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.
Reviewing Applications

Simple Search

Search by Applicant Name or Program Name and term.

[Image of a search form]
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
Queries
Save Queries & Options

Save Queries

Options: - Select Option -  Progress Audit: - Select Phase -

Save Search:  Save Search

You searched for all applicants, within Outgoing programs.

View Saved Queries from Admin Home

My Queries & Reports

Saved Queries:

- confidential feedback question--SAP eval
- SAP eval revised 7/30/15

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• Hourly notifications about withdrawn applications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.

Options: [Select Option]
Progress Audit: [Select Phase]

Save Search:

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

- Email us at [globalps@Princeton.edu](mailto:globalps@Princeton.edu)