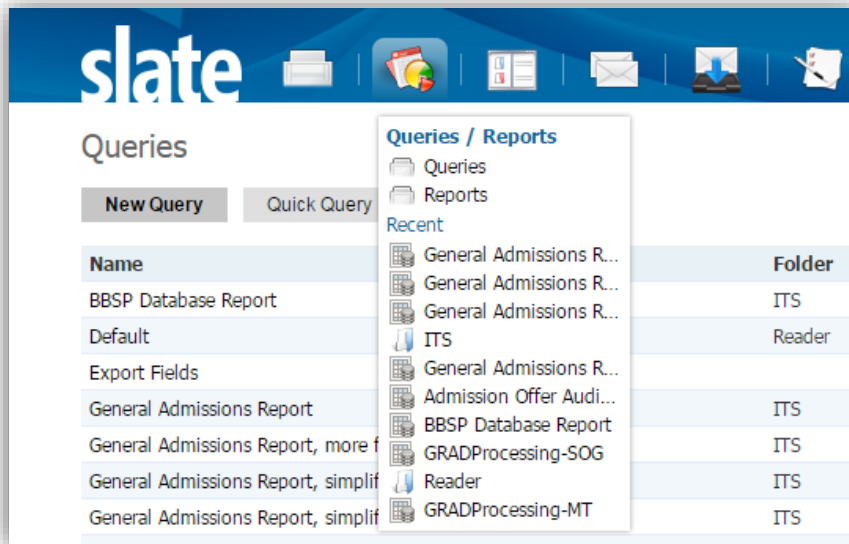


Query writing in Slate

To write a new query, click on the second icon from the left, and choose Queries. This brings you to the main query screen. From here you can run a query, or create a new one.



Click on New Query to begin a new one. The New Query window pops up. Here you set some basic data on the query.

-The name will identify the query.

-The user is the owner of the query.

-Check the checkbox of allow other users to access the query, given that they have the right access in the system.

-Choose a folder to organize your queries.

The screenshot shows the 'New Query' window with the following fields:

- Name:
- User:
- Sharing: Share query with other users with the query and query base permissions
- Folder:
- Population:

The population dropdown box select the population that you want to query. For example; choose applications if you want to display data from applications in the system.

There is a special population “Read by Major”. Choose this one if you want to create a query that shows up as a Preset in the Reader.

Click Save to go to the Edit Query screen.



The top part of the page shows some query details. There are also seven buttons on the right.

Edit Properties shows a popup where you can set some advanced settings for the new query. For example; you can limit the amount of rows it selects.

Sharing Permissions allows you to give access to other users. If you chose not to share your query with everybody, then you can select individual groups or users here to share your query with. You can also set view-only, or edit access per entry.

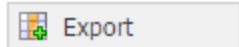
Preview Results shows a quick preview of the query. Check this often while building a query to make sure that it's working as expected.

Save Copy allows you to save a copy of this query under a new name.

The next part of the page is the Exports part.



An export in Slate is a field, or a column, that shows up in the output of your query. Examples are name, email address, and application id.



is used to add new Exports to the query output. Here you can search through a large amount of available fields.

Insert Query Part

Search

Groups Pinned Exports Local Exports Slate Template Library

Pinned Exports [Edit Pinned](#)

Local Exports

Application Dates

Select All	Created	Updated	Submitted
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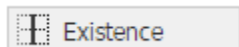
Application Details

Select All	App Submitted	App Created	App Updated
Application Status	Round	Round Key	Round Export
Period	Period Year	Bin	Bin Entry Timestamp
Application Slate ID	Application Slate GUID	App Tags	Age at App Submission
Application Rank	Application Population (comm...	Application Population (line-b...	

Select all fields that you want to include by clicking on them.



inserts a static field. This can come in handy when you create data to load into other systems.



inserts a conditional field.

The filters section is where you set the criteria for the query.

Filters Estimated Rows: 2,674

Filter

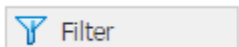
Custom SQL

OR

NOT

(

)



shows the filter popup:

Insert Query Part

Search

Groups Pinned Filters Local Filters Slate Template Library

Pinned Filters [Edit Pinned](#)

Local Filters

2015 MCAT Total (max verified)

Application Status

Bin

Material

MCAT Total (highest verified by total)

MCAT Total (max verified)

Reader Form Value

Recommendation Number by Status

Round

Prospects

Application Exists

Citizenship (Primary)

Citizenship (Secondary)

Citizenship Status

Event

Event Category

Continue **Cancel**

This is where you choose the field to apply the criteria to. For example, you want to only include application that are not yet submitted. Click on Application Status.

Application Status

Operators: IN, NOT IN

Now click on continue. In the next screen you choose which Application Statuses you want to include. Choose Awaiting Submission and click Save.

Edit Part

Status	Active ▼
Name	Application Status
Source Type	Local Filter
Estimated Rows	1,682
Application Status	IN ▼

- Awaiting Submission
- Awaiting Payment
- Awaiting Materials
- Awaiting Decision
- Awaiting Confirmation
- Decided

The new filter now shows up in the filter section.

Filters [Estimated Rows: 1,683](#)

[Application Status](#) IN Awaiting Submission

You don't have to save your query. It is saved continuously. This also means that you cannot make a change to try something, and then not save it. That's why it's recommended to always make a copy of an existing query before you make any changes.