

# WebAdMIT PDF Manager Quick Start Guide



The PDF Manager is available under **Reports & Exports** in the WebAdMIT Tool bar. Admissions staff can use this tool to download full applications, scanned transcripts, foreign evaluations, letters of reference, and applicant uploaded documents in bulk, making it simpler for participating programs to work with them outside of WebAdMIT.

You can download documents for up to 1,000 applicants at a time in zip file format. If the list contains more than 1,000 applicants, you must create multiple exports. The maximum size of the zip file is 1 GB; if that size is exceeded, multiple zip files are generated.

## Controlling Access

Access to the PDF Manager is controlled through Workgroups. Users must have access to the **Manager Lists, Reports, and Exports** permission set to use the PDF Manager.

When an admissions user accesses a PDF in WebAdMIT (within the applicant's profile or through the PDF Manager), it will limit the data available in the same way that WebAdMIT limits access to panels on the **Applicant Details** page. This means that admissions directors can use the workgroups in WebAdMIT to redact information from the PDF for faculty reviewers and other staff to better mirror their local admissions policies.

## Creating a PDF Template

You must create a PDF template before you can generate and download a zip file of PDF documents. Select **PDF Manager** in the tool bar. Then, click **New PDF File**.

PDF Template	List	Document Type
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On the **PDF Settings** screen, select the list you want to use from the **Create from List** drop-down. Then, name the file and select the **Document Type**. Only one document type can be downloaded in each zip file.

The attributes used in each PDF file name display in the **File Name Pattern** field and are customizable.

Once complete, click **Save PDF Settings**.

**PDF Settings**

Create from List:




File Name:

Document Type:

File Name Pattern:

## Generating and Downloading PDF Zip Files

Available PDFs templates appear in the PDF Manager. To generate the zip file of PDF documents, click the template name in the **PDF Template** column.

PDF Manager				New PDF File
PDF Template	List	Document Type		
Test	All Applicants	Full Application PDF	  	

It will take a few minutes to a few hours for WebAdMIT to create the zip file. You can monitor its progress and any errors in the **Status** column. Once generated, the zip file is stored for 7 days.

You can then download the zip file from **Recent Files** page by clicking the zip file name in the **Download** column.

Recent Files						Return to PDF Manager
Last Updated	Name	List or Data Source	Expires	Status	Download	
Jan 26, 2017 at 4:01 PM	PDF Zip - Test	All Applicants	Feb 2, 2017 at 4:01 PM	▶ Available	Test_1.zip	
Jan 20, 2017 at 7:04 PM <a href="#">Update</a>	Export - CSU_2018_Eport_Test	All Applicants	Jan 27, 2017 at 7:04 PM	Available	csv	

## Document Naming

Each document in the downloaded zip file has a default file name. The variables used for each name are listed below. The name can be customized as needed.

### College Transcripts

**Default format:** <CAS ID>\_<FirstName>\_<LastName>\_Transcript\_<Liaison college code>\_<College name>.pdf

**Example:** 123456789\_Jane Smith\_Transcript\_2345\_University of Minnesota.pdf

### Foreign Evaluations

**Default format:** <CAS ID>\_<FirstName>\_<LastName>\_Foreign Evaluation\_<Evaluation Agency>.pdf

**Example:** 123456789\_Jane Smith\_Foreign Evaluation\_Education Credential Evaluators.pdf

### Full Application

**Default format:** <CAS ID>\_<FirstName>\_<LastName>\_Full Application\_<CAS Side Program ID>\_<Program Name>.pdf

**Example:** 123456789\_Jane Smith\_Full Application\_3579\_Epidemiology.pdf

### Electronically Submitted Evaluation

**Default format:** <CAS ID>\_<FirstName>\_<LastName>\_Letter of Reference\_<Evaluator Name>.pdf

**Example:** 123456789\_Jane Smith\_Letter of Reference\_Douglas Howser.pdf

### Applicant Uploaded Documents

**Default format:** <CAS ID>\_<FirstName>\_<LastName>\_Applicant Uploaded Document\_<Source>.pdf

**Example:** 123456789\_Jane Smith\_Applicant Uploaded Document\_Personal Statement.pdf