

## GARP 2017 QUICK REFERENCE GUIDE

Feature	Info
Help	<ul style="list-style-type: none"> <li>• View the GARP Training Manual available from the bottom of any GARP page.</li> <li>• Use the GARP Help email link on the bottom of any GARP page.</li> <li>• Email <a href="mailto:garp-help@ucsc.edu">garp-help@ucsc.edu</a></li> </ul>
Supported Browser	<ul style="list-style-type: none"> <li>• Google Chrome: <a href="http://www.google.com/chrome">http://www.google.com/chrome</a></li> </ul>
Login	<ul style="list-style-type: none"> <li>• URL: <a href="https://apply.graddiv.ucsc.edu/review/">https://apply.graddiv.ucsc.edu/review/</a></li> <li>• Use your CruzID and <b>Gold</b> password.</li> </ul>
Access/Security	<ul style="list-style-type: none"> <li>• Problem reports and requests should be directed to your Department Manager for communication to Michelle Montemayor, Graduate Division. (mmontema@ucsc.edu, 459-2281)</li> </ul>
Display/Navigation	<ul style="list-style-type: none"> <li>• External: (Applicant Listing page) <ul style="list-style-type: none"> <li>◆ The display settings change the number of records displayed at a time.</li> <li>◆ Four format settings change the columns of data displayed.</li> <li>◆ The “custom” format is based on the settings you select on the “My Preferences” page.</li> <li>◆ First, Next, Previous and Last page buttons navigate through the pages of applicants.</li> </ul> </li> <li>• Internal (Review Applicant and Manage Applicant pages) <ul style="list-style-type: none"> <li>◆ Sections expand and collapse individually or as a group for simplified viewing.</li> <li>◆ Next and Previous links navigate from application to application without returning to the Applicant Listing page.</li> <li>◆ Back to Search Results returns you back to Applicant Listing page listing last search results.</li> </ul> </li> </ul>
Filters	<ul style="list-style-type: none"> <li>• Quick Search: use the dropdowns and text fields on the Applicant Listing page header. This section of the page can be collapsed to allow for a greater data-viewing section.</li> <li>• Advanced Search: use the dropdown and text fields on the Advanced Search page.</li> <li>• Saved Search: set up a saved search on the Advanced Search page, access it from the Applicant Listing page from the dropdown; delete saved searches on the My Preferences page.</li> <li>• Active filter selections are displayed beneath the Quick Search section on the Applicant Listing page.</li> <li>• Can be saved as your default on the Advanced Search page.</li> </ul>
Sorting	<ul style="list-style-type: none"> <li>• Single-column sorting: click the column header on the Applicant Listing page.</li> <li>• Multiple-column sorting: use the dropdowns at the bottom of the Advanced Search page. <ul style="list-style-type: none"> <li>◆ Current sort selections are displayed in the header of the Applicant Listing page.</li> <li>◆ Can be saved as your default on the Advanced Search page.</li> </ul> </li> <li>• Advanced Sort: use the dropdown menu to select your sort fields, and whether to sort ascending or descending. Located at the bottom of the Advanced Search page.</li> </ul>
Downloading documents	<ul style="list-style-type: none"> <li>• Individual documents can be downloaded from the Review Applicants page in the Application Materials section by clicking the name of the document.</li> <li>• All of an applicants can be downloaded into a single PDF by clicking the “All Documents” link on the Review Applicant Page. The process may take several seconds to concatenate and display the documents into one PDF.</li> </ul>

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<p>Refer to a Colleague</p>	<ul style="list-style-type: none"> <li>• Review Applicant page: select one or more email addresses from the dropdown (hold Shift or Ctrl to select multiple values or type valid GARP-registered email addresses in the space provided (multiple accesses must be separated by a comma – no spaces). Click Next. <ul style="list-style-type: none"> <li>◆ Alter the default email text (optional). Click Send.</li> <li>◆ The recipient of your referral will receive an email with an embedded link that takes them directly to the applicant you referred.</li> <li>◆ Referrals override departmental security so you can refer applicants to GARP users outside your department.</li> </ul> </li> </ul>
<p>Admin Comments</p>	<ul style="list-style-type: none"> <li>• Only one Admin Comment can exist per applicant, but may be edited at any time by GARP users with the following roles: Dept Admin Staff, Grad Div Admin Staff, SuperUser.</li> <li>• Comments are visible by all GARP users.</li> </ul>
<p>Reviewer Comments</p>	<ul style="list-style-type: none"> <li>• Only one Reviewer Comment can exist per user per applicant.</li> <li>• Comments, ratings and suggested financial support are visible by GARP users with the following roles: Faculty Reviewer, Dept Admin Staff + Reviewer Comments, Super User. (Users with the Dept Admin + Reviewer Comments role cannot add comments of their own.)</li> <li>• Comments are editable only by the GARP user who posted the comment.</li> <li>• The first 250 characters of your own comments are visible on the Applicant Listing expanded format page.</li> </ul>
<p>Manage Reviewers</p>	<ul style="list-style-type: none"> <li>• The Manager Reviewers role will allow users with the access to assign applications to a reviewer, send notifications with or without a link to un-reviewed applications, manually or automatically on a schedule.</li> <li>• Assign Reviewers: <ul style="list-style-type: none"> <li>◆ Applicant Listing page: select all of the applicants by checking the box preceding the name of the applicant. Navigate to the bottom of the page and select a reviewer and click Assign Reviewer.</li> </ul> </li> <li>• Remove an applicant from a reviewer: <ul style="list-style-type: none"> <li>◆ Navigate to the Manage Reviewers Tab. Click the list icon, then the red 'X' next to the Applicant's name to remove from the reviewer's assignment.</li> </ul> </li> </ul>
<p>Statuses</p>	<ul style="list-style-type: none"> <li>• Dept Status is set by department representatives with the Faculty Reviewer + Set Decisions security role.</li> <li>• Dept Status can be set: <ul style="list-style-type: none"> <li>◆ only when the AIS Status is either Applicant or Waitlisted.</li> <li>◆ in mass on the Applicant Listing page using the selection checkboxes and the mass update buttons at the bottom of the page.</li> <li>◆ individually on the Review Applicant or Manage Applicant pages using the dropdown menu.</li> <li>◆ AIS Status is set by the Graduate Division in AIS and displayed in GARP.</li> </ul> </li> </ul>
<p>Tags</p>	<ul style="list-style-type: none"> <li>• Tags can be used to track a sub-population of applicants.</li> <li>• Tags can be <b>Private</b> and only viewed by the owner. <b>Public View</b> Tags can be seen by other GARP users but not applied or removed by them. <b>Public Edit</b> Tags all GARP users can see, apply, and remove this Tag type.</li> <li>• To add Tags: <ul style="list-style-type: none"> <li>◆ Review Applicant page: create a new tag or select an existing Private or Public Edit Tag to the right of the applicant's name and press add Tag button.</li> <li>◆ Applicant Listing page: use the selection checkboxes, navigate to the bottom of the page. Use the Tag field to create a new tag or select an existing Private or Public Edit Tag and press the add Tag button to assign to applicants.</li> </ul> </li> <li>• To remove Tags: <ul style="list-style-type: none"> <li>◆ Press the red 'X' near the Tag you want to remove on either the Applicant Listing page in the grid or the Review Applicant page under applicant name.</li> </ul> </li> </ul>

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Exporting Data	<ul style="list-style-type: none"><li>• Use the Primary or Advanced filters and sorts to select the population you want to export.</li><li>• On the Applicant Listing page, click one of the export function buttons.</li><li>• Click OK to open in Microsoft Excel.</li><li>• Save the exported file (optional).</li></ul>
Graphs	<ul style="list-style-type: none"><li>• From the Applicant Listing page, select a graph type from the dropdown and click View Graph.</li><li>• Alternate-click on the pie chart to copy the image/save it to your computer.</li><li>• Select Dept Status, Foreign/Domestic Status, CA Residency Status, Ethnicity or Gender graph type.</li></ul>