Slate — Build Queries

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
2. Click Queries.
Click **New Query**.

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.
Query Page Overview

Query details

- **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.

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Query Page Overview (continued)

- **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.