

Queries

- Queries allow you to tell the system exactly which applications you want to see
- Queries can be saved to your admin home so that you can easily see an updated list of applicants meeting the criteria specified at a later date
- Only program administrators can create queries
- Queries can be shared with other program administrators
- Recipients of shared queries must have permission to view the data in the query. If the recipient cannot see all or some of the data in the query results, it is likely a permission issue. Contact globalaps@princeton.edu.

Sample Query #1—View all applicants for a program or program group.

Note: for this query, all applicants who have started an application by selecting “apply now” will appear in the list.

1. Login to GPS. Go to Admin Home.
2. Select Applicant Admin>Advanced Search
3. In the New Query Wizard, Select **Application Parameters**. Select **Next**.

Administration > Applicant Admin > Search > Advanced

Search : Advanced



Please select the type of information you would like to query.

Simple Search

Locator Search

New Query Wizard

Choose the type of information you would like to query:

Application Parameters

Program Parameters

Applicant Parameters

Complete/Incomplete Submissions

Questionnaires

Question Item Folders

General Application Questions

Recommendation Questions

Language Competency Questions

4. Select the type of applicant you want to show and select the Application Status: **Submitted Application**.

Show:
 Princeton Only Non-Princeton Only All

Outgoing
Incoming
Scholarship
Risk Management

By Institution: (keyword search)

Application Parameters:

Application Cycles:
Any
Academic Year 2016-2017
Academic Year 2015-2016
Academic Year 2014-2015

[Click to add all existing application cycle:](#)

Application Status: Check: All | None

Advising Submitted Application Waitlist
 Accepted Committed Not Accepted
 Conditionally Accepted Not Approved by Princeton
 Interview Stage 1
 Interview Stage 2
 Accepted- Need Princeton approval

5. Select the **Program** or **Program Group**. Select **Next**.

Program:

All
*
Academic Programs Abroad
Academic Year Incoming Exchange
Aix-en-Provence Program for French Studies, Department of French and Italian
Alliance for Global Education
Alliance for Global Education (Contemporary India: Development, Economy, & Society)
American University in Cairo
AMIDEAST Area & Arabic Language Studies in Jordan (Semester/Academic Year)

Program Groups:

SAP Pre-approved OIP enters
SAP Administration OIP
Princeton in Africa
Global Health Program
Princeton in Asia
Princeton in Latin America
Slavic Languages and Literatures
Princeton in Ishikawa

6. Results will be displayed on the next page. Save your search. The new query will be listed on your admin home page for you to run at any time.

Options: Progress Audit:

Save Search:

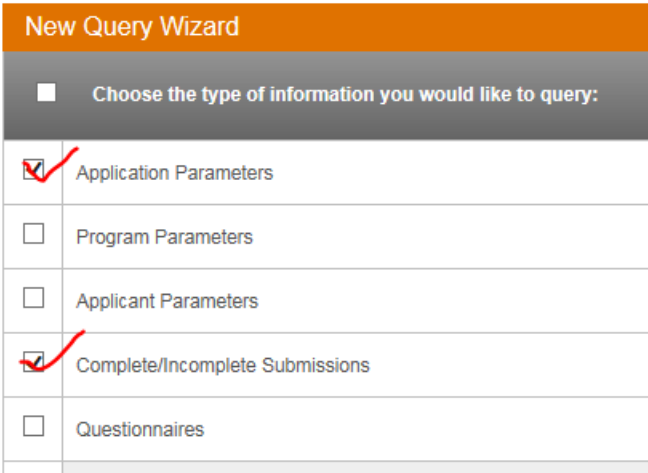
You searched for all applicants, within Scholarship programs.

Results

| Name | Status | Program |
|------|--------|---------|
|------|--------|---------|

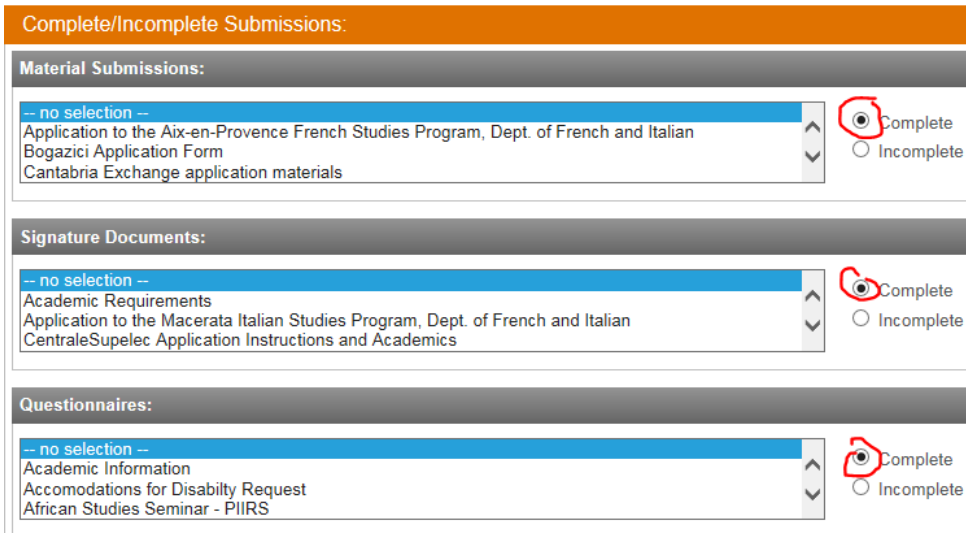
Sample Query #2—View all Completed Applications for a Program or Program Group.

1. Login to GPS. Go to Admin Home.
2. Select Applicant Admin>Advanced Search
3. In the New Query Wizard, Select **Application Parameters**, Select **Complete/Incomplete Submissions**. Select Next.



| New Query Wizard | |
|---|---------------------------------|
| Choose the type of information you would like to query: | |
| <input checked="" type="checkbox"/> | Application Parameters |
| <input type="checkbox"/> | Program Parameters |
| <input type="checkbox"/> | Applicant Parameters |
| <input checked="" type="checkbox"/> | Complete/Incomplete Submissions |
| <input type="checkbox"/> | Questionnaires |

4. Select the type of applicant you want to show, the application status **Submitted Application**, and the **Program** or Program Group you are interested in as in #4 and #5 in Sample Query #1.
5. Select **application components** that must be completed by the student for an application to be considered complete (**materials, signature documents, questionnaires, recommendations**). Select **Complete** in the right column next to each application component type.



Complete/Incomplete Submissions:

Material Submissions:

| | |
|--|---|
| -- no selection -- | <input checked="" type="radio"/> Complete |
| Application to the Aix-en-Provence French Studies Program, Dept. of French and Italian | <input type="radio"/> Incomplete |
| Bogazici Application Form | |
| Cantabria Exchange application materials | |

Signature Documents:

| | |
|--|---|
| -- no selection -- | <input checked="" type="radio"/> Complete |
| Academic Requirements | <input type="radio"/> Incomplete |
| Application to the Macerata Italian Studies Program, Dept. of French and Italian | |
| CentraleSupelec Application Instructions and Academics | |

Questionnaires:

| | |
|---------------------------------------|---|
| -- no selection -- | <input checked="" type="radio"/> Complete |
| Academic Information | <input type="radio"/> Incomplete |
| Accommodations for Disability Request | |
| African Studies Seminar - PIIRS | |

6. Results will be displayed on the next page. Save your search. The new query will be listed on your admin home page for you to run at any time.

What Can You Do With Queries

Progress Audit—See which applicants have completed which components of the application.

1. Run a query.
2. Select **Progress Audit**, and **Pre-Decision**.

Administration : Keller--all started applications

Following are the results of your saved search.

Options: Progress Audit:

Results for saved query "Keller--all started applications"

You searched for all applicants, within **Outgoing** programs that have a program group name of Keller

Results

| Name | Status | Program |
|------|--------|---------|
|------|--------|---------|

Other Options with Queries:

Options: Progress Audit:

Results for saved query "Keller--all started applications"

You searched for all applicants, within **Outgoing** programs that have a program group name of Keller

Results

| Name | Status | Program |
|------|--------|---------|
|------|--------|---------|