



Graduate Admissions Tracking System  
The Graduate School, Northwestern University

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## 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.*

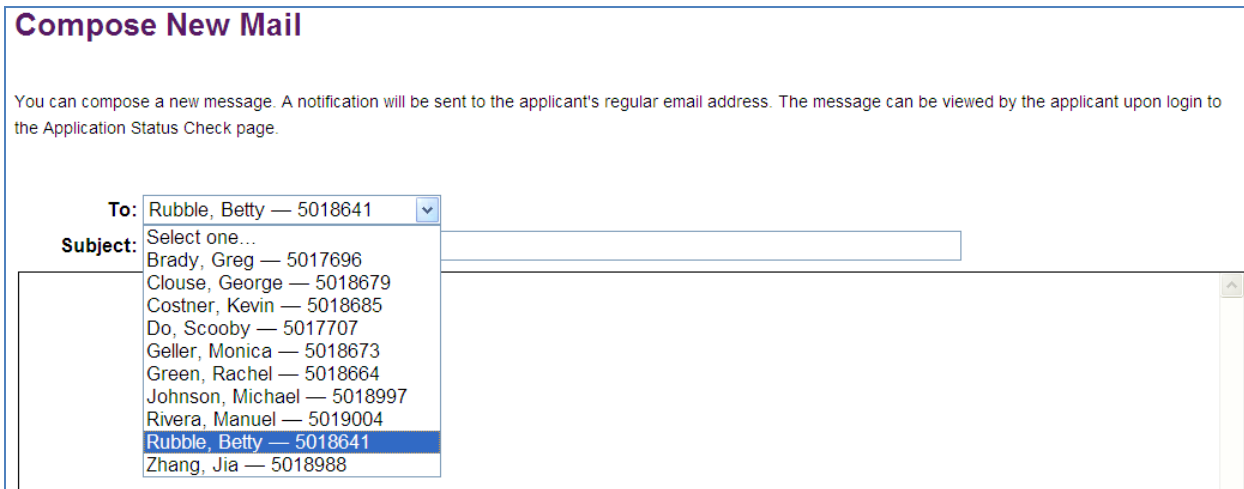
# Composing New Messages

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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...

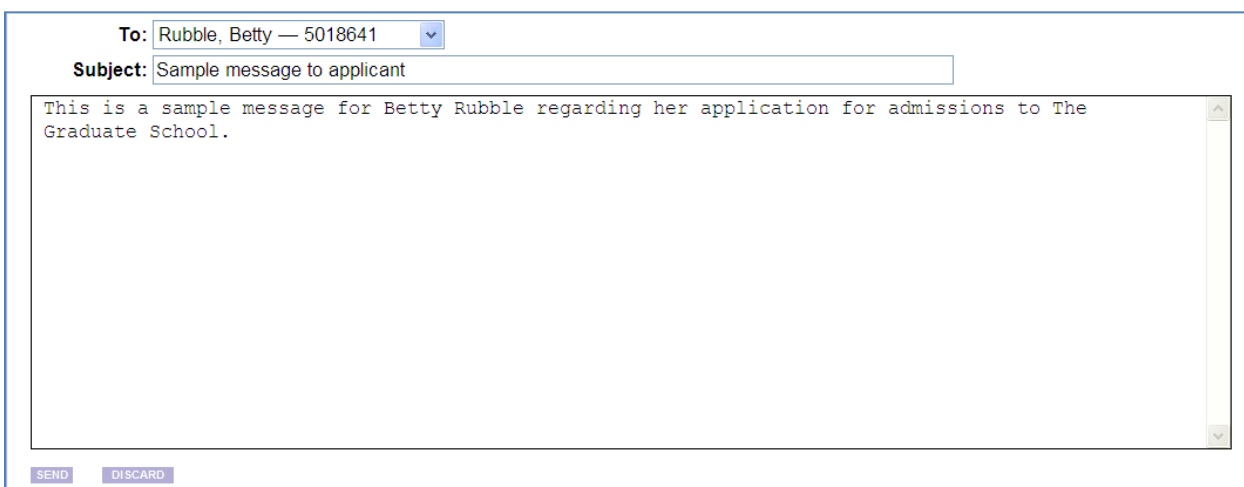
- Brady, Greg — 5017696
- Clouse, George — 5018679
- Costner, Kevin — 5018685
- Do, Scooby — 5017707
- Geller, Monica — 5018673
- Green, Rachel — 5018664
- Johnson, Michael — 5018997
- Rivera, Manuel — 5019004
- Rubble, Betty — 5018641**
- Zhang, Jia — 5018988

## 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.*

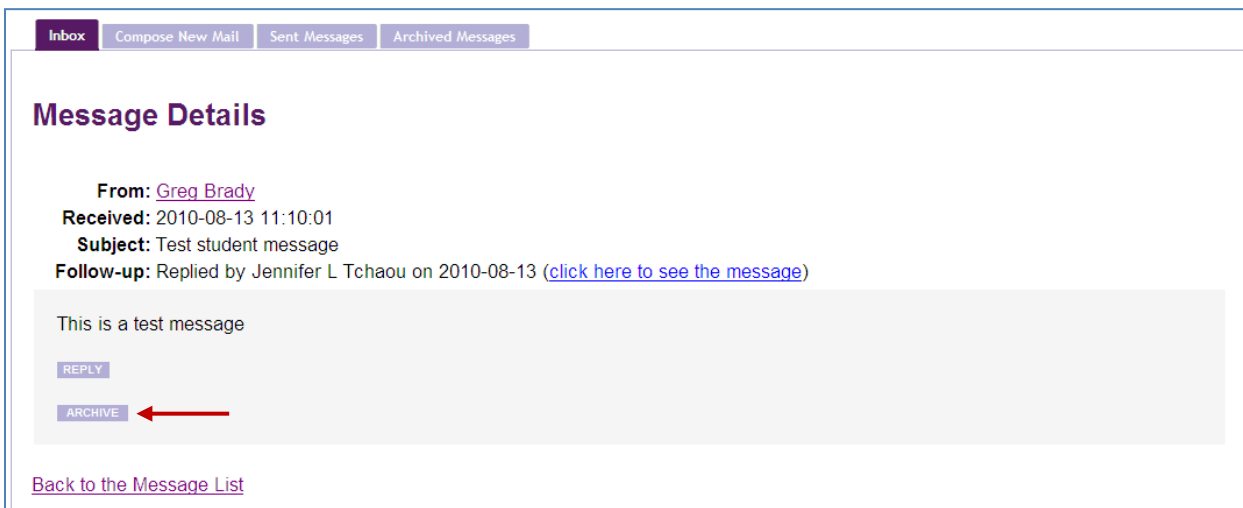
# Archiving Messages

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

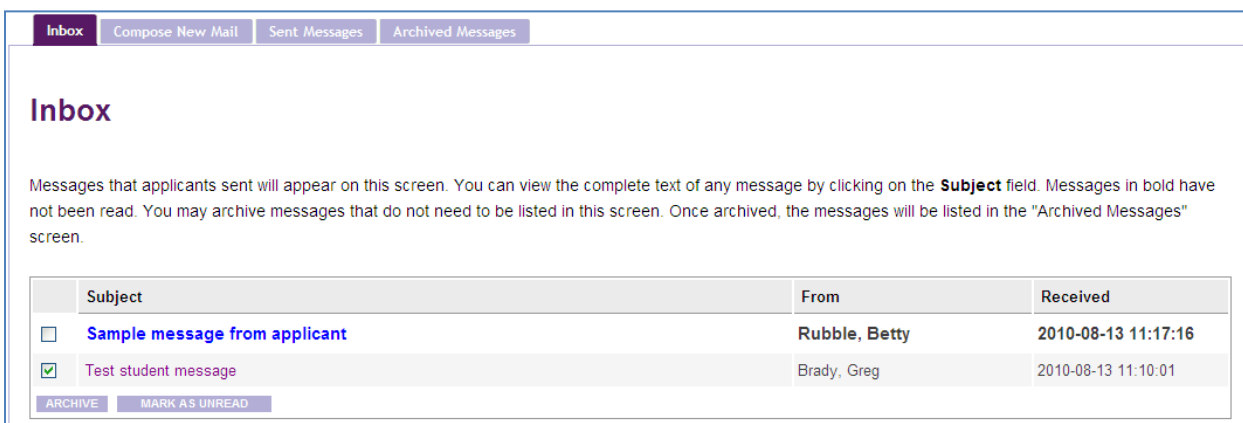
You can choose to Archive a message by opening it in your Inbox and clicking then the **ARCHIVE** button below the message.



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

## Option B

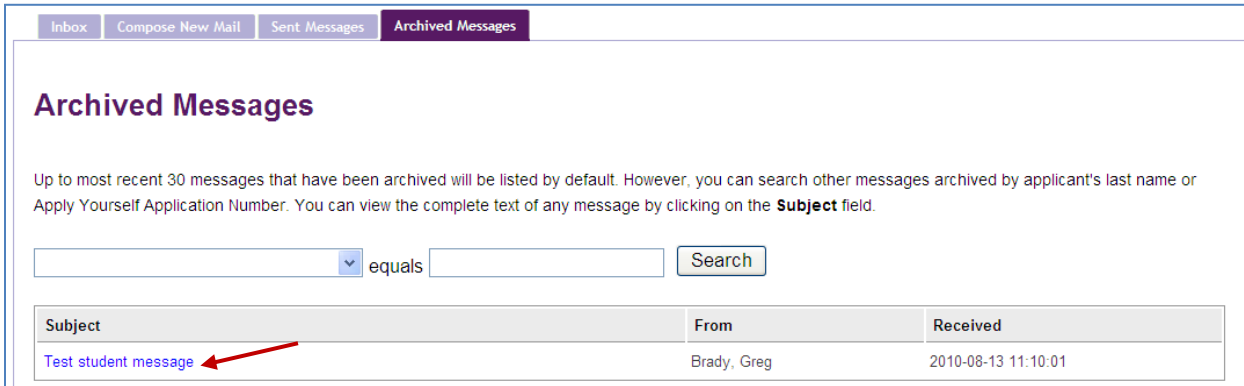
In your Inbox check the box next to the message or messages you wish to archive. Then click the **ARCHIVE** button.



# 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.

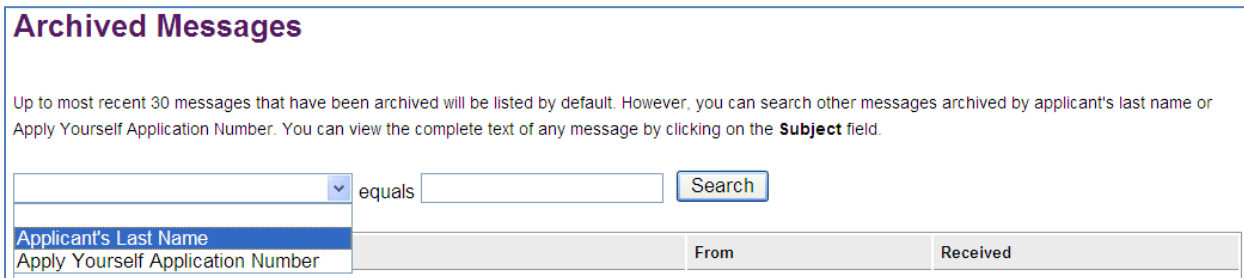


The screenshot shows the 'Archived Messages' tab selected in a navigation bar. Below the title, there is a search section with a dropdown menu, a text input field, and a 'Search' button. Below this is a table with three columns: 'Subject', 'From', and 'Received'. A red arrow points to the 'Test student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