

Features:	ReadOnly	DataEntry	Recommender	RecommenderLead	Approver	AdminAssistant	Dean
Search for students from over 21 criteria.	•	•	•	•	•	•	•
Download student information grid to an excel file.			•	•	•	•	•
Save your search.	•	•	•	•	•	•	•
Send mass email to multiple students in one go.			•	•	•	•	•
Move students through different stages in the admission process.					•	•	•
View all student information in a single portal.	•	•	•	•	•	•	•
Find out the last time the student account was modified.	•	•	•	•	•	•	•
Refresh the screen data to get updated informaton.	•	•	•	•	•	•	•
Archive duplicate applications so that they do not show up in search results.					•	•	•
Add/Read/Update/Delete Areas of Interest, Faculty Interest and Notes on student.	Only View	•	Only View	•	•	•	•
Checkmark list of documents submitted by the student.	Only View	•			•	•	•
Two way communication between departments and Office of Admissions.					•	•	•
View students test scores including GRE/Toefl/GMAT and Others.	•	•	•	•	•	•	•
View Students GPA.	•	•	•	•	•	•	•
View Students Institution history.	•	•	•	•	•	•	•
<u>Data Entry:</u>							
Add/Update GPA.		•	•	•	•	•	•
Add a new test score. (GRE/TOEFL/IELT/GMAT)		•	•	•	•	•	•
<u>Admission Documents:</u>							
Retrieve College Transcripts from SIS.	•	•	•	•	•	•	•
<u>File Uploads:</u>							
Upload/Delete/View files from over 12 different file types (Transcripts,Personal Statement,...)		•	Everything except delete.	•	•	•	•
View the original application and E-RAF (only available in the Dean, AdmissionsProcessed, ReturnedtoDepartment, and SendToAdmissionsStage)		•	•	•	•	•	•
Download all files for the student as a single PDF file.	•	•	•	•	•	•	•
<u>Recommender:</u>							
Add a new recommendation(Admit/Deny..) and move to the next stage.			•	•	•	•	•
View previous recommendations.			•	•	•	•	•
<u>Department Funding Support Status:</u>							
Edit different Funding amounts for the student including Assistantship,Fellowship..					•	•	•
<u>Department Recommendation:</u>							
Make an Admit/Deny/Cancel decision.					•	•	•
Select options for Crime and Conduct question on the application.					•	•	•
<u>Approver:</u>							
Add a new recommendation(Admit/Deny..) and move to the next stage.					•	•	•
View previous recommendations.					•	•	•
<u>E-Messages</u>							
Read messages from students.	•		•	•	•	•	•
Send message to the student.			•	•	•	•	•
Delete messages.					•	•	•
<u>Dean</u>							
Add a new recommendation(Admit/Deny..) and move to the next stage.							
View previous recommendations.							
<u>Preferences:</u>							
Receive stage-based student progression notifications.					•	•	•
Receive correspondence from Office of Admissions on student processing questions/issues					•	•	•
<u>Major Settings:</u>							
Turn On/Off all Fall/Spring/Summer semesters.						•	
Turn On/Off individual Fall/Spring/Summer semesters for the current year.						•	
Add new Areas of Interest						•	
Turn On/Off Areas of Interest.						•	
Add new Supplemental Questions/Answers.						•	
Turn On/Off Supplemental Questions/Answers.						•	
Add new LOR Questions/Answers.						•	
Turn On/Off LOR Questions/Answers.						•	
View Core filetypes for Department and Students.						•	
View Custom filetypes for Department and Students.						•	
Add or Request new Custom filetypes for Department and Students.						•	