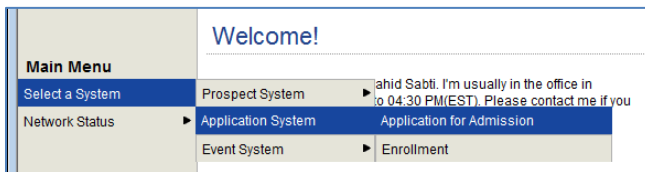


Using Queries/Searching Applicants in Apply Yourself\_Hobsons

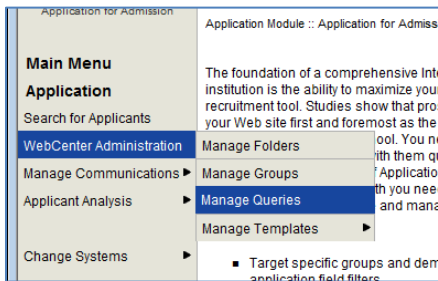
1.) <https://webcenter.applyyourself.com>  
 Need your password reset? Email [goerne@uncw.edu](mailto:goerne@uncw.edu)

2.) WebCenter login:  
 Client ID: uncw-grad  
 User ID: UNCW E-mail without @uncw.edu  
 Password: Starfish1 (unless previously established)

3.) Hover mouse over Select a System and select Application System/Application for Admission



4.) Hover mouse over WebCenter Administration and select Manage Queries



5.) Click the appropriate Program Query Title



6.) The query has already been established for summer I/II and fall 2012

Query Name: Nursing ND

Application Submitted  Application In Progress

Field	Operator	Value
--Term	Equal to	[%] Please Select Fall 2011
--Major	Equal to	Nurse Educator - Post Master's Certificate Nursing - Non Degree Nursing - Non Degree

System Field Definitions Query Opera

Groups  
 Discard groups  In group  Not in group  Not in any group

7.) Choose 'Application Submitted' or 'Application in Progress' and 'RUN'

Query Name: Nursing ND

Application Submitted  Application In Progress

Field	Operator	Value
--Term	Equal to	[%] Please Select Fall 2011
--Major	Equal to	Nurse Educator - Post Master's Certificate Nursing - Non Degree Nursing - Non Degree

System Field Definitions Query Opera

Groups  
 Discard groups  In group  Not in group  Not in any group

8.) **Submitted applications** may be exported to the Graduate Coordinator Export Template

Click each record to choose or 'Select all records on this page'

Select the Action of Export

Click Go

Application Module :: Search Results Sort:  Ascending  Descending

Show | hide instructions Record: 1 - 5 of 5

Name	Email Address	Submitted	Export
<input checked="" type="checkbox"/> Tester_Blessed	goerne@uncw.edu	7/21/2009	Y
<input checked="" type="checkbox"/> Tester_Final	goerne@uncw.edu	7/9/2008	Y
<input checked="" type="checkbox"/> Tester_Honey	deltsi@uncw.edu	7/16/2009	Y
<input checked="" type="checkbox"/> Tester_Nolij	goerne@uncw.edu	10/24/2008	Y
<input checked="" type="checkbox"/> Tester_Royal	deltsi@uncw.edu	7/21/2009	Y

Click to select or deselect all records on this page

new search back

Select an Action: -- Select --  
 Apply to  
 -- Select --  
 Add/Remove Group  
 Add/Remove Track  
 Batch Update  
 Create Label  
 Create Letter  
 Delete  
 Execute Business Rules  
 Export  
 Post Message  
 Print Application

Choose Graduate Coordinator Export, Generate in Microsoft Excel , Include data element and Run

Application Module :: Perform an Action :: Run Export  
show | hide instructions run back

Records in Action: 5

Name	Description
<input type="radio"/> AY Export to NoliJ	AY Export to NoliJ
<input type="radio"/> Daily Application Report	Daily Application Report
<input type="radio"/> Decision & Enrollment List	Lists decision, residency and enrollment decision
<input type="radio"/> Decision Letter View Timing	Decision Letter View Timing
<input type="radio"/> For Kimberly	Exporting records by term and major
<input checked="" type="radio"/> Graduate Coordinator Export	Graduate Coordinator Export
<input type="radio"/> test decision date	Colin
<input type="radio"/> test Joanna	test decision export

Include data element names in first row of file (only applicable to Delimited type of Export)  
 Exclude previously exported records  
 Mark records as Exported  
 Generate in Microsoft® Excel format

Record export in action history  
Action Label:

Click the exported EXCEL file (2<sup>nd</sup> option)

Application Module :: Perform an Action :: Run Export Results  
show | hide instructions back

Successfully exported the data. 5 record(s) processed.

Please click on the following link to download the export file:  
[1809\\_2\\_28\\_2012\\_9\\_59\\_13\\_AM.txt](#)


Please click on the following link to download the export file in Microsoft® Excel format:  
[1809\\_2\\_28\\_2012\\_9\\_59\\_13\\_AM.xls](#)

back


Choose Open or Save

File Download

**Do you want to open or save this file?**

 Name: 1809\_2\_28\_2012\_9\_53\_49\_AM.txt  
Type: Text Document  
From: webcenter.applyyourself.com

Open Save Cancel

 While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)











Excel will display and may be edited

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First 1	Middle 1	Last 1	Banner_ID_In	Banner_A	Current Mailing Addr	Current_L	City 1	State 1	Zip 1	Mailing A	Internatio	Mobile Te	Perm
2	Final	Ly	Tester	850000004	2	asdf	asdfasdf	Springfiel	VA	22153	(703) 346-1778			asdf
3	Colin	C	Tester	850302822	1	601 S College Rd.		Wilmington	NC	28403	(910) 962-3000			601 S
4	Honey	Bee	Tester	850302824	1	PO BOX 851691		Ramstein		98269				PO BO
5	Blessed	Beyond B	Tester	850302821	1	PO Box		Wilmington	NE	27542				601 S
6	Royal	Food	Tester	850302825	1	5555 White Chocolate Meltway		Wilmington	NC	28405	(910) 343-4579		(910) 425-1933	
7														
8														
9														

9.) In Progress applications may be exported

Application Module :: Search Results      Sort:  Ascending    Descending

show | hide instructions      Record: 1 - 5 of 5

Name	Email Address	Submitted	Export
<input checked="" type="checkbox"/> Tester, Blessed	goerne@uncw.edu	7/21/2009	Y  
<input checked="" type="checkbox"/> Tester, Final	goerne@uncw.edu	7/9/2008	Y  
<input checked="" type="checkbox"/> Tester, Honey	deltisi@uncw.edu	7/16/2009	Y  
<input checked="" type="checkbox"/> Tester, Noli	goerne@uncw.edu	10/24/2008	Y  
<input checked="" type="checkbox"/> Tester, Royal	deltisi@uncw.edu	7/21/2009	Y  

Click to select or deselect all records on this page

new search   back

Select an Action: -- Select --

- Apply to
- Select --
- Add/Remove Group
- Add/Remove Track
- Batch Update
- Create Label
- Create Letter
- Delete
- Execute Business Rules
- Export**
- Post Message
- Print Application

Choose Generate in Microsoft Excel Format and click Run

Application Module :: Perform an Action :: Run Export

show | hide instructions      run   back

Records in Action: 31

Name	Description
<input checked="" type="radio"/> In-Progress Export Template	In-Progress Export Template(Tab Delimited)
<input type="checkbox"/> Include data element names in first row of file (only applicable to Delimited type of Export)	
<input checked="" type="checkbox"/> Generate in Microsoft® Excel format	
<input type="checkbox"/> Record export in action history	
Action Label:	<input type="text"/>

run   back

Click the exported EXCEL file (2<sup>nd</sup> option)



10.) Information exported from AY may also be used to send a mass e-mail by copying the addresses from the excel into Outlook