



Graduate Admissions Tracking System
The Graduate School, Northwestern University

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

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**

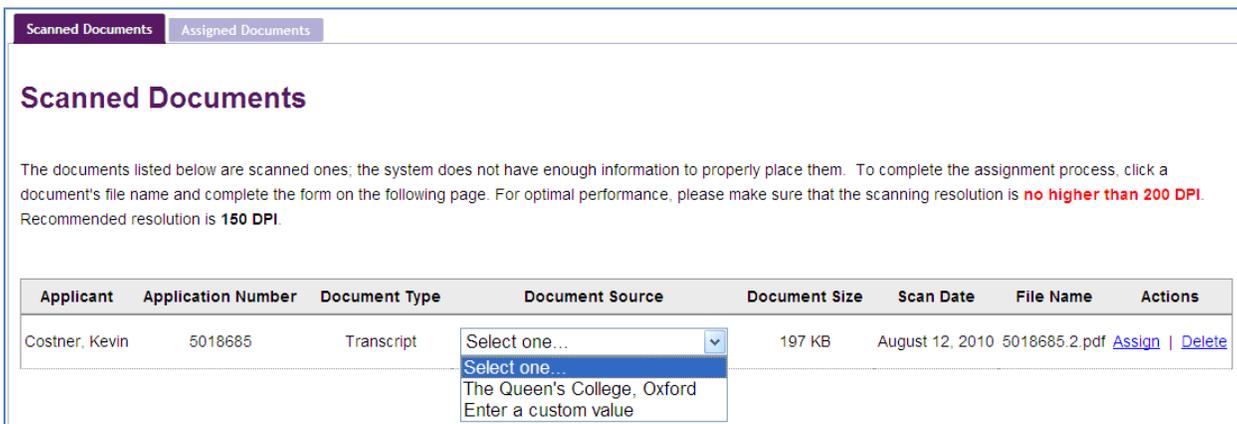
Link Scanned Documents to an Applicant

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

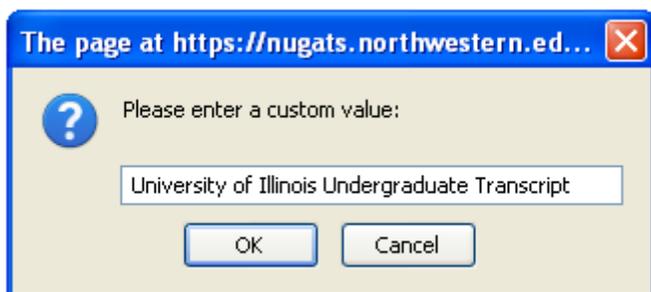
The documents listed below are scanned ones: the system does not have enough information to properly place them. To complete the assignment process, click a document's file name and complete the form on the following page. For optimal performance, please make sure that the scanning resolution is **no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

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	Assign Delete

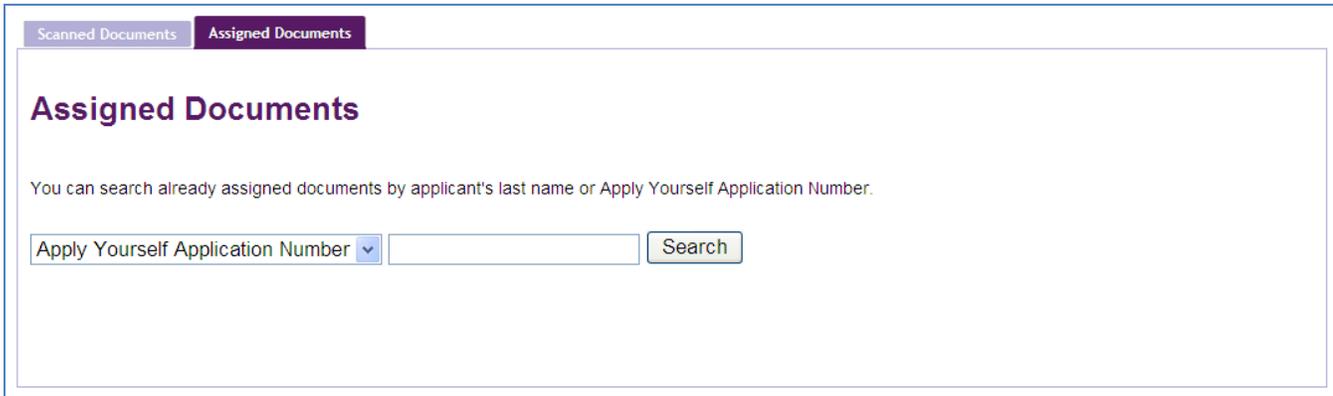
When your document has been assigned the Actions area will read **SUCCESS**.

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

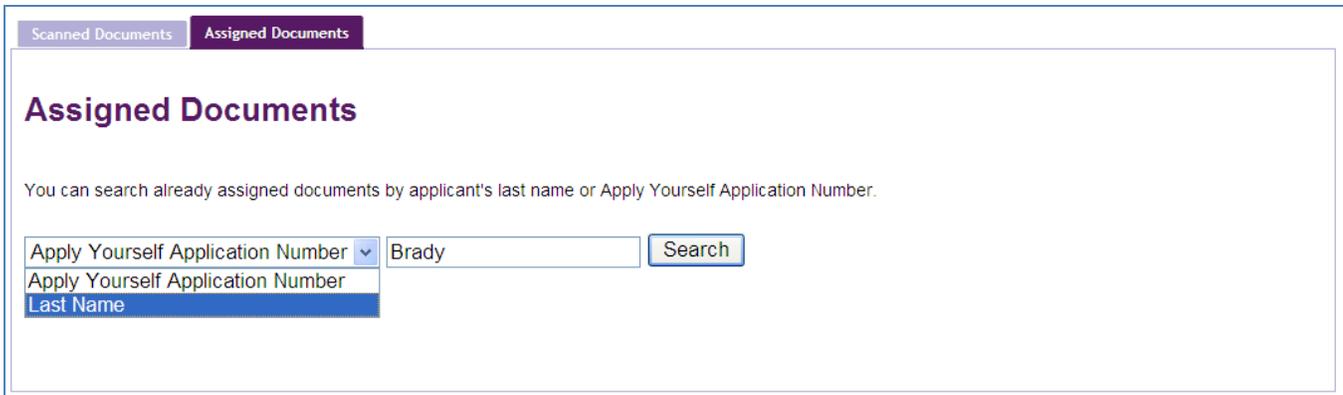
Click the "Assigned Documents" tab located within the Documents tab.



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, there 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 **Search** 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
Brady	Greg	5017696	Letter of Recommendation	Beth Bogdewic	29 KB	July 27, 2010	Download Delete
Brady	Greg	5017696	Letter of Recommendation	Simon Greenwold	29 KB	July 27, 2010	Download Delete
Brady	Greg	5017696	Application		68 KB	July 27, 2010	Download Delete
Brady	Greg	5017696	Transcript	Univ of Notre Dame	52 KB	August 2, 2010	Download Delete

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.