



Global Programs System

Administrator Training

Agenda

- Help resources
- Viewing and Editing Programs
- Reviewing Applications
 - Applicant Search—Simple and Advanced
- Creating & Using Queries
- Creating & Using Reports
- Establishing Reviewers
- Additional tips and tricks to get more out of GPS

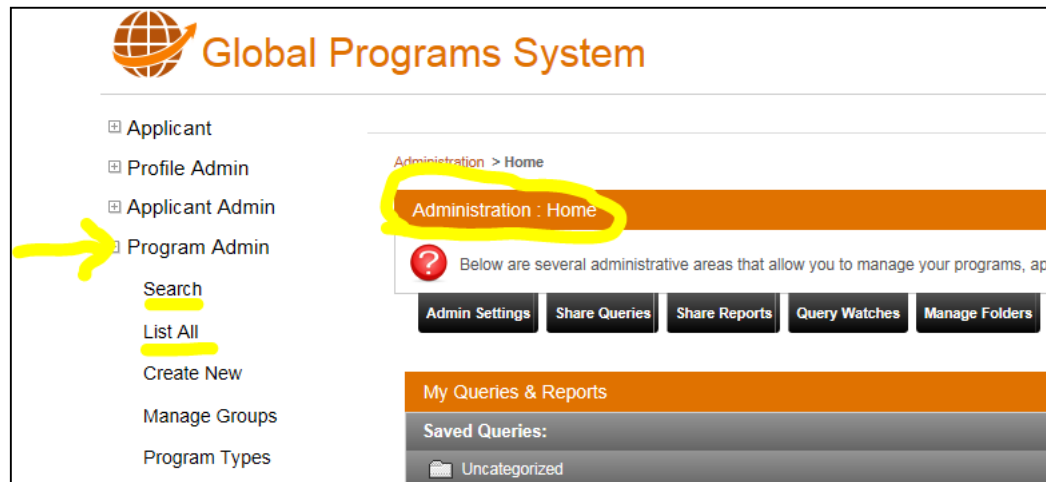
GPS – Online Help

- GPS Online help website contains a wealth of information. All of the advanced concepts covered in today's training are also available at <http://gpshelp.princeton.edu>
- As a GPS Program Administrator, you also have access to Terra Dotta's Knowledge Base. After you login to GPS, in the Admin Home on the right hand section you can find the link to the Knowledge Base.



Viewing and Editing Programs

- Admin Home → Program Admin → Search/List All



- View Brochure or Select Edit Program action.

| <input type="checkbox"/> | Program Name ↑ | City | Country | Region | Brochure | Active | Actions |
|--|----------------|-----------|-----------|--------|----------|--------|---------|
| Move marked programs to: <input type="text" value="- Choose Group -"/> | | | | | | | |
| <input type="checkbox"/> | * | Frankfurt | Germany | Europe | | No | |
| <input type="checkbox"/> | IIP-A*Star IMB | Singapore | Singapore | Asia | | Yes | |


Reviewing Applications

Simple Search

Search by Applicant Name or Program Name and term.

Administration > Applicant Admin > Search > Simple

Search : Simple Hide Tips

 Below, you can search for applications based on multiple criteria. List boxes allow you to select multiple values by holding the Ctrl/Cmd key while clicking. Results are returned based on applications that match **all** selected criteria. For a search based on specific application response data and program parameters, use the Advanced Search.

Advanced Search **Locator Search**

Search Applications:

Applicant Name:

Program Name:

Program Terms:
Any
Academic Year 2016-
Academic Year 2015-
Academic Year 2014-

[Show all terms](#)

Include withdrawn applications



Reviewing Applications

Advanced Search (aka QUERIES)

Find Applicants based on specific parameters or application elements.

Examples of Query Use Cases:

- See all applicants who have submitted applications to a specific program or who have completed a certain questionnaire.
- See all applicants who answered “no” to a specific question or selected a certain response from a drop-down choice.
- See all class of 2016 applicants.
- See all applicants who have not yet uploaded their transcripts.



Queries

Create a New Query

- Applicant Admin ->Search ->Advanced->New Query Wizard
- Select the type of information to query, then NEXT
- Select the precise parameters you want to see in your results

[Administration](#) > [Applicant Admin](#) > [Search](#) > [Advanced](#)

Search : Advanced



Please select the type of information you wo

Simple Search

Locator Search

New Query Wizard

Choose the type of information you wo

Application Parameters

Program Parameters

Applicant Parameters

Complete/Incomplete Submissions

Questionnaires

Question Item Folders



Queries

Save Queries & Options

Save Queries

| | | | |
|--------------|--|--|---|
| Options: | <input type="text" value="- Select Option -"/> | Progress Audit: | <input type="text" value="- Select Phase -"/> |
| Save Search: | <input type="text"/> | <input type="button" value="Save Search"/> | |

You searched for all applicants, within Outgoing programs.

View Saved Queries from Admin Home

My Queries & Reports

Saved Queries:

Uncategorized

Check All Move checked items to:

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | confidential feedback question--SAP eval | |
| <input type="checkbox"/> | SAP eval revised 7/30/15 | |

- Select Option -
- Send email
- Send SMS (text message)
- Text export
- Excel export
- Create report
- Batch status change
- Batch review status
- Batch info edit
- Batch app tags
- Recs Pending
- Batch Material Edit
- Batch Attach File
- Full Export

TIP! You can SHARE your saved queries with others.

Query Watch

A query watch allows you to configure an automated system of notifications and data export.

Query Watch Use Case Examples:

- Daily lists of new applications that are emailed to advisors
- Hourly notifications about withdrawn applications
- Weekly emails to applicants with missing documents to remind them to complete required pre-departure forms
- Weekly emails for program reviewers with lists of complete applications for their programs
- Promotional emails being sent to applicants that have just become alumni of a program



Reports

A report is a series of output columns and/or groupings generated from your query results.


Examples of Report Use Cases:

- View all applicants' answers to a certain essay question in one document.
- View the concentration, class year, or gender of all student participants in your program
- View all reviewer comments for each applicant.



Create a Report

To create a report, you must first have a query.



The image shows a screenshot of a web application interface. On the left, there is a search results area with a header "Options:" and a dropdown menu set to "- Select Option -". Below this is a "Save Search:" label, an empty text input field, and a "Save Search" button. A grey box below the search area contains the text "You searched for all applicants, within **Outgoing** programs." On the right, a dropdown menu is open, showing a list of actions: "- Select Option -", "Send email", "Send SMS (text message)", "Text export", "Excel export", "Create report", "Batch status change", "Batch review status", "Batch info edit", "Batch app tags", "Recs Pending", "Batch Material Edit", "Batch Attach File", and "Full Export". The "Create report" option is highlighted in yellow. A large orange arrow points from the search results area towards the dropdown menu.

| | | | |
|--------------|----------------------|-----------------|------------------|
| Options: | - Select Option - | Progress Audit: | - Select Phase - |
| Save Search: | <input type="text"/> | Save Search | |

You searched for all applicants, within **Outgoing** programs.

- Select Option -
- Send email
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Processing Applications

What Can I Do With Applications?

- View all application materials
- Apply **Application Tags**
- Change **Application Status**
- Mark as **Ready for Review**
- Mark materials as **Received/Unreceived**
- Send **email** to applicants
- **Suppress automated email** correspondence
- **Move application** to a different program
- **Add Notes** or Comments



Establishing Reviewers

1. Program Administrators submit request to globalps@princeton.edu.
2. Program admins specify exactly which components of applications and applicants data they can view and what actions they can take.

Programs

Questionnaires

Documents

3. Demo of Reviewer View

Tips

- You can now allow applicants to **Upload Documents** in a document upload section rather than within a questionnaire.
- Implications of Decision Dates and Program Itineraries
- Setting up Questionnaires:
 1. In edit questionnaire, select applicable programs
 2. In Process Admin -> App Cycle
 - Select Year and Term
 - Click on Questionnaire
 - Make sure the desired Questionnaire is Checked
- Use Application Tags



Questions / Comments

GPS Help Links and Email

- <http://gpshelp.Princeton.edu>
- Email us at globalps@Princeton.edu



