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

• Click on the Include Shared Queries link in the right navigation column.
• Click on the **Entrance Terms** link in the right navigation column.

• 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
• 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.

Click on the Fall 2017 Complete Apps query to view all of your completed Fall 2017 applications.

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

Click on 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.

![Click on Export](image)

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

![Excel file with data](image)

• 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.

![Click on applicant's record](image)
• A preview window will open. Clicking on the **Lookup Record** link will open the application.

- **Click on Lookup Record** to open the 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.

- **Click here to return to the query**
- **Click here to advance to the next applicant record**
Please contact gradadmin@missouri.edu if your program has the need for custom queries, or if you have questions or need assistance.