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.

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.

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.