

The following steps explain how to use Query Viewer to process applications for prospective student. There are six common queries and of these six, four are used for undergraduate admissions.

**UCAD\_NEW\_APPLICATION\_ARRIVED:** For any new applications that have been submitted

UCAD\_READY\_FOR\_EVALUATION: *Currently not used by undergraduate applications\**

**UCAD\_UNSUBMITTED\_WEBAPPS:** For any applications still to be submitted, if deadline has passed then use

UCAD\_UNSUBMITTED\_WEBAPPS\_PASS

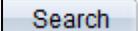
**UCAD\_UNSUBMITTED\_WEBAPPS\_PASS:** For applications that were not submitted by the deadline date

UCAD\_UPLOADED\_REFEREE\_DOCS: *Currently not used by undergraduate applications\**

**UCAD\_UPLOADED\_SUPPORTING\_DOCS:** For viewing which supporting documents have been submitted (e.g. Unofficial Transcripts)

**Note:** All query results can be downloaded into an Excel Spreadsheet. Also included in this job aid are instructions on how to save and remove queries as your favorites.

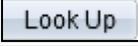
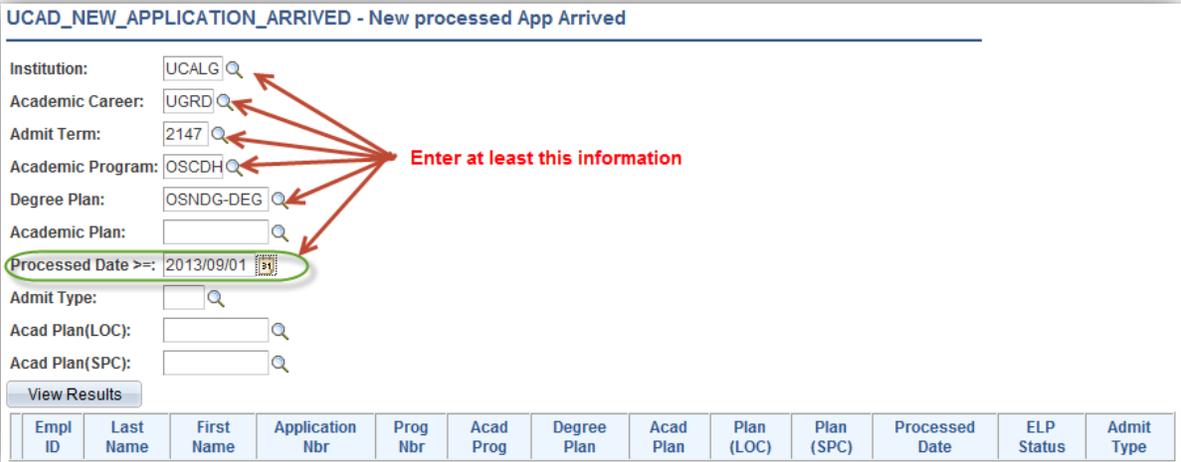
\*To learn how to use queries for Graduate Programs, consult the job aid and/or online learning for Graduate Program Administrators; *Using a Reporting Query for Processing Applications (Grad)* on the Student and Enrolment Services website; Student Administration (PeopleSoft) Campus Solutions training.

1.	Click the <b>Reporting Tools</b> link. 
2.	Click the <b>Query</b> link. 
3.	Click the <b>Query Viewer</b> link. 
4.	There are several hundred queries available. To refine the search for just queries for admissions, enter the letters <b>ucad_ and part of the query name</b> (e.g. <b>ucad_new</b> for new applications that have arrived) in the begins with field and press enter or <b>Search</b> . Click the <b>Search</b> button. 
5.	<b>UCAD_NEW_APPLICATION_ARRIVED:</b>  The UCAD_NEW_APPLICATION_ARRIVED query will display any new applications that have been submitted. Click on the <b>HTML</b> link on the query line <b>UCAD_NEW_APPLICATION_ARRIVED:</b> Click the <b>HTML</b> link. 
6.	The query window search fields display. Click the <b>Look up Institution</b> button.  <b>Tip:</b> You can enter UCALG directly without using the Look Up tool. Click the <b>UCALG</b> link. 

# Using a Reporting Query for Processing Applications (Ugrad)

SA – Processing Applications



7.	<p>Click the <b>Look up Academic Career</b> button.</p>  <p>There are three Academic Careers at the University of Calgary. For undergraduate applications, select UGRD. <b>Tip:</b> You can enter the applicable Academic Career directly.</p> <p>Click the <b>UGRD</b> link.</p> 													
8.	<p>Use the Look Up tool to search for the Term or enter it directly (e.g. 2147 for Fall 2014). Enter the desired information into the <b>Admit Term</b>.</p>													
9.	<p>To select an Academic Program, click the <b>Look up Academic Program</b> button.</p> 													
10.	<p>Enter the desired program name for Open Studies, Faculty of Veterinary Medicine or Faculty of Law. <b>Tip:</b> Type the first letter of the program name and press enter or Look Up (e.g. O = Open Studies; V = Veterinary Medicine; L = Law).</p> <p>Click the <b>Look up</b> button.</p> 													
11.	<p>The results display the Academic Programs. Click the desired program link.</p>													
12.	<p>To select the Degree Plan, click the <b>Look up Degree Plan</b> button.</p> 													
13.	<p>Enter the first letter of the Degree Plan and press <b>Enter</b> or <b>Look Up</b> (e.g. OS = Open Studies; DV = DVM-DEG Doctor of Veterinary Medicine ; J = JD-DEG Juris Doctor, Law).</p> <p>Click the <b>Look up</b> button and click the applicable Degree Plan.</p> 													
14.	<p>To ensure the success of the search results, enter <b>at least</b> this information and a <b>Processed Date</b> otherwise "no results found" will display. <b>Tip:</b> You can type the date in directly or use the Look Up calendar for assistance.</p> <p><i>Note: The example displays Open Studies search criteria</i></p>  <table border="1" data-bbox="228 1864 1409 1913"> <thead> <tr> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Application Nbr</th> <th>Prog Nbr</th> <th>Acad Prog</th> <th>Degree Plan</th> <th>Acad Plan</th> <th>Plan (LOC)</th> <th>Plan (SPC)</th> <th>Processed Date</th> <th>ELP Status</th> <th>Admit Type</th> </tr> </thead> </table>	Empl ID	Last Name	First Name	Application Nbr	Prog Nbr	Acad Prog	Degree Plan	Acad Plan	Plan (LOC)	Plan (SPC)	Processed Date	ELP Status	Admit Type
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	<p>Click the <b>View Results</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">View Results</div>																																																																																																																																																																																																																																
15.	<p>The search results display in a grid. The most recently arrived application will be listed first. Copy the emplid (if desired) to paste to other components/pages in the web application. Search results can also be downloaded into an Excel Spreadsheet. Note the links are not clickable. Close the window when completed. <i>Note: for FOIP reasons some information has been removed.</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (10 kb)</a></p> <p>View All <span style="float: right;">First <input type="text" value="1-27 of 27"/> Last</span></p> <table border="1"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Last Name</th> <th>First Name</th> <th>Application Nbr</th> <th>Prog Nbr</th> <th>Acad Prog</th> <th>Degree Plan</th> <th>Acad Plan</th> <th>Plan (LOC)</th> <th>Plan (SPC)</th> <th>Processed Date</th> <th>ELP Status</th> <th>Admit Type</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td>42231991</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/19</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td>42232066</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/23</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td>42232079</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/24</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td>42232087</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/24</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td>42232102</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/24</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td>42232104</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/24</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td>42232152</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/25</td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td>42232171</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/26</td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td>42232176</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/26</td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td>42232181</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/26</td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td>42232195</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/27</td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td>42232237</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/27</td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td>42232240</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/28</td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td>42232247</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/29</td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td>42232251</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>2013/09/29</td><td></td><td></td></tr> </tbody> </table> </div>		Empl ID	Last Name	First Name	Application Nbr	Prog Nbr	Acad Prog	Degree Plan	Acad Plan	Plan (LOC)	Plan (SPC)	Processed Date	ELP Status	Admit Type	1				42231991	0						2013/09/19			2				42232066	0						2013/09/23			3				42232079	0						2013/09/24			4				42232087	0						2013/09/24			5				42232102	0						2013/09/24			6				42232104	0						2013/09/24			7				42232152	0						2013/09/25			8				42232171	0						2013/09/26			9				42232176	0						2013/09/26			10				42232181	0						2013/09/26			11				42232195	0						2013/09/27			12				42232237	0						2013/09/27			13				42232240	0						2013/09/28			14				42232247	0						2013/09/29			15				42232251	0						2013/09/29		
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16.	<p><b>UCAD_UNSUBMITTED_WEBAPPS:</b></p> <p>To view any unsubmitted web applications that haven't been completed, use the query UCAD_UNSUBMITTED_WEBAPPS. This information is valuable in viewing applications yet to come. However if the deadline has passed applications can be viewed using UCAD_UNSUBMITTED_WEBAPPS_PASS.</p> <p>Click on the <b>HTML</b> link on the query line UCAD_UNSUBMITTED_WEBAPPS.</p> 																																																																																																																																																																																																																																
17.	<p>Enter the institution (UCALG) and the Acad Career (UGRD) directly or use the Look Up tool. Click the <b>Look up App Form</b> button to view the Application Form codes.</p> 																																																																																																																																																																																																																																
18.	<p>Five Application Form codes are listed:</p> <ul style="list-style-type: none"> <li>A = Graduate Application Forms, for any graduate studies applications;</li> <li>B = Undergraduate Application Forms</li> <li>C = Law Applications</li> <li>D = Open Studies Applications</li> <li>E = Veterinary Medicine Applications</li> </ul> <p>Select the desired application form code.</p>																																																																																																																																																																																																																																

# Using a Reporting Query for Processing Applications (Ugrad)

SA – Processing Applications



19. Enter the desired Term directly or use the Look Up tool (e.g. 2147 for Fall 2014). Use the wildcard character \* (asterisk) to populate other search fields. If the fields are empty and no wildcard character is entered, "no results found" will display.

*Note: The example displays Open Studies search criteria*

**UCAD\_UNSUBMITTED\_WEBAPPS - Unsubmitted Web Apps**

Institution:

Acad Career:

App Form:

Admit Term (Enter '\*\*' for all):

Acad Prog (Enter '\*\*' for all):

Degr Plan (Enter '\*\*' for all):

Acad Plan (Enter '\*\*' for all):

Plan(LOC) (Enter '\*\*' for all):

Plan(SPC) (Enter '\*\*' for all):

App Form	Admit Term	Reference	SeqNum	Last	First Name	Middle	Email	Creation	Updated	Portal EID	Birthdate	Phone

Click the **View Results** button.

20. Based on the search results the grid displays any unsubmitted web applications that have yet to be submitted. This is a good indicator of how many possible applications are still to be submitted and eventually processed. Search results can also be downloaded into an Excel Spreadsheet.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

App Form	Admit Term	Reference	SeqNum	Last	First Name	Middle	Email	Creation	Updated	Portal EID	Birthdate	Citizenship	Immigration Status	Phone
1	D	2147	70003582	7				2013/09/16	2013/09/16		1998/01/01	CAN	Canadian	
2	D	2147	70003838	1				2013/09/16	2013/09/16					
3	D	2147	70003841	4				2013/09/16	2013/09/16					
4	D	2147	70003842	1				2013/09/16	2013/09/16					
5	D	2147	70003846	2				2013/09/19	2013/09/19					
6	D	2147	70003714	2				2013/09/27	2013/09/27		1996/07/17	CHN	Student Permit	
7	D	2147	70003858	1				2013/10/10	2013/10/11		1993/02/13	CAN	Canadian	
8	D	2147	70000161	4				2013/10/17	2013/10/17		1990/10/14	CAN	Canadian	
9	D	2147	70003600	3				2013/11/04	2013/11/04					

21. Scrolling to the right of the page displays more columns of information.

Portal EID	Birthdate	Citizenship	Immigration Status	Phone	Career	Flag	Prog Reference	Faculty 1	Acad Prog 1	Degree Plan 1	Acad Plan 1	Plan (LOC) 1	Plan (SPC) 1	Faculty 2	Acad Prog 2	Degree Plan 2	Acad Plan 2	Plan (LOC) 2	Plan (SPC) 2				
	1998/01/01	CAN	Canadian		UGRD	H																	
					UGRD	H																	
					UGRD	H																	
					UGRD	H																	
					UGRD	H																	
	1996/07/17	CHN	Student Permit		UGRD	P	OSCDH	RO	OSCDH	OSDPR-DEG													
	1993/02/13	CAN	Canadian		UGRD	P	OSCND	RO	OSCND	OSNDG-DEG													
	1990/10/14	CAN	Canadian		UGRD	P	OSVIS	RO	OSVIS	VIS-DEG													
					UGRD	H																	

22. The extreme right side of the query displays the final columns and any information captured. Close the window when complete.

FIRST  LAST

Birthdate	Citizenship	Immigration Status	Phone	Career	Flag	Prog Reference	Faculty 1	Acad Prog 1	Degree Plan 1	Acad Plan 1	Plan (LOC) 1	Plan (SPC) 1	Faculty 2	Acad Prog 2	Degree Plan 2	Acad Plan 2	Plan (LOC) 2	Plan (SPC) 2	Institution			
01/01	CAN	Canadian		UGRD	H															UCALG		
				UGRD	H																UCALG	
				UGRD	H																	UCALG
				UGRD	H																	UCALG
				UGRD	H																	UCALG
06/07/17	CHN	Student Permit		UGRD	P	OSCDH	RO	OSCDH	OSDPR-DEG										UCALG			
02/13	CAN	Canadian		UGRD	P	OSCND	RO	OSCND	OSNDG-DEG										UCALG			
01/10/14	CAN	Canadian		UGRD	P	OSVIS	RO	OSVIS	VIS-DEG										UCALG			
				UGRD	H														UCALG			

23. **UNSUBMITTED\_WEBAPPS\_PASS:**

This query displays any unsubmitted web applications that have missed the submission deadline date. These include applications up to one year. Previous applications will be removed after one year. Click the [HTML](#) link on the query line UNSUBMITTED\_WEBAPPS\_PASS.

[HTML](#)

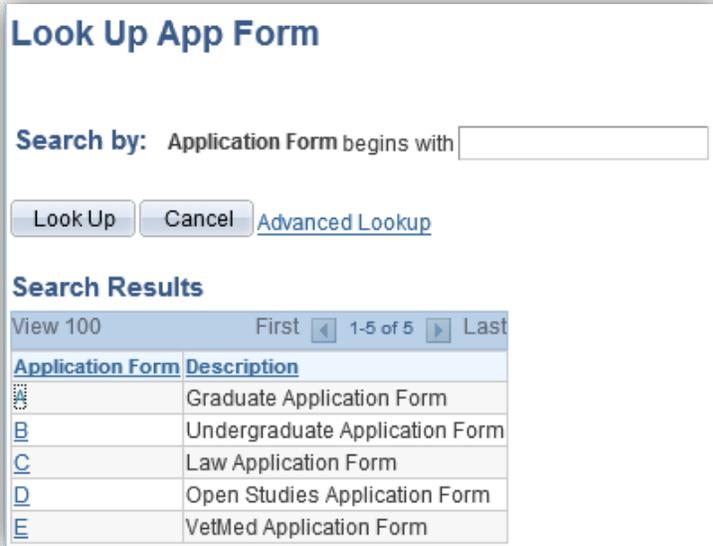
24. Enter the Institution and Academic Career fields directly or use the Look Up tool. Enter the App Form criteria. Click the [Look up App Form](#) button.



A list of application form options will display. For example select C = Law Application Form.

# Using a Reporting Query for Processing Applications (Ugrad)

SA – Processing Applications



**Look Up App Form**

Search by: Application Form begins with

[Advanced Lookup](#)

**Search Results**

View 100    First  1-5 of 5  Last

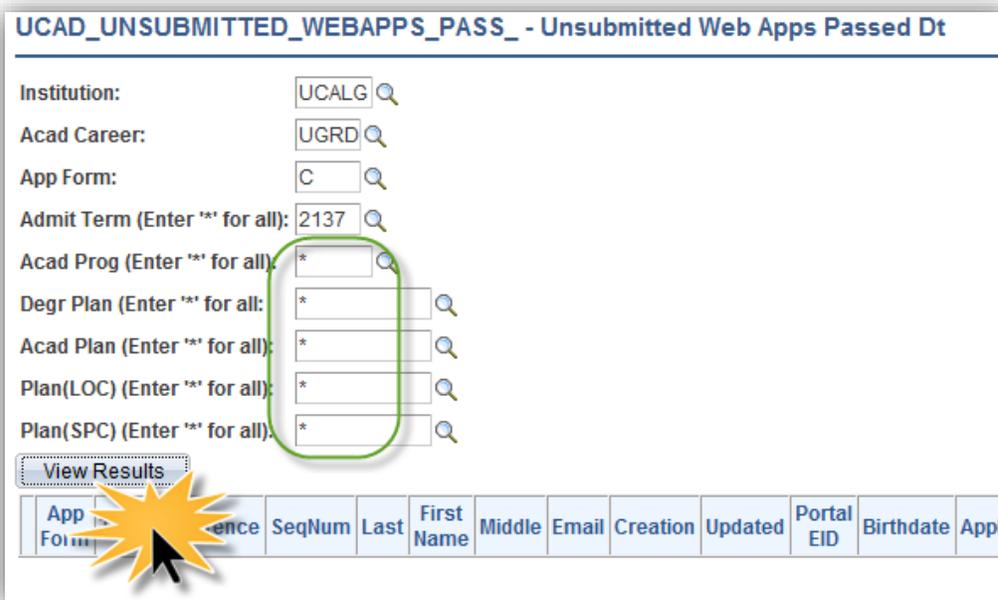
Application Form	Description
<a href="#">A</a>	Graduate Application Form
<a href="#">B</a>	Undergraduate Application Form
<a href="#">C</a>	Law Application Form
<a href="#">D</a>	Open Studies Application Form
<a href="#">E</a>	VetMed Application Form

Click the **C** link.



25. For the **Admit Term**, enter the applicable term or use an \* wildcard character (asterisk). For example enter 2137 for Fall 2013.

26. You may enter additional search criteria or use the \* wildcard character to populate other fields.



**UCAD\_UNSUBMITTED\_WEBAPPS\_PASS\_ - Unsubmitted Web Apps Passed Dt**

Institution:

Acad Career:

App Form:

Admit Term (Enter \*\*\* for all):

Acad Prog (Enter \*\*\* for all):

Degr Plan (Enter \*\*\* for all):

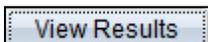
Acad Plan (Enter \*\*\* for all):

Plan(LOC) (Enter \*\*\* for all):

Plan(SPC) (Enter \*\*\* for all):

App Form	App Form Description	SeqNum	Last	First Name	Middle	Email	Creation	Updated	Portal EID	Birthdate	Appl_
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Click the **View Results** button.



27. The grid displays the results based on the selection criteria entered. Note: for FOIP reasons some information has been removed. You may also download this information to an Excel Spreadsheet.  
*Note: The example displays Faculty of Law search criteria*

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

App Form	Term	Reference	SeqNum	Last	First Name	Middle	Email	Creation	Updated	Portal EID	Birthdate	Appl_Citizenshi	Descr
1	C	2137	70000082	2				2012/05/22	2013/02/26		1990/01/13	CAN	Canadian
2	C	2137	70000160	1				2012/09/04	2012/09/04		1960/06/18	CAN	Canadian
3	C	2137	200000836	1				2012/12/03	2012/12/05		1980/04/16	AUS	Canadian
4	C	2137	70003639	1				2013/04/10	2013/04/10		1979/02/03	CAN	Canadian
5	C	2137	70003682	3				2013/05/08	2013/06/27		1962/08/22	USA	Student Permit
6	C	2137	70000034	7				2013/05/14	2013/05/15				

28. Scrolling to the right side of the query displays additional columns of information.

Creation	Updated	Portal EID	Birthdate	Appl_Citizenshi	Descr	Phone	Career	Flag	Prog Reference	Faculty	Acad Prog	Degree Plan	Acad Plan1	Plan (LOC)	Plan (SPC)	Fact 2
12/05/22	2013/02/26		1990/01/13	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG				
09/04	2012/09/04		1960/06/18	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG				
12/12/03	2012/12/05		1980/04/16	AUS	Canadian		UGRD	P	JDTRF	LA	LABCH	JD-DEG				
13/04/10	2013/04/10		1979/02/03	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG				
13/05/08	2013/06/27		1962/08/22	USA	Student Permit		UGRD	P	JDLOP	LA	LABCH	JD-DEG				
13/05/14	2013/05/15						UGRD	H	JDLOP	LA	LABCH	JD-DEG				

29. The extreme right side of the query displays the final columns of information.

First  Last

App Form	Appl_Citizenshi	Descr	Phone	Career	Flag	Prog Reference	Faculty	Acad Prog	Degree Plan	Acad Plan1	Plan (LOC)	Plan (SPC)	Faculty 2	Academic P	Degree Plan	Acad Plan2	Plan (LOC)	Plan (SPC)	Institution	
1	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG											UCALG
2	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG											UCALG
3	AUS	Canadian		UGRD	P	JDTRF	LA	LABCH	JD-DEG											UCALG
4	CAN	Canadian		UGRD	P	JDLOP	LA	LABCH	JD-DEG											UCALG
5	USA	Student Permit		UGRD	P	JDLOP	LA	LABCH	JD-DEG											UCALG
6				UGRD	H	JDLOP	LA	LABCH	JD-DEG											UCALG

30. **UPLOADED\_SUPPORTING\_DOCS:**

The UPLOADED\_SUPPORTING\_DOCS query is used for viewing which supporting documents have been submitted (e.g. Unofficial Transcripts).

Click the [HTML](#) link link on the query line **UPLOADED\_SUPPORTING\_DOCS**.

[HTML](#)

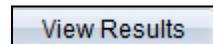
# Using a Reporting Query for Processing Applications (Ugrad)

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31. Enter the Institution and Academic Career fields directly or use the Look Up tool. Enter the desired information into the **Admit Term**: field. To ensure the success of the search results, enter **at least** this information and a Processed Date otherwise "no results found" will display.

Click the **View Results** button.



32. The grid displays results based on the search criteria. Included will be the Checklist and Chklist Item Code (e.g. XXAPPL UTRAN = indicates an unofficial transcript is required). Search results can also be downloaded into an Excel Spreadsheet.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

View All First  Last

	Empl ID	Last	First Name	Application Nbr	Prog Nbr	Acad Plan	Plan(LOC)	Plan(SPC)	Uploaded Date	Checklist	Chklist Itm	Chklist Seq
1				70	0				2013/05/28	APPL	CV	200
2				70	0				2013/06/21	APPL	ASUPVR	100
3				32	0				2013/07/25	APPL	ASUPVR	200
4				32	0				2013/07/25	APPL	CV	300
5				32	0				2013/07/25	APPL	UTRAN	100
6				23	0				2013/02/06	APPL	CV	300
7				23	0				2013/02/06	APPL	UTRAN	100
8				23	0				2013/04/01	APPL	ASUPVR	200
9				16	0				2013/02/10	APPL	CV	400
10				16	0				2013/02/10	APPL	UTRAN	100
11				16	0				2013/02/10	APPL	UTRAN	200
12				16	0				2013/02/11	APPL	ASUPVR	300
13				29	0				2013/04/02	APPL	CV	400

## 1. Saving Queries as Favorites:

The next steps explain how to add frequently used queries to your favorites. Locate the query frequently used and click on the **Favorite** link at the end of the line. For this example we will select UCAD\_NEW\_APPLICATION\_ARRIVED:

UCAD_NEW_APPLICATION_ARRIVED	New processed App Arrived	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
UCAD_ON_LINE_ADMITS	On-Line Admits	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
UCAD_READY_FOR_EVALUATION	Appl Ready For Evaluation	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Click the **Favorite** link.

[Favorite](#)

- The favorite query will be displayed in the **My Favorite Queries** list. Repeat this process to select any additional queries to add to your favorites.

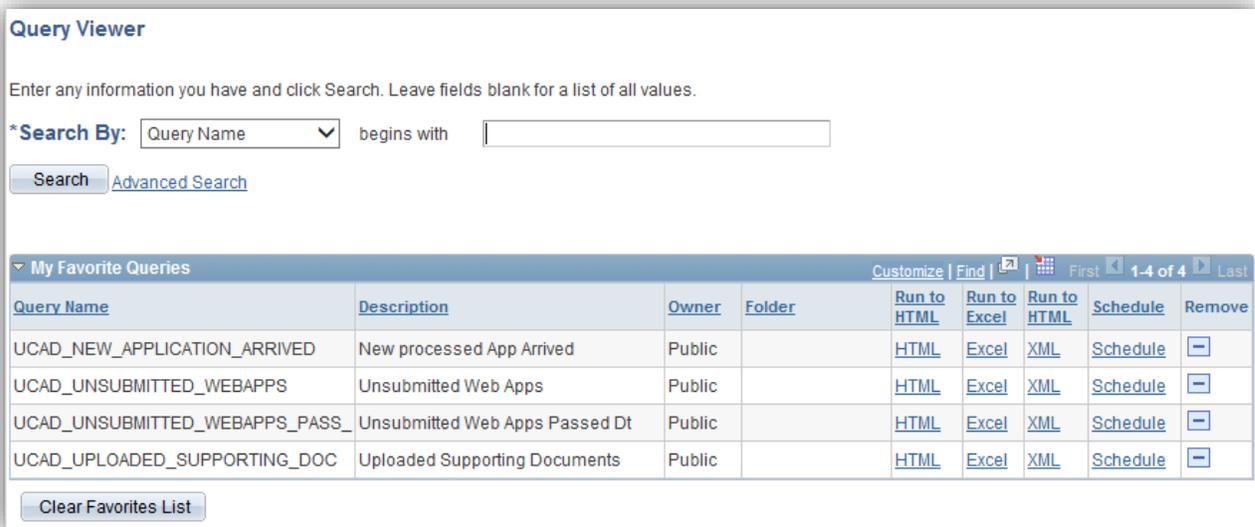


Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
UCAD_NEW_APPLICATION_ARRIVED	New processed App Arrived	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">-</a>

[Clear Favorites List](#)

- When you have completed adding the favorite queries the next time you navigate to Query Viewer just your favorites will display. Click the **Query Viewer** link.

[Query Viewer](#)



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By:  begins with

[Search](#) [Advanced Search](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
UCAD_NEW_APPLICATION_ARRIVED	New processed App Arrived	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">-</a>
UCAD_UNSUBMITTED_WEBAPPS	Unsubmitted Web Apps	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">-</a>
UCAD_UNSUBMITTED_WEBAPPS_PASS_	Unsubmitted Web Apps Passed Dt	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">-</a>
UCAD_UPLOADED_SUPPORTING_DOC	Uploaded Supporting Documents	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">-</a>

[Clear Favorites List](#)

- To remove a query that is no longer required click the remove - button (minus sign). Note: the action is immediate. Click the **Remove** button.

[-](#)

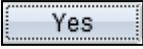
- To remove all the favorites at once you can click the Clear Favorites List button. Click the **Clear Favorites List** button.

[Clear Favorites List](#)

# Using a Reporting Query for Processing Applications (Ugrad)

SA – Processing Applications



6.	Click the <b>Yes</b> button.  <b>End of Procedure.</b>
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For the corresponding online learning consult Student & Enrolment Services > Student Administration (PeopleSoft) Campus Solutions Training