Jag$POT

Spring 2017 Release

The first JagSPOT release of 2017 includes an exciting new feature that provides users the functionality to download attachments to applications en masse. We will also be highlighting the ability to include Administrator Questions on your opportunities. Please read through the new features below and contact our office if you have any questions.

Downloading Documents En Masse

This new feature allows OAs and RCs to download documents and images that are included in the application grids to be downloaded en masse when previously they had to be downloaded one at a time. To download documents en masse, users need only download any saved grid view by clicking the Download Report button located on the grid's tool bar.
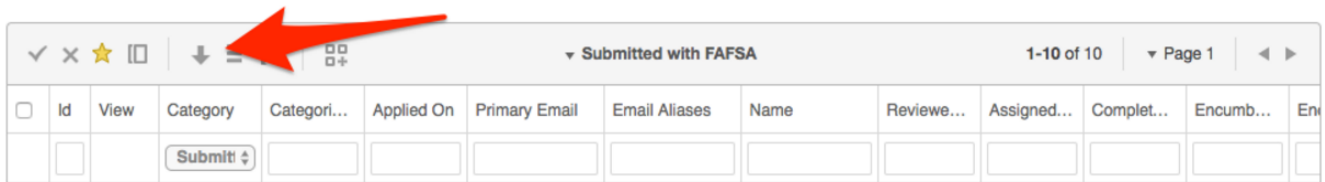

Once you click download report, a pop up will appear asking if you would like to download documents. Check the box to download the documents, and select which rows to download. Then click Download.

Once the downloaded report is ready, you will be notified via email. The email will contain a link to download the report, along with a folder containing the downloaded documents and images, to your computer. Open the folder containing the documents and images to open any of the downloaded material and print if desired.
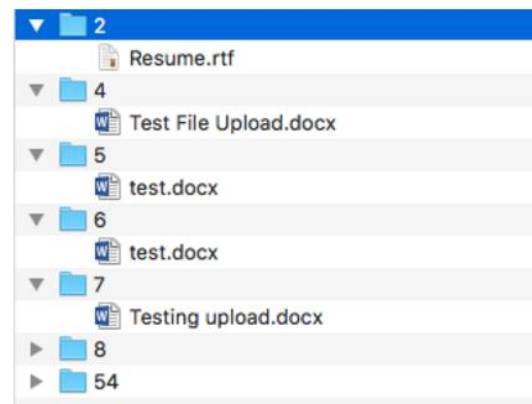
NOTE: You are only able to download 1 gigabyte of data at a time, up to 5,000 rows. You are still able to download the complete report even if it exceeds the limit of rows, but you are not able to download the uploaded documents along with the report. In this instance, you are not able to check the download documents box, but you can still create the report by clicking on the Download button.
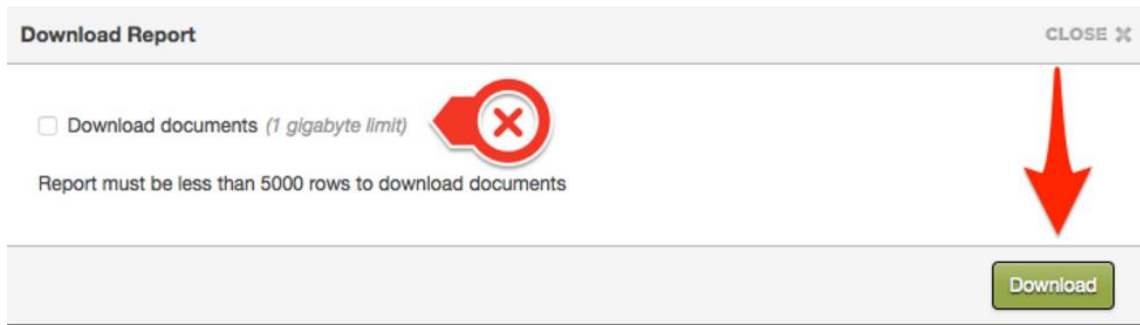
In order to download these documents, you can create saved grid views that contain less than 5,000 rows and download the saved grid views along with their uploaded documents.

Creating Administrative Questions for Auto-Match or Apply-To Opportunities

Both Auto-Match and Apply-to opportunities allow internal questions to be asked directly to the Opportunity Administrator that are specific to the given opportunity.

In the example below, the OA needs to attach a document to each applicant's application and provide verification the applicant completed the program. To do so, the OA would complete the following steps.

Note: OAs may contact the Office of Scholarship Services if Administrator Questions should be added to an opportunity.

Step 1: Click the View button located to the far left of the applicant name in the Application grid.
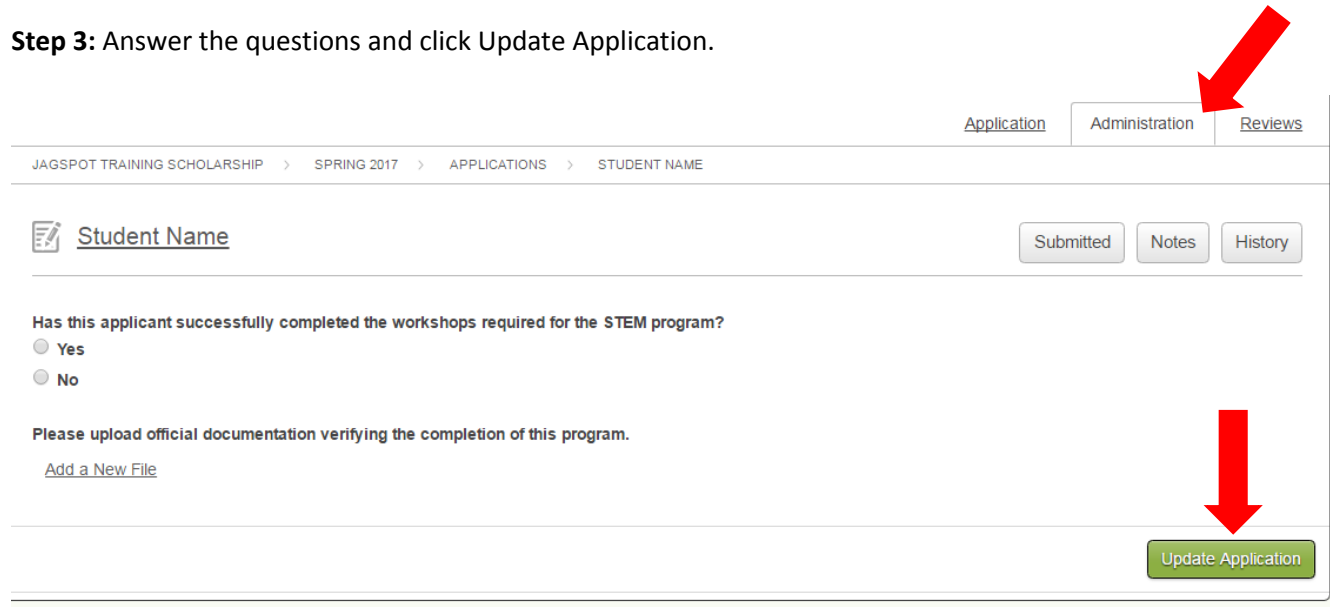
Step 2: Click the Administration tab located to the top right of the student's application information.

Step 3: Answer the questions and click Update Application.

The OAs responses will be visible in the application as well as in the Application grid.