

Adding Applications to Readers' Queues

If your program's review process uses queues to assign applications to readers for review, follow the steps below.

When you are in the Reader, ready to assign applications to faculty members for review, you can enter a bin and you'll see the applications in a list-view:

Applications (21)									
Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3
	2191	Master of Science (MS...				1 Dept Review			
	2191	Master of Science (MS...				1 Dept Review			
	2191	Doctor of Philosophy (...)				1 Dept Review			

Click the "Build Query" button in the top right corner, circled in the above image. This will open a query with preset exports and filters – all you'll need to do is click the "Run Query" button at the top right of the page, circled below:

Quick Query

User
Base Departmental Reader

- Run Query
- Preview Results
- Display SQL
- Save Copy

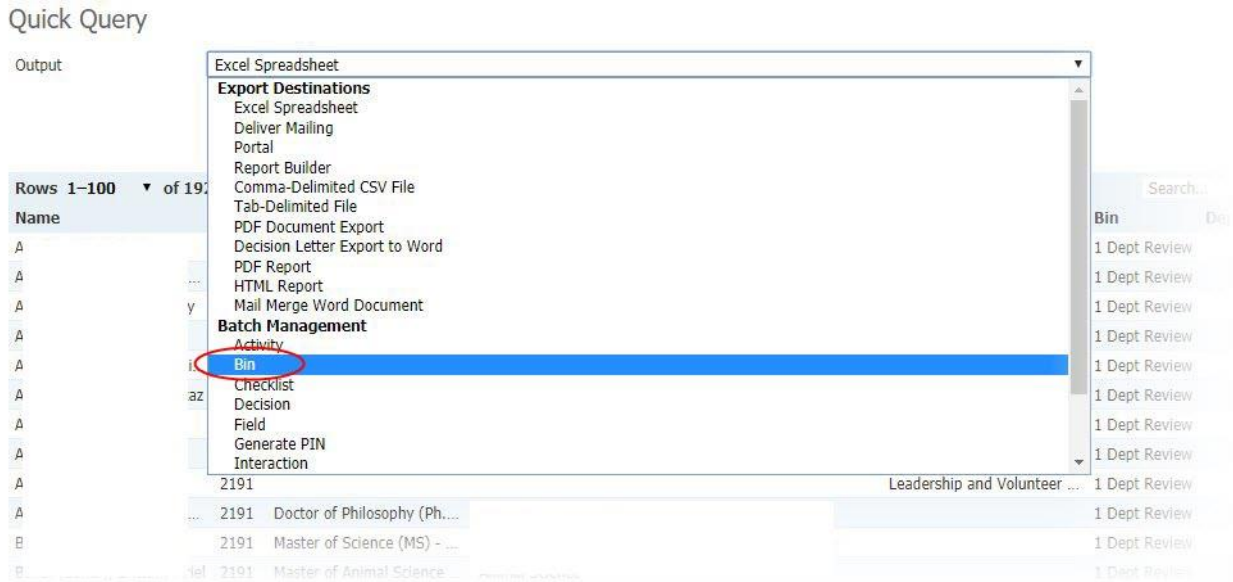
Exports

Name	Ex
Term	Lit
Degree Type	Ex
Program	
Area of Interest	
Certificate	
Bin	
Dept Reader Decision 1	
Dept Reader Decision 2	
Dept Reader Decision 3	
Users	
Readers	
Notes	

Filters Check Logic Matching Rows: 21

Bin IN Program Review - 1 Dept Review	Fi
Search	Cl

You'll then see all the applications in that bin displayed as query results. Click on the "Output" drop-down menu and select "Bin" under the "Batch Management" heading. After you select "Bin," click "Export."



The "Queue Action" drop-down menu will default to "Add Readers" so to assign readers/reviewers, simply enter their names into the "Add Reader" field. Names will begin to auto-populate once you start typing and you can click on the name.

Bin Management

Workflow: Default Workflow ▼

Bin Action: Leave Current ▼

Queue Action: Add Readers ▼

Add Reader: sky |

- Skyler Bunn
srbunn@mcsu.edu
- Lian Lynch x
- Lindsay Gentile x

Update Selected (0) Update All (21)

Rows 1-21 ▼ of 21 Prev Next Search...

Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Bin Management: Pen...	Name	Term	Degree Type	Program
<input type="checkbox"/>	1 Dept Review		1 Dept Review		2191	Master of Science (MS) - ...	ineeri
<input type="checkbox"/>	1 Dept Review				2191	Master of Science (MS) - ...	ineeri
<input type="checkbox"/>	1 Dept Review				2191	Doctor of Philosophy (Ph...	ineeri
<input type="checkbox"/>	1 Dept Review				2191	Doctor of Philosophy (Ph...	ineeri

Once you have added the desired readers, select the applications you'd like to assign to the readers, from the list below:

Queue Action

Add Reader

Lauren Liston	x
Lian Lynch	x
Lindsay Gentile	x
Skyler Bunn	x

Update Selected (8) Update All (21)

Rows 1–21 of 21 Prev Next Search...

<input type="checkbox"/>	Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Bin Management: Pen...	Name	Term	Degree Type	Program
<input checked="" type="checkbox"/>		1 Dept Review		1 Dept Review		2191	Master of Science (MS) - ...	
<input type="checkbox"/>		1 Dept Review				2191	Master of Science (MS) - ...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Doctor of Philosophy (Ph...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Doctor of Philosophy (Ph...	
<input type="checkbox"/>		1 Dept Review				2191	Master of Science (MS) - ...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Doctor of Philosophy (Ph...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Master of Science (MS) - ...	
<input type="checkbox"/>		1 Dept Review				2191	Master of Civil Engineerin...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Master of Civil Engineerin...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Master of Science (MS) - ...	
<input type="checkbox"/>		1 Dept Review				2191	Master of Science (MS) - ...	
<input checked="" type="checkbox"/>		1 Dept Review				2191	Doctor of Philosophy (Ph...	
<input type="checkbox"/>	Patel, Parth Pravinbhai	1 Dept Review				2191	Master of Civil Engineerin...	Civil Engineer...

And click “Update Selected”.

If you added a reader by mistake, you can switch the Queue Action to “Clear Specific Readers” by selecting it from the drop-down and then update the selected applications that need that reader(s) removed.

Queue Action

Add Reader

Add Readers

Add Readers

Clear Readers

Clear Specific Readers

Update Selected (8) Update All (21)

If you have any questions or need assistance, please contact Lauren Liston (lpalerm@ncsu.edu) or The Graduate School.