Assigning to Reader Queues

To make the review process simpler for your reviewers, you will assign the applications directly to their queues. Applications can be assigned to multiple queues at one time.

1. Go to the Grad School Templates folder on the Queries page. Make sure to select Include Shared Queries.

2. Select one of the following queries. If you have a smaller program, **Assign to Reader Queue** may be the best option. Larger programs or coordinators with multiple programs will want to refine their results by creating their own queries based off the **Assign to Reader Queue template**. There are also variants which only show those without a current queue assignment **Assign to Reader Queue, no current queue**

3. Click Run Query. The template is very basic because you will want to refine your query to fit your business process

4. In the output (where it defaults to *Excel Spreadsheet*), choose **Bin Management > Bin** and click **Export**.

5. In the Add Reader field, specify which reviewers you wish to assign the applicants to. If you wish to assign one application, check the box on the left side of that record or select all to assign them all at once.

   **It is best practice to narrow your results as much as possible by modifying your query instead of trying to simply select from the results screen.**

6. Choose either **Update Selected** or **Update All**. The applications will now appear in the specified queues.