

## APPTRACK | GRADUATE APPLICATION FOLLOW UP & TRACKING SYSTEM

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### Locate the Service:

- Graduate School Website > Faculty/Staff page > Online Services (Login Icon at upper right)
- URL: <http://graduate.ua.edu/gs.html>
- Click on Follow up & Track Graduate Applications (under *Section 3*)

### Login:

- Select your department and enter *your individual login id and password*
- Only the faculty/staff who have been assigned the Admin Role: **Manage Applications by APPTRACK** will be able to login. If you are not in the list of this Admin Role and yet want to access application data, then login to Admin Roles program (under *Section 1*) on the Online Services page as mentioned above; and add this role with your contact information and appropriate role descriptor. Now you will need a login account.
- If you forgot or do not know your password yet or want us to create a new login account for you, please write email to [graduate.school@ua.edu](mailto:graduate.school@ua.edu)

### Main Menu:

Upon successful login you will see the following list of tasks:

1. View/Follow up List of Graduate Applications
2. Send Group Emails to Applicants (N/A)
3. Download Application Data in Excel File
4. View Summary Reports

### Task 1. View/Follow up List of Graduate Applications:

Filtered by various application parameters, you can view list of your graduate applicants – then view their detailed application information, checklist of required application materials and follow-up option (if the application status is incomplete).

**Follow up:** If the current applicant status is incomplete then you will be able to follow-up this applicant by simply clicking the follow-up button at the lower right side of the applicant info page. Then, on the next page, the following features/options will be displayed:

- **Applicant Summary:** Brief applicant summary information, with previous follow up history, if there's any.
- **New Follow up Note:** If you are about to send new or another follow-up, then for your record, you may want to add a note about this action, so that later, this will appear in the follow up history.
- **Follow up Email:** The follow up email will be pre-set with appropriate information. You will also be able to change the contents as you need. By checking the confirmation box, you will then be able to send follow up email to the applicant. This will automatically create a record in the follow up history for this applicant; and next time when you will come back to follow up this applicant again, you will find information about earlier follow ups (if any), including this one.

### Task 2. Send Group Emails to Applicants: (N/A)

You may want to send reminders or encourage to a subset of graduate applicants in a batch who have submitted applications for the upcoming term while approaching application deadlines, and yet the application status is incomplete (for example). *Note: This feature is not yet available.*

### Task 3. Download Application Data in Excel File:

You may download application data by filtering parameters into an Excel file, then process data accordingly; such as: take actions based on anticipated entry terms, send more information to the applicants, follow-up/encourage to complete their applications, contact directly one by one, etc.

### Task 4. View Summary Reports:

You can view the *overall picture* and other *important demographic* data of your graduate applicants by viewing a number of summary reports, such as the applications by: terms, degree levels, information sources, statuses, types, decisions, international countries, ethnicity, states of origin, etc.