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
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.
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 = where data is stored
Name of Database is bprod = BANNER production

4

bprod - bprod
Name of Database is bprod = BANNER production

Database Logon

Server Name: bprod
Database Name: bprod
User ID
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

DEPARTMENT
Select from List
Selections must appear in right window

MAJOR(S)
Select from List
AppsInSystem

TYPE
Use All Three
Selections must appear in right window
RECOMMEND USING ALL THREE

READMISSION
Yes/No
AppsInSystem

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
<table>
<thead>
<tr>
<th>TYPE</th>
<th>DEPT</th>
<th>MAJOR</th>
<th>NAME</th>
<th>APPLICATION DATE</th>
<th>LAST ACTION TAKEN AND WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sch/Aerospace Engineering</td>
<td>MS</td>
<td>AE</td>
<td>NAME</td>
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<tr>
<td>GTID</td>
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</tr>
<tr>
<td>COUNTRY OF CITIZENSHIP: US</td>
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<tr>
<td>EMAIL</td>
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<tr>
<td>TRANSACTION ID</td>
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<tr>
<td>CITIZENSHIP</td>
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<tr>
<td>ACTIVE EMAIL</td>
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<td>TRANSACTION ID</td>
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<tr>
<td>EVALUATION WITH GPA/DEGREE</td>
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<tr>
<td>OFFICIAL TEST SCORES</td>
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</tr>
<tr>
<td>MISSING DOCUMENTS</td>
<td></td>
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<tr>
<td>OFFICIAL TEST SCORE SOURCE CODE</td>
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<tr>
<td>APPLICATION NUMBER</td>
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</tr>
</tbody>
</table>

**GTID:** 901652634
**COUNTRY OF CITIZENSHIP:** US
**EMAIL:** jones@example.com
**COLLEGENET ID:** GATECHG 20060125193616

**EVALUATION:**
- Georgia Inst of Technology -- BS in Aerospace Engineering -- GPA: 3.40
- ATTENDED TO: 06-May-2006 -- DEGREE: BSAE
- 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

**NEEDED BEFORE REGISTRATION:**
- G10K -- Transcripts Complete
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
<table>
<thead>
<tr>
<th>Enter the desired term(s). Enter '*' for all terms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>* - All Terms</td>
</tr>
<tr>
<td>Enter a Value:</td>
</tr>
<tr>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter the desired department. Enter '*' for all.</th>
</tr>
</thead>
<tbody>
<tr>
<td>* - Not Selecting by Department</td>
</tr>
<tr>
<td>Enter a Value:</td>
</tr>
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<td>*</td>
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</tbody>
</table>

<table>
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<tr>
<th>Enter the desired major. Enter '*' for all.</th>
</tr>
</thead>
<tbody>
<tr>
<td>* - Not Selecting by Major</td>
</tr>
<tr>
<td>Enter a Value:</td>
</tr>
<tr>
<td>*</td>
</tr>
</tbody>
</table>
Documents Scanned

**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

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.

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.
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
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.
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

Insert GTID

Name Populates Automatically

Form

Click Here to View Documents

DO NOT “page down” – leave remainder of form BLANK
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.

- 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

Double Click

B-S-ADMN - BANNER STUDENT ADMISSIONS
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 %
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 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.
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?

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.
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.