**Electronic Document Storage:**

1. Transcripts and other supporting documents will be stored in EDMS software e.g. DocuShare
2. Staff can access and view documents via SIMS
3. Faculty will review documents via the AES web interface.
4. Applicants can upload documents via SIMS – to be confirmed

**Interface with SIMS/PeopleSoft:**

1. Applicants enter the online application in SIMS. Therefore, ID and metadata needs to be imported from SIMS into AES in order to index and match supporting documents.
2. AES should update the SIMS checklists when new documents are uploaded
3. AES should update SIMS with admissions recommendations.

**AES Conceptual Overview Diagram**

**Applicant Evaluation System**

- **Department Staff**
  - Review and upload documents

- **Applicants**
  - Upload transcripts and other supporting documents

- **Graduate Studies**
  - Review and upload documents

- **Referees**
  - Submit reference letters

- **Faculty Reviewers**
  - Review documents, add annotations, recommendations and admission decisions.