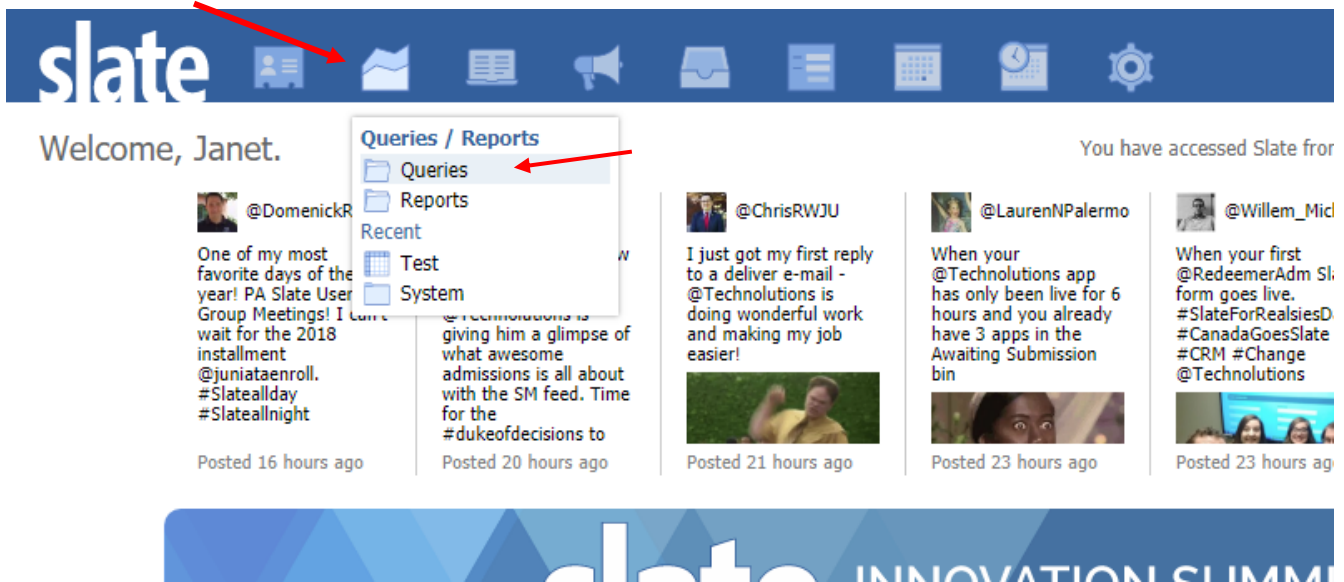


How to Create a Query

Queries are a quick and easy way to get specific data on applicants and prospects. The Slate query tool allows you to export the data to Excel and manipulate as you see fit.

To create a query, select “Queries” from the navigation bar’s second icon.



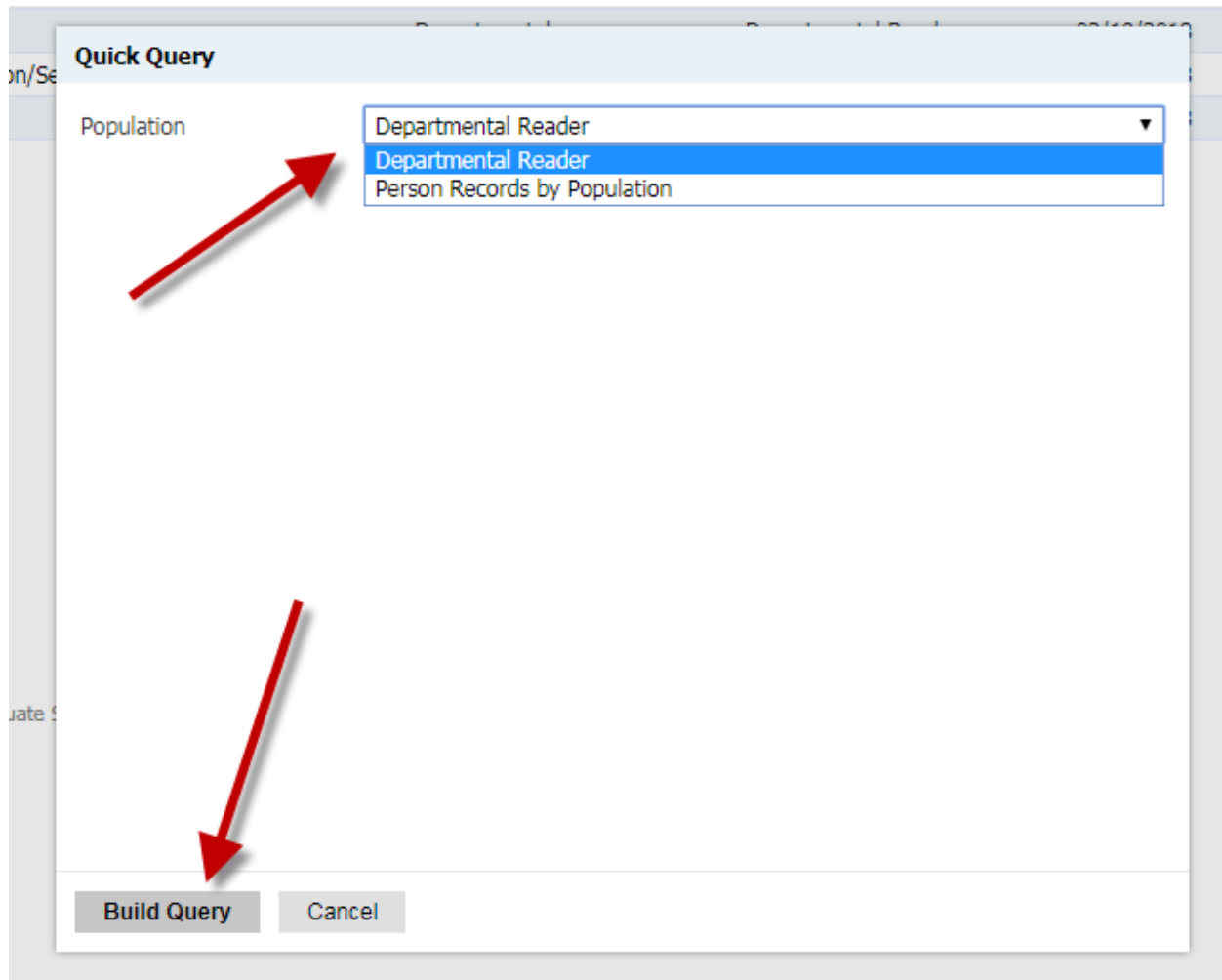
Click the “Quick Query” button:



Quick Query is for ad-hoc querying and will not be saved.

Step 1. Choose your population, then click “Build Query.”

- “Departmental Reader” for Applicants.
- “Person Records by Population” for Inquiry and Prospect records.



Step 2. Build the query:

1. Choose your filters to narrow down the population that you want to identify.
2. After running the query, select the export values that you want to see.

The screenshot shows the 'Edit Query' page in the slate system. At the top, there is a navigation bar with the 'slate' logo and various icons. Below the navigation bar, the breadcrumb 'All Queries > International Applicants' is visible. The main content area is titled 'Edit Query' and contains the following information:

- Folder:** Departmental
- User:** [Vilma Berg](#)
- Population:** Departmental Reader
- Execution Mode:** Retrieve all records each time query is run

On the right side, there is a vertical menu with the following options: Edit Properties, Sharing Permissions, Preview Results, Display SQL, and Save Copy.

Below the query details, there is an 'Exports' section with a table of columns and their corresponding export options:

Column	Export Option
Ref	Export
Name	Literal
Primary Citizenship	Existence
Sex	
Email	

Below the exports, there is a 'Filters' section with the text 'Matching Rows: 1'. A filter is applied: 'Citizenship Status IN Foreign National'. To the right of the filter, there is a vertical menu with the following options: Filter, OR, NOT, (, and).

At the bottom, there is a 'Quick Query' section with the following information:

- User:** [Vilma Berg](#)
- Population:** Departmental Reader

A red arrow points to the 'Run Query' button in the 'Quick Query' section.

Step 3. Click the "Run Query" button.

The screenshot shows the 'Quick Query' page in the slate system. At the top, there is a navigation bar with the 'slate' logo and various icons. Below the navigation bar, the breadcrumb 'All Queries' is visible. The main content area is titled 'Quick Query' and contains the following information:

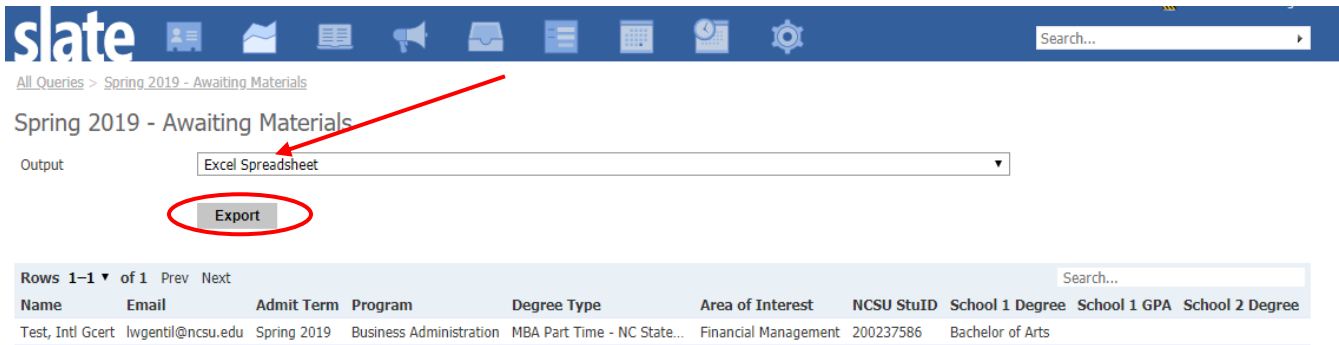
- User:** [Vilma Berg](#)
- Population:** Departmental Reader

On the right side, there is a vertical menu with the following options: Run Query, Preview Results, Display SQL, and Save Copy.

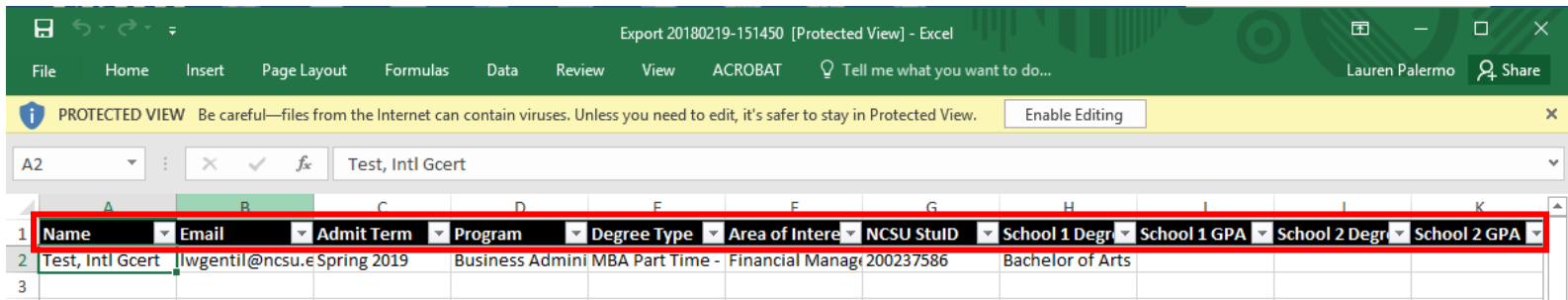
Below the query details, there is an 'Exports' section with a table of columns and their corresponding export options:

Column	Export Option
Name	Export

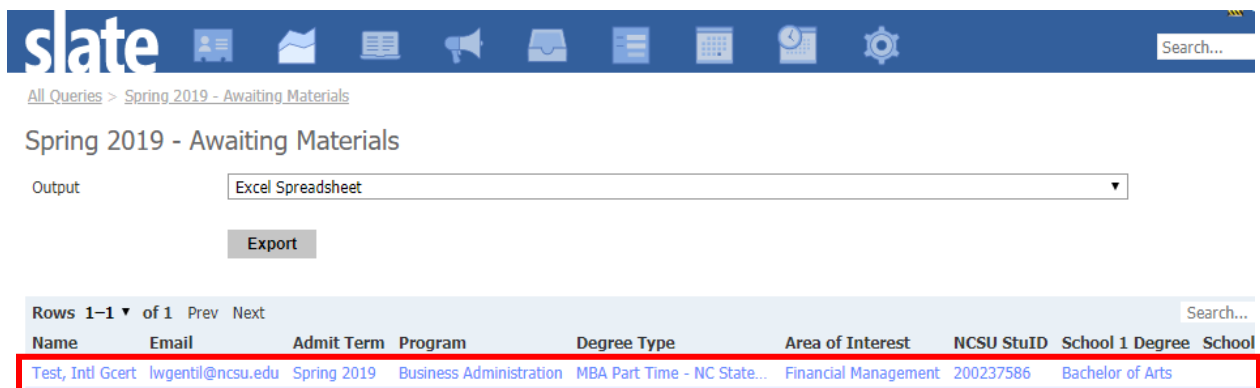
Step 4. The “Output” drop-down menu will default to “Excel Spreadsheet,” so all you have to do is click the “Export” button.



Once “Export” is clicked, the Excel file will automatically download. As you can see in the below image, the query’s row headers (the export values you selected when building the query) will populate in the Excel file:



If you would like to see a quick overview of a particular applicant, you can click on their name or row:



The following preview box will open, showing all fields the query includes:

Row Preview Prev Next

Record	Lookup Record
Name	Test, Intl Gcert
Email	lwgentil@ncsu.edu
Admit Term	Spring 2019
Program	Business Administration
Degree Type	MBA Part Time - NC State Campus
Area of Interest	Financial Management
NCSU StuID	200237586
School 1 Degree	Bachelor of Arts
School 1 GPA	
School 2 Degree	
School 2 GPA	
School 3 Degree	
School 3 GPA	
GRE Verbal	
GRE Verbal %	
GRE Quantitative	
GRE Quantitative %	
GRE Analytical Writing	
GRE Analytical Writing %	
GMAT Total	
GMAT Total %	
MAT Total	

Close

You can look through all the query results this way by clicking "Next."

You can jump to an applicant's dashboard page by clicking on "Lookup Record" if you would like to see more of their information.

If you select “Lookup Record,” the application will open.

The screenshot shows the Slate application interface. At the top, there is a blue navigation bar with the 'slate' logo and various icons. Below the navigation bar, the main content area displays a query result for 'Spring 2019 - Awaiting Materials'. The page title is 'Test, Intl Gcert' and the applicant ID is '930988738'. The current bin is 'Awaiting Materials' and the status is 'No decision on file.'. The program is 'MBA Part Time - NC State Campus' and the concentration is 'Financial Management'. The term is 'Spring 2019'. A checklist of required materials is shown, all of which are marked as 'Awaiting'. The 'Next' button is highlighted in blue, and a red arrow points to it with a callout box that says 'You can scroll through all of the query results in this view by clicking “Next.”'. Another red arrow points to the 'Spring 2019 - Awaiting Materials' link at the top of the page with a callout box that says 'You can always get back to the query by clicking on its highlighted name at the top of the page.'

Saving a Query

If you need to run a query repeatedly and a Departmental query does not already exist, please contact the Graduate School to request a saved query.