

# © Imaging Graduate Admissions

## WHAT DO IMAGED DOCUMENTS TRIGGER?

- Application  
*New Application List for Validation of Data*
- Bachelor's Transcript – International  
*Creation of Preliminary Evaluation Request*
- Bachelor's Transcript – US/Former GT  
*Creation of Action Sheet*





# Imaging – Graduate Admissions

## WHAT DO IMAGED DOCUMENTS TRIGGER?

- Permanent Resident Card  
*Review for Evaluation of Citizenship List*
- Signed Preliminary Evaluation Request
  1. *Generation of Action Sheet*
  2. *Process for Decline in BANNER*
- Signed Action Sheet
  1. *Accept Decision → Generation of Institute Acceptance Letter*
  2. *Decline Decision → Process for Decline in BANNER*

# Imaging – Graduate Admissions

## WHAT DO IMAGED DOCUMENTS TRIGGER?

### Departmental Request for Change

1. Cancellation of Old Application.
2. Entry of New Application reflecting changes requested.
3. IF prior acceptance section is signed, generates institute acceptance letter reflecting changes.
4. IF prior acceptance section is NOT signed, results in generation of new preliminary evaluation OR action sheet – based on last action taken on previous application.



# Imaging - Department

- Go to [www.gradadmiss.gatech.edu](http://www.gradadmiss.gatech.edu)
- Select "Department" Tab
- Select Toolbox

## TOOLBOX

In order to assist you in navigating through the sites where you will locate data for your applicants and students, we have provided the following links.

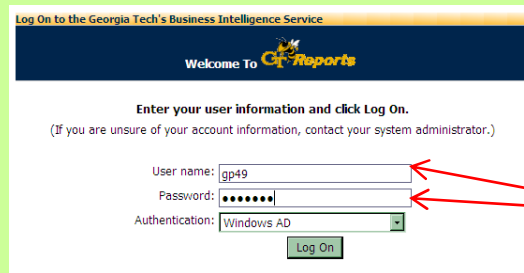
- ▶ **BANNER** - BANNER is the Student/Applicant database where all official institute information about both applicants and students are stored. If you do not have access to BANNER, your supervisor may request access for you by [clicking here](#).
- ▶ **IMAGING** - You may view documents associated with applicant records at this site. Login using your BANNER ID and Password. You must have a BANNER account in order to access IMAGING. If you do not have access to IMAGING, your supervisor may request access for you by forwarding a request to [gp49@mail.gatech.edu](mailto:gp49@mail.gatech.edu). To view a tutorial of "how to view imaged documents", [click here](#).
- ▶ **CRYSTAL REPORTS** - Numerous reports are stored for your use at this website. To login to the Reports website, you must use your kerberos password. Once you have accessed the site, click on "Public Folders", "Graduate Studies", "Department." Double click on the report you wish to run and enter your BANNER password. You must have a BANNER account in order to run reports. If you do not have access to this folder, your supervisor may request access for you by forwarding a request to [gp49@mail.gatech.edu](mailto:gp49@mail.gatech.edu).



# Imaging - Department

## Functional Support Staff Getting Reports

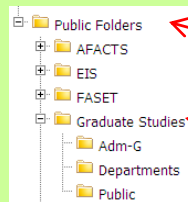
1



reports.gatech.edu  
LOGIN

User Id and Kerberos  
password – same one  
used for email

2



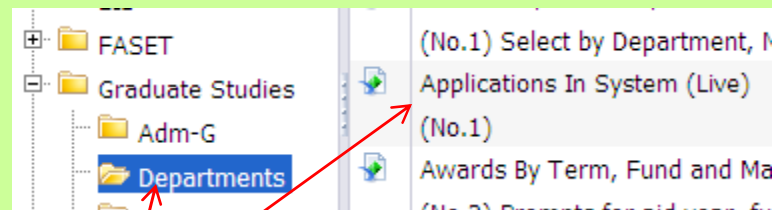
Expand Public  
Folders

Expand Graduate  
Studies

# Imaging - Department

## Functional Support Staff Getting Reports

3



4

**Database Logon** ← Database = where data is stored

**bprod - bprod** ← Name of Database is bprod = BANNER production

|               |                          |
|---------------|--------------------------|
| Server Name   | bprod                    |
| Database Name | bprod                    |
| User ID       | <input type="text"/>     |
| Password      | <input type="password"/> |

← User ID

← BANNER password

# AppsInSystem

**Enter Term Code Desired**

...

Enter a Value:

...

**Select by Campus:**

\* - Do not select by campus

Enter a Value:

\*


**TERM**

Select from List

**CAMPUS**

Select from List

# AppsInSystem



**Enter Department(s) Desired or \* for All** De

Available Values:

- AE - Sch/Aerospace Engineering
- AP - Sch/Applied Physiology
- APPH - Sch/Applied Physiology
- ARCH - Dept/Architecture
- AS - Dept/Air Force Aerospace Stud
- BC - Dept/Building Construction
- BIOL - Sch/Biology
- BMED - Sch/Biomedical Engineering

Selected Values:

\* - Not selecting by department

Enter a Value:

\*

**Enter Major(s) Desired or \* for All** Maj

Available Values:

- ACO - Algor, Combntres & Optimization
- AE - Aerospace Engineering
- AHST - Architectural History
- AP - Applied Physiology
- APHY - Applied Physics
- APPH - Prosthetics & Orthotics
- ARCH - Architecture
- BC - Building Construction

Selected Values:

\* - Not selecting by Major

Enter a Value:

\*

## DEPARTMENT

Select from List



Selections must appear in

**right** window



## MAJOR(S)

Select from List



# AppsInSystem

## Enter Type of Applicant

Type

Available Values:

Master  
Doctoral  
Special / Non-Degree



Enter a Value:



Selected Values:

Remove

Remove All

## Include readmissions? Yes or No?

Include Readmissions?

No - Exclude Readmissions Applicants



Enter a Value:

No

**TYPE**

**Use All Three**



Selections must appear in

**right** window

**RECOMMEND USING ALL  
THREE**

**READMISSION**

**Yes/No**

# AppsInSystem

Select Start Date

Please enter Date in format ""yyyy-mm-dd"".

Select End Date

Please enter Date in format ""yyyy-mm-dd"".

**START DATE**

Last End Date + 1 Day

Example: if your last  
“end” day was 3/9, then  
your next “start” day  
should be 3/10.

**END DATE**

**ALWAYS YESTERDAY**

# AppsInSystem

|                            | TYPE                      | DEPT     | MAJOR     | NAME   | APPLICATION DATE   | LAST ACTION TAKEN AND WHEN |
|----------------------------|---------------------------|----------|-----------|--|--|----------------------------|
|                            | Sch/Aerospace Engineering |          |           |  |  |                            |
|                            | TYPE: MS                  | DEPT: AE | MAJOR: AE |  |  |                            |
| GTID                       | 901                       |          |           | ENTERED INTO BANNER: 1/27/2006   |  |                            |
| CITIZENSHIP                |                           |          |           | COUNTRY OF CITIZENSHIP: US   | ADMIT STATUS: A0 - ACCEPTED-System Use Only! - 6/29/2006 |                            |
| ACTIVE EMAIL               |                           |          |           | EMAIL: @gatech.edu   | APPL #: 2  |                            |
| TRANSACTION ID             |                           |          |           | COLLEGENET ID: GATECHG   | 20060125193616   |                            |
| EVALUATION WITH GPA/DEGREE |                           |          |           | EVALUATION: Georgia Inst of Technology -- BS in Aerospace Engineering -- GPA: 3.40 |  |                            |
|                            |                           |          |           | ATTENDED TO: 06-May-2006 -- DEGREE: BSAE   |  |                            |
| OFFICIAL TEST SCORES       |                           |          |           | TEST SCORES:   | GRE Verbal Code  | 540 TAPE 13-Jan-2006       |
|                            |                           |          |           |  | GRE Quantitative Code                                    | 760 TAPE 13-Jan-2006       |
|                            |                           |          |           |  | GRE Analytical Writing Section                           | 6.0 TAPE 13-Jan-2006       |
| MISSING DOCUMENTS          |                           |          |           | NEEDED BEFORE REGISTRATION: GIOK -- Transcripts Complete                           |  |                            |
| OFFICIAL TEST SCORES       |                           |          |           |  | OFFICIAL TEST SCORE                                      | APPLICATION NUMBER         |
|                            |                           |          |           |  | SOURCE CODE  |                            |

# AppsInSystem

## What does ADMIT STATUS tell you?

**A0 = Accepted – Student Record Created**

**A1 = Accepted (Final OK) – No Documents Needed**

**A2 = Accepted (Not Final OK) – Missing Documents**

**G1 = Action Sheet Sent To Dept. – No Decision Reported**

**G2 = Preliminary Evaluation Request Sent To Dept.  
--No Request For Evaluation Received**

**C1 = Cancelled – NO DECISION**

**C2 = Cancelled – Accepted – Did Not Enroll**

**C3 = Cancelled – Incomplete File**

**C4 = Cancelled – Other**

**C5 = Cancelled – Changed Term**

**C6 = Cancelled – Changed Major**

**C7 = Cancelled – Accepted – Applicant Declined Offer**

**C8 = Cancelled – Applicant Withdrew Application**

**C9 = Cancelled – Applicant Changed Level**

**X1 = Denied – Academic Qualifications**

**X2 = Denied – Low Language Scores**

**X3 = Denied – No Financial Support**

**X4 = Denied – Program Full**

**X5 = Denied – Other**



# Documents Scanned

Repeat

Go directly to:

- Document List
- My Favorites
- My Inbox
- My Preferences
- Information OnDemand Services
- Help

Repeat

- Public Folders
  - AFACS
  - EIS
  - FASET
  - Graduate Studies
    - Adm-G
    - Departments
    - Public

Repeat

- Graduate Studies
  - Adm-G
  - Departments
  - Public

- Public Folders
  - AFACS
  - EIS
  - FASET
  - Graduate Studies
    - Adm-G
    - Departments
- |  |
|--|
| Graduate Documents Scanned (Live) (No.2) |
| Graduate Student Hours/Exemption (No.6)  |
| GRE Average 04-13-2009                   |
| GTA/GRA Waiver & Schedule (1 Day)        |

Select

# Documents Scanned



Enter the desired term(s). Enter \* for all terms.

\* - All Terms

Enter a Value:

\*

Enter the desired department. Enter \* for all.

\* - Not Selecting by Department

Enter a Value:

\*

Enter the desired major. Enter \* for all.

\* - Not Selecting by Major

Enter a Value:

\*

**TERM**

Select from List

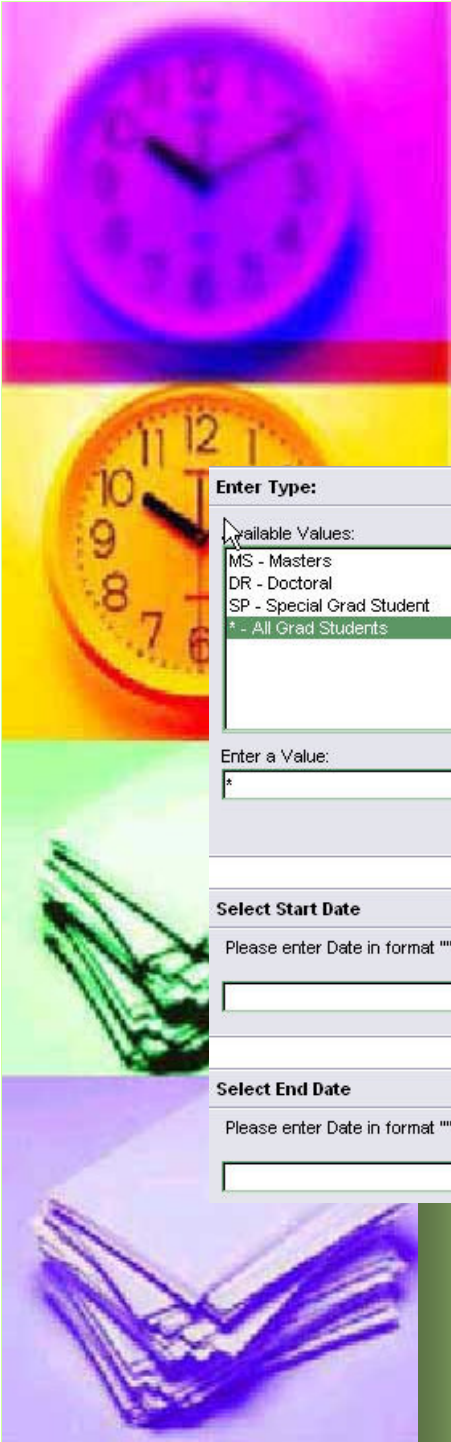
**DEPARTMENT**

Select from List

**MAJOR**

Select from List

# Documents Scanned



**Enter Type:** Typ

Available Values:

- MS - Masters
- DR - Doctoral
- SP - Special Grad Student
- \* - All Grad Students

Selected Values:

- \* - All Grad Students

Enter a Value:

---

**Select Start Date** Start Date

Please enter Date in format ""yyyy-mm-dd"".

---

**Select End Date** End Date

Please enter Date in format ""yyyy-mm-dd"".

## TYPE

Recommend All Three

## START DATE

Last End Date + 1 Day

Example: if your last "end" day was 3/9, then your next "start" day should be 3/10.

## END DATE

"YESTERDAY"

Always stay one day behind to assure getting all documents scanned.

# Documents Scanned

|   |    |            |        |
|---|----|------------|--------|
| 901                                     | AE | AE         | 200608 |
| <u>Documents Received &amp; Scanned</u> |    |            |        |
| GA_APPLICATION - AE - 200608            |    | 2006-03-10 |        |
| GA_RESIDENCY                            |    | 2006-03-10 |        |
| GA_ACCEPT_DEPT                          |    | 2006-04-18 |        |
| GA_ACCEPT_GIT                           |    | 2006-04-18 |        |
| GA_ACTION                               |    | 2006-04-18 |        |
| GA_RECOMMENDATION                       |    | 2006-03-14 |        |
| GA_RECOMMENDATION                       |    | 2006-03-20 |        |
| GA_RECOMMENDATION                       |    | 2006-03-27 |        |
| GA_UGRAD_TRANS_GIX1                     |    | 2006-05-17 |        |

**Start Date = 3/10/06**

**End Date = 3/11/06**

**Red documents scanned between start and end date – note this was a new applicant on 3/10.**

|   |    |            |        |
|---|----|------------|--------|
| 902                                     | AE | AE         | 200608 |
| <u>Documents Received &amp; Scanned</u> |    |            |        |
| GA_UGRAD_TRANS_GIX1                     |    | 2006-07-26 |        |
| GA_ACCEPT_DEPT                          |    | 2006-03-20 |        |
| GA_ACCEPT_DEPT                          |    | 2006-04-20 |        |
| GA_ACCEPT_GIT                           |    | 2006-03-22 |        |
| GA_ACCEPT_GIT                           |    | 2006-04-20 |        |
| GA_ACTION                               |    | 2006-03-20 |        |
| GA_APPLICATION - AE - 200608            |    | 2006-01-17 |        |
| GA_REACTIVATION                         |    | 2006-04-20 |        |
| GA_RECOMMENDATION                       |    | 2006-01-23 |        |
| GA_RECOMMENDATION                       |    | 2006-01-24 |        |
| GA_RECOMMENDATION                       |    | 2006-02-03 |        |
| GA_UGRAD_TRANS_GIX1                     |    | 2006-01-29 |        |

**Start Date = 7/25/06**

**End Date = 7/26/06**

**Red documents scanned between start and end date. Note – duplicate document indicates updated version – likely final transcript.**



# Documents Scanned

- You MUST develop a system and follow it.
- Suggestion – run this report first thing each morning – make notation on desk calendar as to date/time report was run.
- Use this record to determine your next “start” and “end” date.

**CONSISTENCY IS CRITICAL  
AND SAVES YOU TIME AND  
WORRY**



# Documents Scanned

- It is not necessary to print out EVERY document. YOU don't need all of them. Save yourself time – be selective.

Example 1: Financial Documents – print only if you need to request an I-20.  
The images will be there if/when you need them – WAIT.

Example 2: Departmental Accept – You already have this one – you created it and sent it to Graduate Admissions – no need to print it again!

Example 3: Permanent Resident Card – means nothing to you – this is for the Registrar/Bursar – no need to print.

**REMEMBER – YOU CAN ALWAYS GO BACK AND GET AN IMAGE IF SOMEONE ASKS FOR IT – THEY AREN'T GOING AWAY!!!!!! PRINT ONLY THE DOCUMENTS NEEDED FOR MAKING AN ADMISSION DECISION.**



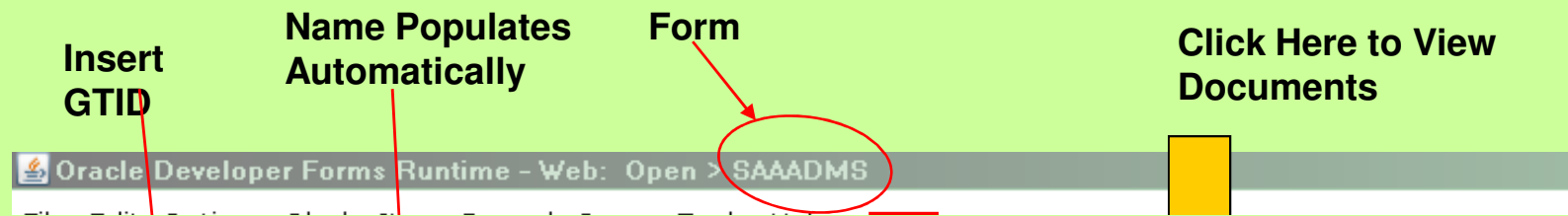
# Additional Reports Available

- **Special Non-Degree Applicant Tracking** – When it is necessary for Graduate Admissions to change someone who applied as a degree-seeking candidate to Special Non-Degree Status, the person will be listed on this report. If a change is made to take them back to Degree-Seeking status, they will drop from the list. If they originally **APPLIED** as special non-degree, they will not appear on this list.
- **Test Scores in BANNER** – Action Sheets are often prepared before test scores have been received and, therefore, do not appear on the action sheet. You may check for test scores at any time using this report or by looking at the SOATEST form in BANNER.



# WebXtender

## Viewing Documents in BANNER

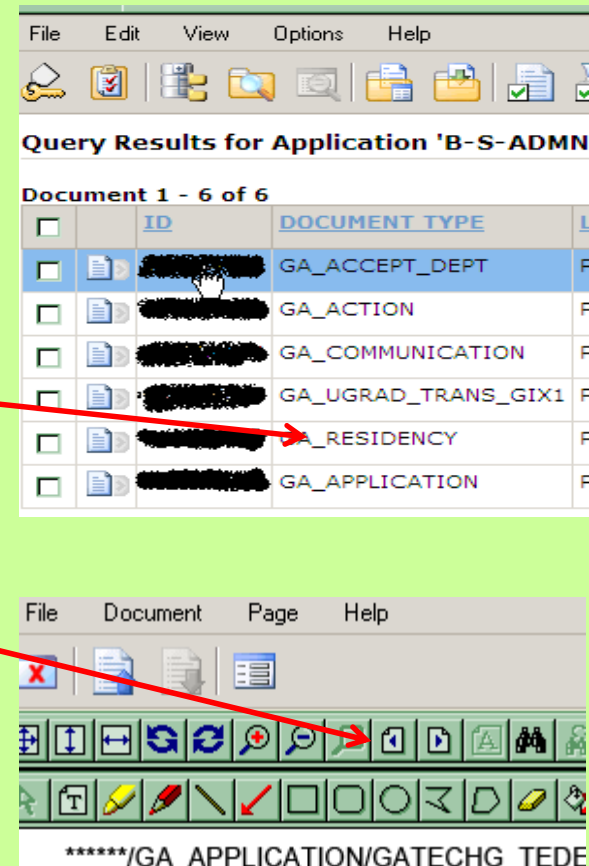




# WebXtender

## Viewing Documents in BANNER

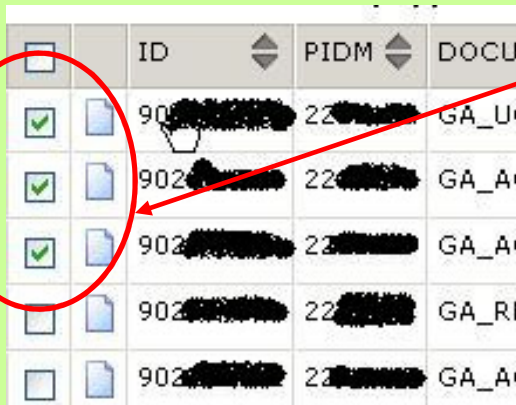
- From document List, double-click on desired document to view.
- To move between pages, use the list button to advance the page
- If there is only ONE page, there will be no list button.



# WebXtender

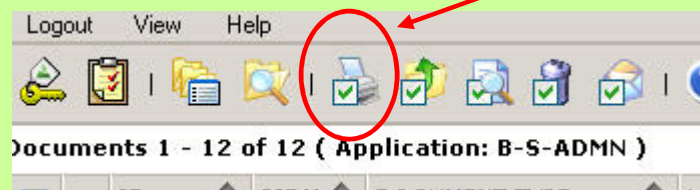
## Printing Documents in BANNER

- Select ALL document(s) to be printed by checking box beside each document in the list.



| <input type="checkbox"/>            | ID  | PIDM | DOCU  |
|-------------------------------------|-----|------|-------|
| <input checked="" type="checkbox"/> | 902 | 22   | GA_Uc |
| <input checked="" type="checkbox"/> | 902 | 22   | GA_Ac |
| <input checked="" type="checkbox"/> | 902 | 22   | GA_Ac |
| <input type="checkbox"/>            | 902 | 22   | GA_Rc |
| <input type="checkbox"/>            | 902 | 22   | GA_Ac |

- Click on PRINTER ICON on tool bar.

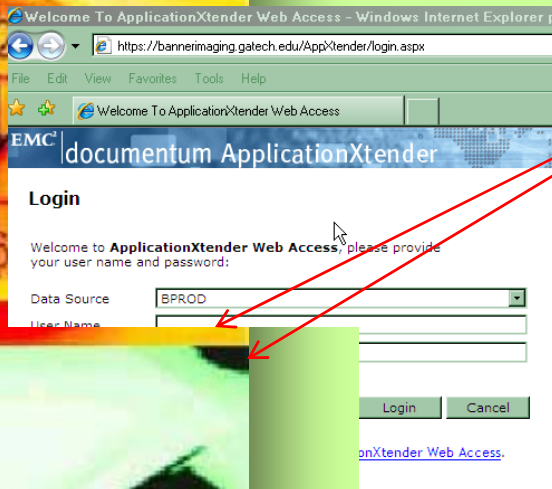


**ALL** pages of **ALL** documents print from your installed printer – pages **do not** need to be opened on the screen.

# BANNER IMAGING

## Not Using BANNER

**Login Using BANNER User  
ID and Password**



Welcome To ApplicationXtender Web Access - Windows Internet Explorer

https://bannerimaging.gatech.edu/AppXtender/login.aspx

File Edit View Favorites Tools Help

Welcome To ApplicationXtender Web Access

EMC documentum ApplicationXtender

**Login**

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source: BPROD

User Name:

Login Cancel

[onXtender Web Access.](#)

**Double Click**

+ B-S-ADMN - BANNER STUDENT ADMISSIONS

# BANNER IMAGING

- Enter a QUERY by typing in one or more of the data fields in the list.
- If GTID is used, no other data is needed – it is a unique identifier.
- “Wildcard” is \*, not %

File Edit View Help

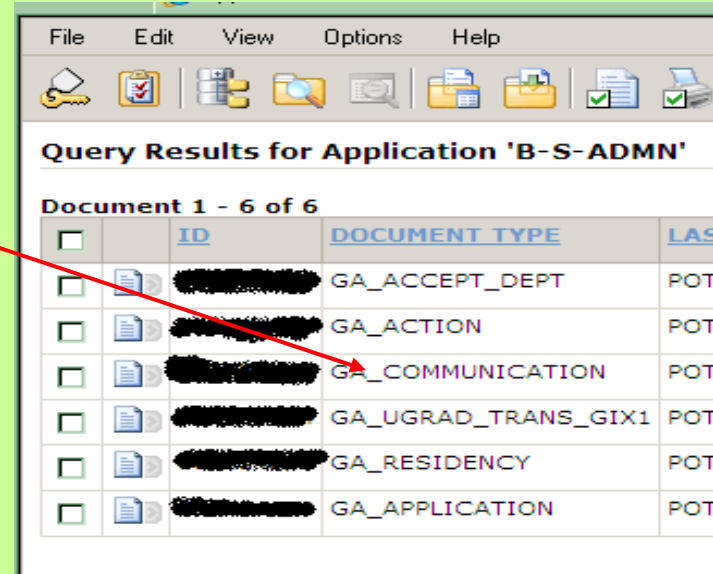
Query Criteria for Application 'B-S-ADMN'

| Show                                | Index Name             | Search Value |
|-------------------------------------|------------------------|--------------|
| <input checked="" type="checkbox"/> | ID                     |              |
| <input type="checkbox"/>            | PIDM                   |              |
| <input checked="" type="checkbox"/> | DOCUMENT TYPE          | %            |
| <input checked="" type="checkbox"/> | LAST NAME              |              |
| <input checked="" type="checkbox"/> | FIRST NAME             |              |
| <input type="checkbox"/>            | SSN                    |              |
| <input checked="" type="checkbox"/> | BIRTH DATE             |              |
| <input checked="" type="checkbox"/> | TERM CODE              | %            |
| <input checked="" type="checkbox"/> | APPLICATION NUMBER     |              |
| <input type="checkbox"/>            | ADMISSIONS REQUIREMENT | %            |
| <input type="checkbox"/>            | INSTITUTION NUMBER     |              |
| <input checked="" type="checkbox"/> | DEPARTMENT1            | %            |
| <input type="checkbox"/>            | DEPARTMENT2            | %            |
| <input type="checkbox"/>            | ROUTING STATUS         | %            |
| <input checked="" type="checkbox"/> | ACTIVITY DATE          |              |

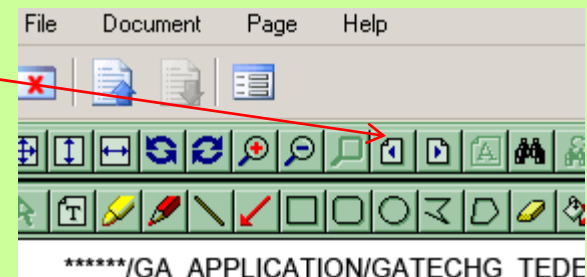


# BANNER IMAGING

- To View – double-click on document under “Document Type” in list – Document opens in viewing window.

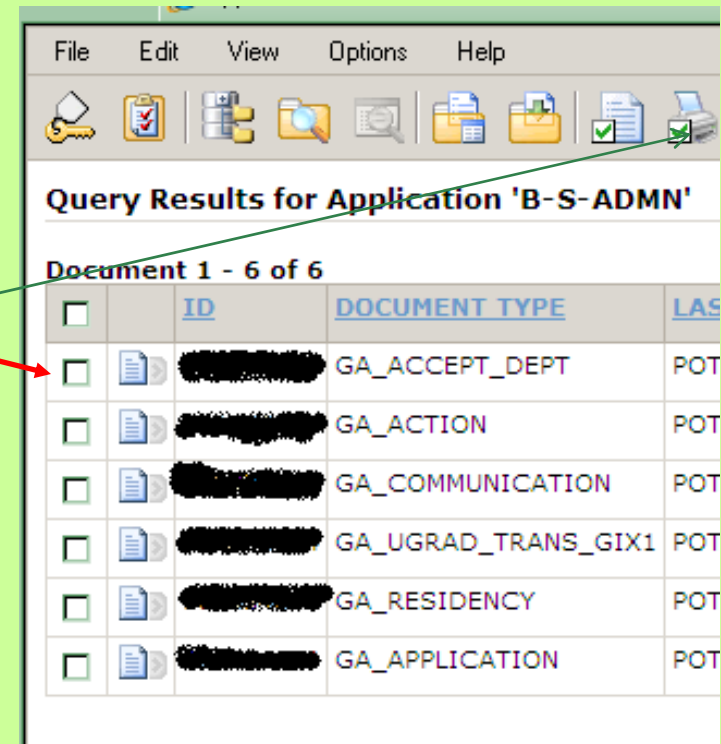


- Move from page to page by using the arrow buttons on the toolbar.



# BANNER IMAGING - Print

- To Print, check the box in to the left of the document – you DO NOT need to open the document.  
All Pages of the selected document will print
- Print Multiple Documents – check all you want to print
- Select the print icon from the toolbar above the list



If you are missing any icons in the toolbar across the top – contact your CSR and ask them to install ActiveX.



# YOUR DAILY ROUTINE

- Run *Documents Scanned*

Look for new applications – GA\_APPLICATION in **red** – this is a new application that has been added since you last ran this report.

Look for all new documents (in **red**) – make a decision about printing – REMEMBER, YOU DON'T NEED THEM ALL!!!

- Using WebXtender from inside BANNER or BannerImaging, **print** the documents you have selected as **necessary**.

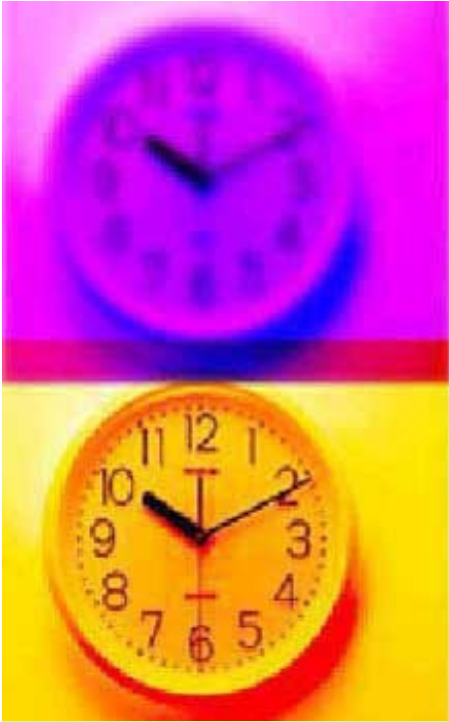
- Create or Add To your applicant's file.

# PERIODICALLY . . . .

- Run AppsInSystem – You must determine how often to do this based on the size of your program. However, **at least** once each week is strongly suggested.

Using this report, review **“Admit Status”** to see what action **you need** to take . . .

- A. Return an Action Sheet
- B. Return a Preliminary Evaluation
- C. Send a Departmental Request for Change
- D. Contact an Applicant for Missing Documents
- E. Other?



# ALERT! ALERT! ALERT!

Documents should not be sent directly to the department. *This will slow down the processing of applications.* Mailing Instructions give the correct information.

If you receive original documents, immediately send them to Graduate Admissions for processing.





# ALERT! ALERT! ALERT!

On AppsInSys – watch *application date* and *last action taken and date*.

Generally, documents are received soon after the application date. If more than 3 weeks elapses, you should send your applicant an email reminding them to send their documents.

Graduate Admissions is sending reminders periodically as well – but are processing 12,000 applicants – you have a relatively smaller number to monitor. Applicants are not eligible for consideration for admission by the institute OR department until documents are received and processed.