

# GSMS Awards: Award Tenure Report



You can search for students holding awards that are disbursed or kept on file by FGSR. If required, you can send a message to an Awards Advisors to i.e. initiate an award interruption/termination.

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## Step 1: Awards Portal Opens – Go to Reports Section



1. Click on **Award Tenure Report** – Faculty users will show **Award Tenure Report (Faculty)**
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**Step 2: Search for one or many students based on Department Roles**

**Award Tenure Report**

Search using at least one criteria to find a record of award results.  
If you need assistance, please click on the link for [Training Materials](#).

Year(s) Choose options

Last Name

First Name

EMPLID

Department\* Civil and Environmental Engineering (Faculty of Engineering)  
Electrical and Computer Engineering (Faculty of Engineering)  
Mechanical Engineering (Faculty of Engineering)

Award Name

Mode  Generate Links  
 Export Only

Search Close

1. You **must select** one or multiples Departments by clicking on the Department Name
2. The Mode features allow you to
  - a. **Generate Links** - allows you to send a message to FGSR and also export the list
  - b. **Export Only** - provides a listing of the search results
3. Click Search

**Step 2a: Search for one or many students based on Faculty Roles**

**Award Tenure Report (Faculty)**

Search using at least one criteria to find a record of award results.  
If you need assistance, please click on the link for [Training Materials](#).

Year(s) Choose options

Last Name

First Name

EMPLID

Department Choose options

Faculty\* Faculty of Agricultural, Life and Environmental Sc x

Award Name

Mode  Generate Links  
 Export Only

Search Close

1. Same functions as in Step 2, but **Faculty selection is mandatory** by clicking on the Faculty Name

### Step 3: View Award Tenures and Sort/Filter/Export

The screenshot displays a web application interface for viewing award tenures. At the top, there are three buttons: 'Search' (green), 'Close' (grey), and 'Export' (green). A red circle with the number '4' is positioned above the 'Export' button. Below the buttons is a 'Search Results' header. Underneath, there is a 'Filter:' input field with a red circle '2' above it. The main content is a table with columns: Last (red circle '1'), First, EMPLID, Award Name, Year, Department, Start Date, End Date, \$ Amount, Status, Honorary?, and Action (red circle '3'). The table contains four rows of award data.

Last	First	EMPLID	Award Name	Year	Department	Start Date	End Date	\$ Amount	Status	Honorary?	Action
			FQSR Travel Award	2015/2016	Civil and Environmental Engineering	31/May/2016	30/May/2017	2000	Offer Accepted	No	-
			Queen Elizabeth II Graduate Scholarship - Master's level	2015/2016	Civil and Environmental Engineering	01/Sep/2015	31/Aug/2016	10000	Offer Accepted	No	-
			Prairie Mines & Royalty Ltd Graduate Scholarship in Environmental Engineering	2015/2016	Civil and Environmental Engineering	01/Sep/2015	31/Aug/2016	9050	Offer Accepted	No	-
			Westmoreland Coal Company Graduate Scholarship in Environmental Engineering 2016/17	2016/2017	Civil and Environmental Engineering	01/Sep/2016	31/Aug/2017	9250	Offer Accepted	No	-

1. By default the list is sorted by the first column, which is **Last Name**.
  - a. Click on the column name in order to **sort ascending/descending**.
2. **Filter** within the search results. The table will dynamically display results based on criteria entered in the filter box.
3. Generate Links results enable an **Action to "Send Message to FGSR"** here. It will send an intray message to Awards Advisors.
4. **Export** button downloads all records to a CSV file and does not exclude or re-order records based on filters or column sorting.

## Step 4: Send Message to FGSR

Send Message

Notify FGSR Awards of a change in status for a student holding an award  
Please click on the link for Training Material

1 From Dev Gn 1 Test Gn

To FGSR Awards in

Subject RE: 230

2 Message

3 Send Cancel

### 1. From; To; Subject

- These fields are auto-populated based on your role and the student you selected
- Please **add the reason for sending the message** to the Subject line after the EMPLID (Lastname Firstname). Ex. LOA, TAPC, etc.

### 2. Manually enter **message details** i.e.

- Type of leave requested (Compassionate; Medical; Parental; Work/Internship; Other)
- Date range, or when the TAPC form was received, etc.

### 3. Click **Send** and the message goes to FGSR Awards intray for them to check and take action on. If needed, Awards Advisors will follow-up via email