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”.

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.

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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.
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.
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.
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).
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”

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

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”.
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: [Redacted]

ID # 00021195
eDoc # 23041250
eApp # IU000182

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

Email: qing2003@yahoo.com Phone: [Redacted]

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

Term: 4148 Fall 2014

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

Recommendations:
1 Expert Panel Member
2 [Redacted]
3 [Redacted]

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

Educational History:

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