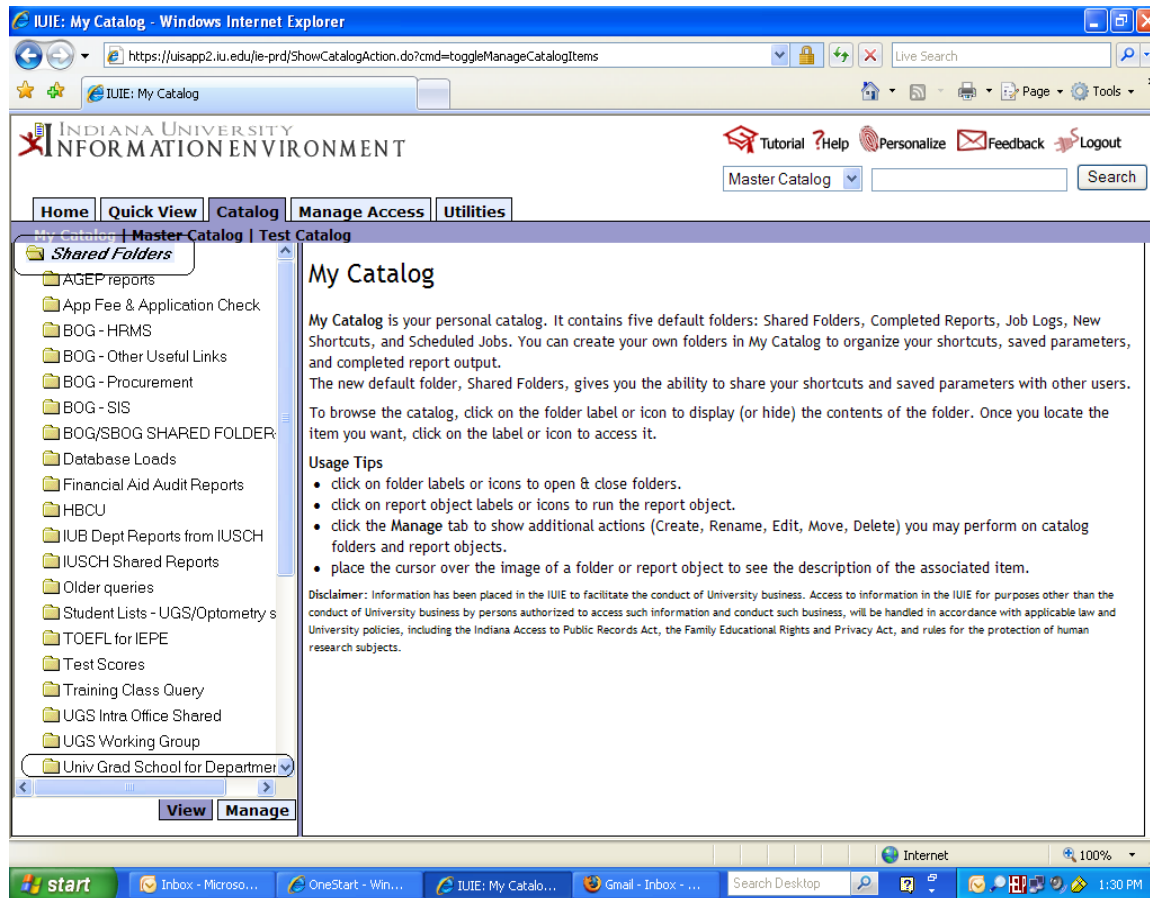


IUIE Admissions Reports Basics

University Graduate School



Sign into OneStart (onestart.iu.edu). Click on the Services tab, then the Administrative Services option on the left, then IUIE. Make sure to read the “IUIE News” as it will let you know of any unusual situations. Then to get to the reports we will be talking about today click on “My Catalog”.



If you have both “View” and “Manage” tabs at the bottom of your screen click on the “View” tab. Click on Shared Folders to open it. You should see a folder titled “Univ Grad School for Departments”.

The screenshot displays the IU Information Environment's 'My Catalog' page. The browser window at the top shows the URL: <https://uisapp2.iu.edu/ie-prd/ShowCatalogAction.do?cmd=toggleManageCatalogItems>. The page header features the IU logo and 'INFORMATION ENVIRONMENT' text, along with navigation options: 'Tutorial? Help', 'Personalize', 'Feedback', and 'Logout'. A search bar is located below the header, with 'Master Catalog' selected in a dropdown menu. The main content area is titled 'My Catalog' and is divided into two sections. On the left is a tree view of folders, including 'TOEFL for IEPE', 'Test Scores', 'Training Class Query', 'UGS Intra Office Shared', 'UGS Working Group', 'Univ Grad School for Departments', 'Completed Reports', 'Job Log', 'New Shortcuts', 'Scheduled Jobs', 'Databank Info Queries', 'Error Reports', 'Fellowship Award Accounting', 'MTP', 'Often Used Queries', 'To be deleted', and 'Training Class Query'. On the right, a text block explains that the 'My Catalog' is a personal space containing five default folders: Shared Folders, Completed Reports, Job Logs, New Shortcuts, and Scheduled Jobs. It provides usage tips, such as clicking on folder labels to open or close folders, and clicking on report object labels to run the report. A disclaimer at the bottom of the right section states that information is provided to facilitate university business and is handled in accordance with applicable law and university policies.

Click on the folder name to open it and see the contents. The reports we will be using are in the folders “Admissions Reports 41x2, 41x5, 41x8”, “Test Score Queries” and “eApplication Reports”. The admission and test score reports pull data from submitted applications in SIS, the eApplication report pulls data from the eApplication system.

The screenshot displays the IU-GRAD web application interface. The browser address bar shows the URL: https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech_nm=ADM_CUR_APPL_GT&savep=ADM_CUR_APPL_GT-3600328. The page title is "IU-GRAD: Report Object Paramet...".

The navigation menu includes: Home, Quick View, Catalog, Manage Access, Utilities. The current page is "My Catalog | Master Catalog | Test Catalog".

The left sidebar shows a tree view of reports. The selected report is "Appls - Current Rows All Applications".

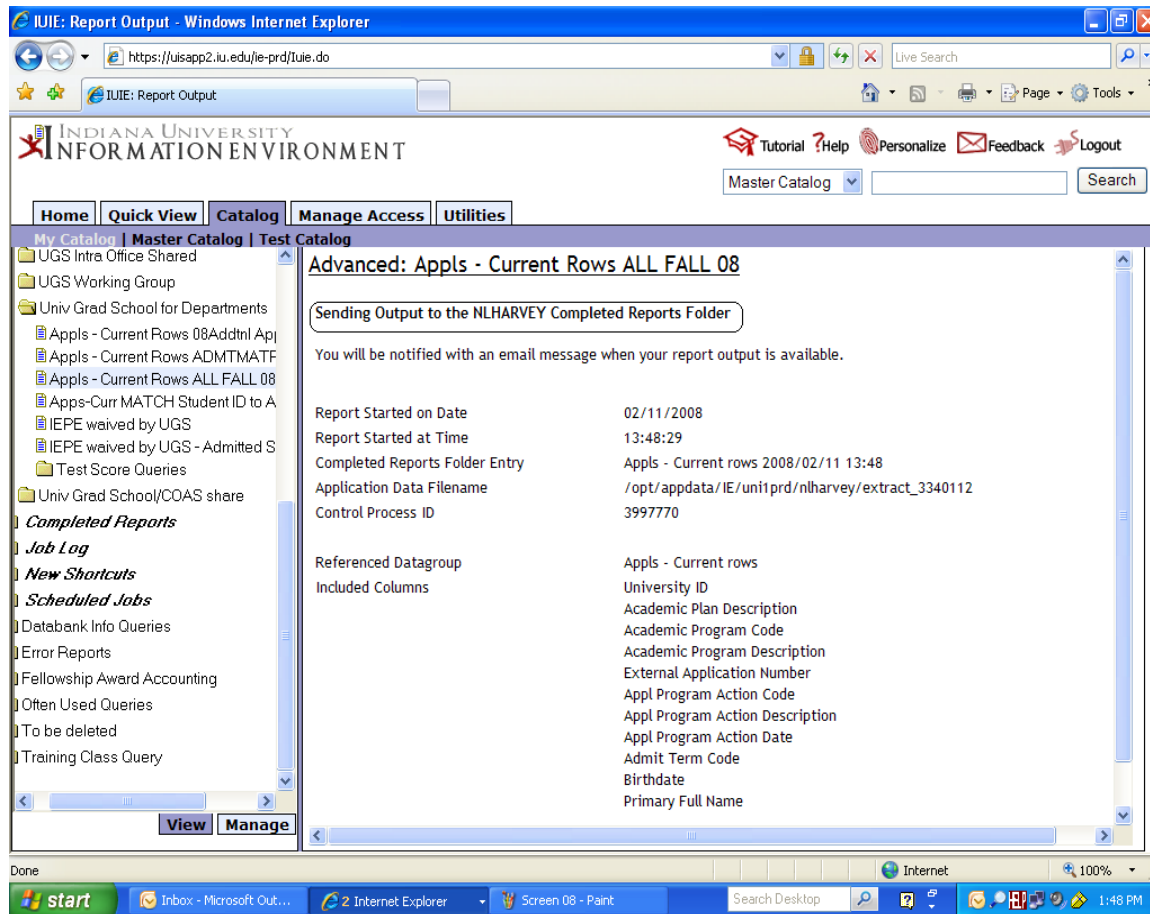
The main content area is titled "Basic: Appls - Current Rows All Applications". It includes the following configuration options:

- Last Refresh Of Referenced Data:** 10/22/2013 01:47:43 - ADM_CUR_APPL_GT
- Security Information:** Report Object Help
- Instructions:** Run, Run Against Test, Save Settings, Advanced
- Specify Parameter Values to Restrict Output:**
 - Institution:** IUBLA (Valid Values)
 - Application Center:** (Valid Values)
 - Career:** (Valid Values)
 - Academic Program:** (Valid Values)
 - Academic Plan:** (Valid Values)
 - Term(s):** 4142, 4145, 4148
 - Action:** (Valid Values)
 - Program Reason:** (Valid Values)
 - Action Date:** (Valid Values)
 - Appl Method:** (Valid Values)
- Select Columns to Include:**
 - All Columns
 - Selected Columns
- Include Column Names?**
 - Yes
 - No
- Columns to Include (checked):**
 - University ID
 - Academic Career Code
 - Academic Career Description
 - Student Career Nbr
 - Appl Nbr
 - Appl Program Nbr
 - Row Effective Date
 - Row Effective Sequence Nbr
 - Academic Plan Code
 - Academic Plan Description
 - Academic Program Code
 - Academic Program Description

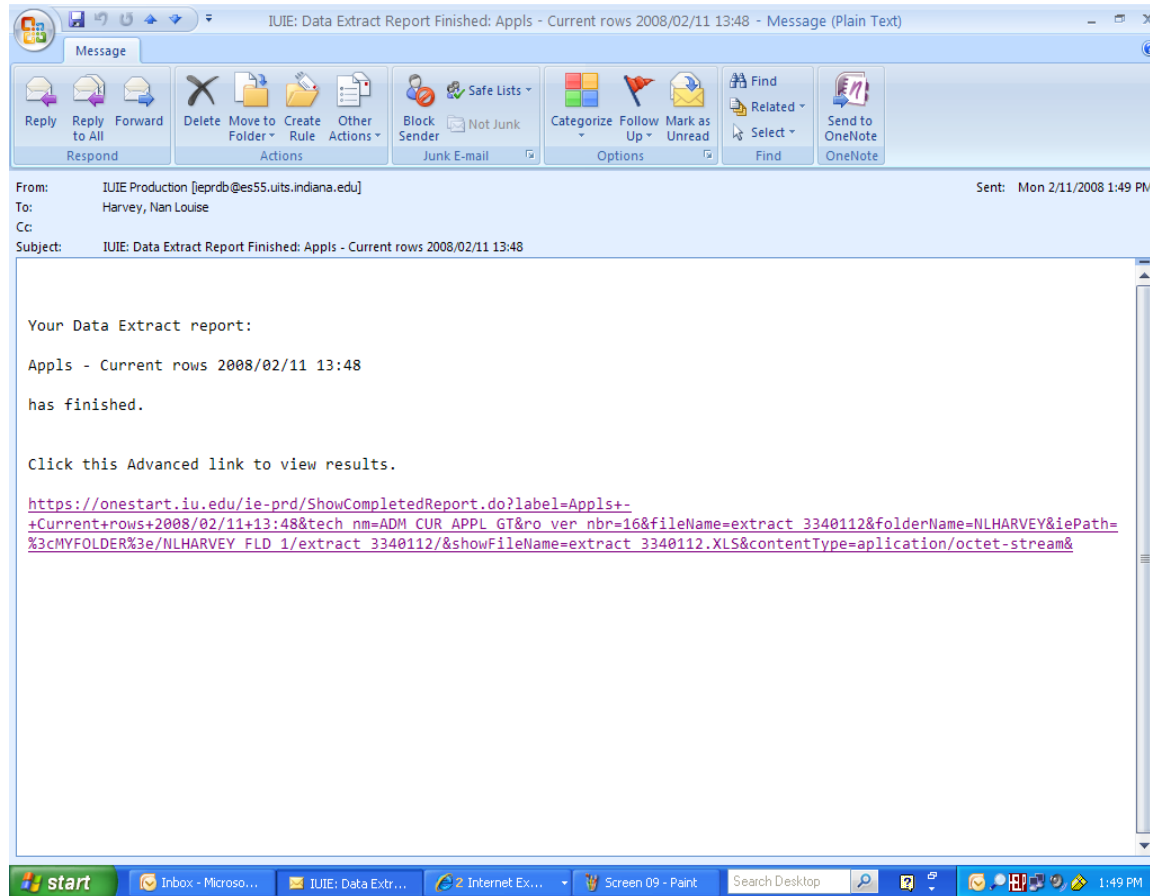
Click on “Appls – Current Rows All Applications”. You can see that the selection criteria are Institution = IUBLA and term =41x2, 41x5, 41x8 (the x will be the current application year). You do not need to select your particular program as your row level access to the data will take care of that. If you prefer to only see one term you may remove the other terms from the parameter box.

The screenshot shows the IUIE Report Object Parameter Entry page. The left sidebar contains a tree view of report categories, including 'Older queries', 'Student Lists - UGS/Optomety shared', 'TOEFL for IEPE', 'Test Scores', 'Training Class Query', 'UGS Intro Office Shared', 'UGS Working Group', 'Univ Grad School for Departments', 'Appis - Current Rows 11Addnl Appl Inf', 'Appis - Current Rows 12Addnl Appl Inf', 'Appis - Current Rows ADMTMATR SprSum', 'Appis - Current Rows ADMTMATR SprSum', 'Appis - Current Rows ALL SprSumFall 11', 'Appis - Current Rows ALL SprSumFall 12', 'Appis - Current Rows URM only Sprg.Sum', 'Appis - Current Rows URM only Sprg.Sum', 'Appis - Current Rows Univ ID & App Num', 'Appis - Current Rows Univ ID & App Num', 'Appis-Curr-Student ID with External App ID', 'Appis-Curr-Student ID with External App ID', 'Degrees Awarded Reports', 'IEPE waived by UGS', 'IEPE waived by UGS - Admitted Students', 'Test Score Queries', 'eApplication Reports', 'Univ Grad School/College', 'Completed Reports', 'Job Log', 'New Shortcuts', 'Scheduled Jobs', 'Databank Info Queries', 'Error Reports', 'Fellowship Award Accounting', 'MTP', 'Often Used Queries', 'To be deleted', and 'Training Class Query'. The main content area is divided into two columns of checkboxes. The first column includes: Preferred First Name, Preferred Middle Name, Preferred Suffix, FERPA Other Email Restriction Indicator, Campus Emailid, Visa Permit Type Code, Network ID, IPEDS Derived Race-Ethnicity Code, Pre-2010 IPEDS Derived Race-Ethnicity Code, Ethnic Description, White, Ethnicity Detail Indicator - Hispanic/Latino, American Indian/Alaska Native, PRSN_ETHNIC_DTL_NONE_IND, Hispanic Ethnicity Indicator, Retain Leading Zeros of Character Columns (checked), and Include SQL Query Text with Output. The second column includes: Preferred Last Name, Preferred Prefix, Disability Indicator, Other Email Address, FERPA Campus Email Restriction Indicator, GDS Campus Email Address, PRSN_CTZN_STAT_CD, IPEDS Derived Race-Ethnicity Description, Ethnic Code, Ethnic Detail Code, Black/African American, Asian, Native Hawaiian/Other Pacific Islander, Two-Question-Format Race/Ethnicity Verified Indicator, IR first generation indicator, Maximum Number of Rows to Return (radio buttons for 100 and No Limit, with No Limit selected), Only Return a Row Count, Select the Output Format (radio buttons for HTML and MS Excel (XLS), with MS Excel (XLS) selected), Select the Output Destination (radio buttons for Wait, Send to Completed Reports, Send to Printer, and Push to, with Send to Completed Reports selected), Include Output Title (checked), and a text box containing 'Appis - Current Rows AL'. Below the configuration area, there is a 'Scheduled Job Details' section with a 'Not Scheduled' status and a 'Security Note' at the bottom. At the very bottom of the page, there are buttons for 'Run', 'Run Against Test', 'Save Settings', and 'Advanced'. The browser's address bar shows the URL: https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech_nm=ADM_CUR_APPL_GT&savep=ADM_CUR_APPL_GT-3542925&ro_status=PROC.

Scroll to the bottom of the page and click on the “Run” button. You will notice that “Retain Leading Zeros of Character Columns” is checked. That ensures that the leading zeroes of the student ID number will be retained. The other options say that there is no limit to the number of records returned (though it will be limited by the other parameters), it will be in Excel format, and that it will go to your completed reports.



Wait for the message “Sending Output to the YOURUSERNAME Completed Reports Folder”. The report is now submitted to run and you can continue working on something else. You will receive an email message when your report completes. This can take several minutes, especially during busy times.



The email you receive when the report completes will have a link. Click on the link to retrieve your report.

NOTE: You can access your email via OneStart during this training session. Still on the Services tab, click on Email and then Outlook Web Access.

Quick View Catalog Manage Access Utilities

Master Catalog | Test Catalog

Coversheet 2012/10/24 15:52
 Reports - General 2012/10/24 10:3
 PA Probation/Dismissal Candidates
 Enrollment by Class Org 2012/10/22 1
 Enrollment by Class Org 2012/10/22 1
 d Class, Instructors & Attributes 201
 d Class, Instructors & Attributes 201
 Enrollment by Program Stack 2012/10
 Enrollment by Program Stack 2012/10
 Directory and Academic Data 2012/
 Directory and Academic Data 2012/
 Enrollment by Program Stack 2012/
 Table 2012/10/10 14:53
 Table 2012/10/10 14:49
 ve (historical) Enrollments by Progra
 ment by Program Stack 2012/10/10
 Stack for degrees 2012/10/09 16:01
 Stack for degrees 2012/10/09 15:58
 Stack for degrees 2012/10/09 15:58
 y Current Academic Plans (no subp
 r Enrollment by Program Stack 201
 of First of Month - Current rows 201
 y Current Academic Plans (no subp
 ELC Program Stack for degrees 201
 ELC Program Stack for degrees 201
 of First of Month - Current rows 201
 .L Appl Rcrtnng Ctgrs 2012/10/01 0
 n- PhD Program Stack for degrees
 rollment by Program Stack 2012/09
 n- PhD Program Stack for degrees
 ppls - Current rows 2012/09/28 13:4




tcuts
 f Jobs

View Manage

View Completed Report

Report Object: eApp Coversheet 2012/10/24 15:52
Filename: pdq_7300866.XLS

Click on an action button below to choose how you want to receive your completed report results.
 If you want to delete, move, or rename this completed report, switch to **Manage** mode.

Actions	Description
	View the log for this report execution.
	View in your browser.
	Download* a copy, which you can then edit and/or save.

* **Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

[Return](#)

The link will take you to a screen like this (if you have closed out OneStart you will be prompted to enter your user name and password again, just do so and then you will see this screen).

Do you want to open or save **extract_7300884.XLS** (68.1 KB) from **uisapp.iu.edu**?

Open

Save

Cancel



When you select the option to download the file you will most likely receive a message at the bottom of your screen like this one. I find it easiest to click “Open”

Microsoft Excel



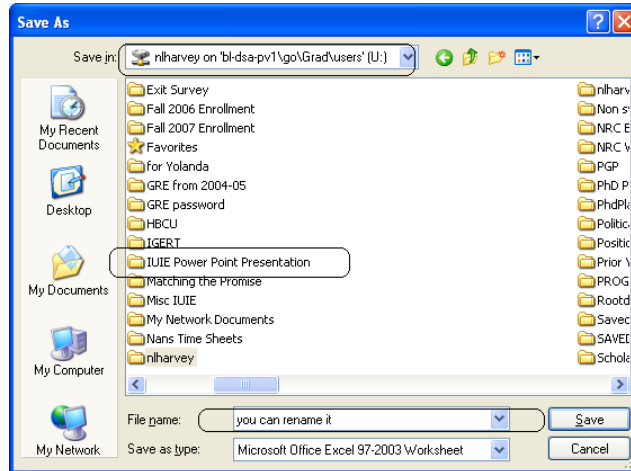
The file you are trying to open, 'pdq_7300866.XLS', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes

No

Help

You will need to click “Yes” in order to open the file, as even though it behaves like an Excel file it is actually at this point a text file.



The report will open as an Excel file. Name the report something that makes sense to you and save it in a folder (try to use a network folder rather than a folder on your PC) where you can easily find it. Save it as an “Excel Workbook”

For our training session please save the report to your desktop, making sure to DELETE it before you sign off.

Indiana University
INFORMATION ENVIRONMENT

Tutorial ? Help Personalize Feedback Logout

Master Catalog Search

Home Quick View Catalog Manage Access Utilities

My Catalog Master Catalog Test Catalog

UGS Intra Office Shared
UGS Working Group
Univ Grad School for Departments
Appls - Current Rows 11Addnl Appl Inf
Appls - Current Rows 12Addnl Appl Inf
Appls - Current Rows ADMTMATR SprSui
Appls - Current Rows ALL SprSumFall 11
Appls - Current Rows ALL SprSumFall 12
Appls - Current Rows URM only Sprg.Sum
Appls - Current Rows URM only Sprg.Sum
Appls - Current Rows Univ ID & App Numt
Appls - Current Rows Univ ID & App Numt
Apps-Curr -Student ID with External App ID
Apps-Curr -Student ID with External App ID
Degrees Awarded Reports
IEPE waived by UGS
IEPE waived by UGS - Admitted Students
Test Score Queries
ETS TOEFL scores
ETS TOEFL scores 12
GRE Test Scores
GRE Test Scores 12
TOEFL IBT Appl Tst Scrs
eApplication Reports
Univ Grad School/College

Completed Reports
Job Log
New Shortcuts
Scheduled Jobs
Databank Info Queries
Error Reports
Fellowship Award Accounting
MTP
Often Used Queries
To be deleted
Training Class Query

View Manage

My Catalog

My Catalog is your personal catalog. It contains five default folders: Shared Folders, Completed Reports, Job Logs, New Shortcuts, and Scheduled Jobs. You can create your own folders in My Catalog to organize your shortcuts, saved parameters, and completed report output. The new default folder, Shared Folders, gives you the ability to share your shortcuts and saved parameters with other users.

To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

Usage Tips

- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the **Manage** tab to show additional actions (Create, Rename, Edit, Move, Delete) you may perform on catalog folders and report objects.
- place the cursor over the image of a folder or report object to see the description of the associated item.

Disclaimer: Information has been placed in the IUIE to facilitate the conduct of University business. Access to information in the IUIE for purposes other than the conduct of University business by persons authorized to access such information and conduct such business, will be handled in accordance with applicable law and University policies, including the Indiana Access to Public Records Act, the Family Educational Rights and Privacy Act, and rules for the protection of human research subjects.

The subfolder “Test Score Queries” has the test score queries you will most likely need.

The screenshot shows a web browser window displaying the IUJE Report Object Parameter Entry interface. The browser's address bar shows the URL: https://uisapp2.iu.edu/ie-prd/luie.do?use=Pdq&tech_nm=IE_SIS_ADM_GRE_TST_SCORES&savep=IE_SIS_ADM_GRE_TST_SCORES-3542. The page header includes the Indiana University Information Environment logo and navigation links for Tutorial, Help, Personalize, Feedback, and Logout. A search bar is also present.

The main content area is titled "GRE Test Scores 12". It features a "Last Refresh Of Referenced Data:" dropdown menu set to "10/26/2011 01:12:48 - ADM_APPL_TST_SCORE_GT". Below this are "Instructions" and three buttons: "Run", "Run Against Test", and "Save Settings".

A section titled "Specify Parameter Values to Restrict Output" contains the following fields:

- *Institution Code: IUBLA
- Application Center: [Empty]
- *Career: GRAD
- Academic Program: [Empty]
- Academic Plan: [Empty]
- *Admit Term: 4122, 4125, 4128
- *Test Source Code: ETS
- University ID: [Empty]

Below the parameter fields are two sections:

- Select the Output Format:** A radio button is selected for "MS Excel (XLS)".
- Select the Output Destination*:** Radio buttons are available for "Wait", "Send to Completed Reports", "Send to Printer", and "Push to [Field] Find". The "Push to" field contains a comma-separated list of usernames.

A "Scheduled Job Details:" section indicates the job is "Not Scheduled" and provides instructions on how to schedule it. A security note is also present, advising that downloaded institutional data should be saved to a properly administered/secured server.

At the bottom of the parameter section, there are three buttons: "Run", "Run Against Test", and "Save Settings".

The left sidebar shows a tree view of the "My Catalog" with "Master Catalog" and "Test Catalog" selected. The "Test Catalog" is expanded to show "GRE Test Scores 12" selected.

Notice the different icon in front of “GRE Test Scores”. This is a PDQ (pre-defined query) instead of a datagroup as the other reports are based on. You can select the parameters you wish to use but the data elements have been preselected. The upside of PDQs is both their ease and the formatting of the result. Just click RUN to generate the report.

The screenshot displays a web browser window with the URL https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech_nm=ADM_APPL_TST_SCORE_GT&savep=ADM_APPL_TST_SCORE_GT. The page header includes the Indiana University logo and navigation links like 'Home', 'Quick View', 'Catalog', 'Manage Access', and 'Utilities'. The main content area is titled 'Advanced: ETS TOEFL scores 14' and contains a form for configuring the report. The form includes fields for 'Institution' (IUBLA), 'Application Center', 'Career', 'Academic Program', 'Academic Plan', 'Test' (TOEFL), 'Test Component', 'Admit Term' (4142-4145-4148), and 'Test Source Code' (ETS). There are also buttons for 'Run', 'Run Against Test', 'Save Settings', and 'Basic'. A 'Select Columns to Include' section is visible at the bottom, with 'University ID' selected. The page also shows a 'Last Refresh Of Referenced Data' timestamp and a 'Security Information' link.

Reports using the Appl Tst Scores datagroup will have parameters where you can enter items such as the test type and source. This report will give you all the ETS (official) TOEFL scores in the system. Again you may change the admit term if you choose. You will have to scroll down to see and use the RUN button.

The screenshot displays the IUIE My Catalog interface. The browser window shows the URL <https://uisapp2.iu.edu/ie-prd/ShowCatalogAction.do?cmd=toggleManageCatalogItems>. The page features the Indiana University Information Environment logo and navigation options: Tutorial? Help, Personalize, Feedback, and Logout. A search bar is located at the top right, with 'Master Catalog' selected. The main content area is titled 'My Catalog' and includes a left-hand navigation tree. The 'eApplication Reports' folder is highlighted in the tree. The main content area provides an overview of the 'My Catalog' and includes 'Usage Tips' and a disclaimer.

My Catalog

My Catalog is your personal catalog. It contains five default folders: Shared Folders, Completed Reports, Job Logs, New Shortcuts, and Scheduled Jobs. You can create your own folders in My Catalog to organize your shortcuts, saved parameters, and completed report output. The new default folder, Shared Folders, gives you the ability to share your shortcuts and saved parameters with other users.

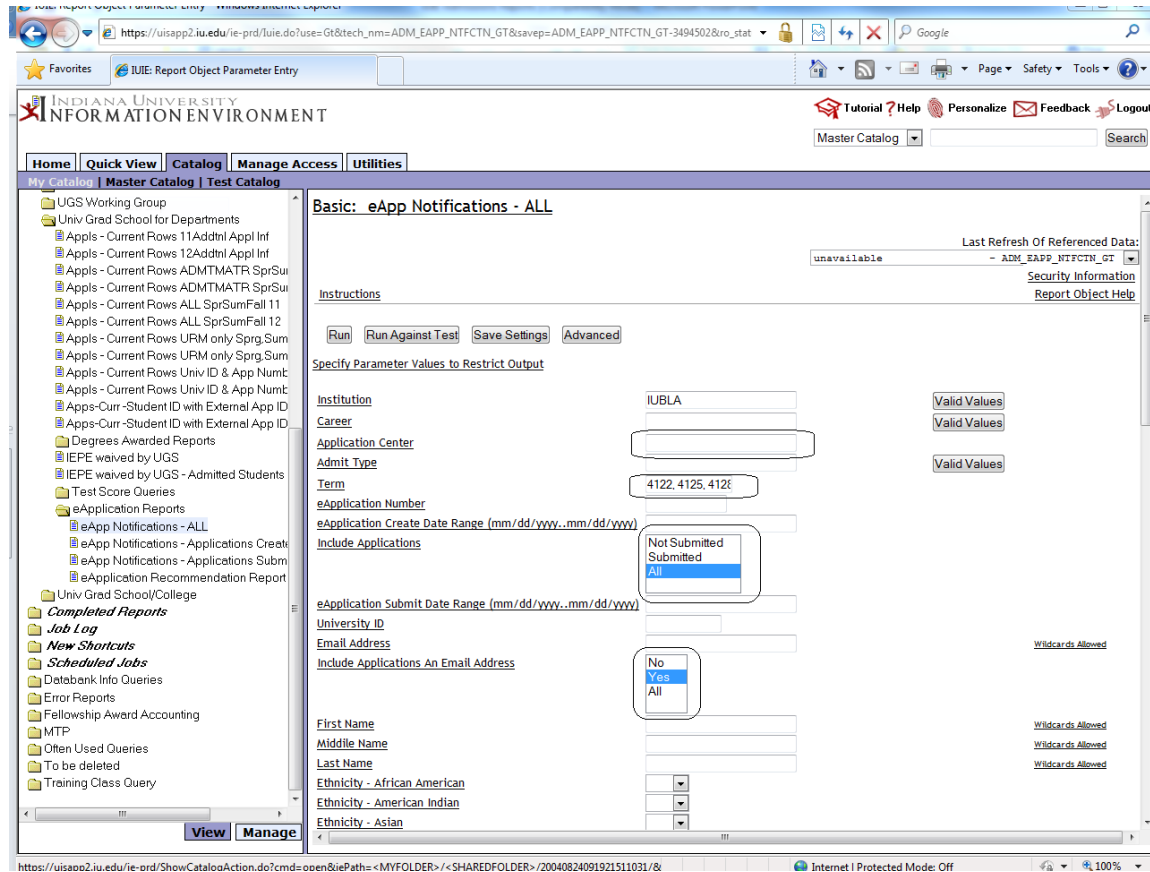
To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the Item you want, click on the label or icon to access it.

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- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the **Manage** tab to show additional actions (Create, Rename, Edit, Move, Delete) you may perform on catalog folders and report objects.
- place the cursor over the image of a folder or report object to see the description of the associated item.

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The eApplication report folder contains the queries for the eApp system. Remember that as soon as an application is submitted it will go into SIS and be available in IUIE the next day. But you will need to use the eApp reports for unsubmitted applications or to get information that is only available on the eApp (i.e. for recommenders, coversheet information).



The notification reports can be run for “Not Submitted, Submitted, or All”. If you are choosing “not submitted” you should not put anything in the “submitted date range”. You may find the “application center” helpful as you can use “GINT” to just see your international applications (GRAD to just see domestic). Change the term parameter as needed, then just scroll down and click “Run”.

The screenshot shows the IUIE Report Object Parameter Entry interface. The browser address bar displays the URL: https://uisapp2.iu.edu/ie-prd/!ue.do?uses=Gt&tech_nm=ADM_EAPP_REC_GT&savep=ADM_EAPP_REC_GT-3544725&ro_status=PROD. The page header includes the Indiana University Information Environment logo and navigation links: Tutorial? Help, Personalize, Feedback, and Logout. Below the header are tabs for Home, Quick View, Catalog, Manage Access, and Utilities. The main content area is titled "Basic: eApplication Recommendation Report" and contains several sections:

- Instructions:** Includes buttons for Run, Run Against Test, Save Settings, and Advanced.
- Specify Parameter Values to Restrict Output:**
 - Application Number: [Empty field]
 - Recommender Status Date Range (MM/DD/YYYY..MM/DD/YYYY): 01/01/2011..10/15/2011
 - Application Institution Code: IUBLA
 - Academic Program Code: [Empty field]
 - Academic Plan Code: [Empty field]
- Select Columns to Include:**
 - Include Column Names?
 - Yes
 - No
 - eApp Number
 - Recommender Title
 - Applicant Name
 - Program Code
 - DOC_ID
 - Recommendation Status Date
 - Recommendation Institution
 - Application Submit Date
 - Plan Code
 - Recommender Name
 - Recommender email
 - Institution
 - Recommendation Status Code
- Retain Leading Zeros of Character Columns
- Include SQL Query Text with Output
- Select the Output Format:**
 - HTML
 - MS Excel (XLS)
- Select the Output Destination*:**
 - Wait
 - Send to Completed Reports
 - Send to Printer
- Maximum Number of Rows to Return:**
 - 20
 - No Limit
- Only Return a Row Count

The interface also features a left-hand navigation pane with a tree view of report categories, including "eApplication Reports" and "Completed Reports". At the bottom of the page, there is a status bar indicating "Internet | Protected Mode: Off" and a zoom level of "100%".

Use the eApplication Recommendation Report to find information about recommendations submitted during a specific date range. You will need to change the range to meet your own needs. Remember that while you cannot save a report back to the shared folder, you CAN save a report back to your own "My Shortcuts".

eApp Coversheet - Excel - Fall 2013

Last Refresh Of Referenced D:
10/25/2012 00:36:40 - ADM_APPL_RSFNIS_GT

Security Informat
Report Object H

Instructions

Specify Parameter Values to Restrict Output

*Institution	<input type="text" value="IUBLA"/>	<input type="button" value="Valid Values"/>
Term	<input type="text" value="4138"/>	
Program Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Plan Code	<input type="text"/>	<input type="button" value="Lookup Values"/>
University ID	<input type="text"/>	
eApp ID	<input type="text"/>	
*Begin Date (MM/DD/YYYY) (Required if no eAPP ID entered)	<input type="text"/>	
*End Date (MM/DD/YYYY) (Required if no eAPP ID entered)	<input type="text"/>	

Select the Output Format

Adobe Acrobat

MS Excel (XLS)

Select the Output Destination*

Wait

Send to Completed Reports

Push to

(comma separated usernames)

Scheduled Job Details: Not Scheduled
To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

* Security Note: Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

The eApp Coversheet report can be requested in two different formats. Excel will give you a regular Excel file, Adobe will give you a page per applicant to use as a cover sheet. Please make sure to put in either one specific eApp number or a date range before clicking "Run". The information included on the report includes eApp number, eDoc number, recommenders, educational history and test scores.

Name: [REDACTED]
Other Name:

ID # 0002[REDACTED]
eDoc # 230[REDACTED]
eApp # IU00[REDACTED]82

DOB: 15-APR-79 Ethnicity: NR-Alien
Gender: M Citizenship: China

Email: [REDACTED]@yahoo.com
Phone:

Program: Grad Sch-Medicine GRAD6
Plan: Indpls Biomed Open Ph.D BIOOPMED

Term: 4148 Fall 2014

GRE Scores:	D	V	Q	AW	NV	NQ
1	12-JUL-02	570	780	0.0	0	0
2						

Recommendations:

1	[REDACTED]	[REDACTED]@nih.gov	SUCCESS
2	[REDACTED]	[REDACTED]@nih.gov	SUCCESS
3	[REDACTED]	[REDACTED]@yahoo.com	SUCCESS

TOEFL:	Date	Total Score	Format
1	27-APR-13	25	IBTRE
2	27-APR-13	25	IBTWR

Educational History:

Institution	Date From	Date To	Degree	GPA	Org ID
1 Peking University Health Science Center [Beijing]	01-SEP-06	15-JUL-09	CHN - Master's Degre		9999999999
2 Capital Medical University [Beijing]	01-SEP-97	15-JUL-02	CHN - Bachelor's in		9999999999
3					
4					