Search for Applicants Using Queries
(http://isuabroad.iastate.edu/?go=QueryTraining)

Note: “Query” and “Search” are used synonymously below.

1. Click on Applicant Admin in the left margin of the page.

2. To create a query to search by applicant name, program name, and/or term regardless of application status, click on Search. On the next page, specify your search term(s) using the following rules. You can search using any or all of the parameters given in a-c below.
   a. Enter the Applicant Name: enter only the first or last name of the applicant. You can even enter just part of an applicant’s name.
   b. Program Name: if you wish to search for a phrase in the program name, enter it in quotes. For example, London College would be entered as “London College”. (The search is case insensitive.)
   c. You can also specify the Program Term(s) for which you want to search. Scroll and click on the term for which you wish to search. If you wish to search for multiple terms, click on the Program Terms while holding down the Ctrl (PC)/Cmd (Mac) key.
   d. If you wish to include withdrawn applications in your search, make sure to check the box next to include withdrawn applications.
   e. Click Search.

In the example below, we will search for all Awesome Australia Spring 2012 applications, except for those withdrawn.
f. You will then see a page of your search results.

3. To include application status or other criteria such as college, major, or department, click on Advanced Search.
   a. Choose Application Parameters.
   b. If you want to limit the search based on student parameters (e.g., GPA, major, department, etc.), choose Applicant Parameters as well.
   c. Click Next.
d. On the next page, choose your search criteria. In the example below, we will search for all Accepted applications for Fall 2012 using the criteria pointed out by the blue text boxes below.

e. Then, at the top of the page, click on Next. If it is more convenient, you can use the Next button at the bottom of the page instead of the one at the top.
g. You will then see your search results.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush, Alyssa Renae</td>
<td>Accepted</td>
<td>Awesome Australia Semester (ID 20645)</td>
<td>Fall, 2012</td>
</tr>
<tr>
<td>Comisky, Haley Marie</td>
<td>Accepted</td>
<td>Paris Exchange (ID 20661)</td>
<td>Fall, 2012</td>
</tr>
<tr>
<td>Fruchte, Bart Albert</td>
<td>Accepted</td>
<td>Awesome Australia Semester (ID 20638)</td>
<td>Fall, 2012</td>
</tr>
<tr>
<td>Rainford, Christopher John</td>
<td>Accepted</td>
<td>Paris Exchange (ID 20646)</td>
<td>Fall, 2012</td>
</tr>
</tbody>
</table>

You searched for all outgoing applicants that have applied for the term Fall 2012, that have a status of accepted (and all aliases).
To search for complete applications (applications with all application materials finished), enter a date in the past next to the Application Completed field as shown in the screen shot below:

Then, click on the search button at the bottom of the page. You of course can add more search parameters if so desired.