How to Run a Departmental Query
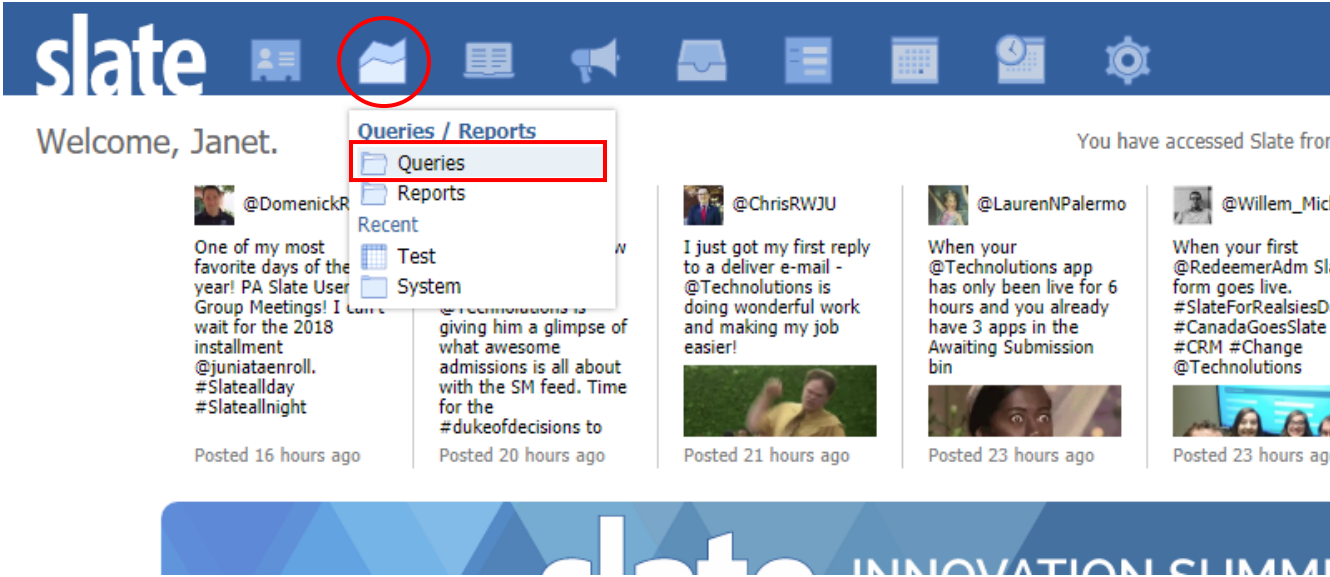
The Graduate School has programmed some standard queries that will produce general applicant information, which you can export to Excel and manipulate as you see fit.

To run a query, select the query tool from the navigation bar's second icon.

Default queries can found by navigating the "Queries" menu on the right-hand side. All the queries you'll need will be under the "Departmental" folder. To make sure you can see all queries shared with you, click on "Include shared queries."
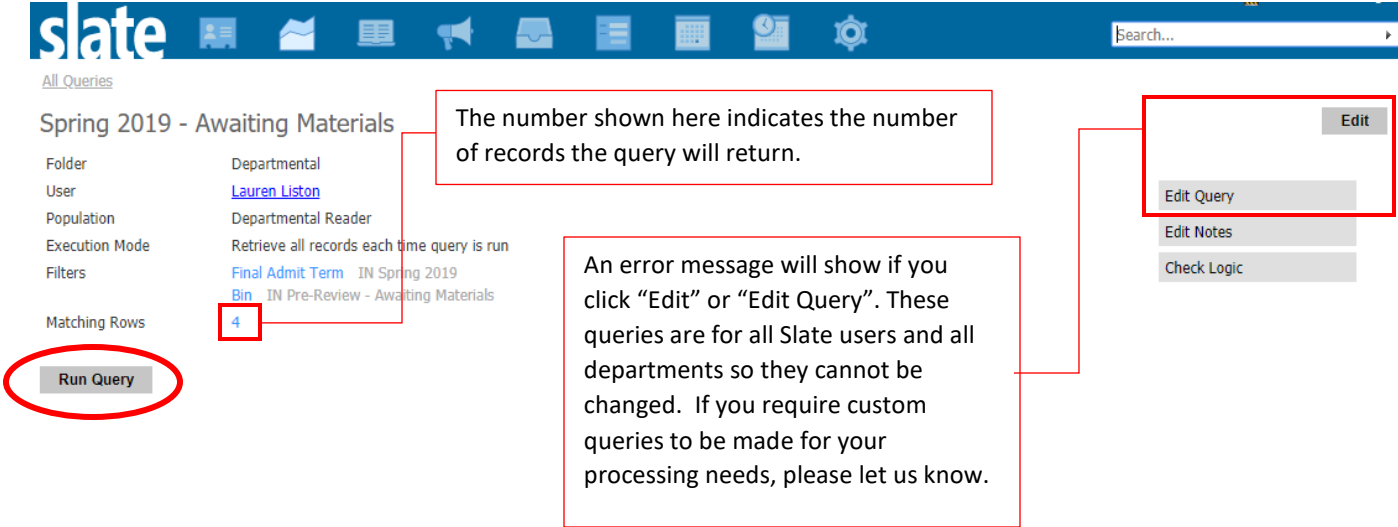
Once you select a query from the list, hit the "Run Query" button.

The number shown here indicates the number of records the query will return.

An error message will show if you click "Edit" or "Edit Query". These queries are for all Slate users and all departments so they cannot be changed. If you require custom queries to be made for your processing needs, please let us know.
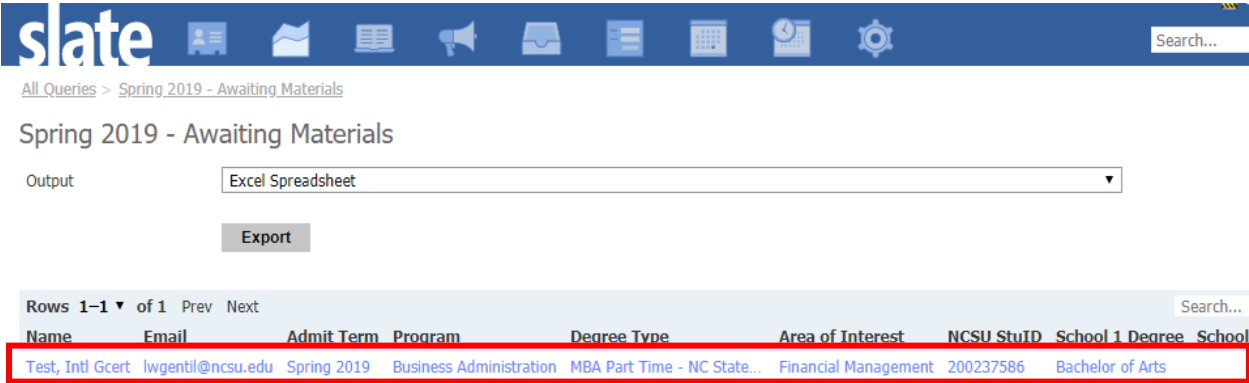
The "Output" dropdown will default to "Excel Spreadsheet," so all you have to do is click the "Export" button.
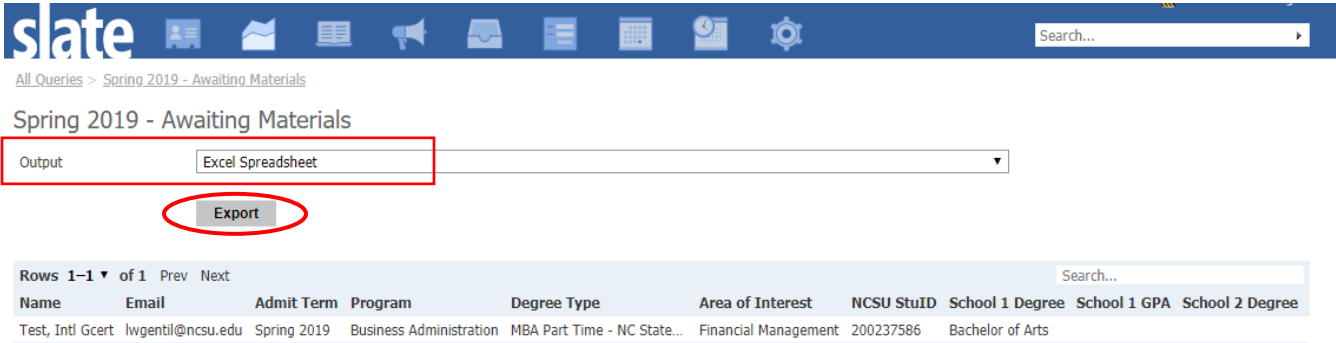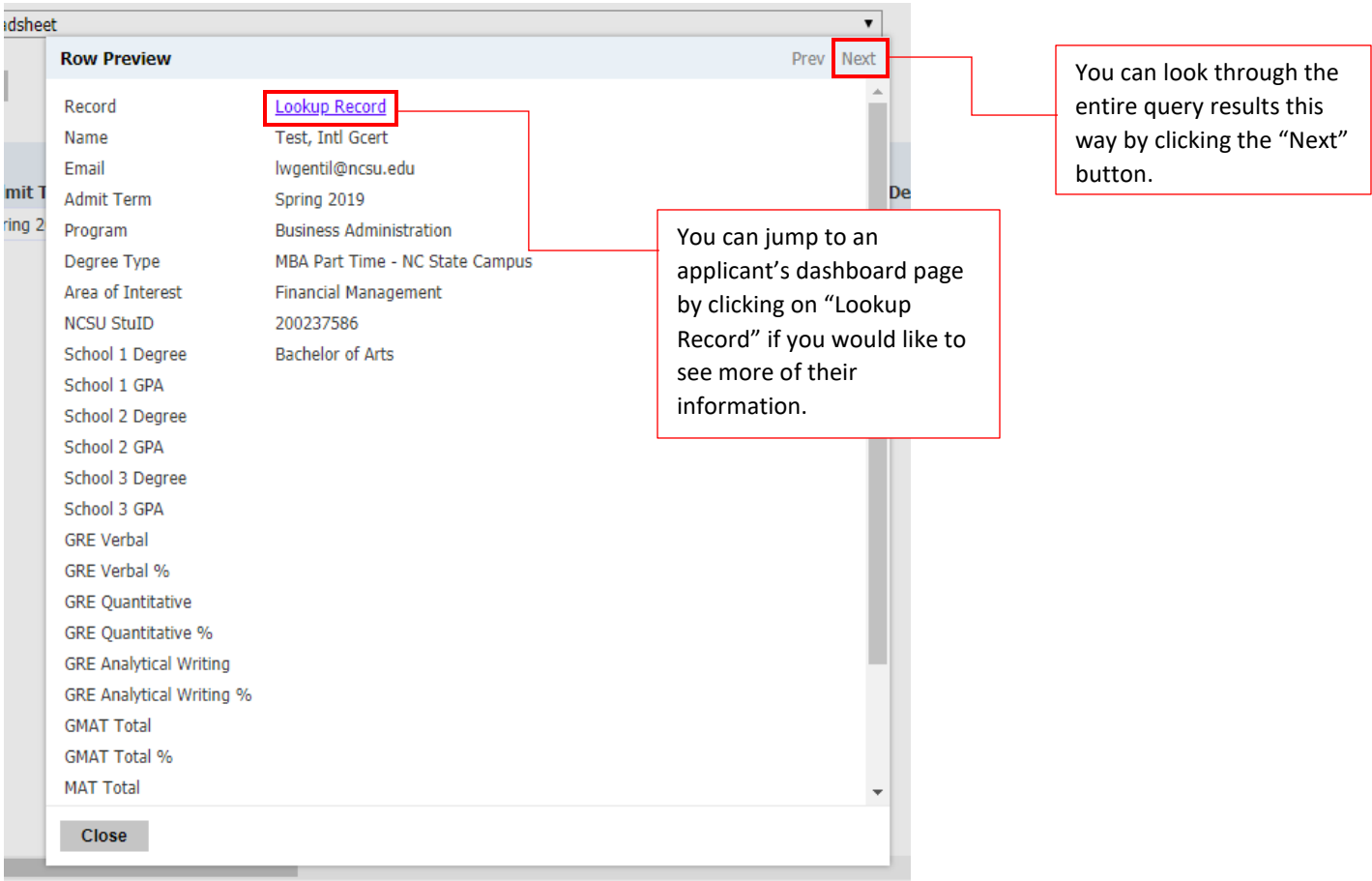

Once "Export" is clicked, the Excel file will automatically download. As you can see in the below image, the query's row headers will populate in the Excel file:
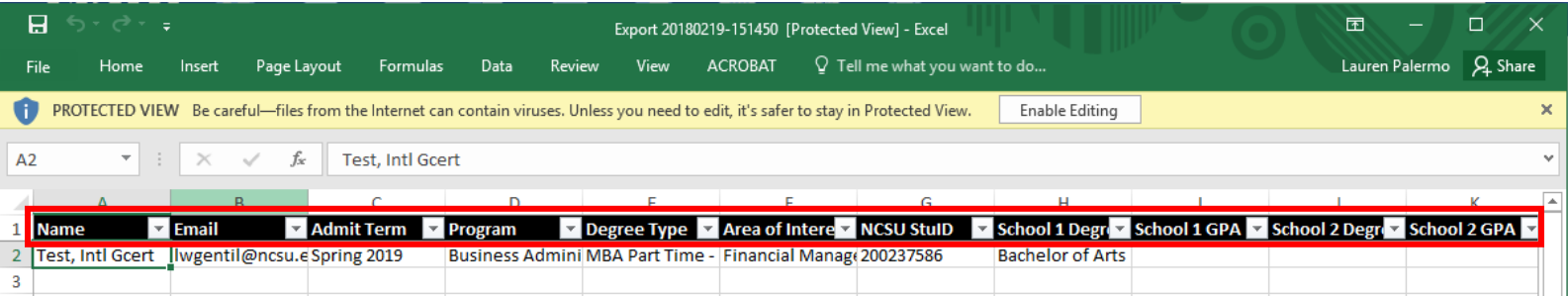
If you would like to see a quick overview of a particular applicant, you can click on their name or row:

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

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

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," a more detailed applicant info page that will open.

If any of the default queries do not meet your needs or if you would like to query on other information, please contact Lauren Liston (lpalerm@ncsu.edu) to set up a meeting to have your custom query built.