

Run a Query of Applicants

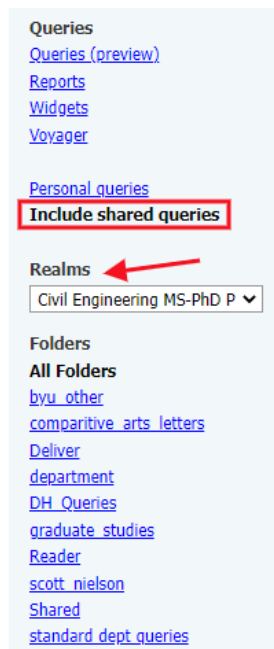
Summary of applicants

Graduate Studies created a new query for each department that is similar to one departments ran on GS01 in the past. It gives details on each applicant and can be exported to excel and manipulated in any way that is useful to each department.

Graduate Program Managers can access the Query/Report by selecting the Queries/Reports icon -> Queries.



Look for: GS01- (Dept. Name) -> Run Query. If you do not see the query make sure you select your Realm (department name) under the [Realms] dropdown and select "Include shared queries" found in the right hand menu.



Decision summary and accept or decline query

Program managers can see all bins in the Slate reader, except the University Decision bins. This is where the applications reside after the decision is released by Graduate Studies (Admit – University, Deny – University, and Withdraw – University).

It is somewhat tedious to quickly view applicants who have accepted the offer or who have declined their offer because users need to access each applicant's record. To view applicants who are in the final University Decision bins and/or quickly reference admits and declines Program Managers can run the query called **Decisions Dept-Univ – (program name.)**

Find the query/report the same way you reference the Slate version of the GS01 report by selecting Queries/Reports from the top menu in Slate then "Realm," then "shared queries." The

Decision report displays decisions in Admit/Decline, Provisional Admits, and Withdraws. It also displays the decision released date, I Accept or Decline my offer and the reason for the decline if entered.

slate

All Queries > Decisions Dept-Univ - Civil and Construction Engineering **Queries**

Decisions Dept-Univ - Civil and Construction Engineering

Output: Excel Spreadsheet

Export

First	Last	BYU Net Id	Master's Programs	Doctoral Programs	Bin	Decision Released Name	Decision Released Date	Accept or Decline	Reason for Decline Off...
Robert	Cleere	2057	Civil MS		Admit - University	Withdraw	2022-01-13	I DECLINE my offer of ad...	I was initially planning on ...
Jacob	Aggart	2057		Civil PhD	Admit - University	Admit	2021-11-24	I ACCEPT my offer of adm...	
Michael	Aggart	2057		Civil PhD	Admit - University	Admit	2021-11-24	I ACCEPT my offer of adm...	

You can click on the first name in the list and it opens a 'Row Preview.' If you click on the Lookup Record link the 5 tab view of the applicant opens.

Row Preview

Record: [Lookup Record](#)

First: Robert

Last: Cleere

BYU Net Id: 2057

Master's Programs: Civil MS

Doctoral Programs:

Bin: Admit - University

Decision Released Name: Withdraw

Notice that once you look up one record, you can just hit 'next' (right side of top page) to view the next name on the list, or you can click on the name of the query to go back to the list summary view.

Displaying row #1 in [Decisions Dept-Univ - Civil and Construction Engineering](#) [Prev](#) [Next](#)

Cleere **Robert Durham (Durham)** [go back to the list](#) [click to move to next name](#) Applicant **852457892**

Dashboard **Timeline** **Civil MS - Winte... Decided** **Profile** **Materials**

Civil MS - Winter 2022

Decided
Submitted November 1, 2021
Last updated February 23, 2022

Current Bin: Admit - University

Withdraw
Reason: Student Initiated
Status: Released

BYU Net Id: 2057

[Video Response URL](#)

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Checklist

✓ 09/28/2021 Transcript (Brigham Young University) Received