

Module 2: Using the Applicant Listing Page

Objectives:

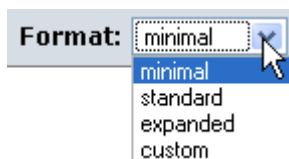
- View the Applicant List pages
- Create and use your custom view
- Set and clear Quick Search filters
- Sort the Applicant List
- Set and clear Advanced Search preferences
- Search for an applicant

The Applicant Listing Pages

There are four Applicant Listing page formats that display a variety of data elements:

- the minimal view
- the standard view
- the expanded view
- the custom view

To navigate from one format to another, click on the Format dropdown menu.



The next four sections will provide detailed descriptions of the data elements displayed on each view page.

Notes:

Minimal View

Contains the fewest columns of data and has the fastest page load time.

Notes:

Element	Description
Row	A row counter.
Name	Displays the First and Last Name of the applicant as reported on the application.
EMPLID	The EMPL ID is the unique identifier used in AIS.
Email	Displays the email address of the applicant as reported on the application.
DOB	An applicant's Date of Birth is provided as primary identification information, to aid in telling the difference between two applicants with the same name.
[manage]	Links to the Manage Applicant page. (Only visible for GARP users who have access to the Manage Applicant page.)
Tags	Displays a string of text that is used as a Tag for an applicant. There are three types of Tags, Private (can only be seen and applied by user), Public View (all can see / only owner can apply or remove Tag), Public Edit (anyone can apply or remove a Tag to an applicant).
# of Transcripts	<p>The first number represents the number of transcripts received and available for view.</p> <p>The second number represents the total number of schools the student reported having attended on their application.</p> <p>A school is only counted once, even if the applicant earned multiple degrees at that institution or submitted multiple transcripts.</p>
# of Letters	Represents the number of recommendations received and available for view. Three recommendations are required to complete an application file.
Dept.	The term "department" is used loosely in GARP; it may not refer directly to an academic department as it is traditionally known, but is used more to identify a program or portion of a program that a specific admission committee will review. Because "department" is used to define user security and block allocation tracking in GARP, over time the definition of "department" has expanded to allow, for example, individual tracks of the Program in Biomedical Science and Engineering (PBSE), an interdisciplinary program, to be tracked as their own department so that each track can have its own admission review committee, or the Education MA/ Credential program can track its block allocation separately from the Education PhD program.
Degree	Degree type the applicant is applying for. Examples: MA, MS, MFA, PhD, DMA, Certificate, Non-degree.
Interest/Emphasis	Research Interests are used by some departments and allow applicants to select one or more values from a given list of

	<p>available interests.</p> <p>Research Emphasis is used by all departments and represents a hand-typed value that the applicant enters on their application.</p> <p>Interests are displays if they exist, otherwise Emphasis is displayed.</p>	
AIS/Dept Status	<p>The top status is the AIS Status as of the last refresh from AIS.</p> <p>The bottom status is the Department Status as last set by the Department. The default value is "No decision."</p>	
Docs Last Updated	The most recent date and time that the applicants' record had a document added.	
I've Reviewed	<p>"Y" indicates that the current user has posted a comment or rating on the applicant record.</p> <p>"N" indicates that the current user has not posted a comment or rating on the applicant record.</p>	
# of Reviews	Displays the number of reviewer comments or ratings on the applicant record.	
Average Rating	Displays the average of all ratings the applicant has received.	
Rating(s)	Displays all of the individual ratings the applicant has received.	

<h2>Standard View</h2> <p>Contains the same data elements as the Minimal View page, as well as the following elements.</p> <table border="1"> <thead> <tr> <th>Element</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Admin Comments</td> <td>Displays a read link if an Admin Comment exists. The link will take the user to the section of the applicant record that displays the full Administrative Comment.</td> </tr> <tr> <td>CA Resident</td> <td> <p>"Y" indicates that the application is eligible for in-state tuition based on preliminary residency question responses on their application.</p> <p>"N" indicates that the application will be required to pay non-resident tuition.</p> <p>"U" indicates that not enough information was provided by the applicant at the time of application to make a definitive residency decision. The applicant will be required to submit a complete Statement of Legal Residence form to the Registrar's Office to be considered for in-state residence.</p> </td> </tr> <tr> <td>Foreign/Domestic</td> <td> <p>"Domestic" indicates that the applicant is a US Citizen.</p> <p>"Perm Res" indicates that the applicant is a legal Permanent Resident of the United States.</p> <p>"Foreign" indicates that the applicant will be required to have a US visa in order to attend. Foreign students are also required to have qualifying TOEFL or IELTS scores in order to be offered admission (departments may request a waiver of this requirement based on an applicant's English proficiency).</p> </td> </tr> </tbody> </table>	Element	Description	Admin Comments	Displays a read link if an Admin Comment exists. The link will take the user to the section of the applicant record that displays the full Administrative Comment.	CA Resident	<p>"Y" indicates that the application is eligible for in-state tuition based on preliminary residency question responses on their application.</p> <p>"N" indicates that the application will be required to pay non-resident tuition.</p> <p>"U" indicates that not enough information was provided by the applicant at the time of application to make a definitive residency decision. The applicant will be required to submit a complete Statement of Legal Residence form to the Registrar's Office to be considered for in-state residence.</p>	Foreign/Domestic	<p>"Domestic" indicates that the applicant is a US Citizen.</p> <p>"Perm Res" indicates that the applicant is a legal Permanent Resident of the United States.</p> <p>"Foreign" indicates that the applicant will be required to have a US visa in order to attend. Foreign students are also required to have qualifying TOEFL or IELTS scores in order to be offered admission (departments may request a waiver of this requirement based on an applicant's English proficiency).</p>	Notes:
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Expanded View


Contains the same data elements as the Standard View page, as well as the following elements. This setting will take the longest to load.

Element	Description
Term	Displays the Term and Year for which the applicant is applying for admission.
School(s) Attended	Lists all schools previously attended as reported on the application. If the entire length of the name is too long to display, you may place your cursor over the partial name to view the complete name.
GPA	The applicant's undergraduate (UG) and graduate (GR) GPA as self-reported on their application.
GRE	Displays the Graduate Records Exam scores and percentiles. Also displays whether the score is self-reported or official. (Official scores are displayed if they are available. Self-reported scores are only displayed when official scores have not been received.)
GRE V	Verbal GRE score, percentile and data source. Exams taken prior to August 2011 are scored on a 200-800 range; exams taken during or after August 2011 are scored on a 130-170 range. If an applicant took the exam multiple times, the highest score within the 130-170 range will be displayed, otherwise the highest score within the 200-800 range will be displayed. Column sorts by Percentile to accommodate the two score ranges.
GRE Q	Quantitative GRE score, percentile and data source. Exams taken prior to August 2011 are scored on a 200-800 range; exams taken during or after August 2011 are scored on a 130-170 range. If an applicant took the exam multiple times, the highest score within the 130-170 range will be displayed, otherwise the highest score within the 200-800 range will be displayed. Column sorts by Percentile to accommodate the two score ranges.
GRE A	Analytical GRE score, percentile and data source. The Analytical Writing exam is scored on a 0-6 scale in half-point increments. If an applicant took the exam multiple times, the highest score will be displayed. Column sorts by score.
GRE Subj	GRE Subject score, percentile, exam subject and data source. GRE Subject exams are scored on a 200-990 scale. If an applicant took the exam multiple times, the highest score will be displayed.
GMAT	Displays the Graduate Management Admission Test scores and percentiles. Also displays whether the score is self-reported or

Notes:

	<p>official. (Official scores are displayed if they are available. Self-reported scores are only displayed when official scores have not been received.)</p>
GMAT T	<p>Total GMAT score, percentile and data source.</p> <p>Exam scores range from 200-800.</p> <p>If an applicant took the exam multiple times, the highest score will be displayed.</p>
GMAT V	<p>Verbal GMAT score, percentile and data source.</p> <p>Exam scores range from 0-60.</p> <p>If an applicant took the exam multiple times, the highest score will be displayed.</p>
GMAT Q	<p>Quantitative GMAT score, percentile and data source.</p> <p>Exam scores range from 0-60.</p> <p>If an applicant took the exam multiple times, the highest score will be displayed.</p>
GMAT A	<p>Analytical Writing GMAT score, percentile and data source.</p> <p>Exam scores range from 0-6 in increments of one half.</p> <p>If an applicant took the exam multiple times, the highest score will be displayed.</p>
GMAT I	<p>Integrated Reasoning GMAT score, percentile and data source.</p> <p>Exam scores range from 1-8.</p> <p>If an applicant took the exam multiple times, the highest score will be displayed.</p>
TOEFL	<p>Displays the overall TOEFL (Test of English as a Foreign Language) exam score, percentile, exam type and data source.</p> <p>The TOEFL is available in either Internet (COMPI) or Paper (COMPP) format. The score range for the COMPI exam is 0-120; the score range for the COMPP exam is 310-677.</p> <p>Official scores are displayed if they are available. Self-reported scores are displayed when official scores have not been received.</p> <p>If an applicant took the exam multiple times, the highest COMPI score will be displayed, otherwise the highest COMPP score will be displayed.</p>
IELTS	<p>Displays the overall IELTS (International English Language Testing System) exam scores.</p> <p>The IELTS is scored on a 0-9 scale. If an applicant took the exam multiple times, the highest score will be displayed.</p>
Gender	<p>Displays the applicant's gender as reported on their application. Values of M (male), F (female) and U (unspecified) display in GARP. Gender Identities' of Transgender Male will display as M in GARP; Transgender Female will display as F; Genderqueer/Gender non-conforming, Different Identity and Decline to State will display as U.</p>
Ethnicity	<p>Displays the applicant's primary ethnicity value as reported on their application.</p>

Status Updated	Displays the last date and time in which the applicant's AIS or Department Status value was updated.	
Recommender Ratings	<p>In addition to submitting written recommendations, recommenders are given the option to rate applicants in the following categories:</p> <p>K = Knowledge and Creativity: Has a broad perspective on the field; is among the brightest persons I know; produces novel ideas; is intensely curious about the field.</p> <p>C = Communication Skills: Speaks in a clear, organized and logical manner; writes with precision and style; speaks in a way that is interesting; organizes writing well.</p> <p>T = Teamwork: Supports the efforts of others; behaves in an open and friendly manner; works well in group settings; gives criticism/feedback to others in a helpful way.</p> <p>R = Resilience: Accepts feedback without getting defensive; works well under stress; can overcome challenges and setbacks; works extremely hard.</p> <p>P = Planning and Organization: Sets realistic goals; organizes work and time effectively; meets deadlines; makes plans and sticks to them.</p> <p>E = Ethics and Integrity: Is among the most honest people I know; maintains high ethical standards; is worthy of trust from others; demonstrates sincerity.</p> <p>O = Overall performance and capabilities.</p> <p>Recommenders can rate applicants on the following scale, which is converted to the corresponding number for calculating averages in GARP:</p> <ul style="list-style-type: none"> • Below average = 1 • Average = 2 • Good (Top 25%) = 2.5 • Very Good (Top 10%) = 3 • Excellent (Top 5%) = 3.5 • Truly Exceptional (Top 1%) = 4 <p>The value displayed on the Applicant Listing page is the average of all recommendations submitted for that applicant in that category.</p>	
My Comments	Displays the first 250 characters of your Reviewer Comment.	

<h2 data-bbox="94 1591 393 1638">Custom View</h2> <p data-bbox="94 1663 1140 1768">Contains the data elements that the user has selected on the  tab. See Lesson 5: Setting your Custom View for more information.</p>	Notes:
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Lesson 5: Setting Your Custom View



1. Click on the **My Preferences** tab.
Your Columns to Display pane will have only the Name column selected if you have never visited this page.

Available Columns:	Columns to display:
Degree	Name
Num. Transcripts	GPA
Num. Letters	Tags
Research Interests	Term
Admin Comments	Department
Schools Attended	AIS/Dept. Status
GRE (set)	
GMAT (set)	
TOEFL Score	
IELTS Score	
Gender	
CA Resident	
Foreign/Domestic Status	
Ethnicity	
Status Last Updated	
Docs Last Updated	
Recommender Ratings	
I've Reviewed	
My Comments	
Num. of Reviews	

Notes:
'Name' is a required column on the My Preferences page and it must be first in the list. This column cannot be removed or re-ordered.

2. Click on **Degree** in the “Available Columns” pane.
3. Click .
Degree is moved from the “Available Columns” pane to the “Columns to display” pane.
4. Follow steps 2 and 3 for **Num. Transcripts**, **Num. Letters** and **I’ve Reviewed**.
Your “Columns to Display” pane should look like this:

Columns to display:

Name
Degree
Num. Transcripts
Num. Letters
I've Reviewed

5. Click **I’ve Reviewed** in the “Columns to display” pane.
6. Click two times.
The I’ve Reviewed column name should move up two positions in the pane. Your “Columns to Display” pane should now look like this:

Columns to display:

Name
Degree
I've Reviewed
Num. Transcripts
Num. Letters

7. Click **Save**.

GARP will confirm that your preferences have been saved.

8. Click **Applicant Listing**.

9. Select the custom format.

The Applicant Listing page will only display the Name, Degree, I've Reviewed, # of Trans. and # of Letters columns.

Lesson 6: Using Quick Search Filters



1. Navigate to the Applicant List page and set your format to Minimal View.

2. If the Quick Search section is not visible, click **Quick Search** to expand it.

3. Enter “x” into the Name filter field. Click **GO**.

Name (First or Last):

Your page will be refreshed to display the first 10 applicants who have an “x” in either their first or last name.

4. Select “No Decision” in the Department Status filter dropdown and click

GO.

Your page will refresh to display the first 10 applicants who have an “x” in their first or last name AND who have a Department Status of “No Decision.”

5. Click **CLR**.

Your Quick Search filter fields will be reset to their default state.

6. Click **GO**.

Your page will be refreshed to display the first 10 applicants of the entire applicant population that you have security access to view.

Notes:

Lesson 7: Using the Column Sort Function



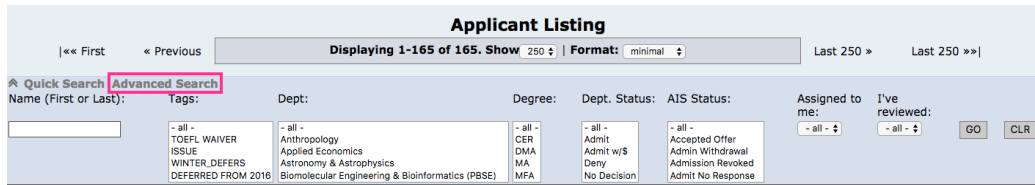
1. Continue from Lesson 5. Notice that the applicant list is already sorted by Last Name.
2. Click on the **Name** column header.
Your page will refresh to display the first 10 applicants in reverse alphabetical order by last name.
3. Set your page format to Expanded View.
4. Click on the **GPA** column header.
Your page will refresh to display the first 10 applicants in numeric order by undergraduate GPA.
5. Click on the **GPA** column header again.
Your page will refresh to display the first 10 applicants in reverse numeric order by undergraduate GPA.

Notes:

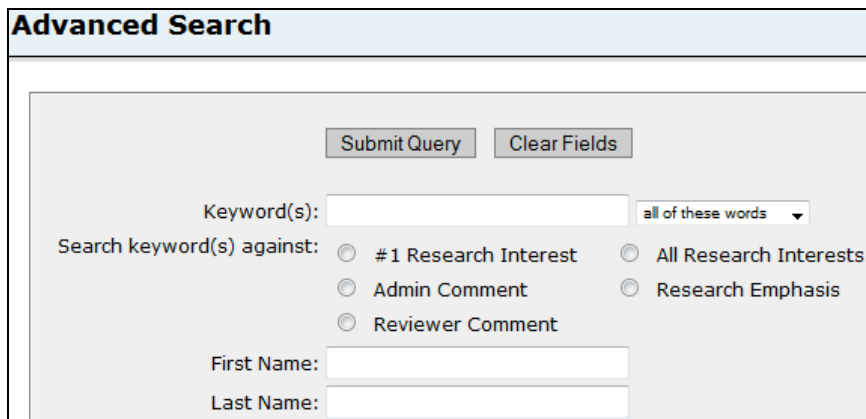
Advanced Search: Filters

Notes:

To access the Advanced Search page, click on the Advanced Search link on the left side of the primary navigation bar.



The Advanced Search page allows users to filter and sort the Applicant List page by almost any data element displayed in the Expanded View format.



The table below provides detailed explanations on how each of the filter elements works.

Element	Description
Keyword(s)	<p>The user may type any character, word, or string of words in the text field. (This field does not support Boolean searches.)</p> <p>The user can choose to search the character, word or string of words against the applicants' research interest field, the administrative comments section, the reviewer comments section.</p> <ul style="list-style-type: none"> ▪ A search on "all of these words" will return results where at least one instance of each word exists in the selected section. ▪ A search on "any of these words" will return results where at least one of the words exists in the selected section.
First Name	<p>The First Name filter field assumes a wildcard exists on either side of the user's entry. For example, if a user entered "ron," the results would display names like Ronald and Veronica.</p>
Last Name	<p>Similar to the First Name field, the Last Name filter field assumes a wildcard exists on either side of the user's entry.</p>

Term	<p>The Term filter allows the user to view applicants for a particular term at a time. Selecting "All" will display applicants from all terms. (Users may select multiple Terms by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p>
# of Transcripts	<p>The # of Transcripts filter allows users to filter applicants by the number of transcripts they have submitted.</p> <p>The dropdown allows users to select either "greater than," "less than," or "equal to" and specify a single-digit number against which to search.</p> <p>Ex: Professor Smith wants to view all applicants who have submitted at least one transcript. She would select the filter criteria "greater than" and enter "0."</p>
# of Letters	<p>The # of Letters filter allows users to filter applicants by the number of recommendations they have submitted.</p> <p>The dropdown allows users to select either "greater than," "less than," or "equal to" and specify a single-digit number against which to search.</p> <p>Ex: Professor Smith wants to view all applicants who have submitted two or more letters of recommendation. She would select the filter criteria "greater than" and enter "1."</p>
Department	<p>The Department filter allows the user to view one department's applicants at a time. Selecting "All" will display all the applicants that the user has permission to view. (Users may select multiple departments by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p>
Degree	<p>The Degree filter allows the user to view applicants to one degree at a time. (Users may select multiple degrees by holding the Control/Command key [Ctrl]/[Cmd] and clicking multiple values.)</p>
Schools Attended	<p>Similar to the Name search, the user may type any character, word, or string of words in the Schools Attended text field.</p> <p>Ex: Professor Smith wants to find applicants that previously attended a UC campus. She would enter "Univ of Calif."</p>
GPA	<p>The GPA filter allows users to filter applicants by their self-reported cumulative undergraduate GPA.</p> <p>The dropdown allows users to select either "greater than," "less than," or "equal to" and specify up to a 5-digit number against which to search.</p> <p>Ex: Professor Smith wants to view all applicants who have a GPA of 3.5 or higher. She would select the filter criteria "greater than" and enter "3.49."</p>
GRE	<p>The GRE Score filters allow users to filter applicants by their official or self-reported scores, or by their official or self-reported score percentile. (Official scores will be used by the filter if they are available. Self-reported scores are only used for the filter when official scores have not been received.)</p> <p>There are four GRE score fields in GARP: Verbal, Quantitative, Analytical and Subject. Older Verbal and Quantitative scores range from 200 to 800; newer scores from</p>

	<p>130 to 170. Analytical scores range from 0 to 6. Subjects score ranges vary in length depending on the exam subject. Percentiles range from 1 to 99.</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify up to a 3-digit number against which to search.</p>	
GRE Subject	<p>The GRE Subject filter dropdown displays a list of the Subject exams for which scores exist. (Users may select multiple GRE Subjects by holding Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p> <p>Ex: Professor Smith is only interested in the applicants that have taken the Computer Science subject exam. She would select “Computer Science,” from the Subject dropdown, “greater than” from the score dropdown and enter “1” in the score text field. She would not expect to view applicants that have not taken the GRE subject exam.</p>	
GMAT	<p>The GMAT Score filters allow users to filter applicants by their official or self-reported scores, or their official or self-reported score percentile. (Official scores will be used by the filter if they are available. Self-reported scores are only used for the filter when official scores have not been received.)</p> <p>There are five GMAT score fields in GARP: Total, Verbal, Quantitative, Analytical Writing and Integrated Reasoning. The Total score range is 200-800, Verbal and Quantitative score ranges are 0-60, Analytical scores range from 1-6 and Integrated Reasoning scores range from 1-8.</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify a number against which to search.</p>	
TOEFL	<p>Similar to the GRE Score filters, the TOEFL filter allows users to filter applicants by their official or self-reported TOEFL scores. (Official scores will be used by the filter if they are available. Self-reported scores are only used for the filter when official scores have not been received.)</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify up to a 3-digit number against which to search.</p>	
IELTS	<p>Similar to the GRE Score filters, the IELTS filter allows users to filter applicants by their official or self-reported IELTS scores. (Official scores will be used by the filter if they are available. Self-reported scores are only used for the filter when official scores have not been received.)</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify up to a 3-digit number against which to search.</p>	
Gender	<p>The Gender filter allows users to filter applicants by their reported gender identity. (Users may select multiple statuses by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p>	
CA Resident	<p>The CA Resident filter allows users to filter applicants by their residency status. (Users may select multiple statuses by holding the Control [Ctrl] / Command [Cmd] key and clicking</p>	

	<p>multiple values.)</p> <p>Values include:</p> <ul style="list-style-type: none"> ▪ Y (California resident) ▪ N (non-resident) ▪ U (Statement of Legal Residence required; not enough information was provided at the time of application to determine the residency status) 	
Foreign/Domestic	<p>The Foreign/Domestic filter allows users to filter applicants by their citizenship status. (Users may select multiple statuses by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p> <p>Values include:</p> <ul style="list-style-type: none"> ▪ Domestic (US Citizen) ▪ Perm Res (legal Permanent Resident of the United States) ▪ Foreign (the applicant will be required to have a US visa in order to attend) 	
Dept. Status	<p>The Dept. Status filter allows users to view applicants by the status that has been determined by their department. (Users may select multiple statuses by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p> <p>Ex: Professor Smith only wants to view applicants who have not had an admission decision set by her department. She would select “No Decision.”</p>	
AIS Status	<p>The AIS Status filter allows users to view applicants by the status that has been set by the Graduate Admissions Office in AIS. (Users may select multiple statuses by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values.)</p> <p>Ex: Later in the application cycle, Professor Smith only wants to view applicants who have indicated that they will attend. She would select “Accepted Offer.”</p>	
Status Updated Since	<p>The Status Updated Since filter allows users to view applications based on how recently their AIS or Dept. Statuses were updated. When a user enters a date in the filter field, the results will display all applicants with statuses set on or since that date.</p>	
Docs Updated Since	<p>The Docs Updated Since filter allows users to view applications based on how recently their documents were updated. When a user enters a date in the filter field, the results will display all applicants with documents that have arrived since that date.</p> <p>Ex: Professor Smith reviews applications once a week. The last time she logged in was on 11/7/15, when she reviewed all documents that had been received so far. This week she would enter “11/07/15” to review all documents submitted in the last week.</p>	
Recommender Ratings	<p>The Recommender Ratings filter allows users to identify applicants whose recommenders provided qualitative reviews in the following categories:</p> <ul style="list-style-type: none"> ▪ Knowledge and Creativity, ▪ Communication Skills, 	

	<ul style="list-style-type: none"> ▪ Teamwork, ▪ Resilience, ▪ Planning and Organization, ▪ Ethnic and Integrity, ▪ Overall Performance and Capabilities. <p>Each category offers a dropdown that allows users to select either “greater than,” “less than,” or “equal to” and specify up a single-digit number against which to search. The valid rating range is 1-4, where:</p> <ul style="list-style-type: none"> 1 = Below Average 2 = Average 2.5 = Good (Top 25%) 3 = Very Good (Top 10%) 3.5 = Excellent (Top 5%) 4 = Truly Exceptional (Top 1%) 	
Comment Date	The Comment Date filter allows users to view applications based on the date of Reviewer or Administrative comments on their records. When a user enters a date in the filter field, the results will display all applicants whose records have had a comment entered or edited since that date.	
I’ve Reviewed	<p>The I’ve Reviewed filter allows users to filter applications based on whether they have posted comments or ratings to the applicant file. Values include:</p> <ul style="list-style-type: none"> ▪ Y (Yes, I’ve commented/rated this file) ▪ N (No, I haven’t commented/rated this file) <p>Ex: Professor Smith doesn’t want to review applicants she has already commented or rated. She would select “N.”</p>	
# of Reviews	<p>The # of Reviews filter allows users to filter applications by the number of GARP users that have posted ratings and/or comments on their file.</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify up to a one-digit number against which to search.</p>	
Average Rating	<p>The Ratings filter allows users to filter applicants by their average rating.</p> <p>The dropdown allows users to select either “greater than,” “less than,” or “equal to” and specify a one-digit number against which to search.</p>	
Tags	<p>The Tags filter allows users to specify whether their search should return only applicants that have a specific Tag or not.</p> <p><i>NOTE: -all- is used to select anything with or without a tag applied.</i></p>	
Reviewed By	<p>The Reviewed by filter allows users to filter applicants based on a specific reviewer or reviewers. Name and email displayed.</p> <p><i>NOTE: You may select multiple Reviewers from the dropdown by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple names.</i></p>	
Assigned to Me	The Assigned to Me filter allows users to filter applicants based on the applications that you reviewed.	

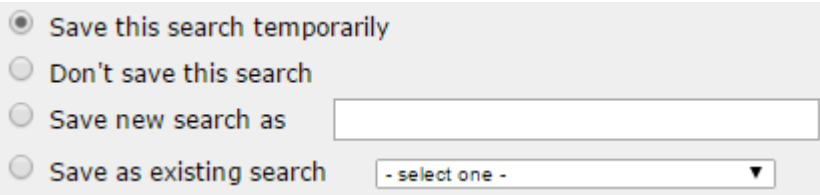
Advanced Search: Sort

The Advanced Search sort function allows users to sort by multiple data elements. The radio buttons allow users to sort selected data elements in ascending or descending order. To enter more than one sort criteria, click **ADD CRITERIA**. To remove sort criteria, click **Remove Criteria**.

Notes:

Advanced Search: Saving Your Query

At the bottom of the Advanced Search page, there are either three or four options for saving -- or not saving -- your search criteria:



The screenshot shows four radio button options for saving search criteria. The first option, "Save this search temporarily", is selected. The second option is "Don't save this search". The third option is "Save new search as" followed by an empty text input field. The fourth option is "Save as existing search" followed by a dropdown menu with the text "- select one -".

The “Save this search temporarily” option will hold the entered search and sort criteria until you select a new set of criteria or clear criteria.

“Don’t save this search” will prevent the search results from being saved once you navigate away from them.

The “Save new search as” feature allows users to enter a custom name for their search and sort criteria so they can easily be refreshed at a later time.

Saved search names can be no longer than 30 characters. There is no limit to the number of searches a user may save.

The “Save as existing search” option will be available to you only if you’ve already saved a search.

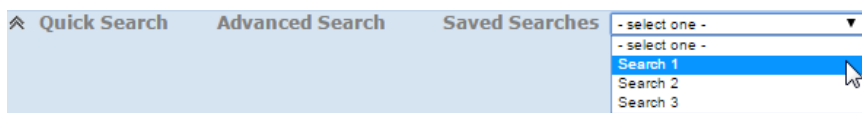
The default value for these various save options can be controlled via the My Preferences page. You can default GARP to either save your searches temporarily, or don’t save searches. This setting can be changed manually when initiating a new search too, so select the value that you’re likely to use most often.

Notes:

Once you’ve saved a search, you’ll be able to access it again from the Applicant Listing page. A dropdown with all saved searches will

Accessing a Saved Query

Once you’ve saved a search on the Advanced Search page, you’ll be able to access it again from the Applicant Listing page. A dropdown with all searches you’ve saved is available in the Quick Search section.



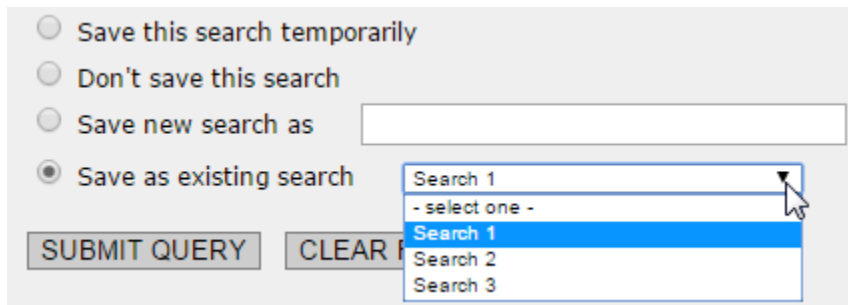
The screenshot shows a navigation bar with three tabs: "Quick Search", "Advanced Search", and "Saved Searches". Below the "Saved Searches" tab is a dropdown menu. The dropdown menu is open, showing a list of saved searches: "- select one -", "- select one -", "Search 1", "Search 2", and "Search 3". A mouse cursor is pointing at "Search 1".

Select the search by the name you gave it when you saved it. The search will run immediately upon selection – you do not need to click Go.

Notes:

Editing a Saved Query

If you need to edit the criteria for a search you've saved, select the search as described in the Accessing a Saved Query section above. Once the results are returned, go to the Advanced Search page. The search and sort criteria you selected will display back to you. Make any necessary changes to the filter and sort criteria. Select the "save as existing search" option at the bottom of the page, select the name of the search that you want to up and click **SUBMIT QUERY**.



This will essentially overwrite the filter and sort criteria on that saved search.

Notes:

Deleting a Saved Query

To delete a saved query altogether, go to the Advanced Search section of the My Preferences page. Select the search you'd like to delete from the available dropdown and click **Delete**. A confirmation message will display when your saved search has been successfully deleted.

Delete Saved Searches



Notes:

Lesson 8: Using Advanced Search **G A F D S**

1. Navigate to the Advanced Search page.
2. Select the following filter criteria:
 - Degree: PhD
 - GPA: greater than 3.0
 - Department Status: Admit and Admit w/\$
3. Select the following sort criteria:
 - Foreign/Domestic – ascending
 - CA Residency – descending
 - Name - Ascending
4. Confirm that the **Save this search temporarily** radio button is selected.
5. Click **SUBMIT QUERY**.

Notes:

Your browser will return you to the Applicant List page with the results of your query.

6. Review the results of your advanced search. Note the values that appear in the filter key.

Filter: Dept: Status: Admit,Admit w/\$ Degree: PhD GPA: > 3.0

Order by: Foreign/Domestic Status Ascending , CA Resident Descending , Name Ascending

7. To remove the default query, navigate back to the Advanced Search page.
8. Click **CLEAR FIELDS**.
9. Confirm that the **Save this search temporarily** radio button is selected.
10. Click **SUBMIT QUERY**.

Your browser will return you to the Applicant List page with the results of your query.

Using the Refresh Button

The data on the Applicant Listing page is stored in your browser's cache after each Quick or Advanced search to allow for the fastest retrieval of data. To reinitiate your last search and retrieve the most up-to-date data available, click the **REFRESH** button.

The **REFRESH** button on the Applicant Listing page refreshes the results of the current selected population, as shown in the filter key.

REFRESH Filter: Dept: CMPS, Degree: PhD | Order by: GPA Ascending

This is particularly useful when you've recently changed data for the applicants displayed, including adding Admin or Reviewer Comments or setting an applicant's GARP Status.

Notes: