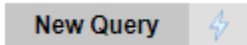# Quick Reference Guide to Configurable Join Queries

Select the Query tool in the main Slate view to get to the Queries page:

To start a new query, select either New Query or the lightning bolt (for a quick, non-saved query):

On the **New Query** page, create a name, click the sharing button, and remember to put it in your folder:

New Query		
Name	BE OBVIOUS	
User	Krus Stanfield, Patty	
Sharing	☑ Share query with other users with the query and query base permissions	
Folder	Department	/ GRAD
Type	Configurable Joins	
Category	Records	
Base	Application	

For Type, **ALWAYS** select Configurable Joins.
For Category, **ALWAYS** select Records.
For Base, I **highly recommend** selecting Application to start if you are looking for an applicant.
Name your query something clear and obvious and then click Save.

For a **Quick Query** (the lightning bolt), the selections will be the same. The difference is this query will NOT automatically save in your folder, so there is no space to name it or add it to a folder:
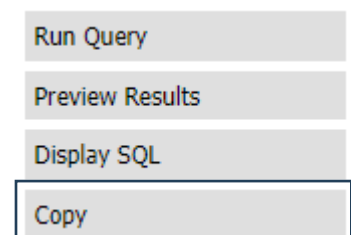
Quick Query	
Type	Configurable Joins
Category	Records
Base	Application

If you decide you want to save this quick query later, you can do so by clicking the Copy button on the right hand side of the query editor:

This will allow you to then name it, click the share button, and add it to your departmental folder.

Run Query

Preview Results

Display SQL

Copy

Editing Your Queries

On the Edit Query page, you can add **Exports**, **Filters**, and **Joins**. Remember, **Filters** control the rows of your spreadsheet, **Exports** are the columns, and **Joins** allow you to access all the information you require!

Start with a Join

Remember, **Joins** down at the bottom of the page (Base Joins) are only for one to one relationships, so if you start with Application Base, you can Join to Person (1 application to 1 person), but if you start with the Person Base, you cannot join to Application here (1 person can have many applications, so that is NOT a one to one relationship).

To be able to access information based on the applicant/person, click the Join button on the bottom right:

Then select Person from the list of joins (note: Person does not have a symbol, so that means it is good as a base join!)

Joins		
Application		
Application Activities	Application Reader Queue	Application References
Bin History	Checklists	Cloned Source Application
Course by School Level of Study, Course Rank	Courses	Current Bin
Decision by Rank	Decision by Rank Confirmed	Decision by Rank Released
Decision by Rank Reverse	Decisions	Field Values
Form Responses	Lookup Round	Materials
Payment Activities	Payments	Person
Populations	School Report by Rank	School Reports
Source Records	Status Change by Status and Rank	Statuses
Tags	Workflow Bin	Workflow Bin User Queue
Workflow Records: Graduate Admissions		

Note that every option with a symbol should NOT be selected as a base join! The fewer here, at the bottom of the page, the better!!

Add some Filters
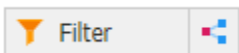
To add a new filter, you can either click on the Filter button or on the subquery filter button:

Make sure only the Direct Filters box is checked:

Insert Query Part

Search

Groups   ☐ Library Filters   ☑ Direct Filters   ☐ Extended Filters

You can type in the search bar or scroll through the list of options to find the filter you want to select.

All Application fields are under the Application header; Person fields are under the Person header.

We will add a filter for Degree Level (note that this is under the Application header, as this is a field on the application):

Insert Query Part   ✕

Search	degree
Groups	☐ Library Filters ✅ Direct Filters ☐ Extended Filters

Direct Filters

Person

Degree	Degree Prospect	Diversity Degree Level 1
Diversity Degree Level 2		

Application

AERO MS degree completion options	Are you applying for the MBA/MENV dual de…	Change Degree Level
CSCI Which MS degree?	CSEN First choice alt CSEN degrees	CSEN Second choice alt CSEN degrees
CSEN Third choice alt CSEN degrees	CSEN Would you like to be considered for al…	Degree Level
EMP: Do you wish to be considered for the …	ENGL MA Degree Options	ENVS Applying to Dual Degree JD?
ENVS Applying to Dual Degree MBA?	NIH Have/had no parents or legal guardians…	

Select Degree Level, and hit Continue.

Now you can select which degree levels you want to include (to select multiple options, hold down the CTRL button and click), and then hit Save:

Edit Part   ✕

Status	Active ▼
Name	Degree Level
Source	Filter
Matching Rows	0
Degree Level	IN ▼

Search…

☐ Show Selected

Aerospace Engineering Sciences - MS
Aerospace Engineering Sciences - MSP
Aerospace Engineering Sciences - PhD
Aerospace Engineering Sciences - Pro MS
Anthropology - MA
Anthropology - PhD
Applied Math - MS
Applied Math - PhD
Applied Math - Professional MS
Architectural Engineering - MS

You can also use the search bar on the left to find your selection!

Hit save once you have made your selection(s).

Other useful Application filters are Round, Entry Term, Subplan/Track. Useful Person filters include citizenship and cumulative GPA (both Grad and Ugrad). Use the filters to narrow down all files to just what you are looking for!

What about bins? To filter on a bin, you need to select the subquery filter button:

Select Join:

Under the Application header, select Workflow Bin, hit Continue, then hit Save:

Then, it will take you back to the original Edit Part screen, but you'll see that the Workflow Bin Join has been added:

Edit Part

Status	Active ▾
Name	
Source	Subquery Filter
Type	Dependent subquery
Aggregate	Exists ▾
Exports	⊞ Export ▪ᵕ [T]
Filters	▼ Filter ▪ᵕ NOT (OR) ◉ Join ▪ᵕ

Join   Workflow Bin

Now, click the Filter button, and select Workflow Bin on the next screen, and hit Continue:

Insert Query Part

Search	
Groups	☐ Library Filters ☑ Direct Filters ☐ Extended Filters

Direct Filters

Workflow Bin

Timestamp	**Workflow Bin**

All of our bins will show with their full name (you want these: 'Graduate Admissions: Applications – NAME OF BIN'):

Edit Part   ✕

Status	Active ▾
Name	Workflow Bin
Source	Nested Filter / Subquery Filter 1
Workflow Bin	Graduate Admissions: Applications - Pre-Review - A. Awaiting Submission ▲
Search...	Graduate Admissions: Applications - Pre-Review - B. Awaiting Payment
☐ Show Selected	Graduate Admissions: Applications - Pre-Review - C. Application Processing
	Graduate Admissions: Applications - Pre-Review - D. Awaiting Materials
	Graduate Admissions: Applications - Department Review - E. Review
	Graduate Admissions: Applications - Department Review - F. Decide
	Graduate Admissions: Applications - Department Review - G. Waitlist
	Graduate Admissions: Applications - Department Review - H. Future Cycle R
	Graduate Admissions: Applications - Graduate School Review - I. Admissions
	Graduate Admissions: Applications - Post-Decision - L. Decline Admission ▼

Select the bin you want, or several bins, and hit save. For this example, I chose the E. Review bin, so I named this filter 'Bin in Review':

After you hit save, you'll see your new filter, and that the number of matching rows has adjusted accordingly:

Make sure you add a filter for the current round or entry term to find only current applications!

Add some Exports

What information do you want in your report? These are the exports, the columns of your spreadsheet.

 Click the Export button to add a direct export.

Common Person direct exports are name, preferred, birthdate, sex, email, phone, citizenship, cumulative GPA (grad or ugrad), CU-SIS ID.
Common Application direct exports include submitted date, created date, degree level, subplan/track, and any question you have in the Additional Information section of the application.

What if I don't see the export I want?

If you don't see the export you are looking for, you probably need to add a join by clicking the subquery export button. If you get stuck, reach out - https://grad.apply.colorado.edu/register/helpticket!

Some examples of exports that need a subquery export are all test scores, school information, recommendation form information, and the name of the current bin.

Let's add the current bin (hint – it is NOT the direct export named Current Bin!). Click the subquery export button to start.

Click the Join button to add the Workflow Bin join, under the Application header.

Then, add your export – Workflow Bin.

Then, add the name of your new export, in this example I used "Current Bin."

Hit Save and this export will now show on your query.

A great example of several of these can be found in the Condensed Admissions Report W Review Form Responses – one of the many Copy Me! Queries available for you in the GRAD folder.

To use a Copy Me! Query, you can go to the Query Tool. Go to the folders on the right-hand side, click All Queries, Click Department, Click GRAD, and type 'copy me' into the search bar to bring up your options:

Name	Folder	Base	Updated
Accepted Admissions Intends to Enroll Report - Copy Me!	Department / GRAD	Application	11/02/2023
Applications Ready for Admit Letters - Copy Me!	Department / GRAD	Application	08/11/2023
Applications Ready for Fac Review - Already in Queue - Copy ME	Department / GRAD	Application	08/11/2023
Applications Ready for Fac Review - Already in Queue - Copy ME	Department / GRAD	Application	09/29/2023
Applications Ready for Faculty Review - Copy Me!	Department / GRAD	Application	11/02/2023
Applications Ready to Deny - Copy Me!	Department / GRAD	Application	11/02/2023
Condensed Admissions Report W Review Form Responses - Copy Me!	Department / GRAD	Application	10/27/2023
Missing Checklist Items - Copy Me!	Department / GRAD	Application	09/20/2023
Submitted Faculty Review Forms Report - Copy Me!!	Department / GRAD	Faculty Review Form	02/06/2023
Unsubmitted Applications Report - Copy Me!	Department / GRAD	Application	09/20/2023