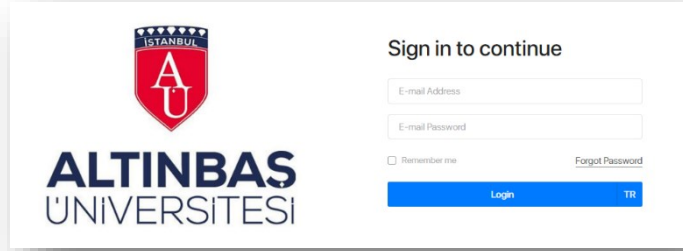


REQUEST MANAGEMENT SYSTEM PERSONNEL INSTRUCTION GUIDE

"Request Management System" is on in order to receive and finalize requests related to the processes to be carried out by the students of the Graduate School during their education period in a quick fashion.

How to Login?

You can access the request management system via "<https://op.altinbas.edu.tr/apply/leeforms>". You must have the personnel e-mail address and password to log in to the system. After entering your staff e-mail address and password in the relevant fields, you can log in to the system by clicking the "Login" button.

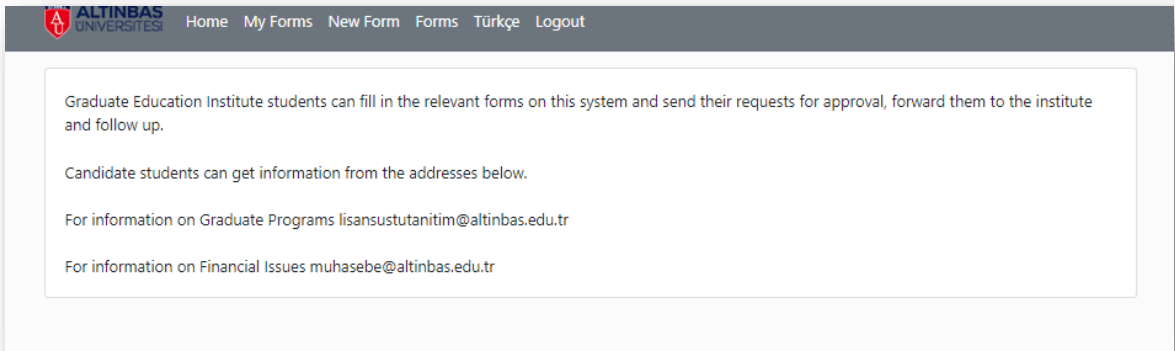


After logging in to the system, you can manage your applications with the following menus.

My Requests Menu: You can view the requests you have already made and the current status of these applications.

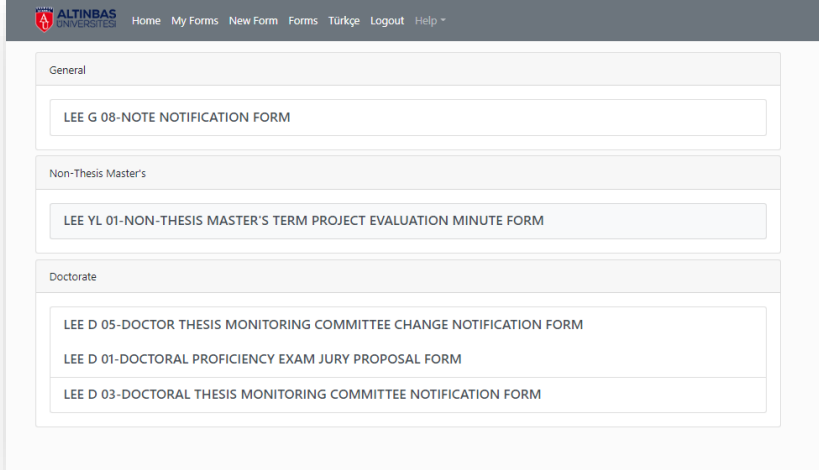
New Request Menu: Through this menu, you can view the request topics you can apply for, click on the subject you want to apply for and create a new application by filling out the relevant application form.

Request Menu: You can view the requests made by the students and approve or reject the applications.



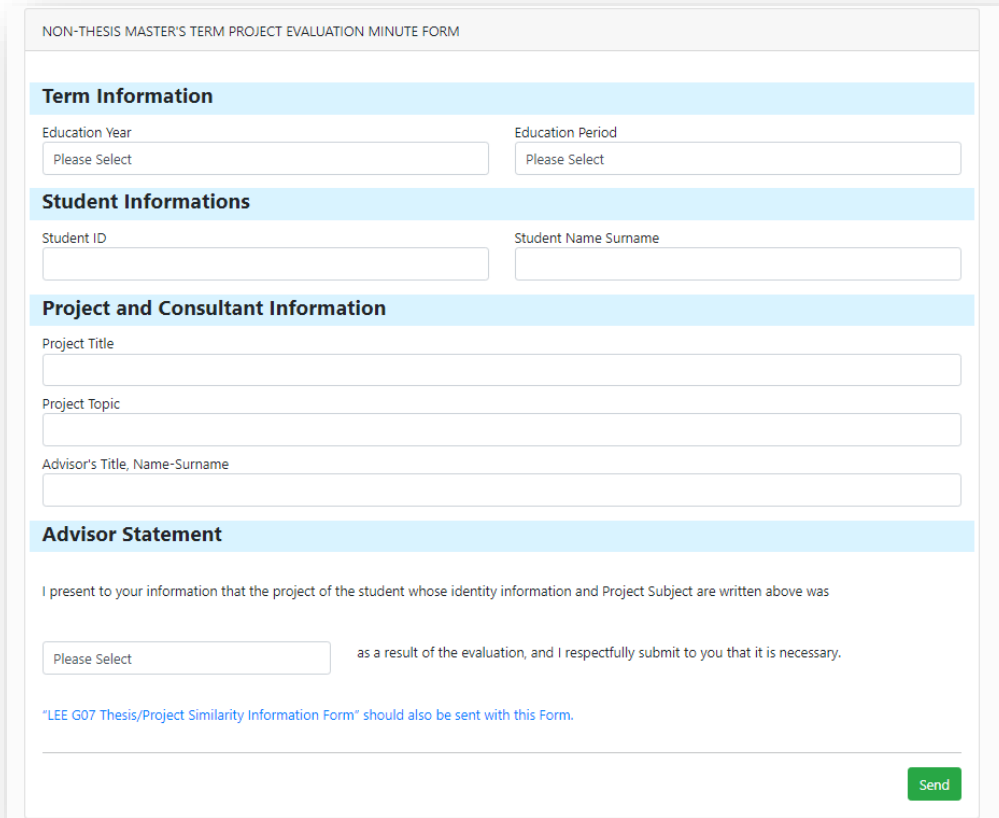
New Request Process

To make a new request, you need to click on the "New Request" menu. When you click the New Reference menu, the topics you can reference are listed.



The screenshot shows the Altınbaş University application form selection interface. The top navigation bar includes "Home", "My Forms", "New Form", "Forms", "Türkçe", "Logout", and "Help". The main content area is divided into three sections: "General", "Non-Thesis Master's", and "Doctorate". Under "General", there is a button for "LEE G 08-NOTE NOTIFICATION FORM". Under "Non-Thesis Master's", there is a button for "LEE YL 01-NON-THESIS MASTER'S TERM PROJECT EVALUATION MINUTE FORM". Under "Doctorate", there are three buttons: "LEE D 05-DOCTOR THESIS MONITORING COMMITTEE CHANGE NOTIFICATION FORM", "LEE D 01-DOCTORAL PROFICIENCY EXAM JURY PROPOSAL FORM", and "LEE D 03-DOCTORAL THESIS MONITORING COMMITTEE NOTIFICATION FORM".

From here, you can select the subject you will apply for and access the form relevant with your request. On next step, check out your personal information as an applicant and then fill the part that requests for detailed information about your application. Finally, you can create a new request by clicking the "Submit" button.



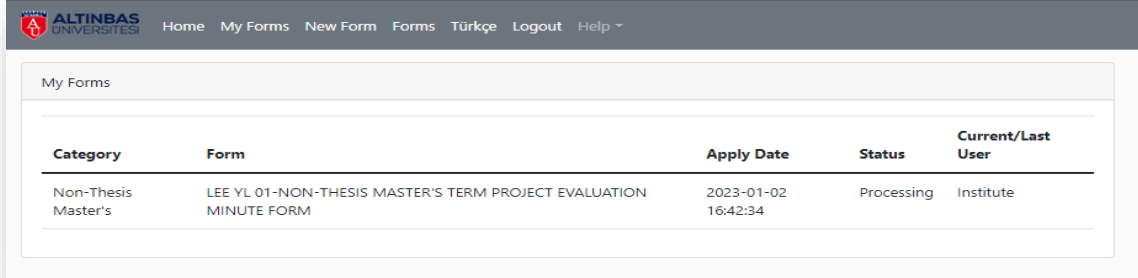
The screenshot shows the "NON-THESIS MASTER'S TERM PROJECT EVALUATION MINUTE FORM" application form. The form is divided into several sections:

- Term Information:** Includes "Education Year" and "Education Period" dropdown menus, both with "Please Select" as the current selection.
- Student Informations:** Includes "Student ID" and "Student Name Surname" text input fields.
- Project and Consultant Information:** Includes "Project Title", "Project Topic", and "Advisor's Title, Name-Surname" text input fields.
- Advisor Statement:** Includes a statement: "I present to your information that the project of the student whose identity information and Project Subject are written above was" followed by a dropdown menu (currently "Please Select") and the text "as a result of the evaluation, and I respectfully submit to you that it is necessary."

At the bottom of the form, there is a blue link: "["LEE G07 Thesis/Project Similarity Information Form"](#) should also be sent with this Form." and a green "Send" button.

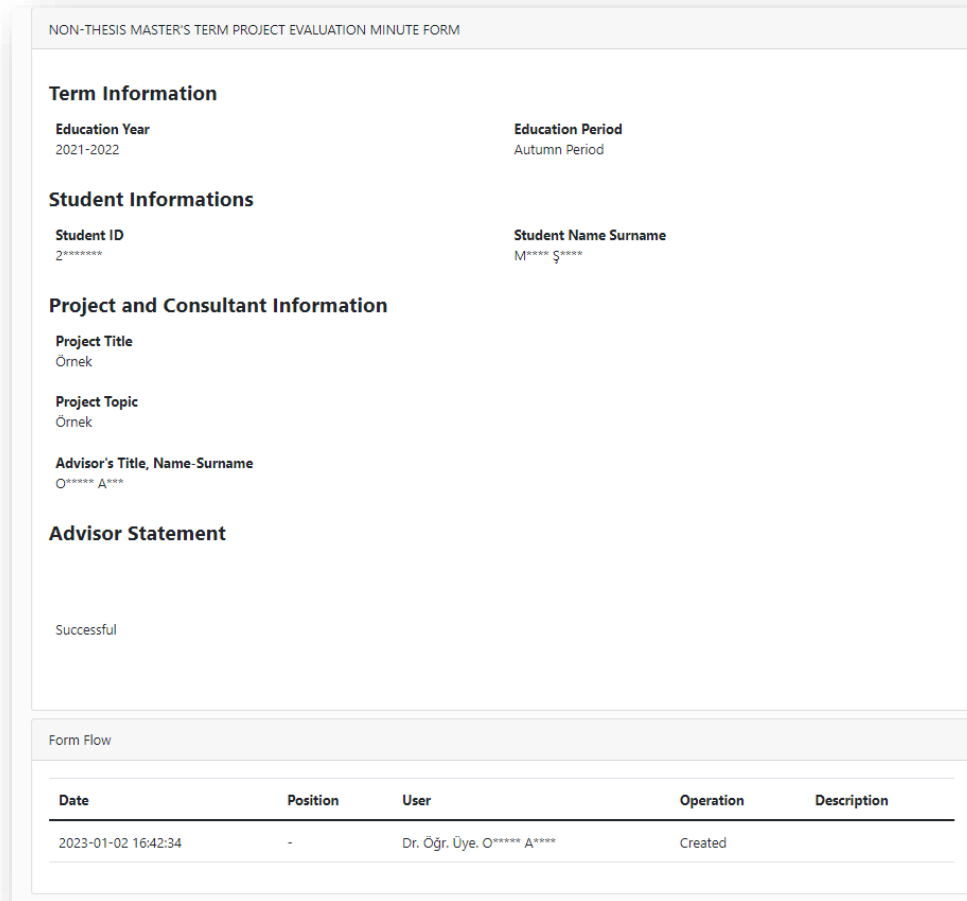
Request Tracking

Requests you have done are listed under the "My Requests" menu. Using this list, you can view the status of your requests and what stage they are in.



| Category | Form | Apply Date | Status | Current/Last User |
|---------------------|---|---------------------|------------|-------------------|
| Non-Thesis Master's | LEE YL 01-NON-THESIS MASTER'S TERM PROJECT EVALUATION MINUTE FORM | 2023-01-02 16:42:34 | Processing | Institute |

You can access the detail information and form flow by clicking on your requests in the list.



NON-THESIS MASTER'S TERM PROJECT EVALUATION MINUTE FORM

Term Information

Education Year: 2021-2022
Education Period: Autumn Period

Student Informations

Student ID: 2*****
Student Name Surname: M**** Ş****

Project and Consultant Information

Project Title: Örnek
Project Topic: Örnek
Advisor's Title, Name-Surname: O***** A****

Advisor Statement

Successful

Form Flow

| Date | Position | User | Operation | Description |
|---------------------|----------|----------------------------|-----------|-------------|
| 2023-01-02 16:42:34 | - | Dr. Öğr. Üye. O***** A**** | Created | |

The flow in the system includes approvals related to the acceptance of your request. The acceptance and approval of your application does not mean that the request in the application process will be fulfilled, it means that it has been processed for consideration.

References

Requests created by the students, and that need to be approved are listed under the "Requests" menu.

| My Forms | | | | | | |
|------------|----------------|----------|-----------------------------------|------------------------|------------|------------------------------|
| Student ID | Student | Category | Form | Apply Date | Status | Current/Last User |
| 2***** | M**** Ş**** | General | LEE G 01-COURSE REGISTRATION FORM | 2023-01-02 16:25:52 | Processing | Dr. Öğr. Üye. O**** A**** |

By clicking on the requests in the list, you can approve or reject them and reach detailed information about the requests.

COURSE REGISTRATION FORM

Student No
2*****

Department/Programme
INFORMATION TECHNOLOGIES

Course Informations

Education Year
2021-2022

Education Period
Autumn Period

| Course Code | Course Name | Name of Lecturer | Course Department | Ects | Registration Status |
|-------------|-------------|------------------|-------------------|------|---------------------|
| 123 | test | 123 | test | 1 | Repeat |

Form Flow

| Date | Position | User | Operation | Description |
|---------------------|----------|-----------------------|-----------|-------------|
| 2023-01-02 16:25:52 | - | M***** Ş**** (2*****) | Created | |

After examining the details of the request done, you can approve by clicking the "Confirm" button in order to continue the flow in the system or end the flow of the system by clicking the "Reject" button.

Pending Request Notification

For requests awaiting approval by you, the system will automatically remind you every morning by email. You can access to the Request Management System by clicking on the link shown by email sent.

Onayınızı Bekleyen Talep(ler) Var / Request(s) Pending Your Approval >

AU No-Reply <no_reply@altinbas.edu.tr>

Alıcı: OSMAN ▾



Sayın Prof. Dr. O**** U*****,

Lisansüstü Eğitim Enstitüsü Dijital Talep Yönetim Sistemi'nde onayınızı bekleyen talepler bulunmaktadır.
Talepleri görüntülemek/işlem yapmak için <https://op.altinbas.edu.tr/apply/leeforms> adresini ziyaret edebilirsiniz.

Dear Prof. Dr. O**** U*****,

There are requests waiting for your approval in the Graduate Education Institute Digital Demand Management System.
You can visit <https://op.altinbas.edu.tr/apply/leeforms> to view/process requests.