

# Slate — Build Queries

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You will need:



Internet connection



Your JHED ID and password



Web browser: Firefox, Safari or Chrome

# Building Queries/Reports

There are two options when building queries—new query and quick query.

★ New Query— can be saved for future use.

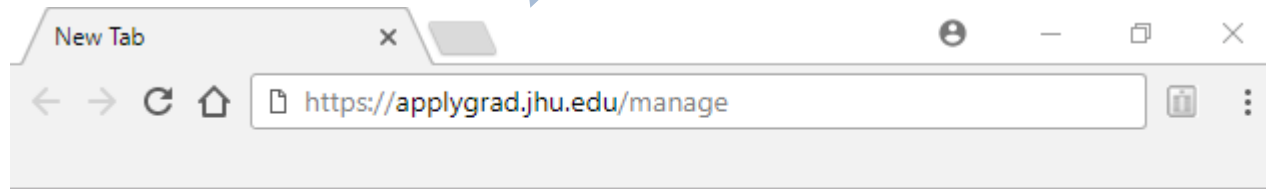
★ Quick Query—used when a query doesn't need to be saved for future use.



*This guide will demonstrate building a New Query.*

1

https://applygrad.jhu.edu/manage



Enter your  
JHED credentials

A screenshot of the Johns Hopkins University & Medicine login page. The page has a blue header with the text "JOHNS HOPKINS UNIVERSITY & MEDICINE". Below the header, it says "Enter your Login ID and Password". There are two input fields: "Login ID" and "Password". Below the input fields is a "Login" button. At the bottom right, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently Asked Questions". At the very bottom, it says "© 2018 Johns Hopkins Institution".

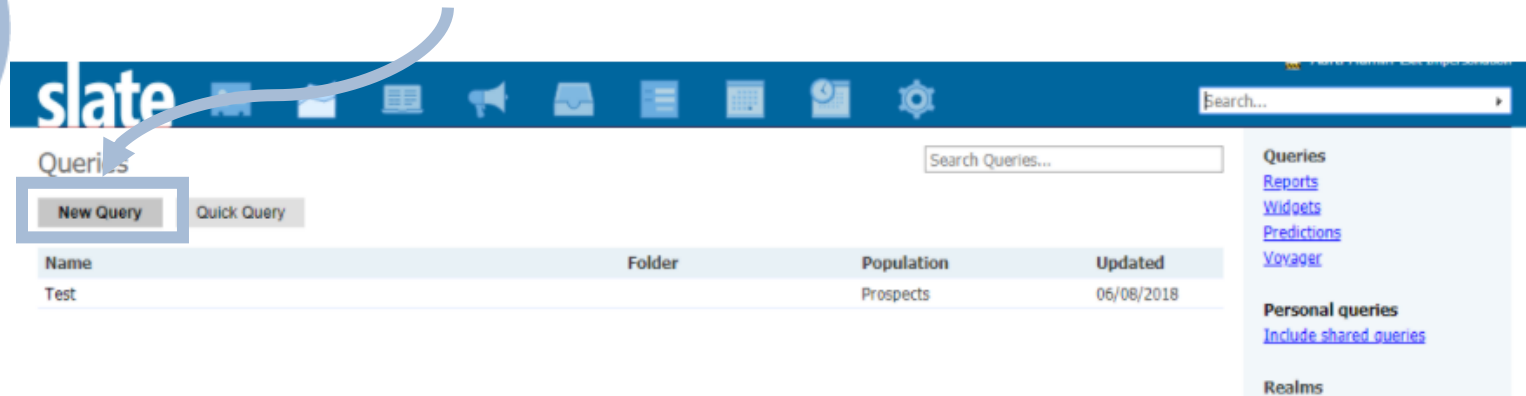
2

Click Queries.

The screenshot shows the Slate dashboard interface. At the top, there is a blue navigation bar with the 'slate' logo on the left and a search bar on the right containing the text 'Search...'. The user's name 'Ann Shiu' and a 'Logout' link are visible in the top right corner. Below the navigation bar, a 'Queries / Reports' dropdown menu is open, listing various folders such as 'Applications', 'Applications / ED', 'Dashboard', 'ED Prospects Query', 'test', 'ED Inquiry Form Submissions', 'Patty ED Inq program', 'Inquiries / ED', 'Education Inquiries', and 'Inquiries / BU'. The 'Queries' folder is highlighted. The main content area below the navigation bar displays a 'Welcome, Ann.' message, a 'Recent' list of folders, and a social media feed with posts from @Technolutions, @ZibblesWibbles, and @zach\_kuba. There are also social media icons for Facebook and Twitter on the right side.

3

Click New Query.



4

Complete the New Query form; click Save

**Name**— identify the query.

**User**—owner of the query.

**Realm**—the school to which this query applies to (population)

**Sharing**— check the checkbox to allow other users access to the query, given that they have the right access in Slate.

**Folder**—select a folder to organize your queries.

**Base**— use the population dropdown box to select the population that you want to query. For example, choose applications if you want to display data from applications in the system.

The screenshot shows the 'New Query' form. It has a title bar 'New Query' and several input fields: 'Name' (text box), 'User' (text box with 'Ann Shiu'), 'Realm' (dropdown menu), 'Sharing' (checkbox with label 'Share query with other users with the query and query base permissions'), 'Folder' (dropdown menu), and 'Base' (dropdown menu with 'Prospects'). At the bottom of the form are two buttons: 'Save' (highlighted with a blue box) and 'Cancel'.

# Query Page Overview

Query details

All Queries > Admissions Report

**Edit Query**

Folder	Applications
User	<a href="#">Ann Shiu</a>
Realm	BU Realm
Base	Applications by Population
Execution Mode	Retrieve all records each time query is run

Exports

Filters Matching Rows: 47

Sort Keys

Ann Shiu Logout

...

**Edit Properties**

- Sharing Permissions
- Preview Results
- Display SQL
- Save Copy

Export

Literal

Existence

Filter

OR

NOT

(

)

Sort Key

★ **Edit Properties**—shows a popup where you can set some advanced settings for the new query. For example; you can limit the amount of rows it selects.

★ **Sharing Permissions**—allows you to give access to other users. If you chose not to share your query, you can select individual groups or users here to share your query. You can also set view-only, or edit access per entry.

★ **Preview Results** - shows a quick preview of the query. Run this while building a query to make sure that it's working as expected.

★ **Display SQL** - lets you see the SQL query.

★ **Save Copy** - allows you to save a copy of this query under a new name.

*Continued on next page...*

# Query Page Overview (continued)

The screenshot shows the Slate interface with a blue header containing the 'slate' logo and navigation icons. The user 'Ann Shiu' is logged in. The breadcrumb trail is 'All Queries > Admissions Report'. The main content area is divided into several sections:

- Edit Query:** A table showing query properties:
 

Folder	Applications
User	<a href="#">Ann Shiu</a>
Realm	BU Realm
Base	Applications by Population
Execution Mode	Retrieve all records each time query is run
- Exports:** A section for exporting query results.
- Filters:** Shows 'Matching Rows: 47'.
- Sort Keys:** A section for defining sort order.

On the right side, there is a vertical menu with the following options: Edit Properties, Sharing Permissions, Preview Results, Display SQL, and Save Copy. Below this menu are three grouped buttons: 'Export', 'Literal', and 'Existence' (grouped together); 'Filter', 'OR', 'NOT', '(', and ')' (grouped together); and 'Sort Key'.

★ **Export**—add/update/delete new fields in the query output.

★ **Literal**—insert a static value in the output.

★ **Existence** - insert a conditional value in the output

★ **Filter**—select the field to apply the criteria to.  
 Example: you want to only include records from SOE. Click on Filter > Round > Continue > In > School Of Education > Save

★ **Sort Key**—Sort query results based on one or more data points. If a sort key is not added, queries using a Prospects or Applications population are sorted by last name, first name.