

# Slate — Run Shared Queries

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You will need:



Internet connection



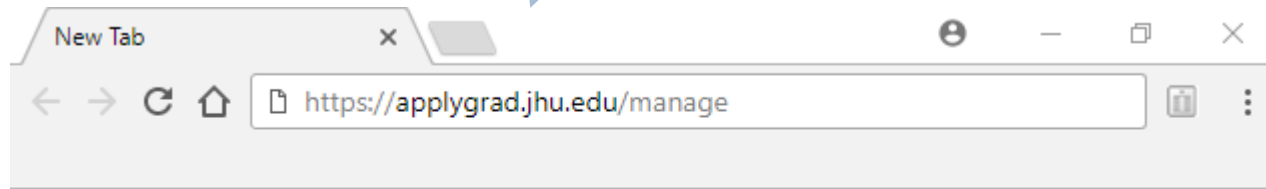
Your JHED ID and password



Web browser: Firefox, Safari or Chrome

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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, there is a section titled "Enter your Login ID and Password". This section contains two input fields: "Login ID" and "Password". Below these fields is a "Login" button. At the bottom right of the login section, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently". At the very bottom of the page, there is a copyright notice: "© 2018 Johns Hopkins Institution".

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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, showing a list of folders: '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 displays a 'Welcome, Ann.' message, a 'Recent' list of folders, and three social media posts from users @Technolutions, @ZibblesWibbles, and @zach\_kuba. There are also social media icons for Facebook and Twitter on the right side.

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Click Include share queries.

The screenshot shows the Slate interface with a table of queries. The 'Personal queries' dropdown menu is open, and the 'Include shared queries' option is highlighted with a blue box. A blue arrow points from the text 'Click Include share queries.' to this option.

Name	Folder	Population	Updated
Test		Prospects	06/08/2018

Personal queries  
**Include shared queries**

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Click the query you want to run.

The screenshot shows the Slate interface with a list of queries. The 'BU Inquiry Form Submissions' query is highlighted with a blue box. A blue arrow points from the text 'Click the query you want to run.' to this query.

Name	Folder	Base	Updated
BU Inquiry Bound... Emails	Email / BU	Messages	07/30/2018
BU Inquiry Email Status	Email / BU	Messages	07/30/2018
<b>BU Inquiry Form Submissions</b>	Inquiries / BU	Form: BU Program Inquiry F...	07/30/2018
BU Inquiry Form Submissions w/ Source	Inquiries / BU	Form: BU Program Inquiry F...	07/26/2018
BU Inquiry Prospects All Records	Inquiries / BU	Prospects	07/13/2018
Ping Statistics by Registrants	Inquiries	Prospects and Applicants	07/26/2018



Click **Run Query** to view query results.

The screenshot shows the Slate application interface. At the top is a blue navigation bar with the 'slate' logo on the left and a search bar on the right containing 'Search...'. Below the navigation bar is a header for 'BU Inquiry Form Submissions' with an 'Edit' button. The main content area displays query details: Folder (Inquiries / BU), User (Patricia Preston), Realm (BU Domain), Base (Form: BU Program Inquiry Form), Execution Mode (Retrieve all records each time query is run), Filters (Tag NOT IN Test Record), and Matching Rows (4). On the right side, there are buttons for 'Edit Query' and 'Edit Notes'. At the bottom left, a 'Run Query' button is highlighted with a blue border. A large blue arrow originates from the 'Run Query' button and points to the 'Run Query' button.

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Select which output option you'd like.

[Using Excel Spreadsheet for this example.]

The screenshot shows the Slate interface for a query named 'BU Inquiry Form Submissions'. The top navigation bar includes the 'slate' logo and various icons. Below the navigation bar, the breadcrumb path is 'All Queries > BU Inquiry Form Submissions'. The main heading is 'BU Inquiry Form Submissions'. On the left, there is a table with the following data:

Form Submitted	Field
2018-07-30T13:54:58	Care
2018-07-30T13:50:45	Care
2018-06-05T21:24:43	Care
2018-06-05T21:00:50	Care

On the right, the 'Output' dropdown menu is open, showing the following options:

- Excel Spreadsheet (selected)
- Export Destinations
  - Excel Spreadsheet
  - Deliver Mailing
  - Portal
  - Report Builder
  - Comma-Delimited CSV File
  - Tab-Delimited File
  - PDF Report
  - HTML Report
  - Mail Merge Word Document
- Batch Management
  - Field
  - Generate PIN

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Click Export to download the results.

The screenshot shows the Slate interface for 'BU Inquiry Form Submissions'. The 'Output' dropdown is set to 'Excel Spreadsheet'. The 'Export' button is highlighted with a blue box and an arrow. Below the table, the status is 'Processing...' with a 'Cancel' button. A second screenshot shows the file 'Export 20180803-....xlsx' being downloaded.

slate

All Queries > BU Inquiry Form Submissions

### BU Inquiry Form Submissions

Output: Excel Spreadsheet

**Export**

Rows 1-4 of 4 Prev Next

Form Submitted	Field:Jhu_School	Email	First	Last	Preferred	CITIZENSHIP1	Mobile	Field:Jhu_Sr
2018-07-30T13:54:58	Carey Business School	slatetesting126@gmail.com	Slate	Testing126	slatetesting126	United States		
2018-07-30T13:50:45	Carey Business School	slatetesting126@gmail.com	Slate	Testing126	slatetesting126	United States		

Processing... **Cancel**

Rows 1-4 of 4 Prev Next

Form Submitted	Field:Jhu_School	Email	First	Last	Preferred	CITIZENSHIP1	Mobile	Field:Jhu_Sr
2018-07-30T13:54:58	Carey Business School	slatetesting126@gmail.com	Slate	Testing126	slatetesting126	United States		
2018-07-30T13:50:45	Carey Business School	slatetesting126@gmail.com	Slate	Testing126	slatetesting126	United States		
2018-06-05T21:24:43	Carey Business School	slatetesting126@gmail.com	Slate	Testing126			+1 410-695-879	
2018-06-05T21:00:50	Carey Business School	slatetesting126@gmail.com	Slate	Testing126	slatetesting126		+1 410-887-965	

Export 20180803-....xlsx ^