

Slate Standard Queries & Reports

Overview: Every Program Manager should have access to five essential queries for each program. This document identifies each of the queries and their purpose.

Slate Deliver / Queries

Each program should have five standard queries/reports:

1. Decisions – University admit – (Program)
2. GS01 – (Program)
3. GS01 – (Program) (INACTIVE)
4. (Program) – Prospect Export (no opt-outs)
5. Slate Access Report – (Program)

- The decisions query generates a current snapshot of all applicants with a final decision and is the only way to see decisions in the Admit – University bins.
(Bin) = program MS or programs PhD IN University Admit and University Withdraw
- GS01 – (PROGRAM): This is a current snapshot of all applicants, containing all their applicant elements.

Name, Net_Id, Program, Date Created, Date Submitted, Current Bin, School and test data, and Decision and Decision Date.

- GS01 (INACTIVE): The same report as GS01 but shows all archived/inactive applicants.
- Prospect Export: Creates a report EVERY TIME you RUN the QUERY. You can refer to past reports or delete the report, which will run from the date of the last report. This is a report of all PROSPECTS who have expressed an interest in your program.

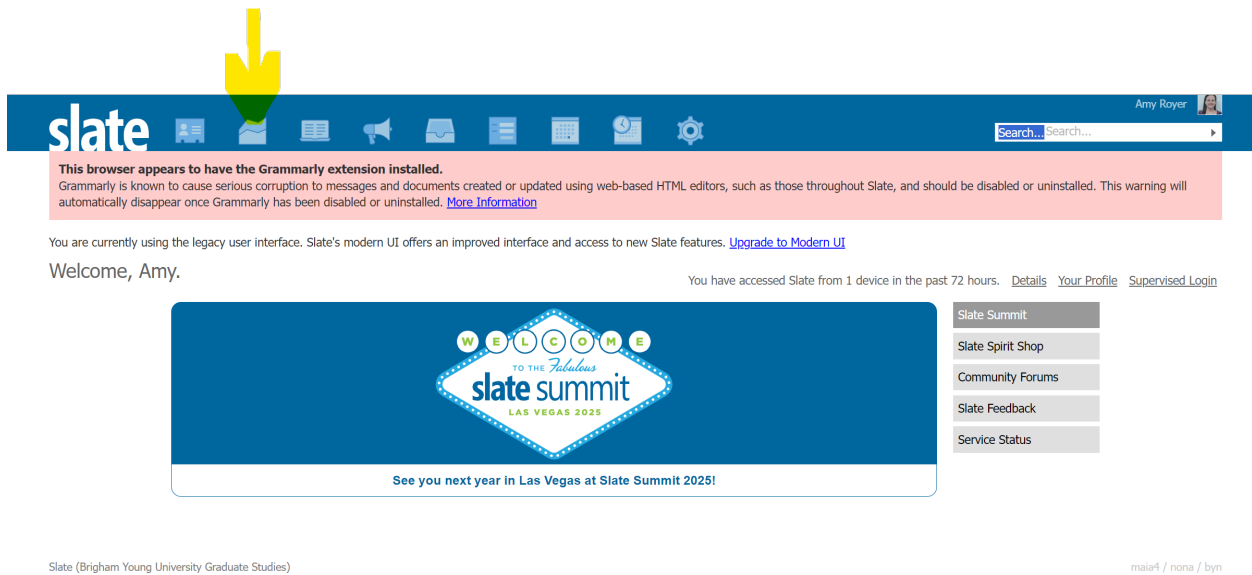
When an applicant lands on the Graduate Studies website, selects Programs, navigates to a program, and selects the Request Information button with your program selected, he/she will receive an email. This is the report that indicates who requested information.

IMPORTANT: This is the same link used during the Graduate Studies recruiting efforts. You may see an increase in interest in October.

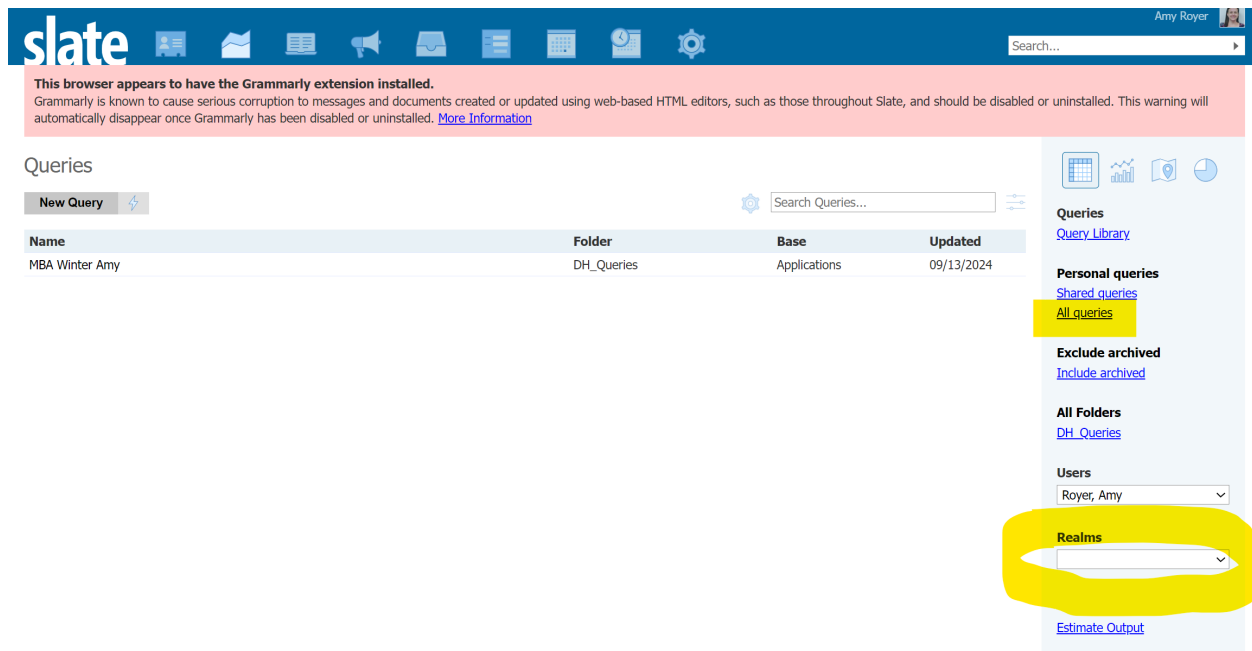
- **Slate Access Report:** This is a list of all individuals in your program who have Slate access. You should audit this report at least once a year and remove individuals who no longer need access. This is important as we are audited every year on access privileges. A good time to audit is at the end of August or early September.

Using the reports:

Select the second icon from the left, Queries/Reports.



In the left-hand dropdown menu, select Queries -> Under Realms and select your program. Make sure “All queries” is selected in the same left-hand margin.



Requests for Additional Reports

Several programs have requested additional reports. If you need additional reports related to the application system's data elements, email me at doug_harvey@byu.edu to request the report and related details.