



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

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## 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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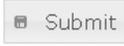
View 1 - 7 of 7

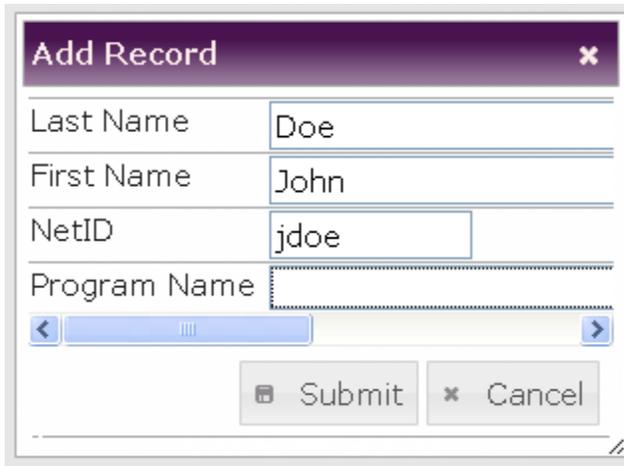
# Add a Faculty Reviewer

## 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 image shows a pop-up window titled "Add Record" with a close button (X) in the top right corner. It contains four input fields: "Last Name" with the value "Doe", "First Name" with the value "John", "NetID" with the value "jdoe", and "Program Name" which is currently empty. Below the "Program Name" field is a scrollable list box with a blue bar and left/right arrow buttons. At the bottom of the window are two buttons: "Submit" and "Cancel".

## 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.

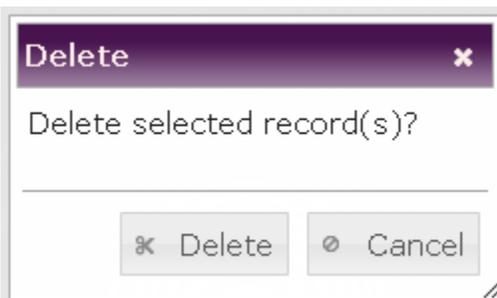
### Manage Reviewers

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		
Reset	match	all	Find
3	Doe		g for the Screen and Stage
4	Holland		g for the Screen and Stage
5	Jemison		
6	Reeme		Writing for the Screen and Stage
7	Scott		Writing for the Screen and Stage
			Writing for the Screen and Stage
			Writing for the Screen and Stage
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