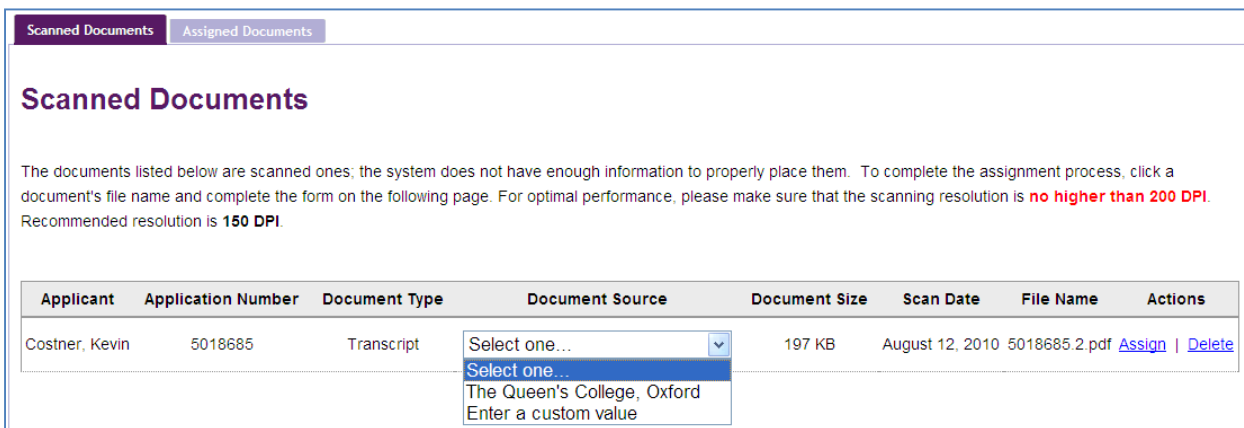
# Link Scanned Documents to an Applicant

After scanning documents into the system you will need to link them to the appropriate applicant.

## Step 1

After you have scanned a document into the system, it will appear on the Documents Tab awaiting assignment to the appropriate applicant. The system will automatically pull the applicant that is most likely a match based on the ApplyYourself application number.

For some document types, you will need to select the Document Source. If the Document Source (specific institution or reviewer names) was listed by the applicant in ApplyYourself, it will appear as a choice in the drop down box.



Scanned Documents

The documents listed below are scanned ones: the system does not have enough information to properly place them. To complete the assignment process, click a document's file name and complete the form on the following page. For optimal performance, please make sure that the scanning resolution is **no higher than 200 DPI**. Recommended resolution is **150 DPI**.

Applicant	Application Number	Document Type	Document Source	Document Size	Scan Date	File Name	Actions
Costner, Kevin	5018685	Transcript	Select one... Select one... The Queen's College, Oxford Enter a custom value	197 KB	August 12, 2010	5018685.2.pdf	<a href="#">Assign</a>   <a href="#">Delete</a>

## Step 2 (Only if entering a Custom Value)

If your Document Source does not appear in the drop down list, you will need to add a custom value to name the document. Select "Enter a Custom Value" from the drop down list.

A pop-up box will appear with a field for you to enter text to describe the document. Enter the text and click OK.



*Tip: Entering a custom value may be helpful when a applicant has an Undergraduate and Graduate work from the same institution. You may wish to title the received document accordingly so the two can be seen as different transcripts required.*

### Step 3

Once you have determined that the applicant and document should be linked and any necessary custom values have been entered, click the [Assign](#) link.

Scanned Documents | Assigned Documents

## Scanned Documents

The documents listed below are scanned ones; the system does not have enough information to properly place them. To complete the assignment process, click a document's file name and complete the form on the following page. For optimal performance, please make sure that the scanning resolution is **no higher than 200 DPI**. Recommended resolution is **150 DPI**.

Applicant	Application Number	Document Type	Document Source	Document Size	Scan Date	File Name	Actions
Costner, Kevin	5018685	Transcript	The Queen's College, Oxford	197 KB	August 12, 2010	5018685.2.pdf	<a href="#">Assign</a>   <a href="#">Delete</a>

When your document has been assigned the Actions area will read **SUCCESS**.



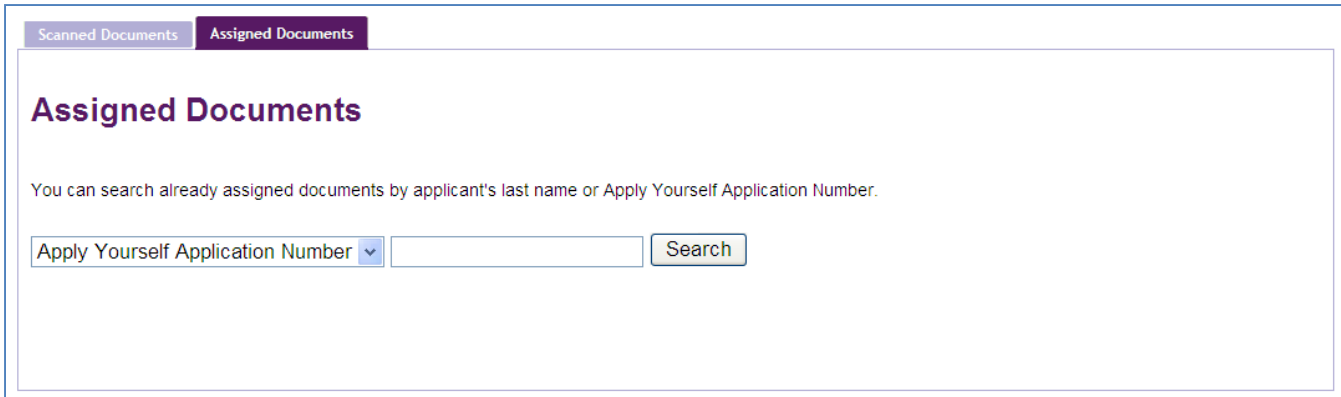
# Viewing & Deleting Documents Linked to an Applicant

---

You are able to view and download all documents linked to an applicant through the documents panel. In order to search for your applicant's documents you will need the Apply Yourself application number or the applicant's full last name.

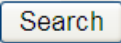
## Step 1

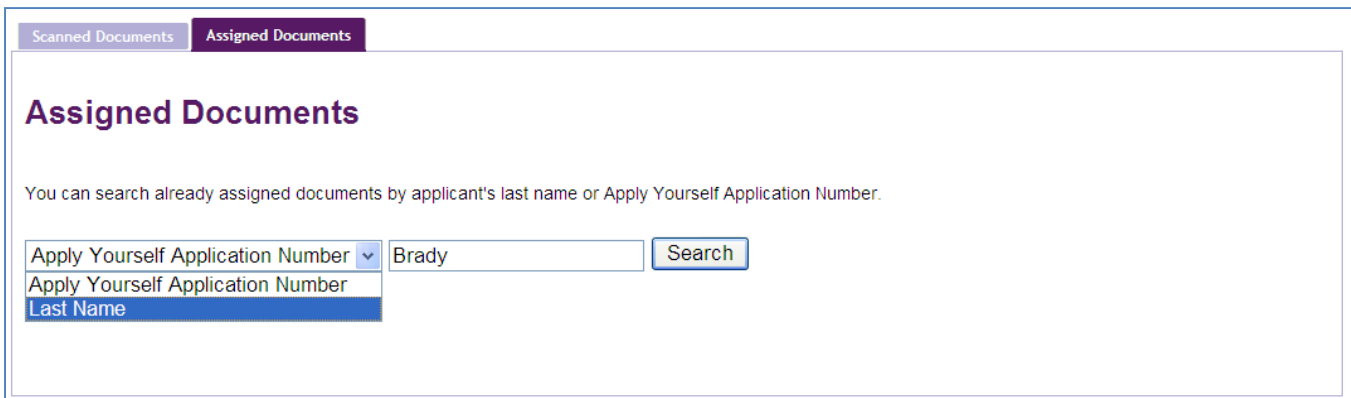
Click the "Assigned Documents" tab located within the Documents tab.



The screenshot shows a web interface with two tabs: "Scanned Documents" and "Assigned Documents". The "Assigned Documents" tab is active. Below the tabs, the heading "Assigned Documents" is displayed. A message states: "You can search already assigned documents by applicant's last name or Apply Yourself Application Number." Below this message is a search form consisting of a dropdown menu labeled "Apply Yourself Application Number", a text input field, and a "Search" button.

## Step 2

Select the criteria you will use to search for your applicant from the drop down box. Enter the applicant information (full last name, case sensitive, or ApplyYourself application number) in the text box and click the  button.



This screenshot is similar to the one in Step 1, but the dropdown menu is open, showing two options: "Apply Yourself Application Number" and "Last Name". The "Last Name" option is currently selected. The text input field now contains the name "Brady". The "Search" button is still present to the right of the input field.

### Step 3

Your search results will appear in the box below your search criteria. Click the [Download](#) link to view or save a document or click the [Delete](#) link to remove the document from the system.

Scanned Documents **Assigned Documents**

## Assigned Documents

You can search already assigned documents by applicant's last name or Apply Yourself Application Number.

Last Name

Applicant Last Name	Applicant First Name	Application Number	Document Type	Document Source	Document Size	Upload Date	Actions
<a href="#">Brady</a>	Greg	5017696	Letter of Recommendation	Beth Bogdewic	29 KB	July 27, 2010	<a href="#">Download</a>   <a href="#">Delete</a>
<a href="#">Brady</a>	Greg	5017696	Letter of Recommendation	Simon Greenwold	29 KB	July 27, 2010	<a href="#">Download</a>   <a href="#">Delete</a>
<a href="#">Brady</a>	Greg	5017696	Application		68 KB	July 27, 2010	<a href="#">Download</a>   <a href="#">Delete</a>
<a href="#">Brady</a>	Greg	5017696	Transcript	Univ of Notre Dame	52 KB	August 2, 2010	<a href="#">Download</a>   <a href="#">Delete</a>

# Uploading a Document

---

You may receive some application materials in PDF format instead of paper form. In GATS, any document in a PDF file format can be uploaded to GATS without scanning the paper copy.

## Step 1

On the Documents Tab, click the [upload the file](#) link.

### Assign/Upload Documents to Applicants

The documents listed in the Scanned Documents need to be assigned to each applicant. **If you have a new document** for an applicant in Adobe Portable Document Format (PDF), you may [upload the file](#) to the server and assign it accordingly. You may search already assigned documents from the Assigned Documents.

## Step 2

Select the Department, Applicant, Document Type and Document Source (when applicable) from the drop down menus. The Document Source dropdown will populate with the selections from the ApplyYourself system or you may enter a custom value.

### Upload Documents

Choose the appropriate items from the drop-down menus below, click Browse to select a file on your computer to upload to the server, and click Upload Document. All files **MUST** be in **Adobe Portable Document Format (PDF)** and **MUST NOT** be larger than **2 megabytes (MB)**.

Department:

Applicant:

Document Type:

Document source:

Document to Upload:

## Step 3

Click the  button next to the “Document to Upload” field. Select the PDF document you wish to upload from its location on your computer. Once you have selected the document, click the

button.

# Reports Tab

**Overview: The Reports Tab**

**Download Applicant Data**


**Generate Folder Labels**

## Overview: The Report Tab

---

The Report tab will allow you to download applicant data into an Excel document. In this area you can perform these tasks:

- Download application data
- Generate folder labels using applicant data



**Graduate Admissions Tracking System**  
The Graduate School, Northwestern University

[Main Menu](#) [Applications](#) [Admissions](#) [Reviews](#) [Messages](#) [Documents](#) **[Reports](#)** [System](#) [Sign out - jlt777](#)

---

### Reports - Mathematical Methods in the Social Sciences 2009/2010

[Download Applicant Data](#) [Generate Folder Labels](#)

#### Download Applicant Data

Use the form below to create an Excel spreadsheet for applicants information in Microsoft Word mail merge.

Department:

# Accessing Applicant Reports

You have the option to download a complete set of application data into an Excel format using the “Download Applicant Data” function. The data will include all fields that appear in GATS for all applicants in the specified program. You can filter through the data to obtain specific applicant group information once the data is in Excel.

## Step 1

If you have access to multiple departments you may select them one by one and run your reports individually, or you can also select the All Programs option from the drop down to get the data from all the programs in one file.

To access your applicant reports, select your applicant group from the drop down and click the

button.

Download Applicant Data
Generate Folder Labels

## Download Applicant Data

Use the form below to create an Excel spreadsheet for applicants information in Microsoft Word mail merge.

Department: Mathematical Methods in the Social Sciences ▼

## Step 2

When prompted, save or open your report.

	A	B	C	D	E	F	G	H	I	J	K
1	Applicant Last Name	Applicant F	Applicant I	Date of Bir	Submitted	AY Numbe	Employee	Program	Intended S	Intended E	Gender
2	Brady	Greg	Alan	1/1/1970	7/2/2010	5017696	9912345	Mathemat	writing	Summer 20	Male
3	Do	Scooby		2/1/1980	7/2/2010	5017707	9922346	Mathemat	quantitativ	Fall 2010	Male
4	Rubble	Betty	Mary	#####	7/5/2010	5018641	9932347	Mathematical Metho		Fall 2010	Female
5	Green	Rachel		#####	7/5/2010	5018664	9942348	Mathemat	reading	Fall 2010	Female
6	Geller	Monica		#####	7/5/2010	5018673	9952349	Mathemat	writing	Summer 20	Female
7	Clouse	George		#####	7/5/2010	5018679	9962350	Mathematical Metho		Summer 20	Male
8	Costner	Kevin		#####	7/5/2010	5018685	9972351	Mathematical Metho		Fall 2010	Male
9	Zhang	Jia		#####	7/6/2010	5018988	9982352	Mathemat	writing	Summer 20	Female
10	Johnson	Michael	George	#####	7/6/2010	5018997	9992353	Mathemat	qualitative	Fall 2010	Male
11	Rivera	Manuel		1/1/1987	7/6/2010	5019004	9912354	Mathematical Metho		Fall 2010	Male

# Generate Folder Labels

You will also have the option to generate applicant file labels. You can select a date range of applications to narrow your labels to a specific group. This information will also export in Excel. The data fields are limited and you are able to use this file to create a Word Mail Merge for your labels.

## Step 1

To generate folder labels, click on the Generate Folder Labels tab while in the Reports tab.

Download Applicant Data **Generate Folder Labels**

### Generate Folder Labels

Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates:  ~

## Step 2

Choose your program from the dropdown and set the date range for the applicant labels you wish to create by clicking in the date range box and selecting your desired dates.

Download Applicant Data **Generate Folder Labels**

### Generate Folder Labels

Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates:  ~

Calendar widget showing August 2010. The date 9 is highlighted.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Step 3

Click the  button.

## Generate Folder Labels

Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates:  ~

Your data will be in the form of an Excel file. You can then save the file to your local machine. The recommended use for data in this format is to create a Microsoft Word Mail Merge document.

	A	B	C	D	E	F	G	H	I	J	K
1	Applicant Last Name	Applicant F	Applicant L	Date of Bir	Submitted	AY Numbe	Employee	Program	Intended S	Intended E	Gender
2	Brady	Greg	Alan	1/1/1970	7/2/2010	5017696	9912345	Mathemat	writing	Summer 20	Male
3	Do	Scooby		2/1/1980	7/2/2010	5017707	9922346	Mathemat	quantitati	Fall 2010	Male
4	Rubble	Betty	Mary	#####	7/5/2010	5018641	9932347	Mathematical Metho	Fall 2010	Female	
5	Green	Rachel		#####	7/5/2010	5018664	9942348	Mathemat	reading	Fall 2010	Female
6	Geller	Monica		#####	7/5/2010	5018673	9952349	Mathemat	writing	Summer 20	Female
7	Clouse	George		#####	7/5/2010	5018679	9962350	Mathematical Metho	Summer 20	Male	
8	Costner	Kevin		#####	7/5/2010	5018685	9972351	Mathematical Metho	Fall 2010	Male	
9	Zhang	Jia		#####	7/6/2010	5018988	9982352	Mathemat	writing	Summer 20	Female
10	Johnson	Michael	George	#####	7/6/2010	5018997	9992353	Mathemat	qualitative	Fall 2010	Male
11	Rivera	Manuel		1/1/1987	7/6/2010	5019004	9912354	Mathematical Metho	Fall 2010	Male	



# System Tab

**Overview: The System tab**

**Add or Delete a Faculty Reviewer**

**Search for Faculty Reviewers**

# Overview: System Tab

The System tab is where you will add new Faculty Reviewers as GATS users. In this area you can:

- Add or delete Faculty Reviewers
- Search for Faculty Reviewers

Manage Faculty Reviewers

## Manage Reviewers

Manage the list of reviewers. You can add, edit or remove reviewers for each program.

Faculty Reviewers				
	Last Name ↑	First Name	NetID	Program Name
1	Bockenfeld	Dan	djb669	Writing for the Screen and Stage
2	Doe	John	jjj000	Writing for the Screen and Stage
3	Holland	Jeff	jah129	Writing for the Screen and Stage
4	Jemison	Corn	coj228	Writing for the Screen and Stage
5	Reeme	Jody	jreeme	Writing for the Screen and Stage
6	Scott	Peter	pks615	Writing for the Screen and Stage
7	Wilson	Jeff	jow558	Writing for the Screen and Stage

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Page 1 of 1   50

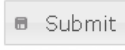
View 1 - 7 of 7

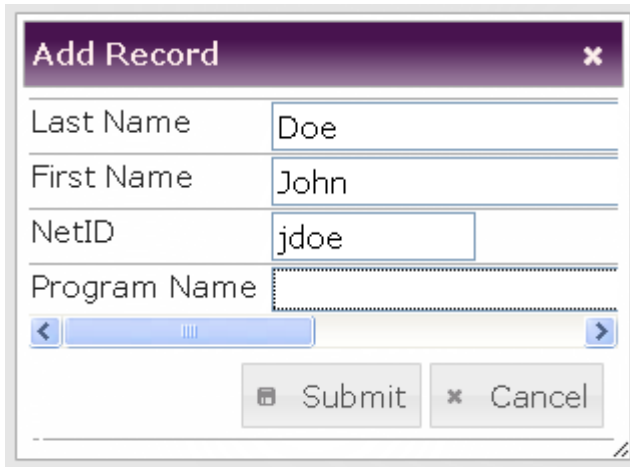
# Add a Faculty Reviewer

## Step 1

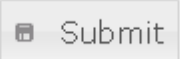

Click on the  button at the bottom of the page. A pop-up window will appear.

## Step 2

Add the user's Last Name, First Name, NetID, and choose the Program Name. Click the  button. Now you can add another reviewer or close the pop-up window.



The 'Add Record' pop-up window contains the following fields and controls:

- Last Name:
- First Name:
- NetID:
- Program Name:
- Submit button: 
- Cancel button: 

## Step 3

The user has now been added to the list of Faculty Reviewers.


## Manage Reviewers

Manage the list of reviewers. You can add, edit or remove reviewers for each program.

Faculty Reviewers				
	Last Name ↑	First Name	NetID	Program Name
1	Doe	John	jdoe	Writing for the Screen and Stage
2	Bockenfeld	Dan	djb669	Writing for the Screen and Stage
3	Doe	John	jjj000	Writing for the Screen and Stage
4	Holland	Jeff	jah129	Writing for the Screen and Stage

# Delete a Faculty Reviewer

## Step 1

Click on a row to highlight the user you would like to delete as a Faculty Reviewer. Then click the  button at the bottom of the screen.

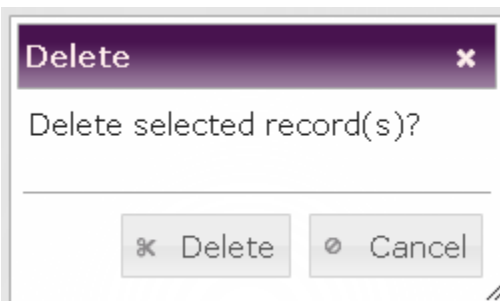
### Manage Reviewers

Manage the list of reviewers. You can add, edit or remove reviewers for each program.

Faculty Reviewers				
	Last Name ↕	First Name	NetID	Program Name
1	Doe	John	jdoe	Writing for the Screen and Stage
2	Bockenfeld	Dan	djb669	Writing for the Screen and Stage
3	Doe	John	jjj000	Writing for the Screen and Stage
4	Holland	Jeff	jah129	Writing for the Screen and Stage
5	Jemison	Corn	coj228	Writing for the Screen and Stage
6	Reeme	Jody	jreeme	Writing for the Screen and Stage
7	Scott	Peter	pks615	Writing for the Screen and Stage
8	Wilson	Jeff	jow558	Writing for the Screen and Stage

## Step 2

A pop-up window will appear. Click the Delete button. Once the delete button is clicked the user will be removed from the grid of Faculty Reviewers.




**Warning:** Once a user is deleted as a faculty reviewer, any review information entered by that reviewer will be lost. This action cannot be undone.

# Search for a Faculty Reviewer

## Step 1

Click on the  button at the bottom of the screen. A pop-up window will appear.

## Step 2

Enter the search parameters for the user you are trying to find. Then click the  button. Any user matching the criteria you are searching with will be displayed in the Faculty Reviewer list.

### Manage Reviewers

Manage the list of reviewers. You can add, edit or remove reviewers for each program.

Search...		Program Name	
Last Name	equal		
3 Doe	equal		g for the Screen and Stage
4 Holland	not equal		g for the Screen and Stage
5 Jemison	less		
6 Reeme	less or equal		jdoe Writing for the Screen and Stage
7 Scott	greater		jah129 Writing for the Screen and Stage
	greater or equal		coj228 Writing for the Screen and Stage
	begins with		jreeme Writing for the Screen and Stage
	does not begin with		pks615 Writing for the Screen and Stage
	is in		
	is not in		
	ends with		
	does not end with		
	contains		
	does not contain		

# 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?↕
<a href="#">Brady</a>	Greg	Male	2010-07-02	writing	Univ Notre Dame	3.75	No
<a href="#">Clouse</a>	George	Male	2010-07-05		Carnegie Mellon University	3.75	No
<a href="#">Costner</a>	Kevin	Male	2010-07-05		The Queen's College, Oxford	0.00	No
<a href="#">Do</a>	Scooby	Male	2010-07-02	quantitative analysis	Fudan University Shanghai	95.00	No
<a href="#">Geller</a>	Monica	Female	2010-07-05	writing	Univ Notre Dame	4.00	No
<a href="#">Green</a>	Rachel	Female	2010-07-05	reading	Ecole des hautes Etudes en Sciences sociales (EHES)	0.00	No
<a href="#">Johnson</a>	Michael	Male	2010-07-06	qualitative research	Suny Center Buffalo	3.75	No
<a href="#">Rivera</a>	Manuel	Male	2010-07-06		Instituto Tecnologico Universitario de Mexico	97.00	No
<a href="#">Rubble</a>	Betty	Female	2010-07-05		Univ Washington	2.85	No
<a href="#">Zhang</a>	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  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:**

## Step 3

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

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




## 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				<a href="#">View All</a>
Document Type	Document Source	Date Received	Document Size	
Application		July 27, 2010	68 KB	<a href="#">View</a>
Letter of Recommendation	Beth Bogdewic	July 27, 2010	29 KB	<a href="#">View</a>
Letter of Recommendation	Simon Greenwold	July 27, 2010	29 KB	<a href="#">View</a>
Transcript	Univ of Notre Dame	August 2, 2010	52 KB	<a href="#">View</a>

### 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.

# Applications Status Check Page

**Overview: Applications Status Check Page**

## Overview: Applications Status Check Page

---

An applicant will use the Applications Status Check Page (<http://Gradstatus.northwestern.edu>) to check the status of their application. Once a applicant submits an application in ApplyYourself they will be notified via email to check their application status check page in GATS. The applicant can also check here to see if an admissions decision has been rendered and will be instructed to check Apply Yourself once this has occurred.

The Graduate School Admissions Tracking System (GATS)

### Applications Status Check



NORTHWESTERN  
UNIVERSITY

#### Mathematical Methods in the Social Sciences Department

Summer 2010 Application Status: **Greg Brady**

##### Status Summary

- ▶ **Application Status:** Complete
- ▶ **Message Center:** No new message received
- ▶ **Decision Timeline:** Decisions are finalized in early February through early April.
- ▶ **Decision Status:** An admissions decision has not yet been rendered.

An applicant will be able to check on the progress of their application as materials are received.

### Application Materials

Application **RECEIVED**

### Official Test Scores

GRE **RECEIVED**

TOEFL \*\* **NOT RECEIVED**

### Transcripts Received

Univ of Notre Dame **RECEIVED**

Transcripts expected: Univ Notre Dame

### Letters of Recommendation Received

Beth Bogdewic **RECEIVED**

Simon Greenwold **RECEIVED**

Number of letters of recommendation expected: 2 (Beth Bogdewic; Simon Greenwold; )

\* The application status is set manually and so may not appear as completed as soon as the GATS system receives your materials. Please allow 7-9 business days to process your application materials.

\*\* Not all applicants are required to submit TOEFL scores, please check your program's website for information on TOEFL requirements.

the primary language of instruction, we do not require TOEFL scores.

Communication between the applicant and the admissions administrator will occur in the Message Center.

The screenshot shows the Message Center interface for the Mathematical Methods in the Social Sciences Department at Northwestern University. The header includes the Northwestern University logo and the text "Mathematical Methods in the Social Sciences Department" and "Message Center for Greg Brady". Below the header, there is a message explaining that messages received will appear on the "Inbox" screen, messages in bold have not been read, and users can send new messages from the "Send a New Message" screen. At the bottom, there are three tabs: "Inbox", "Send a New Message", and "Sent Messages". The "Inbox" tab is selected, and the main content area shows a table with columns for "Subject", "From", and "Received". The table currently displays "No Message Found."