

Slate 103

A How-To Guide for:

- Using and Creating Queries



Graduate College

Menu

- [Using Queries](#)
- [Creating Standard Queries](#)
- [Creating Configurable Joins Queries](#)

Using Queries

- Click on the **Queries/Reports** icon at the top of the page

The screenshot displays the Slate user interface. At the top, a dark blue navigation bar contains the 'slate' logo on the left and a user profile for 'Elaina Mullins' on the right. A search bar is located in the top right corner. Below the navigation bar, a white header area features a 'Welcome, Elaina.' message on the left and a notification on the right: 'You have accessed Slate from 1 device in the past 72 hours.' with links for 'Details', 'Your Profile', and 'Supervised Login'. A central blue banner promotes the 'slate ★ SPIRIT SHOP' with the text 'Explore the Slate Spirit Shop and stock up on your favorite Slate gear: t-shirts, water bottles, tote bags, and more!'. On the right side, a vertical menu lists links: 'Slate on Social', 'Slate Spirit Shop', 'Community Forums', 'Slate Feedback', and 'Service Status'. The 'Queries/Reports' icon, which is a blue folder with a document, is highlighted with a red rectangular box in the navigation bar.

Using Queries

- Default setting shows your **Personal queries** (anything you have made); click the **Shared queries** link to see all shared queries

Queries

New Query ⚡

Search Queries...

Name	Folder	Base	Updated
There are no records that meet these criteria.			

TestEric TestBazor

Search...

Queries

[Query Library](#)

Personal queries

[Shared queries](#)

[All queries](#)

Exclude archived

[Include archived](#)

Folders

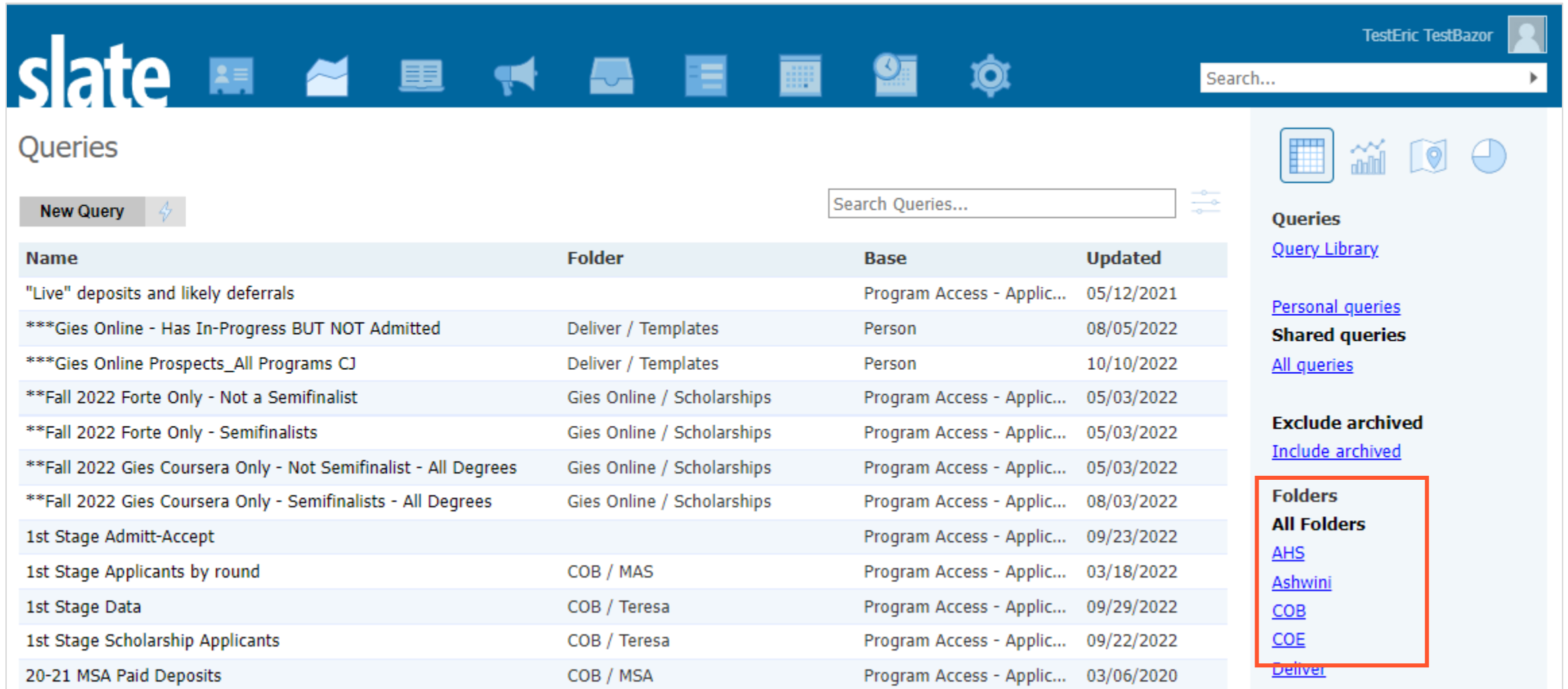
All Folders

Users

TestBazor, TestEric

Using Queries

- Use the **Folder Navigation** to access other queries




The screenshot displays the Slate application interface. At the top, there is a blue header with the 'slate' logo on the left, a navigation bar with icons for various functions, and a search bar on the right containing the text 'Search...'. Below the header, the main content area is titled 'Queries'. On the left side of this area, there is a 'New Query' button with a lightning bolt icon. To the right of this button is a search box labeled 'Search Queries...'. The central part of the interface is a table with the following columns: 'Name', 'Folder', 'Base', and 'Updated'. The table contains 14 rows of query data. On the right side of the interface, there is a sidebar with several sections: 'Queries' with a 'Query Library' link, 'Personal queries', 'Shared queries', and 'All queries' links; 'Exclude archived' and 'Include archived' links; and 'Folders' with a list of folder names: 'All Folders', 'AHS', 'Ashwini', 'COB', 'COE', and 'Deliver'. The 'Folders' section is highlighted with a red rectangular box.


Name	Folder	Base	Updated
"Live" deposits and likely deferrals		Program Access - Applic...	05/12/2021
***Gies Online - Has In-Progress BUT NOT Admitted	Deliver / Templates	Person	08/05/2022
***Gies Online Prospects_All Programs CJ	Deliver / Templates	Person	10/10/2022
**Fall 2022 Forte Only - Not a Semifinalist	Gies Online / Scholarships	Program Access - Applic...	05/03/2022
**Fall 2022 Forte Only - Semifinalists	Gies Online / Scholarships	Program Access - Applic...	05/03/2022
**Fall 2022 Gies Coursera Only - Not Semifinalist - All Degrees	Gies Online / Scholarships	Program Access - Applic...	05/03/2022
**Fall 2022 Gies Coursera Only - Semifinalists - All Degrees	Gies Online / Scholarships	Program Access - Applic...	08/03/2022
1st Stage Admitt-Accept		Program Access - Applic...	09/23/2022
1st Stage Applicants by round	COB / MAS	Program Access - Applic...	03/18/2022
1st Stage Data	COB / Teresa	Program Access - Applic...	09/29/2022
1st Stage Scholarship Applicants	COB / Teresa	Program Access - Applic...	09/22/2022
20-21 MSA Paid Deposits	COB / MSA	Program Access - Applic...	03/06/2020

- Click on the name of a query to access and run the query





Please do not edit any shared queries created for all-department use

Queries

New Query 

Name	Folder	Base	Updated
2023 - Find FA Admits with No Acceptance Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find FA Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find FA Applicants with No Dept Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP & FA Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP & SU Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP Admits with No Acceptance Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP Applicants with No Dept Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP, SU & FA Admits with No Acceptance Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SP, SU & FA Applicants	GC Term Queries / 2023	Program Access - Applic...	09/22/2022
2023 - Find SP, SU & FA Applicants with No Dept Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SU & FA Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SU Admits with No Acceptance Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SU Applicants	GC Term Queries / 2023	Program Access - Applic...	06/21/2022
2023 - Find SU Applicants with No Dept Decision	GC Term Queries / 2023	Program Access - Applic...	06/21/2022

Queries
[Query Library](#)

[Personal queries](#)
Shared queries
[All queries](#)

Exclude archived
[Include archived](#)

Folders
[All Folders](#)
[AHS](#)
[Ashwini](#)
[COB](#)
[COE](#)
[Deliver](#)
[ENGR](#)
[GC Admitted Student Queries](#)
[GC Dept Queries](#)
[GC Enrolled Student Queries](#)
[GC In-Progress Applicant Queries](#)
[GC Staff Use Only](#)
[GC Term Queries](#)
[2022](#)
2023

- Check **Filters** from this main menu page to see which records the query is pulling
- Click **Run Query** to view and export results
- **Note:** Query may run more slowly if pulling large amounts of records

The screenshot displays the Slate application interface. At the top, there is a blue header with the 'slate' logo on the left and a search bar on the right containing the text 'TestEric TestBazor'. Below the header is a navigation bar with several icons. The main content area shows the title '2023 - Find FA Applicants' with an 'Edit' button to its right. Below the title, there are several fields: 'Folder' (GC Term Queries / 2023), 'User' (Elaina Mullins), 'Base' (Program Access - Applications), and 'Execution Mode' (Retrieve all records each time query is run). The 'Filters' field is highlighted with a red box and contains the text 'Term IN Fall 2023' and 'Application Submission Status = Submitted'. Below the filters, there is a 'Matching Rows' field with three dots. At the bottom left, there is a 'Run Query' button, also highlighted with a red box. On the right side of the page, there are three buttons: 'Edit Query', 'Edit Notes', and 'Check Logic'.

- **Output Menu** defaults to “Excel Spreadsheet”, but can be changed for other actions
- Click **Export** to download spreadsheet or perform selected Output action
- Click on **record row** to view full results or open record



The screenshot displays the Slate application interface. At the top, the 'slate' logo is on the left, and the user 'TestEric TestBazor' is on the right. A search bar is also present. The main content area shows the query '2023 - Find FA Applicants'. Below this, there is an 'Output' dropdown menu currently set to 'Excel Spreadsheet', and an 'Export' button. A table of results is shown below, with the first row highlighted. The table has columns for Slate ID, Application Slate ID, Application Status, UIN, Name, Birthdate, Gender, Citizenship Status, Primary Citizenship, Residency, and Email.

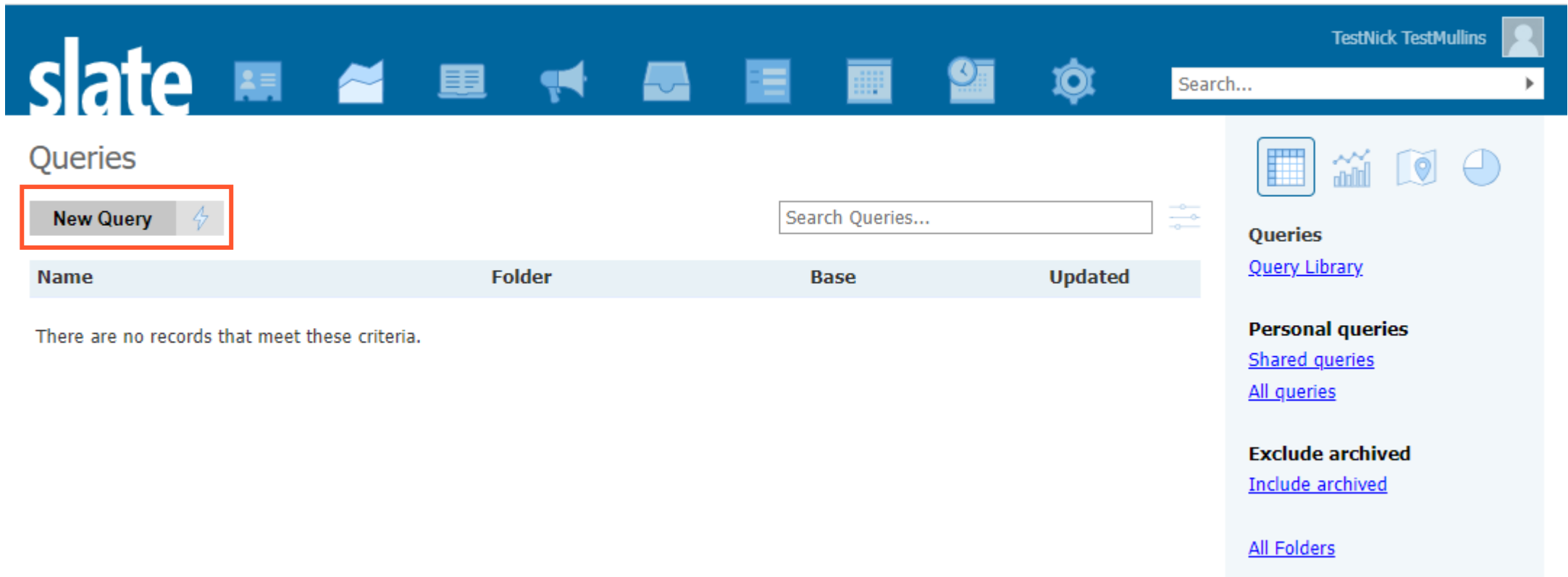
Slate ID	Application Slate ID	Application Status	UIN	Name	Birthdate	Gender	Citizenship Status	Primary Citizenship	Residency	Email
912532750	318939377	Awaiting Decision		TestBazor, TestMarie	11/12/1975	F	US Citizen	United States	N	mortb
728840489	684800071	Awaiting Decision		TestVerner, TestAnne	11/12/1975	F	Foreign National	United Kingdom	I	mortb

Using Queries - Reminders

- You may have access to other departments' queries – be respectful, **do not edit queries that do not belong to you or your department**
- You can perform various actions from the Results page:
 - Excel/CSV/Application PDF downloads
 - Bulk move applications to bin
 - Batch input deny decisions
 - Open Slate record
- Queries for all-department use will be saved in folders beginning with “GC...”:
 - GC Admitted Student Queries
 - GC Enrolled Student Queries
 - GC Term Queries

Creating Standard Queries

- Click on **New Query** or  (**quick query icon**) to create a query
- **New Query** allows you to name, share, and save in specific folder
-  (**quick query icon**) allows you to quickly create a query without naming/saving



The screenshot shows the Slate application interface. At the top is a dark blue header with the 'slate' logo on the left, a series of navigation icons in the center, and the user name 'TestNick TestMullins' with a profile picture on the right. Below the header is a search bar labeled 'Search...'. The main content area is titled 'Queries' and features a 'New Query' button with a lightning bolt icon, which is highlighted with a red rectangular box. To the right of the button is a search field labeled 'Search Queries...'. Below the button and search field is a table with columns for 'Name', 'Folder', 'Base', and 'Updated'. The table is currently empty, with the message 'There are no records that meet these criteria.' displayed below it. On the right side of the interface, there is a sidebar with various query-related icons and links, including 'Query Library', 'Personal queries', 'Shared queries', 'All queries', 'Exclude archived', 'Include archived', and 'All Folders'.

New Query

- **Name** query
- Check the **Share** box to allow others to see this query
- Select **Folder** (choose your department folder from GC Dept Queries)
- Choose **Base**:
 - **Person and Program Access-Prospects** to find prospect records or records in general (with or without applications)
 - **Program Access – Applications** to find applicants
- Click **Save**

The screenshot shows the 'New Query' dialog box with the following fields and values:

- Name:** My Query
- User:** TestBazor, TestEric
- Sharing:** Share query with other users with the query and query base permissions
- Folder:** (empty dropdown)
- Type:** Local
- Base:** (dropdown menu open with options: Person, Program Access - Applications, Program Access - Prospects, Application References)

At the bottom of the dialog, there are two buttons: **Save** and **Cancel**.

Quick Query

- Choose **Base**:
 - **Person and Program Access-Prospects** to find prospect records or records in general (with or without applications)
 - **Program Access – Applications** to find applicants
- Click **Build Query**

The image shows a software dialog box titled "Quick Query". It has a "Type" dropdown menu set to "Local". Below it, the "Base" dropdown menu is open, showing a list of options: "Person", "Program Access - Applications", "Program Access - Prospects", and "Application References". The "Person" option is currently selected and highlighted in blue. At the bottom of the dialog, there are two buttons: "Build Query" and "Cancel". The "Build Query" button is highlighted with a red box.

Build the Query

- Add **Filters** to specify which records you want to find
- Add **Exports** to see information about these records
- Rename exports by clicking the **Rename Exports** link (change “Ref” to “Slate ID”, for example)
- Click **Preview Results** to view a snapshot of the results

The screenshot displays a query builder interface. At the top, the 'Quick Query' section shows the user 'TestEric TestBazor' and the base 'Program Access - Applications'. A 'Run Query' menu is visible on the right, with 'Preview Results' highlighted. Below this is the 'Exports' section, which lists various fields: Ref, First, Preferred, Last, Email, Degree, Citizenship Status, Primary Citizenship, Active Region, and Application Status. The 'Ref' field is highlighted with a red arrow, and the 'Export', 'Literal', 'Existence', and 'Rename Exports' buttons are also highlighted. At the bottom, the 'Filters' section shows three filters: 'Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Innovation-BS SD/MFA, ...', 'Term IN Fall 2023', and 'Sex IN Female'. The 'Filter' button is highlighted with a red arrow.

Run the Query

- If a **New Query**
 - Click the name of your query in the breadcrumb links at the top of the page to return to the main menu
 - Click **Run Query**

The screenshot shows a web interface for editing a query. At the top, there are breadcrumb links: "All Queries" and "My Query" (highlighted with a red box). Below this is the "Edit Query" section, which includes a table of query details:

Folder	
User	TestEric TestBazor
Base	Program Access - Applications
Execution Mode	Retrieve all records each time query is run

To the right of this table is a vertical stack of buttons: "Edit Properties", "Edit Permissions", "Preview Results", "Display SQL", and "Save Copy".

Below the query details is the "Exports" section, which contains a list of field names in input boxes: "Ref", "First", "Preferred", "Last", "Email", "Degree", "Citizenship Status", "Primary Citizenship", "Active Region", and "Application Status". To the right of these fields are three buttons: "Export", "Literal", and "Existence", and a link "Rename Exports".

At the bottom is the "Filters" section, which includes a link "Check Logic" and "Matching Rows: ...". Below this are three filter conditions in input boxes: "Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Innovation-BS SD/MFA, ...", "Term IN Fall 2023", and "Sex IN Female". To the right of these filters is a vertical stack of buttons: "Filter", "OR", "NOT", "(", and ")", and a closing parenthesis button at the bottom.

- If a **Quick Query**
 - Click **Run Query** to run the query

Note: To save a **Quick Query** as a permanent query click **Copy**

The screenshot shows a database query interface. At the top, there is a navigation bar with "All Queries" and "Quick Query" (the latter is highlighted with a red box). Below this, the user information is displayed: "User: TestNick TestMullins" and "Base: Program Access - Applications". On the right side, there is a vertical menu with buttons: "Run Query" (highlighted with a red box), "Preview Results", "Display SQL", and "Copy" (highlighted with a red box). Below the menu, there is an "Exports" section with a list of fields: "Ref", "First", "Preferred", "Last", "Email", "Degree", "Citizenship Status", and "Primary Citizenship". To the right of the "Exports" list, there is a vertical menu with buttons: "Export" (highlighted with a red box), "Literal", and "Existence". Below this menu, there is a link "Rename Exports". At the bottom, there is a "Filters" section with a link "Check Logic" and "Matching Rows: ...". Below the "Filters" section, there is a list of filter conditions: "Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Innovation-...", "Term IN Fall 2024", and "Application Submission Status = Submitted". To the right of the filter conditions, there is a vertical menu with buttons: "Filter" (highlighted with a red box), "OR", "NOT", "(", and ")". Red arrows point from the "Export" button to the "Ref" field and from the "Filter" button to the "Degree" filter condition.

Edit the Query

Saved queries can be edited at any time

- **Edit:** change the name, folder, or Share setting; Delete or Archive
- **Archive:** archive the query and clear it from your folder view
- **Delete:** delete the query (cannot be recovered)
- **Edit Query:** change exports and filters (changes saved immediately)

The screenshot shows a software interface with a sidebar on the left containing a list of query properties: All Queries, My Query, Folder, User, Base, Execution Mode, Filters, Matching Rows, and a Run Query button. The main area displays the details for a query named 'My Query', including its user 'TestEric TestBazor', base 'Program Access - Applications', and a description field with a rich text editor toolbar. A modal dialog box titled 'Edit Query' is open in the foreground, allowing for modifications. The dialog includes fields for Name (My Query), User (TestBazor, TestEric), a checkbox for sharing, a Folder dropdown, and a Base dropdown (Program Access - Applications). The description field is empty. At the bottom of the dialog are buttons for Save, Delete, Cancel, and Archive. In the background, an 'Edit' button is visible in the top right corner, and an 'Edit Query' button is highlighted with a red box in the top right of the main interface.

Creating Configurable Joins Queries

Configurable Joins (CJ) queries are very similar to standard queries, but there are some marked differences:

- Start with only one Base (Application, Person, etc.) that contains filters/exports related to that base and **must** join to other bases to access other filters/exports
- Choose from more bases than standard queries
- Join to bases that are not accessible using standard queries
- Utilize subquery filters and subquery exports for more comprehensive queries
- Must specify your program/degree in filters (also helps query run more efficiently)

CJ queries are very powerful, but there is a learning curve! View the Slate Knowledge Base article [here](#) for more information about using CJ queries.

New CJ Query

- After creating query change **Type** to **Configurable Joins**
- Choose starting **Base**
- Click **Build Query** (quick queries) or **Save** (new queries)

Quick Query

Type: Configurable Joins



Category: Records

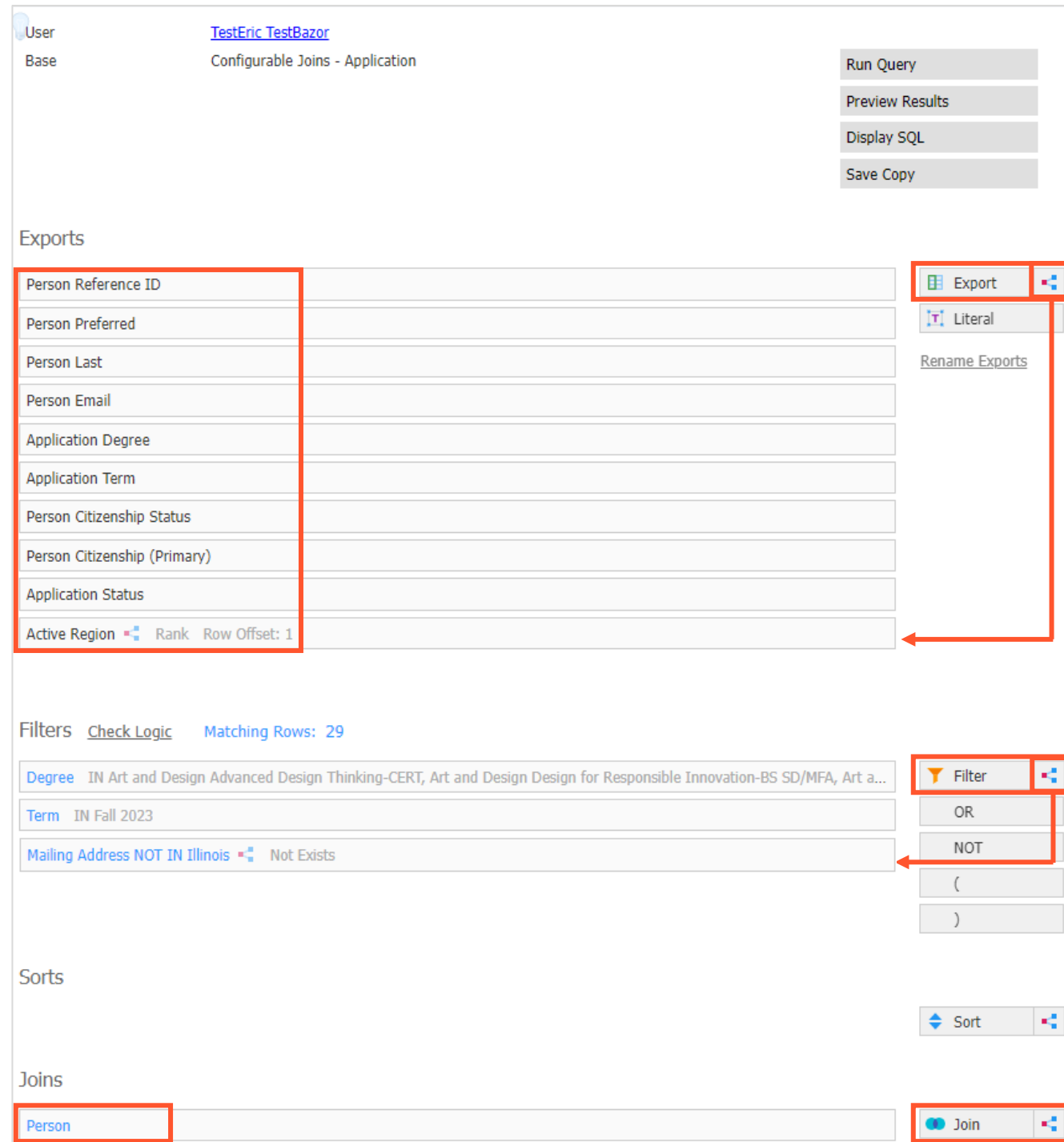
Base:

- Application
- Application by Population
- CITL Departments
- edwSections
- Graduate Faculty (Non-Tenured)
- Graduate Faculty (Tenured)
- iSchool
- Organization Contacts
- Organizations
- Person
- Person by Population

Build Query Cancel

Build the CJ Query

- **Join** to other Bases to access those Exports and Filters
 - Join to Bases that have a one-to-one relationship with starting Base (those that **do not** have the subquery icon  next to them)
- Add **Filters** and **Exports** as normal (export names begin with the Base they come from)
- Add **Subquery Exports** and **Subquery Filters**
 - Join to Bases that have a one-to-many relationship with starting Base (those that **have** the subquery icon  next to them)



The screenshot displays a query builder interface for a user named TestEric TestBazor, working on a query titled 'Configurable Joins - Application'. The interface includes several sections:

- Exports:** A list of fields including 'Person Reference ID', 'Person Preferred', 'Person Last', 'Person Email', 'Application Degree', 'Application Term', 'Person Citizenship Status', 'Person Citizenship (Primary)', 'Application Status', and 'Active Region'. The 'Active Region' field is annotated with a red box and a subquery icon. To the right, there are buttons for 'Export', 'Literal', and 'Rename Exports'.
- Filters:** A section showing three filter conditions: 'Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Innovation-BS SD/MFA, Art a...', 'Term IN Fall 2023', and 'Mailing Address NOT IN Illinois'. The 'Mailing Address NOT IN Illinois' filter is annotated with a red box and a subquery icon. To the right, there are buttons for 'Filter', 'OR', 'NOT', '(', and ')'. Below the filters, there is a 'Sorts' section with a 'Sort' button.
- Joins:** A section showing a 'Person' join, which is annotated with a red box and a join icon.

At the top right, there are buttons for 'Run Query', 'Preview Results', 'Display SQL', and 'Save Copy'.

Run the CJ Query

- Click **Preview Results** to view a snapshot of results
- Click **Run Query** (quick queries) or return to the main menu and click **Run Query** (new queries) to run the CJ query
- View and interact with results as normal

The screenshot shows a query builder interface for 'Configurable Joins - Application'. At the top right, there is a vertical stack of buttons: 'Run Query' (highlighted with a red border), 'Preview Results', 'Display SQL', and 'Save Copy'. Below this, the 'Exports' section contains a list of fields: 'Person Reference ID', 'Person Preferred', 'Person Last', 'Person Email', 'Application Degree', 'Application Term', 'Person Citizenship Status', 'Person Citizenship (Primary)', 'Application Status', and 'Active Region'. To the right of these fields are 'Export' and 'Literal' buttons, and a 'Rename Exports' link. The 'Filters' section shows 'Check Logic' and 'Matching Rows: 33'. It contains three filter conditions: 'Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Innovation-BS SD/MFA, Art a...', 'Term IN Fall 2023', and 'Mailing Address NOT IN Illinois Not Exists'. To the right are 'Filter', 'OR', 'NOT', '(', and ')' buttons. The 'Sorts' section is empty, with a 'Sort' button to the right. The 'Joins' section contains a 'Person' join condition, with a 'Join' button to the right.

Creating Queries – Tips and Reminders

- It is recommended to only use CJ queries. The standard query bases will be phased out in the future and no longer work after that time
- Queries results pull **one row per *base item*** (person base = 1 row per person, application base = 1 row per application, etc.)
- CJ queries **start with one base**, and you must join to other bases to access additional filters and exports
- **Almost all fields** in Slate can be used as either an export or filter
- **Finding the exports and filters** you want is the trickiest part of building queries (the names of the fields don't always make sense) – contact the Graduate College for assistance in finding field names

Creating Queries – Reminders, continued

- **Queries you share** are visible to all other users – use Folders to save your departmental queries in one place
- You can **edit** the name, folder, and share setting of your queries at any time
- You can **delete** old or unused queries – Careful! Deleted queries cannot be recovered
- You can **archive** old or unused queries – Archived queries are accessible by clicking the “Include Archived” link above Folders list