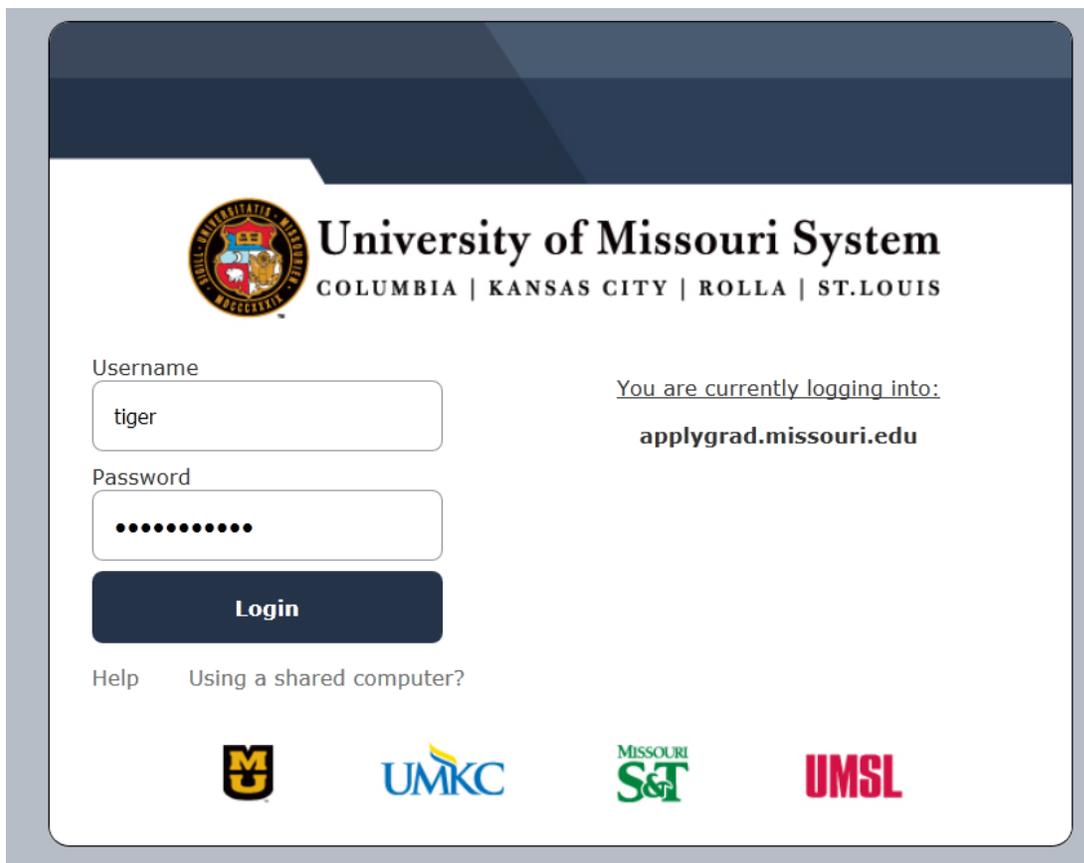**Queries** are targeted searches, such as a search designed to look specifically for applicants from the state of Missouri. **Exports** are composed of data fields which can be drawn out and analyzed from a query. In Slate, the query and export features are tied together. When we set up a query looking for a specific population, we will also be indicating the fields which need to be exported.
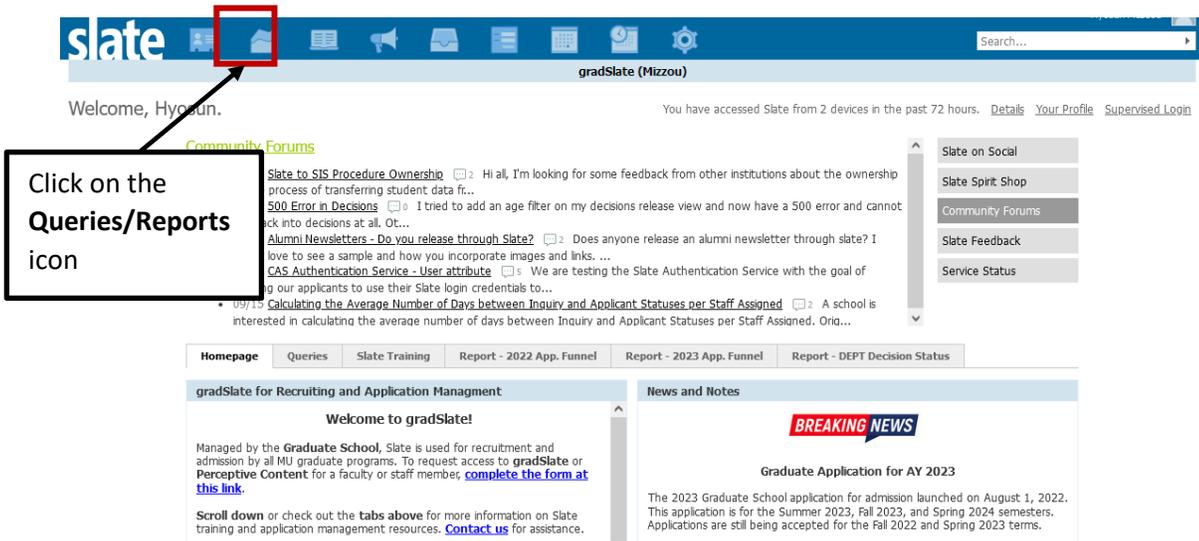
In this packet, we will take a very basic look at queries and exports, and how you can use queries in Slate to find your program's applications for admission. Creating queries and exports will be addressed in a later, advanced training piece.

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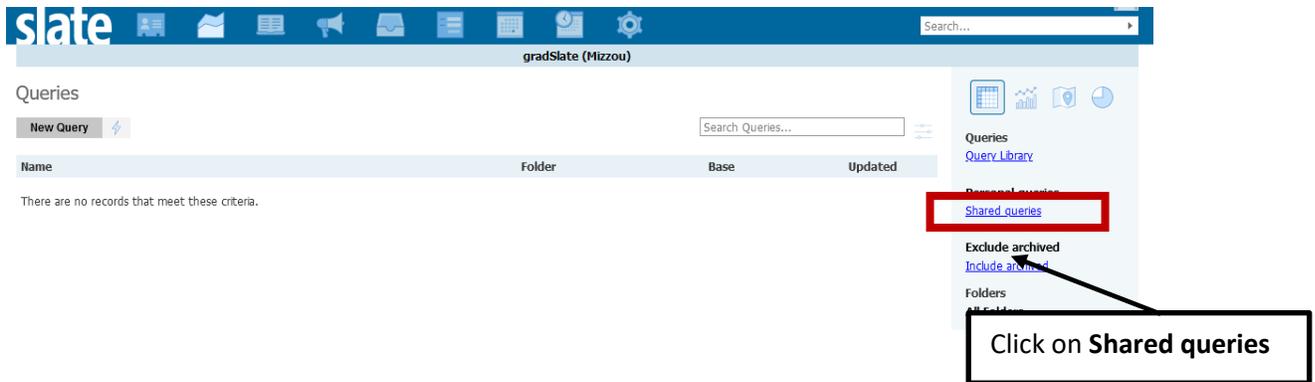
- Go to **https://applygrad.missouri.edu/manage/** to log in to Slate, using your Mizzou Paw Print and password. If you do not have an active account, contact gradadmin@missouri.edu .

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

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

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- Click on the **Entrance Terms (Shared- DO NOT EDIT)** 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 2022 includes Summer 2022, Fall 2022 and Spring 2023
        Acad Year 2023 includes Summer 2022, Fall 2022 and Spring 2023

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

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- 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.

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

- 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.

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

Row Preview

Prev Next

Record	Lookup Record
Mizzou Student ID Number	1
Last	B
First	Cl
App - Academic Program	Post Baccalaureate/Non Degree Seeking Graduate
Entrance term-Application	Fall 2017

Click on **Lookup Record** to open application

Close

- 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 **advance** to the next applicant record

Click here to **return** to the query

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: | !

No decision on file.

Academic Pro
Entrance Tern   A)
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	▼

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Search...

All Queries > Fall 2017 Complete Applications (All)

Fall 2017 Complete Applications (All)

Output   Excel Spreadsheet

Export

Rows 1–8 ▾ of 8 Prev Next					Search...
Mizzou Student ID Number	Last	First	App - Academic Program	Entrance term-Application	Email
161					u
180					
142					om
142					ɔm
143					l.com
084					m

Please contact gradadmin@missouri.edu if your program has the need for custom queries, or if you have questions or need assistance.

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