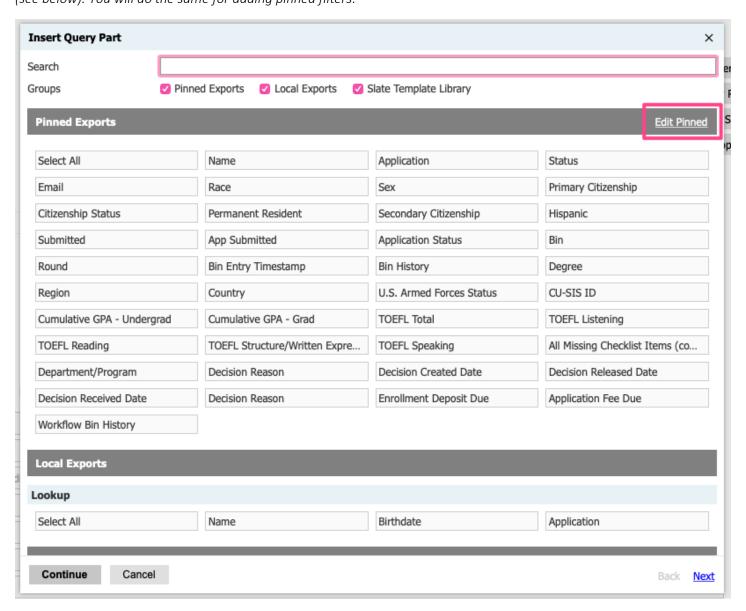# Slate Resource: Frequently Used Exports & Filters

EXPORTS	CATEGORY	EXPORT TITLE	POTENTIAL USES / TIPS / AVAILABLE OPTIONS
General	Application Checklist Items	All Missing Checklist Items	A snapshot of missing application material (only useful for those in the Awaiting Materials bin)
	Application Dates	Submitted	Submission date
	Application Details	Application Status	Awaiting Submission, Awaiting Materials, Awaiting Decision, Decided
		Bin	What workflow bin the application currently resides in
		Bin Entry Timestamp	Date and time of entry into current bin
		Round	Use this export to display the admissions cycle AY
	Application Info	Department/Program	This export is useful if you work with multiple departments or programs and need to visually display this data
		Provisional Admit	Use this export to determine if provisional admission is needed and reason
	Contact	Email	A good export to include on a spreadsheet for recruitment purposes, and also necessary for queries you intend to pull into a mailing
	Current Queue and Bin History	Bin History	What bins has this file moved through within the Reader workflow and when
	Decision History	Decision History (all decisions)	Example: Admit, Deposit Pending, Intention to Matriculate, Defer
	Decision Most Recent Released	Decision Released – Date Received	Date the applicant viewed their decision letter
	Lookup Lookup	Application	A snapshot of their application round and status (i.e. 2021 Graduate Application, Awaiting Decision)
		Name	
	Processing	CU-SIS ID	
		Cumulative GPA-Grad	Please note these may not always be accurate (or visible) at the time of your query, because cumulative GPA is manually logged by our processing teams
		Cumulative GPA-Undergrad	

		Deferral Requested	This export will show if our processing teams have processed a requested deferral
		Degree Level	A useful export for departments that offer multiple degree types
		Entry Term	Use this export to differentiate between Spring, Summer and Fall entry terms, as well as AY (i.e. "Summer 2019")
		Subplan/Track	Use this export to visualize which subplan/track has been selected, if applicable
	Name	Preferred	Good to use for mailings for a more personal touch!
Determining citizenship, URM status, other biographic and demographic information, etc.	Biographical	Citizenship Status	
		Hispanic	Yes, No
		Primary Citizenship	
		Race	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific, White
		Secondary Citizenship	
		Sex	Female, Male, Non-binary
Residency	Mailing/Permanent Address	Region	If domestic, this is a good indicator of residency status
	Mailing/Permanent Address	Country	
Test Scores	Duolingo English Test (100-point scale) (Highest Verified Max)	Duolingo English Test (100-point scale) Score	
	GRE (Highest Verified Max)	GRE Quantitative %	
		GRE Quantitative	
		GRE Verbal %	
		GRE Verbal	
		GRE Analytical Writing %	
		GRE Analytical Writing	
	IELTS (Highest Verified Max)	IELTS Writing	
		IELTS Speaking	
		IELTS Listening	
		IELTS Reading	
		IELTS Overall Band Score	
	TOEFL (Highest Verified Max)	TOEFL Total	
		TOEFL Speaking	
		TOEFL Listening	
		TOEFL Reading	
		TOEFL Structure/Written Expression	

Helpful tip: *You can pin frequently used exports by clicking "Edit Pinned" in the Exports pop-up window (see below). You will do the same for adding pinned filters.*

Insert Query Part   ✕

Search [   ]

Groups   ☑ Pinned Exports   ☑ Local Exports   ☑ Slate Template Library

Pinned Exports			Edit Pinned
Select All	Name	Application	Status
Email	Race	Sex	Primary Citizenship
Citizenship Status	Permanent Resident	Secondary Citizenship	Hispanic
Submitted	App Submitted	Application Status	Bin
Round	Bin Entry Timestamp	Bin History	Degree
Region	Country	U.S. Armed Forces Status	CU-SIS ID
Cumulative GPA - Undergrad	Cumulative GPA - Grad	TOEFL Total	TOEFL Listening
TOEFL Reading	TOEFL Structure/Written Expre...	TOEFL Speaking	All Missing Checklist Items (co...
Department/Program	Decision Reason	Decision Created Date	Decision Released Date
Decision Received Date	Decision Reason	Enrollment Deposit Due	Application Fee Due
Workflow Bin History			

Local Exports

Lookup

Select All	Name	Birthdate	Application

Continue	Cancel		Back Next

FILTERS	CATEGORY	FILTER TITLE	POTENTIAL USES / TIPS / AVAILABLE OPTIONS
Application Tracking	Slate Template Library/Applications	Bin	Use this filter to run a query on current cycle applications within a certain bin
		Degree Level	Useful filter for departments that offer multiple degrees, when it is necessary to narrow down your population (i.e. you want to pull a list of all MS applications within the Deny bin to send them the corresponding MS Deny Letter)
		Department/Program	Useful filter for individuals who work across multiple departments or programs
		Subplan/Track	Use this filter to narrow your population by subplan or track
		Queue Assignment Exists	Use this filter to pull files that have or don't have a queue assignment, respectively
	Application Exists	Submitted	Two useful filters to run a query on all submitted applications
	Application Submission Status	Submitted	
Biographic / Demographic	Slate Template Library	Citizenship Status	
		Hispanic	Yes, No
		Race	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific, White
		Sex	Female, Male, Non-binary
Cycle	Slate Template Library/Applications	Entry Term	Use this filter to narrow down your applicants by entry term (i.e. Spring, Summer, Fall, as well AY)
		Round	Use this filter to look up past or current admissions cycles (i.e. if you want to pull a list of admitted students from 2019, etc.)

Combination Filters

To pull URM data:

(

Race – IN 'American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific'

OR

Hispanic – IN 'Yes'

)

Things to consider:

‒ You may want to add an additional filter outside of the parenthesis for Citizenship Status in 'Permanent Resident' and 'US Citizen,' unless international applicants are considered an underrepresented group for your department/program.
‒ These questions are not required, so not all applicants will have this information on their file.
‒ Remember that you will need to decide what is considered URM for your department/program because this is not the same for everyone! For example, you may be part of a department/program where 'Female' or 'Non-binary' are underrepresented, regardless of race and/or ethnicity.

⇒ Example: if you want to look for folks who have answered 'yes' to being Hispanic and/or identified as not white, but you also want to include female or non-binary applicants regardless of their race and/or ethnicity, you would use the following combination…

(

(

Race – IN 'American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific'

OR

Hispanic – IN 'Yes'

)

OR

(

Sex- IN 'Female, Non-binary'

)

)

To pull a list of matriculated students:

(

Payment Account Activity Exists with Dates – IN 'Received' – IN 'Enrollment Deposit'

OR

Decision Created Date by Code, Status – IN 'Intention to Matriculate' – IN 'Provisional, Confirmed, Released/Queued for Release'

)

> ⟹ You can also use this single filter, but it is best used AFTER the semester has started and you can be sure Slate data has been pushed over into CU-SIS.
>
> *CU-SIS App Matriculated – IN 'Yes'*

Helpful tip: *If you have customized questions in the 'Additional Information' tab of the application you would like to query on, email Patty Stanfield or Allison Metzger to get a list of the appropriate filters and exports.*

As always, if you are developing a complex query and are not sure what filters to use, please email us!

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