

IUIE Admissions Reports Digging Deeper

University Graduate School

Digger Deeper into IUIE

- Using wild cards and “Valid Values”
- Saving and scheduling reports
- Using the “Advanced” option
- Uploading a table via “Utilities”
- Open discussion - please share what works for you!

The Online Tutorial contains information about each of these topics and links to documentation with further information. You can access it under “Getting Started” or the “Tutorial” button on the IUIE launch page.

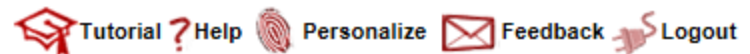


Getting Started

- [Access the IUIE](#)
- [Online Tutorial](#)
- [Training Manual](#)
- [Help Topics](#)

Quick Links

- [My Catalog](#)
- [Master Catalog](#)
- [Test Catalog](#)
- [Release Notes](#)



“Valid Values” – for when you don’t know the codes for a parameter value you need to use

Specify Parameter Values to Restrict Output

<u>Institution</u>	<input type="text" value="IUBLA"/>	<input type="button" value="Valid Values"/>
<u>Application Center</u>	<input type="text"/>	
<u>Career</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic Program</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic PLan</u>	<input type="text"/>	<input type="button" value="Valid Values"/>

The “Valid Values” button will give you a list of the valid codes for that particular parameter. Check the option(s) you need and press “Return Values”. You will be returned to the report request page with the value(s) you selected filled in.

Valid Values

Parameter Name: Academic Program
Technical Name: ACAD_PGM_CD
Source Table Schema: DSS Table: PSE_ACAD_PGM_V
Datatype: VARCHAR2 (5)

- | | |
|---|---|
| <input checked="" type="checkbox"/> AAAD6 - AAAD6 AfriAmer & Dias Studies-GrSch | <input type="checkbox"/> AAAD9 - AAAD9 Afri Am&Afri Dias St-GrSch NDG |
| <input type="checkbox"/> AADM6 - AADM6 Arts Administration -GrSch | <input type="checkbox"/> AADM9 - AADM9 Arts Administration -GrSch NDG |
| <input type="checkbox"/> ABEH9 - ABEH9 Animal Behavior -GrSch NDG | <input type="checkbox"/> ACES0 - ACES0 Advising Ctr for Explor Stdnts |
| <input type="checkbox"/> ACES1 - ACES1 Advising Ctr for Explor Stdnts | <input type="checkbox"/> ADNO0 - ADNO0 Adult Nondegree Ugrd |
| <input type="checkbox"/> ADNO9 - ADNO9 Adult Nondegree Grad | <input type="checkbox"/> AECC0 - AECC0 Adult Educ Ctr Ugrd Nondeg |

“Wild Cards” – for when one value for the parameter just isn’t enough.

Basic: TOEFL IBT Appl Tst Scrs 14

10/23/2013 0:

Instructions

Specify Parameter Values to Restrict Output

<u>Institution</u>	<input type="text" value="IUBLA"/>	<input type="button" value="Valid Values"/>
<u>Application Center</u>	<input type="text"/>	
<u>Career</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic Program</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic Plan</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Test</u>	<input type="text" value="TOEFL"/>	
<u>Test Component</u>	<input type="text" value="IBT%"/>	
<u>Admit Term</u>	<input type="text" value="4142, 4145, 4148"/>	
<u>Test Source Code</u>	<input type="text"/>	<input type="button" value="Wildcards Allowed"/>

When there are multiple values you wish to enter for a parameter there are two ways to do it. One is to list each one with a comma between, as the “Admit Term” above. The other is to use a “Wildcard”. In this case we wish to see all the components of the IBT TOEFL scores. Adding the % sign after IBT will give us any value that begins with IBT. You can also use the % in front of a value to return anything that ends with that. There are other options, like using ? To represent just one character. If you will click on “Wildcards Allowed” you will be directed to the Knowledge Base article that explains each option.

“Save Settings” – when you want to run a report again

If you are using a report from the master catalog or the UGS shared catalog you may want to tweak it to your specifications and save it.

Instructions



Press the “Save Settings” button to bring up the screen below.

Basic: eApplication Recommendation Report

Save Settings He

<p>My Catalog</p> <p><input checked="" type="radio"/> Save this form to the New Shortcuts folder of My Catalog, using the label: eApplication Recommendation Report</p> <p><input type="radio"/> Overwrite the existing shortcut selected below: New Shortcuts/IUAPP eApplication Recommendation Report New Shortcuts/eApplication Recommendation Report</p>	<p>Shared Folders</p> <p><input type="radio"/> Save this form to 'eApplication Reports' in Shared Folders, using the label: eApplication Recommendation Report</p> <p><input type="radio"/> Overwrite the existing shared shortcut selected below: Reports for Indianapolis/IUINA eApplication Recommendation Report eApplication Reports/eApplication Recommendation Report</p>
--	--

Save Return

If you are saving a report from a shared folder that you are not a co-owner or editor of you will not have the options to save back to the shared folder. Instead save to the New Shortcuts folder of “My Catalog”. If you are saving a report from your own shortcuts or shared folder make sure you pick the option you want – either to save as a new name or overwrite the old report.

“Schedule” – when you want to run a report again, and again, and again . . .

Scheduling is useful for a report you run on a regular basis. It can also be used for a one time run, in a situation where you want the report run while you are not in the office. You must have a report saved to “My Catalog” in order to schedule it. The “Schedule” button is near the bottom of the screen.

Retain Leading Zeros of Character Columns

Include SQL Query Text with Output

Select the Output Format

- HTML
 MS Excel (XLS)

Scheduled Job Details: Not Scheduled

Schedule Save changes before scheduling.

Maximum Number of Rows to Return

- 20
 No Limit

Only Return a Row Count

Select the Output Destination*

- Wait
 Send to Completed Reports
 Push to
(comma separated usernames)

Include Output Title

eApplication Recomm

* **Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to 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, 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).

Scheduled Job Details

Job Name: (ADM_EAPP_REC_GT-3601261)

Select the criteria for the day and the time that you want this report object to run. More details on scheduling can be found in the [Help](#) section.

- Disable schedule for this report object
- Add Link to Output in Quick View

Schedule Day	
Start Date	Oct 23, 2013
End Date	<input checked="" type="radio"/> End after 1 occurrences <input type="radio"/> End by , 2013 <input type="radio"/> No end date
<input checked="" type="radio"/> Daily	<input type="radio"/> Every day <input checked="" type="radio"/> Every weekday
<input type="radio"/> Weekly	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="radio"/> Monthly	<input type="radio"/> Day of every month <input type="radio"/> First weekday of month <input type="radio"/> Last weekday of month <input type="radio"/> Last day of month
<input type="radio"/> Yearly	Day of

Schedule Time	
<input checked="" type="radio"/> Start At	4:00 PM <small>Run Time is restricted to online hours</small>
<input type="radio"/> Start After	No Events Chosen... Choose Events
Timeout By	10:00 PM

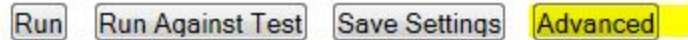
[Save](#) [Return](#) [Go to saved parameter page](#)

You will want to designate a Start Date. You can then use the daily, weekly, monthly or yearly options to determine the frequency of the report. Then schedule a start time, which must be within the IUIE online hours. Make sure to “Save” your choices. If you are scheduling a report that has a date range you may want to change the saved parameters between runs. You can either do that through “My Catalog” where the report is saved or use the “Go to saved parameter page” from here.

“Advanced” mode – when a parameter just isn’t enough

You can limit a report by fields that aren’t included in the parameter by using just a bit of SQL. Click on the “Advanced” button.

ta, and for instructions on how to connect to that server in order to access and work wit



An “Additional Criteria” box will show up beneath the other parameters.

Program Reason

Action Date

Appl Method

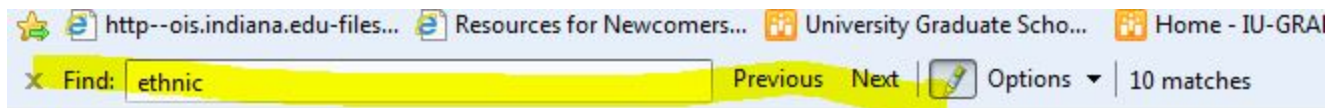
Additional Criteria

Select Columns to Include
 All Columns
 Selected Columns

University ID
 Academic Career Code

Include Column Names?
 Yes
 No

For example, if we want to only include Underrepresented Minority students in our output we can limit by ethnic code. You can use CTRL-F to bring up a search box, type in “ethnic” and then “Next” and it will highlight all the occurrences of “ethnic” within the parameters. Always use a derived ethnic code if it is available, as those are modified to exclude international students that may have chosen a domestic ethnic code. In this instance we want to use “IPEDS Derived Race-Ethnicity Code”.



Home Quick View **Catalog** Manage Access Utilities

My Catalog | Master Catalog | Test Catalog

- IUSCH Shared Reports
- Physics
- Prospect GRE
- TOEFL for IEPE
- Training Class Query
- Transcript Checks
- UGS Intra Office Shared
- Univ Grad School for Departments
 - Admission Reports 4142/4145/4148
 - Appls - Current Rows Addtnl Appl Inf
 - Appls - Current Rows Admit & Matric or

- Visa Permit Type Code
- GDS Campus Email Address
- Network ID
- PRSN_CTZN_STAT_CD
- IPEDS Derived Race-Ethnicity Code
- IPEDS Derived Race-Ethnicity Description
- Pre-2010 IPEDS Derived Race-Ethnicity Code
- Ethnic Code
- Ethnic Description
- Ethnic Detail Code
- White
- Black/African American
- Ethnicity Detail Indicator - Hispanic/Latino

Click on the field name you want to use. You will get a page similar to this that gives the technical name. You will want to copy it so you can paste it into the SQL statement.

log

IPEDS Derived Race-Ethnicity Code

Technical Name: PRSN_DRVD_IPEDS_ETHNIC_CD
Source Table: Appls - Current rows - ADM_CUR_APPL_GT
Datatype: VARCHAR2 (1)

IR uses this for U.S. race/ethnicity reporting, and to identify international students in the IPEDS cohort. Ex. - Black/African Native, Asian, Native Hawaiian/Pacific Islander, Hispanic/Latino, White, Two or More Races, and NR-Alien (international).

The following tables contain: PRSN_DRVD_IPEDS_ETHNIC_CD

Table	Technical Name
<u>ADMS Current Apps Snapshot for OEM</u>	ADM_CUR_APPL_SNPSHT_GT

The codes that are considered URM are 2=Black/African American, 3=Hispanic/Latino, 5=Native American, 7=Pacific Islander and 8=Two or more Races. You can construct the SQL statement two different ways: (PRSN_DRVD_IPEDS_ETHNIC_CD = '2' or PRSN_DRVD_IPEDS_ETHNIC_CD = '3' or PRSN_DRVD_IPEDS_ETHNIC_CD = '5' or PRSN_DRVD_IPEDS_ETHNIC_CD = '7' or PRSN_DRVD_IPEDS_ETHNIC_CD = '8').

Make sure to enclose any series of IF statement with parentheses to prevent the last IF statement from being executed on its own. If in doubt, enclose your entire SQL statement with parenthesis.

There is a shorter way to write the statement:

PRSN_DRVD_IPEDS_ETHNIC_CD in ('2', '3', '5', '7', '8').

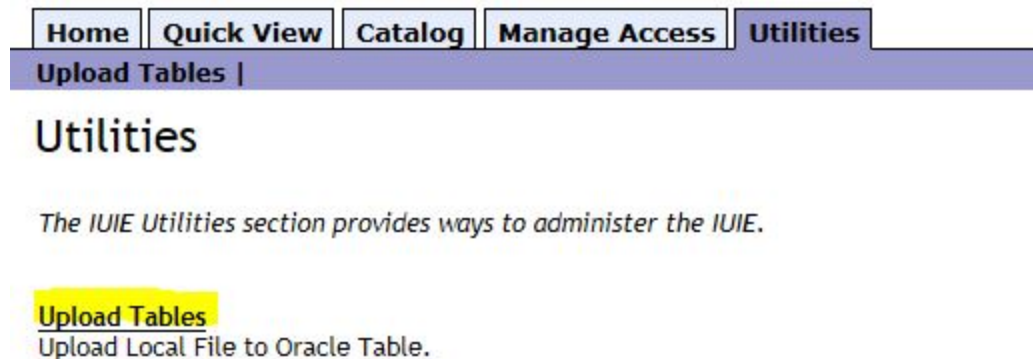
Enter this statement into the “Additional Criteria” box.

<u>Program Reason</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Action Date</u>	<input type="text"/>	
<u>Appl Method</u>	<input type="text"/>	
<u>Additional Criteria</u>	<pre>PRSN_DRVD_IPEDS_ETHNIC_CD in ('2', '3', '5', '7', '8')</pre>	
<u>Select Columns to Include</u>	<input type="checkbox"/> Include Column Names?	

You should check the “Return Distinct Rows Only” box (if you aren’t using Advanced option this is automatic). Make sure to “Save Settings” so you don’t lose your hard work!

<u>Field Delimiter</u>	<input type="radio"/> ~ <input type="text"/>	<input type="radio"/> space	<input checked="" type="radio"/> tab	<input type="radio"/> newli
<u>Record Delimiter</u>	<input type="radio"/> ~ <input type="text"/>	<input type="radio"/> space	<input type="radio"/> tab	<input type="radio"/> newli
<input checked="" type="checkbox"/> <u>Return Distinct Rows Only</u>				
<input checked="" type="checkbox"/> <u>Retain Leading Zeros of Character Columns</u>				
<input type="checkbox"/> <u>Include SQL Query Text with Output</u>				
<u>Select the Output Format</u>				
<input type="radio"/> HTML				
<input checked="" type="radio"/> MS Excel (XLS)				
		<u>Maximum Number of Rows to Return</u>		
		<input type="radio"/> 100		
		<input checked="" type="radio"/> No Limit		
		<input type="checkbox"/> <u>Only Return a Row Count</u>		
		<u>Select the Output Destination*</u>		
		<input type="radio"/> Wait		
		<input checked="" type="radio"/> Send to Completed Reports		
		<input type="radio"/> Push to <input type="text"/>		

“Utilities” – uploading a table in order to run a report using limits that aren’t well represented by parameters.



You may not need this often, but there are certain situations where it is a huge timesaver. If you have a list of students, for instance that have attended a recruitment event, you can upload their name or email address. You should use student ID if you know they have at least submitted an application. Then you can use an SQL statement similar to the one we used for the ethnic codes to look for any value that is in the uploaded table.

You can use an existing Excel workbook to start the process. Remove all the columns except the one you will be using, and remove any column header from that. Then save it as an MS-DOS Text file. You will be prompted at least once to confirm that yes, you really want to save it as a text file.

	A	B	C
1	0002614552		
2	0002587818		
3	0002702840		
4	0002581792		
5	0002759981		

File name: IDs to check

Save as type: Text (MS-DOS)

Authors: Harvey, Nan Louise





Tags: Add a tag

When you press the “Upload” button from the Utilities tab you will see what tables you already have uploaded and have the option to upload another one. The “help” link takes you to a detailed Knowledge Base explanation of the process.

Uploaded Tables

Click “Upload” to upload a file to a table for later use with a specific Report Object. *More details on using Uploaded tables can be found in the [Help](#) section.*

Instance Name

Actions	Table Name	Description
	user_upload.NLHARVEY_AGEP_MT	AGEP Plan Codes
	user_upload.NLHARVEY_COMM_MT	Missing Committee Numbers
	user_upload.NLHARVEY_HBCU_MT	HBCU Institution Codes
	user_upload.NLHARVEY_SIDN_MT	check candidacy

You must enter a table name and description. If I am uploading a list of University IDs that I'll only need for a day or two I name the file "SIDN", and since a table already exists with that name I choose "Drop table if it already exists" so all my data will be new. Then "Browse" for the text file you previously created.

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Upload Tables |

Load Table

Enter the tablename and filename to upload, and appropriate options, then click 'Next'.

Table Name NLHARVEY_SIDN _MT

Description U IDs for several students

Instance Name DSS1PRD

Drop table if it already exists?

Drop existing rows if table already exists?

Filename Browse...

Field Delimiter N/A ~ Space Tab (required for files with multiple fields per line)

Date Format MM/DD/YYYYof date-fields (if any) in load file.

Next Cancel

When you have chosen your file you will see this preview screen. I usually just use the defaults on Name & Type (you can use numbers or dates instead of text, but I've not had an occasion to use them). If the data looks like what you expect, hit "Finish".

[Home](#) [Quick View](#) [Catalog](#) [Manage Access](#) [Utilities](#)

Upload Tables |

Preview

Review the sample records, edit column name & type, then click 'Finish' to load the table.

Table Name user_upload.NLHARVEY_SIDN_MT
Description U IDs for several students

Name:	Col1
Type:	TEXT <input type="button" value="v"/>
1	0001995863
2	0002895723
3	0003042279
4	0002391172
5	0003025863
6	0003047719
7	0003063969
8	0002540698
9	0003035659
10	0002034212

As before you will need the technical name of the field you are searching for, in this case University ID. The SQL in this case is PRSN_UNIV_ID in (select col1 from user_upload_NLHARVEY_SIDN_MT). You are saying look for University IDs in the field called col1 (you could have renamed that in the previous step if you wanted) in the table called SIDN that was uploaded by NLHARVEY. You will of course need to change the user name but if you named your file SIDN and the report object you are using (in this example Appls – Curr Rows) uses the same technical name as this one then that is it. You don't need to enter any other parameters.

Specify Parameter Values to Restrict Output

<u>Institution</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Application Center</u>	<input type="text"/>	
<u>Career</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic Program</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Academic PLa</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Term(s)</u>	<input type="text"/>	
<u>Action</u>	<input type="text"/>	
<u>Program Reason</u>	<input type="text"/>	<input type="button" value="Valid Values"/>
<u>Action Date</u>	<input type="text"/>	
<u>Appl Method</u>	<input type="text"/>	
<u>Additional Criteria</u>	<pre>PRSN_UNIV_ID in (select col1 from user_upload.NLHARVEY_SIDN_MT)</pre>	

Make sure to save your settings, then run the report as normal. If you need to run the same report again with a different list of student IDs all you need to do is upload a replacement table. As I come across occasions to run a report using University IDs I save it to “My Shortcuts” with SIDN the first thing in the name (i.e. SIDN Appls-Current Rows). That way I have a list of reports that already have the necessary SQL statement and all I have to do is upload a new table and run the ones I need.

We've just looked at admission reports but you can use these same techniques on student record reports as well. The report does have to be a data extract for you to be able to enter parameters and go into "Advanced" mode. You can tell by the icon what type of report it is:



Feel free to experiment with the techniques we've covered today. It is a good practice the first time you run a report to limit the output (though for most of you your row level access will do a good job of that for you).

Maximum Number of Rows to Return

100

No Limit

Only Return a Row Count

Select the Output Destination*

Wait

Send to Completed Reports

Push to

And don't forget the Tutorial if you get stuck. It is broken down into sections and has links to Knowledge Base articles that go into even more detail.

Feel free to contact us at the University Graduate School as well, and we'll do our best to answer your questions on the application and admissions report.