

Shortcuts/Notes for E-Docs and Admin Center

E-DOCS:

Resend Button for recommendations: There is now a resend button in the edoc area where departments can resend a recommendation if they see that it has not been received. Students cannot resend them, so this may be helpful if you see that one is missing. You will see this button on the edoc, near the status of the recommendations.

Transferring apps from one department to another: If a student contacts you and the student meant to apply to another department, you can transfer the application in the edoc area to another department. You will need to open the edoc, update the program/plan and hit the 'RESUBMIT' button. This will route it to the correct application. This not move the application out of your Admin Center and you will need to contact me to do this. This is a future enhancement that we hope to make happen automatically.

Approve/None/Cancel Button in Action List: Some of you may have noticed these new options when you are looking at your ACTION LIST in Onestart. They are listed to the right of each applicants name. This will only be helpful in pushing through applications quickly that already have decisions made on them. It is not a batch admit/deny program, but rather a way for the College or the Graduate School or International Admissions to batch process denies. There is a future enhancement that will give departments the ability to batch admit/deny students, but that will be some time before it is ready.

Action Buttons on edoc:

SAVE: You can make changes to the program, plan, semester, action, etc and hit 'SAVE' and this keeps it in your inbox until you are ready to rout it to the next person.

TAKE ACTION: This routes the app to the next person, for example, to the College. You want to make sure that program, plan and term are correct and enter the correct Action and Reason. This will remove the app from your inbox in Onestart.

CLOSE: This closes the application but it doesn't leave your inbox

CANCEL: Please do not use this button as this completely cancels the application and at this point there is no way to retrieve the application. This name may change to be something more obvious.

RESUBMIT: If you transfer the app to another department, you will want to hit this button after you put the correct program/plan information in.

Admin Center:

You can sort your applications by clicking the headings above each column such as Status (submitted or in-progress) Name, email, etc. Keep in mind that when you open the Admin Center the default is only showing the apps within the last 14 days, so you won't see the entire list automatically. Once the queries are working better in the next few weeks, I'll send out a document explaining how to search beyond 14 days and ways to search.

Once you click on an application number, you can then see the application, for both in-progress and submitted applicants. You can look at the application in two ways;

- 1) View the PDF. This will show all the fields, although some may be incomplete if the application is still in progress.
- 2) View the actual application the way the student sees it. This is most helpful if a student calls you and is having trouble or possibly has an error then you can look at the application and see what the error is they are getting and try to help them. If you cannot help them at this point, then you can refer them to our office for help.

PLEASE NOTE THAT IF YOU ARE NOT THE PERSON WHO IS ADMITTING STUDENTS IN ONESTART, THEN YOU MAY NOT WANT TO KEEP YOUR ACCESS IN ONESTART AND USE THE ADMIN CENTER ONLY.

UPCOMING ENHANCEMENTS (within in the next few weeks)

The recommendation form will be available in the edoc as a PDF and will be easier to print. Also the codes will be eliminated on the recommendation form (V, E, O, etc) and the actual word will be spelled out.

The Admin Center will have better searching ability so you can search by a date range, and be able to search beyond the past 14 days.

After these enhancements are done, other changes will be fixed as needed, but we won't be able to change many things until our annual maintenance window. The developers will still be able to fix problems as necessary.

you can sort by clicking on these headings

Action List | Quibox
 23 items retrieved, displaying 1 to 10. [First/Prev] 1 2 3 [Next/Last]

Id	Type	Title	Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Actions	Log
6521229	Graduate Admissions Application	Graduate Admissions Application - IU000052796 IUSEA-EDUCS Hooper, Angela	EXCEPTION COMPLETE	APPROVE	SISE		01:58 PM 08/27/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
6526255	Travel Trip Reimbursement	Traveler: JIWATWELL	ENROUTE	APPROVE	SISE		10:36 AM 09/10/2010			
6596300	Graduate Admissions Application	Graduate Admissions Application - IU0000621116 IUINA-MED7 Halford, Ashley	EXCEPTION COMPLETE	APPROVE	SISE		11:16 AM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
6598175	Graduate Admissions Application	Graduate Admissions Application - IU0000621198 IUINA-MED7 Nowak, Kevin M	EXCEPTION COMPLETE	APPROVE	SISE		02:03 PM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
6598988	Graduate Admissions Application	Graduate Admissions Application - IU0000621023 IUINA-MED7 Benitz, Felicia	EXCEPTION COMPLETE	APPROVE	SISE		03:02 PM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
6599211	Graduate Admissions Application	Graduate Admissions Application - IU0000621103 IUINA-MED7 Semore, Thomas	EXCEPTION COMPLETE	APPROVE	SISE		03:21 PM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
7000651	Graduate Admissions Application	Graduate Admissions Application - IU000289245 IUINA-MED7 Patel, Neel J	EXCEPTION COMPLETE	APPROVE	SISE		08:03 PM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
7000682	Graduate Admissions Application	Graduate Admissions Application - IU0000621376 IUINA-MED7 Levine, Adam M	EXCEPTION COMPLETE	APPROVE	SISE		08:30 PM 09/14/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
7003618	Graduate Admissions Application	Graduate Admissions Application - IU0000621552 IUINA-MED7 Rush, Mary T	EXCEPTION COMPLETE	APPROVE	SISE		10:54 AM 09/15/2010	SIS.ADM.APPROVER.NONUGRD	NONE	
7004392	Graduate Admissions Application	Graduate Admissions Application - IU0000621569 IUINA-MED7 Kelly, Erin	EXCEPTION COMPLETE	APPROVE	SISE		11:55 AM 09/15/2010	SIS.ADM.APPROVER.NONUGRD	NONE	

be careful with this, see Edoc Note's for more detail

email - recommended

MORE INFO: workflow@indiana.edu

OneStart - Windows Internet Explorer

mhtml:file://C:\Users\kunch\Desktop\OneStart3.mhthttps://onestart.iu.edu/my2-prd/portal/103

Favorites | Suggested Sites | OneStart

B4 WHAS - DEPEND ON IT! | Best of the Web | Boomerang | Channel Guide | Free Hotmail | Internet Explorer News | Internet Start | RealPlayer | Story | WHAS11.com Louisville K...

Google

action list | Logout

Campus Services Notifications (loading...) My Zeme My Groups

Notifications > Document Search

Document Search Document Lookup (7)

Group Quick Links

EPIC Training Environment

HMS (Training)

OneStart Support

TIME (TK-UNT)

TIME (B-Tm)

Travel Testing Group

Page

https://onestart.iu.edu/my2-prd/portal/139114

University Graduate School Forms

My Preferred Content

Access Administration

Document Search

EPTO Portal

SIS Launch

Most Popular

Oncourse Dashboard

Email

Classifieds

TIME

TIME: Portal

Emergency Notification

HMS Portal

Payroll Information

My Finances

SIS Launch

Notifications Home Action List Document Search IU-Notify

Document Search

Type: Initiator: Document/Notification Id: Date Created From: Date Created To: Name this search (optional):

search clear

Document Search

Searches

* required fields

← SIS.ADM.NonUgrdapp

> DATE RANGE

MORE INFO: workflow@indiana.edu

This area will Save your Recent Searches

OneStart - Windows Internet Explorer

https://onestart.iu.edu

Google

WHASL.com Louisville K...

Internet Explorer News

Internet Start

RealPlayer

Story

Free Hotmail

Channel Guide

Boomerang

Best of the Web

action list | logout

search

set default home

Internet | Protected Mode On

100%

INDIANA UNIVERSITY

OneStart

My Groups Home

Group Quick Links

EPIC Training Environment

HRMS (Training)

OneStart Support

TIME (TK-UNT)

TIME (TK-TM)

Travel Testing Group Page

Travel@U Training

University Graduate School Forms

My Preferred Content

Access Administration

Document Search

EPTO Portal

SIS Launch

Most Popular

OnCourse Dashboard

Email

Classifieds

TIME

TIME: Portal

Emergency Notification

HRMS Portal

Payroll Information

My Finances

SIS Launch

My Groups > University Graduate School Forms

AY Apps to Delete

Apply/Yourself Deletion Request

Instructions

Form Completion Instructions

MORE INFO: jurdesby@indiana.edu

eApplication Administrative Center

The Administrative Center gives you access to the application, to the Administrative view, and to Workflow Administrative Center

Job Aids

MORE INFO: kbunch@indiana.edu

Master's Application for Graduation

Please complete the application below if you are receiving a degree that is granted by the University Graduate School

Master's Application for Graduation

Instructions

Application for Graduation Quick Reference

Application and Recommendation for Advanced Degree Training Guide

MORE INFO: mboots1@indiana.edu

University Graduate School Contacts

E-App Help: kbunch@indiana.edu or Nan Harvey: nharvey@indiana.edu

General Questions: gradsch@indiana.edu

Graduate Programs: Graduate Degree Programs

IUE Help: Nan Harvey: nharvey@indiana.edu

Master's Recorder: mboots1@indiana.edu

← Admin Center

← Training materials

IU Admissions Application

Doc Nbr:	6935205	Status:	ENROUTE
Initiator:	sis	Created:	02:08 PM 09/03/2010

[expand all](#)[collapse all](#)

IU000054267 IUBLA-CSCI6 Ciulla, Fabio

Document Overview

[hide](#)

Description	IU000054267 IUBLA-CSCI6 Ciulla, Fabio
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Graduate eApplication Routing

[hide](#)

Name	Fabio Ciulla
Campus	BL - Bloomington
School	GRIN - Graduate School - Info & Cmptg
Career	GRAD - Graduate
Application Center	GINT - GRAD International Admissions
Program	INFO6 - Informatics PhD
Plan	Plan ...
Subplan	Subplan ...
Admit Term	Spring 2011
Action	Admit
Reason	
Residency	Non-Indiana Resident
Original Application	Download PDF

[save](#)
[take action](#)
[close](#)
[cancel](#)
[copy](#)
[resubmit](#)

Recommendations

[hide](#)

Recommendations <i>*if this recommendation wasn't submitted, then a "resend" button would be here allowing you to resend the rec.</i>	Francesco Sciortino Title: Prof. Institution: Università di Roma La Sapienza Dipartimento di Fisica Università di Roma La Sapienza Piazzale Aldo Moro 5 Roma, LAZIO ITA 00185 Phone: 00390649913799 Status: SUCCESS Email: francesco.sciortino@phys.uniroma1.it Please comment specifically on the applicant's strengths and limitations for graduate study. Mr. Fabio Ciulla has joined in my group during his master, performing research on the formation process of colloidal gels. This work has been done in collaboration with the group of David Weitz from Harvard (USA). The work has appeared in Nature and, in a more detailed form, in J. Phys. Condens. Matter.
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* It is important to know that recommendations are sent to recommenders when the student submits the app. This is different than AY, which were sent out immediately

* A PDF of the recommendation will be available soon.

Fabio is coauthor of both articles. He has actively worked in the research performed in Roma, writing codes to analyze molecular dynamics and Monte Carlo trajectories, aiming at calculating cluster size distributions, structure factors, percolation properties. He has devised a method to maximize the agreement between the experimental and numerical data, making it possible to map the evolution of the experimental system into a theoretical model. Fabio is a brilliant student, motivated and autonomous. He has been able to build a deep knowledge in the field of colloidal aggregation and has been able to interpret properly his finding. I think he will be an excellent Ph.D. student.

Address:

Dipartimento di Fisica
Universita' di Roma La Sapienza
Piazzale Aldo Moro 5
Roma, LAZIO ITA
00185

E-mail Address:

francesco.sciortino@phys.uniroma1.it

Institution:

Universita' di Roma La Sapienza

Name:

Francesco Sciortino

Phone Number:

00390649913799

Title:

Prof.

In what capacity?

Faculty

How long have you known the applicant?

3 years

What is your relationship to the applicant?

master mentor

Ability to plan and conduct research:

Excellent (Top 10%)

Creativity and originality:

E

Dependability:

E

How many students have you known at this level?

15

Ability to work independently:

E

Integrity:

O

Intellectual potential:

E

Knowledge in chosen field:

E

Lab skills:

E

Emotional maturity:

E

Motivation for graduate study:

O

Oral expression:

E

Overall potential for graduate work:

O

Indicate the strength of your overall endorsement on the following scale:

Highly Recommended

Professional promise:

E

Self-confidence:

E

Teaching potential:

O

Ability to work on a team:

E

Writing ability:

E

Emanuela Zaccarelli

Dipartimento di Fisica

Università di Roma La Sapienza

Piazzale Aldo Moro 5

Roma, LAZIO ITA

00185

Phone: 00390649913524

Status: SUCCESS

Email: emanuela.zaccarelli@phys.uniroma1.it

Add a supporting document:

fabio-ENG.doc

Please comment specifically on the applicant's strengths and limitations for graduate study.

I see no limitations of the applicant toward graduate study, while his strengths are outstanding. He already showed great capabilities of performing original research, working in team, developing his own methods and analytic tools, writing reports.

Address:

Dipartimento di Fisica

Università di Roma La Sapienza

Piazzale Aldo Moro 5

Roma, LAZIO ITA

00185

E-mail Address:

emanuela.zaccarelli@phys.uniroma1.it

Name:

Emanuela Zaccarelli

Phone Number:

00390649913524

In what capacity?

Faculty

How long have you known the applicant?

4 years

What is your relationship to the applicant?

(Co-)Supervised his diploma and master thesis

Ability to plan and conduct research:

Excellent (Top 10%)

Creativity and originality:

O

Dependability:

O

How many students have you known at this level?

30

Ability to work independently:

E

Integrity:

T

Intellectual potential:

O

Knowledge in chosen field:

E

Lab skills:

E

Emotional maturity:

O

Rating Scale:

T- Truly Exceptional
(Top 1%)

O- Outstanding (Top 5%)

E- Excellent (Top 10%)

V- Very Good (Top 25%)

A- Above Average (Top 50%)

B- Below Average

Motivation for graduate study:
☐ T
 Oral expression:
☐ O
 Overall potential for graduate work:
☐ O
 Indicate the strength of your overall endorsement on the following scale:
☐ Highly Recommended
 Professional promise:
☐ O
 Self-confidence:
☐ O
 Teaching potential:
☐ O
 Ability to work on a team:
☐ O
 Writing ability:
☐ E

Uploads

▼ hide

Uploads

[ciulla-phd_sciortino.pdf](#)
[ciulla-phd_zaccarelli.pdf](#)

> Add'l letters from recommenders

Notes (2)

▼ hide

Posted Timestamp	Author	Document Note Text
01:35 PM 09/15/2010	sise	Sent recommendation request to francesco.sciortino@phys.uniroma1.it
01:35 PM 09/15/2010	sise	Sent recommendation request to emanuela.zaccarelli@phys.uniroma1.it

Attachments (0)

▼ hide

Posted Timestamp	Author	Description	File
			Browse

Route Log

► show

save

take action

close

cancel

copy

resubmit

Administrative Summary - eApp

Filters / Selectors

Submit
Dt: (mm/dd/yyyy)App
Status:

All-Past 14 Days

Pay Status: All

Campus: Bloomington

Career: GRAD

Birth
Dt: (mm/dd/yyyy)Application
Nbr:Name
(Last,First):

Email:

Search...

Can sort
by headings

List

App Nbr	App ID	Applicant Name	E-mail Addr	Campus	BirthDt	Submit Dt	Status	Pay Status
IU000622208	IUBLA-GRAD-DEGR-MASTER-V1	Hopkins,BenjaminJames		IUBLA			In-Progress	Unknown
IU000622195	IUBLA-GRAD-DEGR-MASTER-V1	Milando,BerylAdhiambo	adhiamboberystates@yahoo.ca	IUBLA			In-Progress	Unknown
IU000622194	IUBLA-GRAD-DEGR-MASTER-V1	Gray,AndrewDavid		IUBLA			In-Progress	Unknown
IU000622171	IUBLA-GRAD-DEGR-MASTER-V1	Bluhm,HeatherAllison	hbluhm@oberlin.edu	IUBLA			In-Progress	Unknown
IU000622165	IUBLA-GRAD-DEGR-MASTER-V1	Wales,MichaelJoseph	mjwales@indiana.edu	IUBLA			In-Progress	Unknown
IU000622148	IUBLA-GRAD-DEGR-MASTER-V1	Okelo,BeatriceNg'uono	bokelo91@gmail.com	IUBLA			In-Progress	Unknown
IU000622143	IUBLA-GRAD-DEGR-MASTER-V1	Vanden Bosch,LouiseMarie	weez@dartmouth.edu	IUBLA			In-Progress	Unknown
IU000622142	IUBLA-GRAD-DEGR-MASTER-V1	Horvath,AaronWarner	awhorvat@indiana.edu	IUBLA			In-Progress	Unknown
IU000622138	IUBLA-GRAD-DEGR-MASTER-V1	Potter,SaraElizabeth	sarepott@indiana.edu	IUBLA			In-Progress	Unknown
IU000622136	IUBLA-GRAD-DEGR-MASTER-V1	Speicher,AudreyGrace	audrey.speicher@gmail.com	IUBLA			In-Progress	Unknown
IU000622133	IUBLA-GRAD-DEGR-MASTER-V1	Thyagarajan,Shubhashini	tshubhashini@gmail.com	IUBLA			In-Progress	Unknown
IU000622131	IUBLA-GRAD-DEGR-MASTER-V1	null,	cal.majure@gmail.com	IUBLA			In-Progress	Unknown
IU000622129	IUBLA-GRAD-DEGR-MASTER-V1	Freund,EmilyRegina	emilyfreund@gmail.com	IUBLA			In-Progress	Unknown
IU000622124	IUBLA-GRAD-DEGR-MASTER-V1	Nicolas,ClaireArielle	cnicolas88@gmail.com	IUBLA			In-Progress	Unknown
IU000622123	IUBLA-GRAD-DEGR-MASTER-V1	Lavender,AndrewJordan	jordan.lavender@hotmail.com	IUBLA			In-Progress	Unknown
IU000622119	IUBLA-GRAD-DEGR-MASTER-V1	Luccesi,JonathanDowd	jnlucc@gmail.com	IUBLA			In-Progress	Unknown
IU000622118	IUBLA-GRAD-DEGR-MASTER-V1	Sinclair,VanessaM.A.	vmasinclair@gmail.com	IUBLA			In-Progress	Unknown
IU000622117	IUBLA-GRAD-DEGR-MASTER-V1	LoCicero,SaraE	slocicero@indiana.edu	IUBLA			In-Progress	Unknown
IU000622111	IUBLA-GRAD-DEGR-MASTER-V1	Garrison,Mia	mgwrite@hotmail.com	IUBLA			In-Progress	Unknown
IU000622108	IUBLA-GRAD-DEGR-MASTER-V1	Thurgood,GaryRoy	gary.thurgood@gmail.com	IUBLA			In-Progress	Unknown
IU000622081	IUBLA-GRAD-DEGR-MASTER-V1	Segarra,AllisonCatherine	miss12segarra@gmail.com	IUBLA			In-Progress	Unknown
IU000622080	IUBLA-GRAD-DEGR-MASTER-V1	Frey,MatthewK	mkf265@gmail.com	IUBLA			In-Progress	Unknown
IU000622071	IUBLA-GRAD-DEGR-MASTER-V1	Fanara,PhilipDaniel	pfanar1@students.towson.edu	IUBLA			In-Progress	Unknown
IU000622070	IUBLA-GRAD-DEGR-MASTER-V1	Kendrick,EliseRenee	elrekendrick@aol.com	IUBLA			In-Progress	Unknown
IU000622061	IUBLA-GRAD-DEGR-MASTER-V1	Liu,Rui	liur@wabash.edu	IUBLA			In-Progress	Unknown
IU000622037	IUBLA-GRAD-DEGR-MASTER-V1	Walker,StevenLuther	walkerstevenl@sbglobal.net	IUBLA			In-Progress	Unknown
IU000622026	IUBLA-GRAD-NDEG-MASTER-V1	Jackson,YvonneAlicia		IUBLA			In-Progress	Unknown
IU000622011	IUBLA-GRAD-DEGR-MASTER-V1	Springfield,Eric	Allemande31003@aol.com	IUBLA			In-Progress	Unknown
IU000622002	IUBLA-GRAD-DEGR-MASTER-V1	Bagais,AdnanAbdullah	adnan.bagais@gmail.com	IUBLA			In-Progress	Unknown
IU000621995	IUBLA-GRAD-DEGR-MASTER-V1	Patrick,CourtneyMichelle	courtneypatrick@gmail.com	IUBLA			In-Progress	Unknown

Administrative Detail - eApp

Detail for Application IU000621331

Appl Nbr:	IU000621331	App Group:	ADM-GRAD	Name:	Boyer, PeterEdwin
Status:	Unknown	Last Update:	80000239984	Last Update Dt:	09/14/2010 18:40:05
App ID:	IUBLA-GRAD-DEGR-MASTER-V1	Payment Status:	Unknown	Pay Click Dt:	
Create ID:	80000239984	Submit Dt:		Institution:	IUBLA
App Fee:	55.00	E-Mail Addr:	petereboyer@gmail.com	Cr Card Status:	
Cr Card Resp:		Cr Card Rslt Msg:		Cr Card Conf ID:	
Cr Card Refund Dt:					

Actions

View PDF

ReadOnly View

← View actual application and view errors

~~Submit Application~~

Return

← Return to Previous Screen