

© 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
- Select “Department” Tab
- Select Toolbox

TOOLBOX

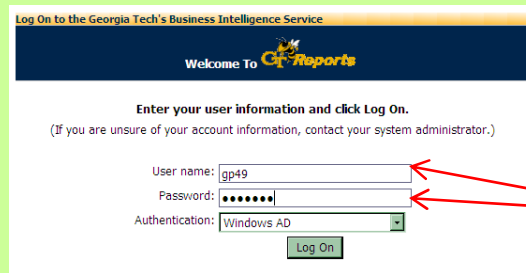
In order to assist you in navigating through the sites where you will locate data for your applicants and students, we have provided the following links:

- ▶ **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. 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.

Imaging - Department

Functional Support Staff Getting Reports

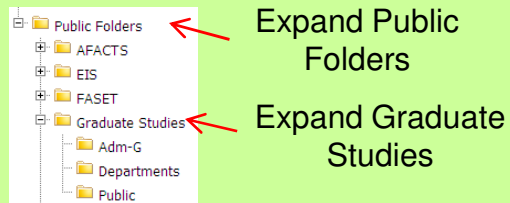
1



reports.gatech.edu
LOGIN

User Id and Kerberos
password – same one
used for email

2



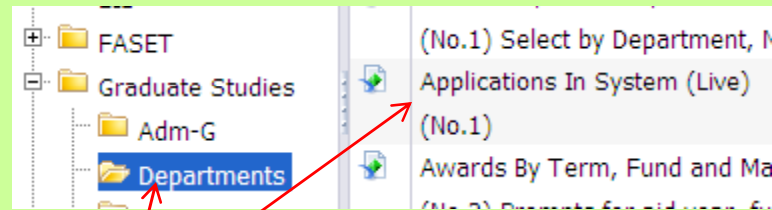
Expand Public
Folders

Expand Graduate
Studies

Imaging - Department

Functional Support Staff Getting Reports

3



Database Logon

← Database = where data is stored

4

bprod - bprod

← Name of Database is bprod = BANNER production

Server Name bprod

Database Name bprod

User ID

← User ID

Password

← BANNER password



AppsInSystem

Enter Term Code Desired

...

Enter a Value:

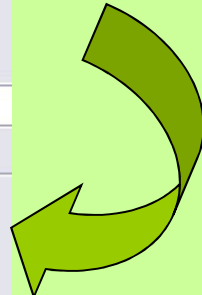
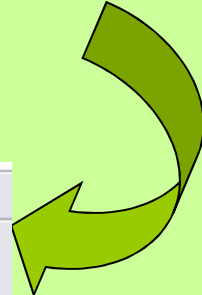
...

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

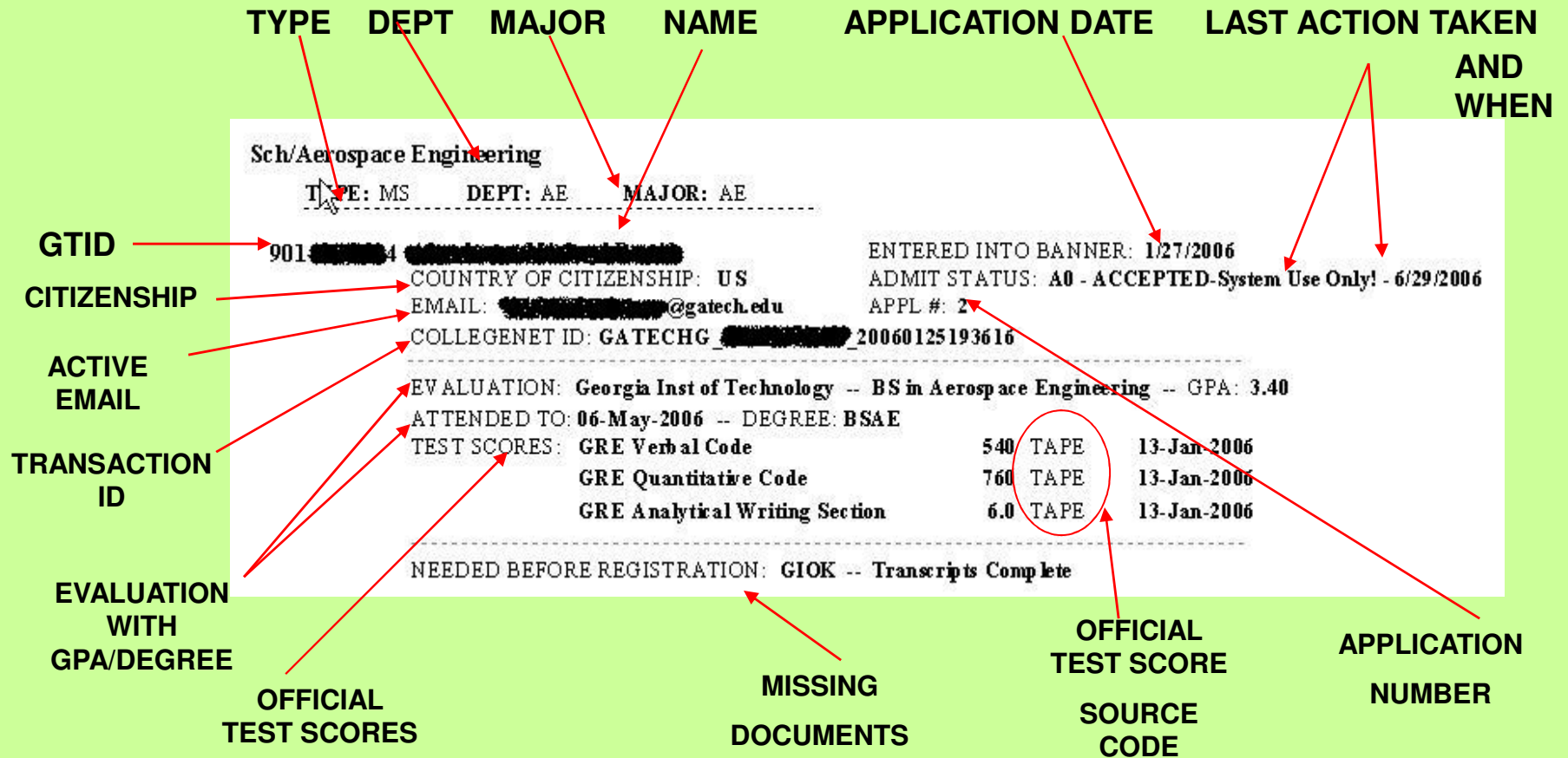
Last End Date + 1 Day

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

END DATE

ALWAYS YESTERDAY

AppsInSystem



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
 - AFACTS
 - EIS
 - FASET
 - Graduate Studies
 - Adm-G
 - Departments
 - Public

Repeat

- Graduate Studies
 - Adm-G
 - Departments
 - Public

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

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

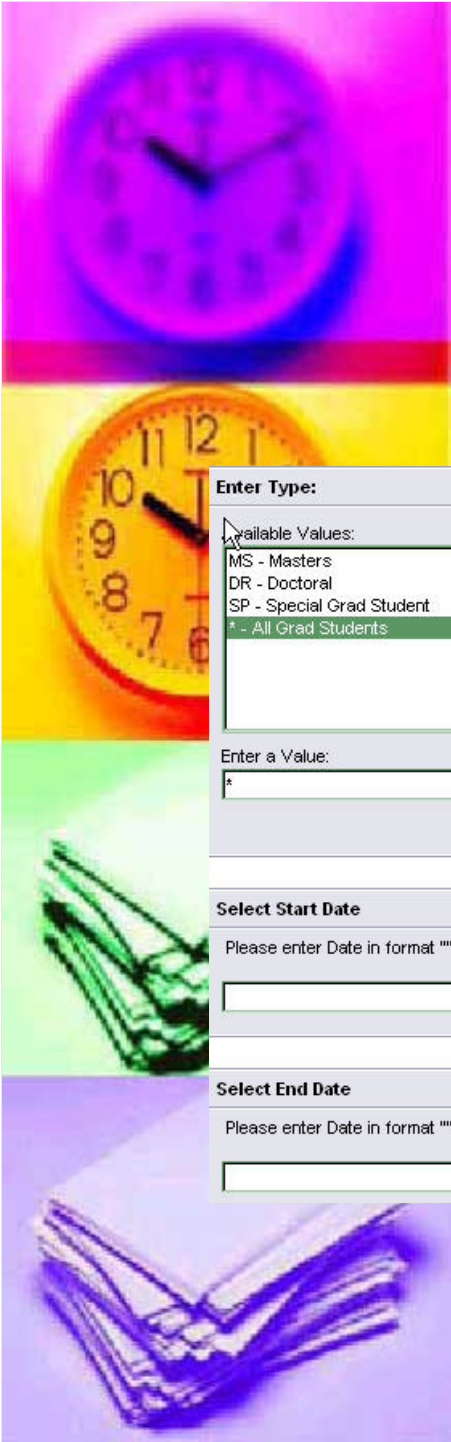
DEPARTMENT

Select from List

MAJOR

Select from List

Documents Scanned



Enter Type: Type

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"".

Remove **Remove All**

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 & 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 & 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

The screenshot displays the Oracle Developer Forms Runtime interface for the 'Admissions Application SAAADMS 8.2 (bprod)'. The window title is 'Oracle Developer Forms Runtime - Web: Open > SAAADMS'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons, with a red box highlighting the 'Print' icon. The form content shows a 'Confidential' status, an 'ID' field with the value '900012540', a dropdown menu with 'Burdell, George' selected, and a 'Term' dropdown menu. A yellow arrow points from the text 'Click Here to View Documents' to the 'Print' icon. A red starburst contains the text 'DO NOT "page down" - leave remainder of form BLANK'. Other annotations include 'Insert GTID' pointing to the ID field, 'Name Populates Automatically' pointing to the dropdown menu, and 'Form' pointing to the 'Print' icon.

Insert GTID

Name Populates Automatically

Form

Click Here to View Documents

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.2 (bprod)

Confidential

ID: 900012540 Burdell, George Term:

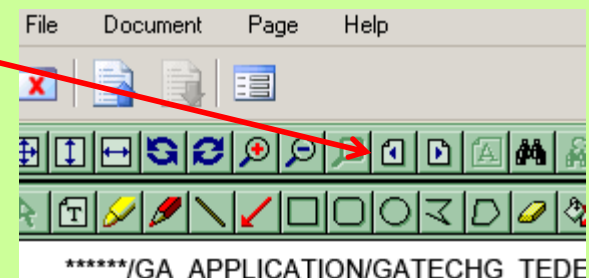
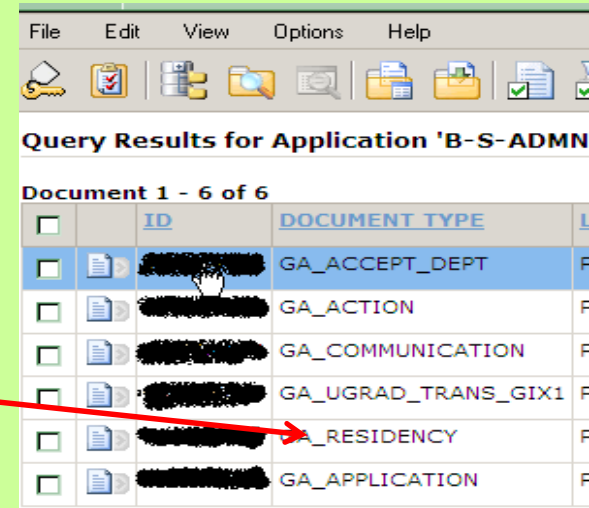
Application Curricula Fees, Mailist Sources, Interests, Comments

DO NOT "page down" - leave remainder of form BLANK

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

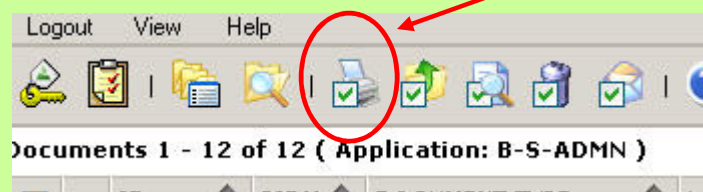
- Select ALL document(s) to be printed by checking box beside each document in the list.



<input type="checkbox"/>	ID	PIDM	DOCU
<input checked="" type="checkbox"/>	90[REDACTED]	22[REDACTED]	GA_Uc
<input checked="" type="checkbox"/>	902[REDACTED]	22[REDACTED]	GA_Ac
<input checked="" type="checkbox"/>	902[REDACTED]	22[REDACTED]	GA_Ac
<input type="checkbox"/>	902[REDACTED]	22[REDACTED]	GA_RE
<input type="checkbox"/>	902[REDACTED]	22[REDACTED]	GA_Ac

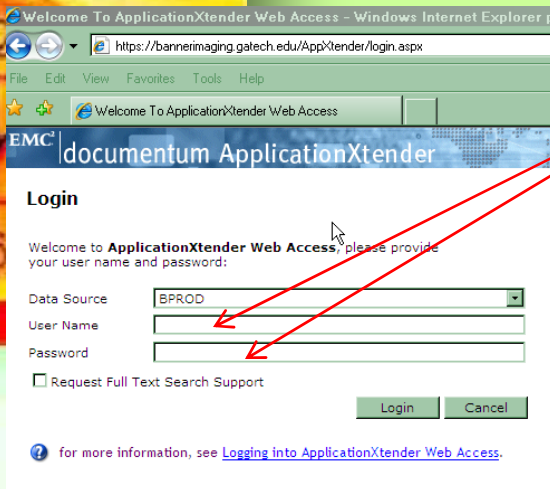
- Click on PRINTER ICON on tool bar.

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



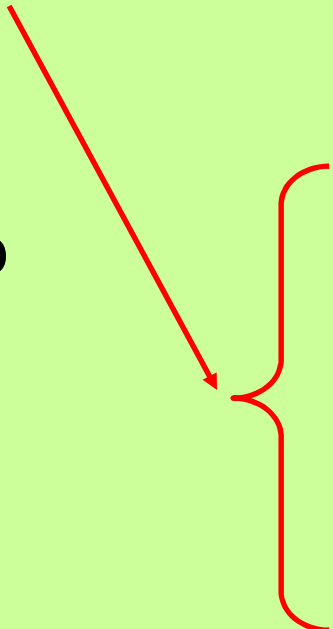
Welcome To ApplicationXtender Web Access - Windows Internet Explorer p
https://bannerimaging.gatech.edu/AppXtender/login.aspx
Welcome To ApplicationXtender Web Access
EMC | documentum ApplicationXtender
Login
Welcome to **ApplicationXtender Web Access**, please provide your user name and password:
Data Source: BPROD
User Name: _____
Password: _____
 Request Full Text Search Support
Login Cancel
for more information, see [Logging into ApplicationXtender Web Access](#).

Double Click

+ B-S-ADMN - BANNER STUDENT ADMISSIONS

BANNER IMAGING

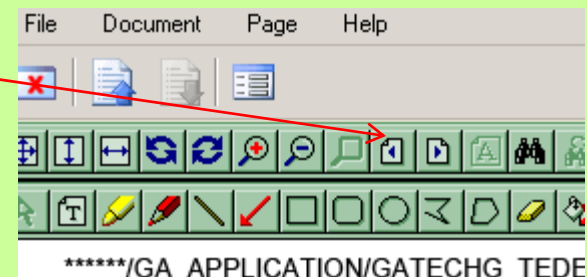
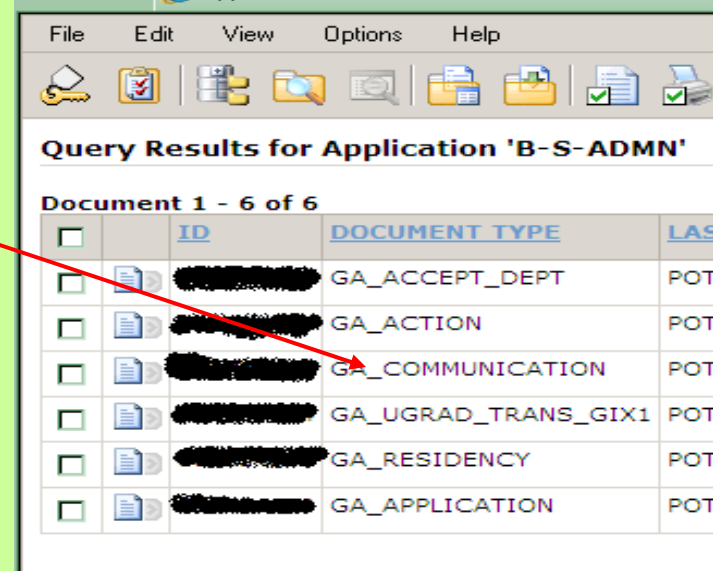
- Enter a QUERY by typing in one or more of the data fields in the list.
- If GTID is used, no other data is needed – it is a unique identifier.
- “Wildcard” is *****, not %



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	

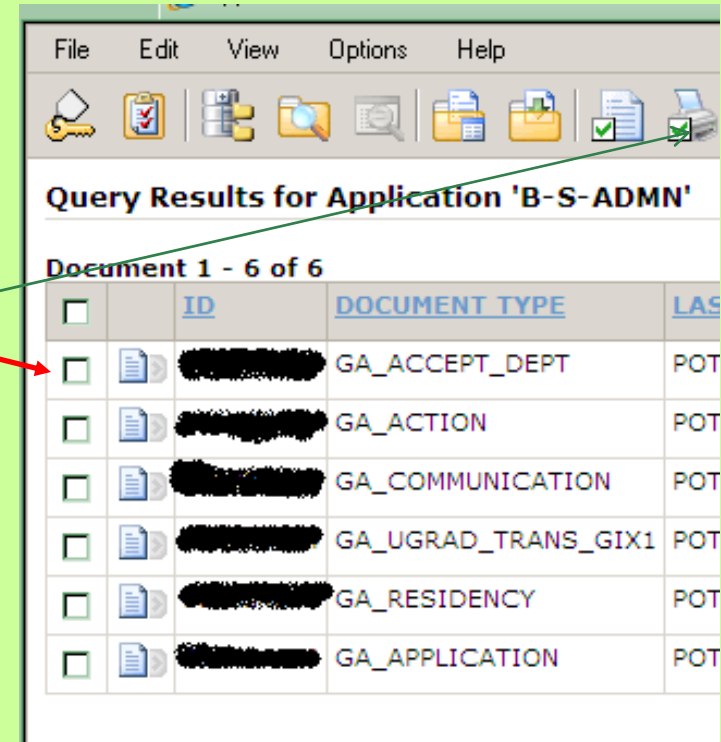
BANNER IMAGING

- 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.