

Cloning and Modifying Queries

1. Go to the Queries screen and click New Query.

Queries

New Query Quick Query

Name

2. Enter the name for your query. Choose the correct folder to create this query. If you wish to create a new folder, choose "Other" and then enter the name of the folder you wish to create.

New Query

Name

User

Sharing Share query with other users with the query and query base permissions

Folder /

3. Select a Population of Templates. From the Template dropdown, choose the Grad School template you would like to use for your new query.

New Query

Name

User

Sharing Share query with other users with the query and query base permissions

Folder /

Population

Template

4. Click Save. You will be taken to the Edit Query page where you can customize your new query without modifying the template.

Modifying a Query

New Vocab: **Exports**  **Export** - exports are the columns that will appear in your query.

It's usually a good idea to include at least Ref and Name as the base of your query. To do that, go to the right of the query page and click on the export button as pictured above. Simply select the exports you

would like to include.

Name			
Select All	Ref	Name	Prefix
Preferred	First	Middle	Last
Suffix	Alias		

Your options on the first page will be extremely limited when you first select exports. You will need to select the **Slate Template Library** to access all of the queryable fields in Slate.

Insert Query Part	
Search	<input type="text"/>
Groups	<input checked="" type="checkbox"/> Pinned Exports <input checked="" type="checkbox"/> Local Exports <input checked="" type="checkbox"/> Slate Template Library

Some fields you will likely want to use. Most fields are intuitively named, but trying a few different wordings will locate the field.

Hispanic	Race	Citizenship Status
Entry Term		

For prospects: [Programs of Interest](#)

For applicants: [Program Selection](#) [Application Status](#)

Application Dates	
Submitted	Decision
Decision Letter	Decision Released Date

EXAMPLE: Separating your international and domestic applicants

1. From the Queries screen, select *Applications w/o Test accounts templates*.

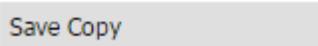
Edit

Edit Query

Edit Notes

Check Logic

2. On the right side of the page, select **Edit Query**

3. **Before** you change anything else, choose Save Copy . Change the name of the application and the User to yourself. Also select your folder for queries or create a new one by selecting Other. Do not check the sharing box.

Save Copy

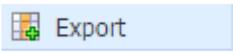
Name

User

Sharing Share query with other users with the query and query base permissions

Folder /

Population Departmental Reader

4. Add any exports you want to include in your query by clicking **Export**  and checking the **Slate Template Library** box. Type in Citizenship can check Citizenship Status, Primary Citizenship and Secondary Citizenship and click Save.

Biographical

Citizenship Status Primary Citizenship Secondary Citizenship

5. When you run your reports these fields will now be included. Once they have been added, you can reorder your exports by dragging them into your preferred position. If you export to Excel, you can manipulate the data there. Or we can add filters in Slate. Our current filters for this report limit it to applications for the academic year 2017-8 that are not

Filters Estimated Rows: 1,505

Test Records.

Choose Filter  on the right side of the page, select the Slate Template Library and search for Citizenship. Select Citizenship Status and click continue.

Edit Part

Status

Name Citizenship Status

Source Type Local Filter

Estimated Rows 0

Citizenship Status

- US Citizen
- Permanent Resident
- Foreign National

6. Now we want to only see our non-domestic applicants, so click on Foreign National. Your Estimated Rows will change to show how many applications will appear in your report. Click Save.

7. To sort queries in Slate, scroll past the Filters section. Click . You will be able to choose which of your exports to sort the results by. Select Primary Citizenship and Save.

Sort Keys

Primary Citizenship ASC

8. By default, it will sort ascending (ASC), but if you would like to reverse that, either double click on the bar or select the Edit button by the delete button. From the edit screen, simply change the Sort Order to Descending and Save.

9. To run your query, scroll to the very top of the page and click on the link with the name of your query. You can then run the query.



[All Queries](#) > [KJ Applications w/o Test accounts for cloning](#)