

Running queries in Slate

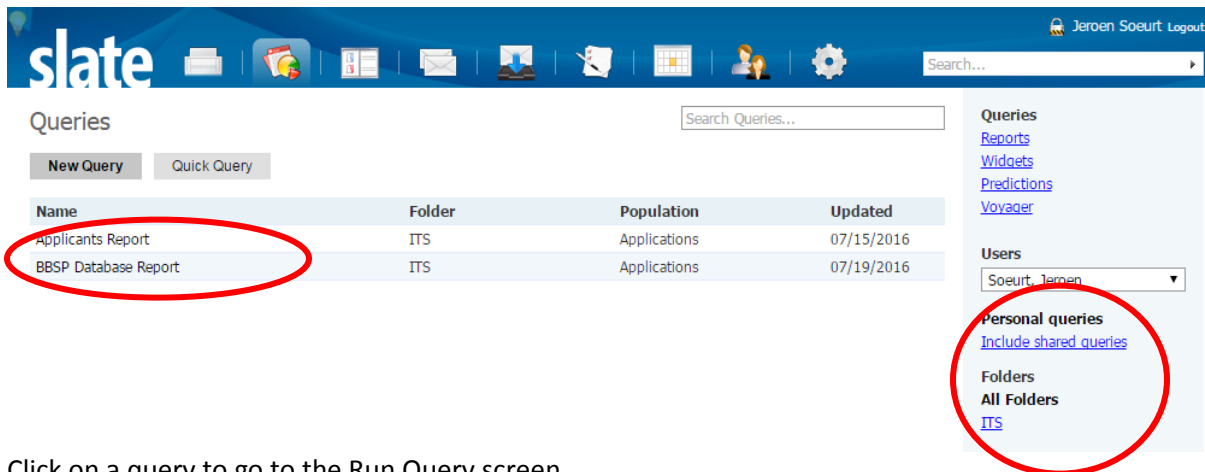
Click on the second icon from the left, and choose Queries from the dropdown menu.



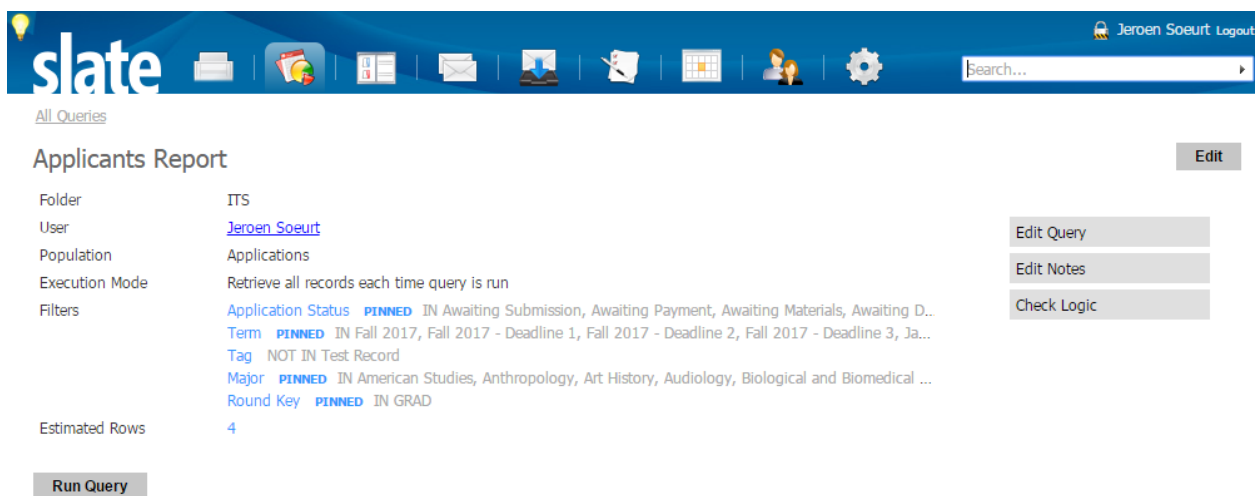
You'll see a list of recent Queries that you can access directly. Click on Queries if the query that you would like to run is not listed.

In the query screen you can select the query that you want to run. You can also filter this further down by query folder.

Initially you'll only see your own personal queries (or no queries if you don't have any). Click on "Include shared queries" to see all queries that you have access to.



Click on a query to go to the Run Query screen.



This screen shows you the query details. The filters show what the query filters the population on.

A PINNED filter can be adjusted during run-time. It is comparable to a PeopleSoft Query Prompt. For example; if you want to run a query only for a certain Application Status, then you would click on the Application Status filter.

The screenshot shows the 'Applicants Report' interface. On the left, there is a sidebar with various filters and a 'Run Query' button. The main area displays the 'Edit Filter' dialog box for the 'Application Status' filter. The filter is currently set to 'IN', and a list of application statuses is shown below it: Awaiting Submission, Awaiting Payment, Awaiting Materials, Awaiting Decision, Awaiting Confirmation, and Decided. The 'Run Query' button is highlighted in a grey box.

You can now select which application statuses you want to include in the results.

Click on **Run Query** to see the results on your screen.

You can select an output format such as Excel, and click on Export, to save the results to a file on your computer.

[All Queries](#) > [Applicants Report](#)

Applicants Report

The screenshot shows the 'Applicants Report' interface. The 'Output' dropdown menu is set to 'Excel Spreadsheet'. The 'Export' button is circled in red.