


**Queries** are targeted searches, such as a search designed to look specifically for applicants from the state of Missouri. **Exports** are composed of data fields which can be drawn out and analyzed from a query. In Slate, the query and export features are tied together. When we set up a query looking for a specific population, we will also be indicating the fields which need to be exported.

In this packet, we will take a very basic look at queries and exports, and how you can use queries in Slate to find your program’s applications for admission. Creating queries and exports will be addressed in a later, advanced training piece.

Currently, a number of queries are available in Slate for use by all graduate programs. Below is a step by step example of how to run a query/export for completed applications for a specific semester. Please note that we have masked sensitive applicant data where necessary.

- Go to <https://applygrad.missouri.edu/manage/> to log in to Slate, using your Mizzou Paw Print and password. If you do not have an active account, contact [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) .





 **University of Missouri System**  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

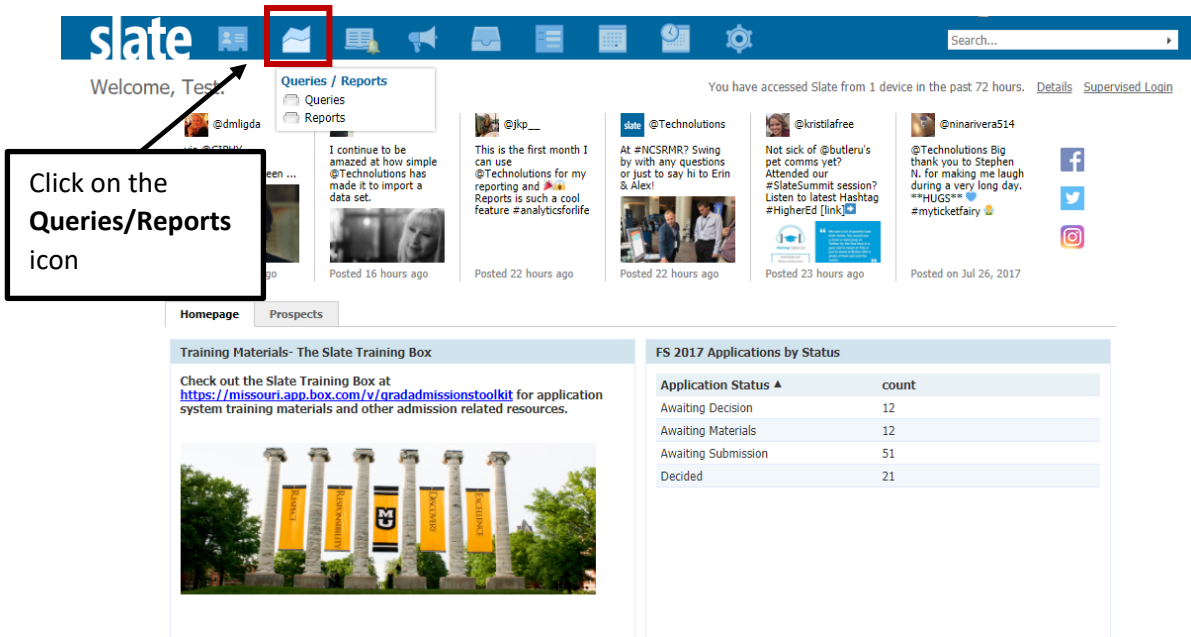
Password

**Login**

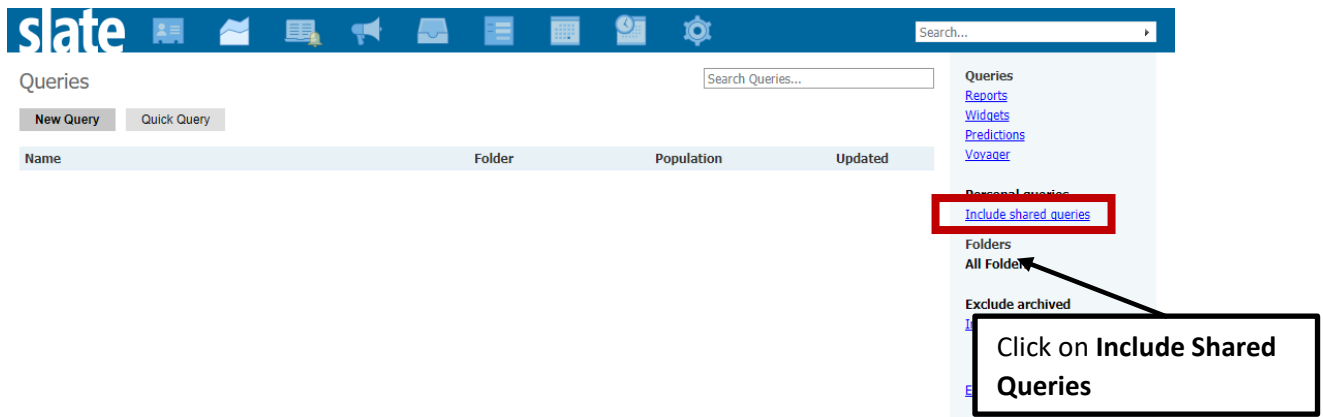
Help    Using a shared computer?

- From the **Slate homepage**, click on the **Queries/Reports** icon at the top of the screen.



- Click on **Include Shared Queries** link in the right navigation column.



- Click on the **Entrance Terms** link in the right navigation column.

Queries

[New Query](#) [Quick Query](#)

Name	Folder	Population	Updated
2016 Preparing Future Faculty Post Doc Submitted	Grad Studies / Recruitment	Form: Postdoc Program App ...	04/11/2017
Acad Med_In Progress Apps (All)	Graduate Programs / Acad M...	Applications by Program	12/08/2016
Admitted Applicants_Offer Accepted-SS 17, FS17, Spr 18 (All)	Tracking / Acad Year 2017	Applications by Program	07/21/2017
Admitted Applicants_Offer Accepted-SS 18, FS 18, Spr 19 (All)	Tracking / Acad Year 2018	Applications by Program	07/21/2017
Admitted Applicants_Offer Declined-SS 17, FS17, Spr 18 (All)	Tracking / Acad Year 2017	Applications by Program	07/21/2017
Admitted Applicants_Offer Declined-SS 18, FS 18, Spr 19 (All)	Tracking / Acad Year 2018	Applications by Program	07/21/2017
Ag Ed & Leadership_Awaiting Material (All)	Graduate Programs / Ag Ed ...	Applications by Program	12/05/2016
Ag Ed & Leadership_Complete Applications (All)	Graduate Programs / Ag Ed ...	Applications by Program	12/05/2016
Analysis of Orgs_Awaiting Material (All)	Graduate Programs / Rural S...	Applications by Program	12/05/2016
Analysis of Orgs_Complete Applications (All)	Graduate Programs / Rural S...	Applications by Program	12/05/2016
App for Grad_Fall 2016	Grad Studies / Event	Form: Application for Gradua...	11/17/2016
App Stats Export	Grad Studies / Admissions	Applications	01/19/2017
Applicants Admitted by Grad Studies- SS 17, FS17, Spr 18 (All)	Tracking / Acad Year 2017	Applications by Program	07/21/2017
Applicants Admitted by Grad Studies- SS 18, FS 18, Spr 19 (All)	Tracking / Acad Year 2018	Applications by Program	07/21/2017

Queries

- [Reports](#)
- [Widgets](#)
- [Predictions](#)
- [Vovager](#)
- [Personal queries](#)
- [Include shared queries](#)
- Folders**
- [All Folders](#)
- [Commencement](#)
- [Decisions](#)
- Entrance Terms**
- [Graduate Programs](#)
- [MZON](#)
- [Reader](#)
- [Shared](#)
- [TEST](#)
- [Test Queries](#)
- [Tracking](#)

Click on the **Entrance Terms** link

- Click on a sub-folder of the academic year you wish to find applications for.  
e.g.) Acad Year 2017 includes Summer 2017, Fall 2017 and Spring 2018  
Acad Year 2018 includes Summer 2018, Fall 2018 and Spring 2019

Queries

[New Query](#) [Quick Query](#)

Name	Folder	Population	Updated
Fall 2017 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2017 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2017 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2018 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2018 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2018 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2019 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2019 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2019 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, and Spring 18 Complete Apps (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, Spring 18 Apps- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, Spring 18 Apps- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 18, Fall 18, and Spring 19 Complete Apps (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 18, Fall 18, Spring 19 Apps- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 18, Fall 18, Spring 19 Apps- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2018 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2018 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2018 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017

Queries

- [Reports](#)
- [Widgets](#)
- [Predictions](#)
- Folders**
- [All Folders](#)
- [Commencement](#)
- [Decisions](#)
- [Entrance Terms](#)
- Acad Year 2017**
- Acad Year 2018**
- [Graduate Programs](#)
- [MZON](#)
- [Reader](#)
- [Shared](#)
- [System](#)
- [TEST](#)
- [Test Queries](#)
- [Tracking](#)
- Exclude archived**
- [Include archived](#)
- [Estimate Output](#)

Click on a sub-folder of the academic year you wish to find applications for

- Click on the query you wish to run. Note: the **Completed Applications** queries will return only applications which include all of the application materials required by the academic program. **Awaiting Materials** queries will return records which are still awaiting required academic program materials. **Unsubmitted** queries will return in-progress applications which have not formally been submitted.

The screenshot shows the 'slate' application interface. At the top is a navigation bar with the 'slate' logo and several icons. Below the navigation bar is a 'Queries' section with a search box and two buttons: 'New Query' and 'Quick Query'. A table lists various queries with columns for Name, Folder, Population, and Updated. A callout box points to the 'Fall 2017 Complete Applications (All)' query. On the right side, there are links for 'Queries', 'Reports', 'Widgets', 'Predictions', 'Voyager', 'Personal queries', 'Include shared queries', 'Folders', 'All Folders', 'Commencement', 'Decisions', 'Entrance Terms', 'Acad Year 2017', 'Acad Year 2018', 'Grad Studies', 'Graduate Programs', 'MZON', 'Reader', and 'Shared'.

Name	Folder	Population	Updated
Fall 2017 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2017 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Fall 2017 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Spring 2018 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, and Spring 18 Complete Apps (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, Spring 18 Apps- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 17, Fall 17, Spring 18 Apps- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Complete Applications (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Applications- Awaiting Materials (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017
Summer 2017 Applications- Unsubmitted (All)	Entrance Terms / Acad Year ...	Applications by Program	07/19/2017

- Click on the **Run Query** button to run the query. Note: the query will indicate the number of records with the **Estimated Rows** field.

The screenshot shows the 'slate' application interface displaying the details for the 'Fall 2017 Complete Applications (All)' query. The details include: Folder (Entrance Terms / Acad Year 2017), User (Terrence Grus), Population (Applications by Program), Execution Mode (Retrieve all records each time query is run), Filters (Application Status IN Awaiting Decision, Entrance term-Application IN Fall 2017, Tag NOT IN Test Record, Decision (First) NOT IN Accept, Deny, Withdrawal), and Estimated Rows (8). A callout box points to the 'Run Query' button.

Folder: Entrance Terms / Acad Year 2017  
 User: [Terrence Grus](#)  
 Population: Applications by Program  
 Execution Mode: Retrieve all records each time query is run  
 Filters: [Application Status](#) IN Awaiting Decision  
[Entrance term-Application](#) IN Fall 2017  
[Tag](#) NOT IN Test Record  
[Decision \(First\)](#) NOT IN Accept, Deny, Withdrawal  
 Estimated Rows: 8

[Run Query](#)

- This query will export the applicant's Mizzou ID number, their last and first names, their academic program/degree, the entrance term and email address. **Note:** upon request, we are able to create custom queries for academic program which contain more data fields.

To export the data to **Excel**, click on the **Export** button.

Output: Excel Spreadsheet

Export

Click on Export

Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application	Email
161					edu
180					
142					k.com
142					l.com
143					mail.com
084					.com

- The Export will deliver an Excel file with data row headers, like the one below.

Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application
14;		enne	Post Baccalaureate/Non Degree Seeking Graduate	Fall 2017
08;			Post Baccalaureate/Non Degree Seeking Graduate	Fall 2017
08;		a	American Law (LLM)	Fall 2017
16;		r	Music/Jazz Performance & Pedagogy (MM)	Fall 2017
14;		d	Business Administration-Distance/execMBA	Fall 2017

- Note: users are able to access the applicant record from the query- and return to the query without having to run it again.

Click on any portion of an applicant's record to open the preview window.

Output: Excel Spreadsheet

Export

Click on an applicant's record

Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application	Email
16;					du
18;					
14;					com
14;					om
14;					il.com
08;					im

- A preview window will open. Clicking on the **Lookup Record** link will open the application.

**Row Preview** Prev [Next](#)

Record	<a href="#">Lookup Record</a>
Mizzou Student ID Number	14
Last	Bt
First	Cl
App - Academic Program	Post Baccalaureate/Non Degree Seeking Graduate
Entrance term-Application	Fall 2017

[Close](#)

Click on **Lookup Record** to open application

- Below is the application tab view. To return to the **FS 2017 Completed Applications** query, click on the query link in the top left portion of the page.

**slate** Search...

Displaying row #1 in [Fall 2017 Complete Applications \(All\)](#) Prev [Next](#)

Etz ry R Applicant

[Dashboard](#) [Timeline](#) **MAST-2017 Awaiting Decision** [Profile](#) [Materials](#)

2017 Master's Program

Awaiting Decision  
Submitted February 28, 2017  
Last updated July 18, 2017

Current Bin: DGS-Contacts Final Processing  
Queue: 1

No decision on file.

Academic Pro: A)  
Entrance Term:  
Application ID:  
Mizzou ID: 16

**Overview**  
[Financial Aid](#)  
[Read Application](#)  
[Download PDF](#)  
[Dept. Waive Req \(Pre-Submit\)](#)  
[Dept. Waive Req \(Post-Submit\)](#)  
[Dept. GPA and Comments](#)  
[Dept. Decision Form](#)  
[Grad Studies Immig Docs](#)  
[Grad Studies Required Docs](#)

Checklist

✓	12/08/2016	Recommendation (Connor Downes, University of Missouri Student Recreation Complex)	Received	▼
✓	02/23/2017	Recommendation (Emily Mahler, University of Missouri)	Received	▼
✓	12/13/2016	Recommendation (Robin Bowman, University Of Missouri)	Received	▼
✓	09/06/2016	GRE Score Report	Received	▼
✓	02/21/2017	Transcript (University of Missouri Columbia (Mizzou))	Received Copy	▼

Click here to **advance** to the next applicant record

Click here to **return** to the query

### Fall 2017 Complete Applications (All)

Output:

**Export**

Rows 1-8 of 8 <span>Prev</span> <span>Next</span>						Search...
Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application	Email	
161					u	
180						
142					om	
142					jm	
143					.com	
084					m	

Please contact [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) if your program has the need for custom queries, or if you have questions or need assistance.