

Progress Bar Documentation

Purpose

The purpose of this document is to communicate the different states and labels of the progress bar to support staff who interact directly with applicants.

Steps Overview

The Progress Bar displays four graphics representing the major steps in the application process. The graphics change as the applicant successfully satisfies each step. When an applicant first creates an application, the progress bar will appear as:



The label and state of Step 1 does not change from “Started” (Label) and “Complete” (State; Green). The states and labels of Steps 2, 3 and 4 will change as the applicant progresses through the application process.

Labels: Overview

A label is the text displayed within each step graphic. A label changes when the state of its step changes.

States: Overview

There are three different states for each step: Inactive (Grey), Active (Orange), Complete (Green).

Inactive (Grey)

The applicant has not yet reached this step.

Active (Orange)

The current step the applicant is working on.

Action (Orange)

This is a sub-state of the Active state and only occurs in Step 2. In this state an action is required to complete the current step.

Complete (Green)

A step the applicant has completed.

Mouse Over Text: Overview

Mouse Over Text is the text displayed in a pop-over box when the mouse rests over a given step. This text is used to display additional information.

Step Progression

Step 1

Label: Started	State: Complete	Mouse Over Text:
Note: A date will not be present for applications created before November 2014.	This is the only possible state. The entire progress bar is not shown until after the applicant has answered the initial six questions and started an application.	



Step 2

Label: In Progress	State: Active	Mouse Over Text:
	The applicant is filling out their application. Some of the required questions are unanswered.	Complete the required questions in every section.



Label: Ready to Submit	State: Action	Mouse Over Text:
	Occurs when 100% of the required questions have been completed. The application can now be submitted.	All required questions are completed. This application is now ready to be submitted.



Label: Submitted	State: Complete	Mouse Over Text:
	The applicant has paid their fee and submitted their application.	The application has been submitted.



Step 3

Label: Processing Application	State: Inactive	Mouse Over Text:



Label: Processing (2-3 business days)	State: Active	Mouse Over Text:
	Application is submitted and app fee paid. Application queued and waiting for daily Banner integration.	You will receive an email with your OSU ID and further instructions.



Label: Received	State: Complete	Mouse Over Text:
	Application data has been successfully transferred to Banner.	The application has been received.



Step 4

Label: Application Review	State: Inactive	Mouse Over Text:



Label: In Review	State: Active	Mouse Over Text:
	The state changes to active once the application is in Banner.	This application is being reviewed by the Graduate Program and the Graduate School.



Label: Admitted, Denied or Cancelled	State: Complete	Mouse Over Text:
The label is dependent on the decision entered in Banner by the Graduate School.		

