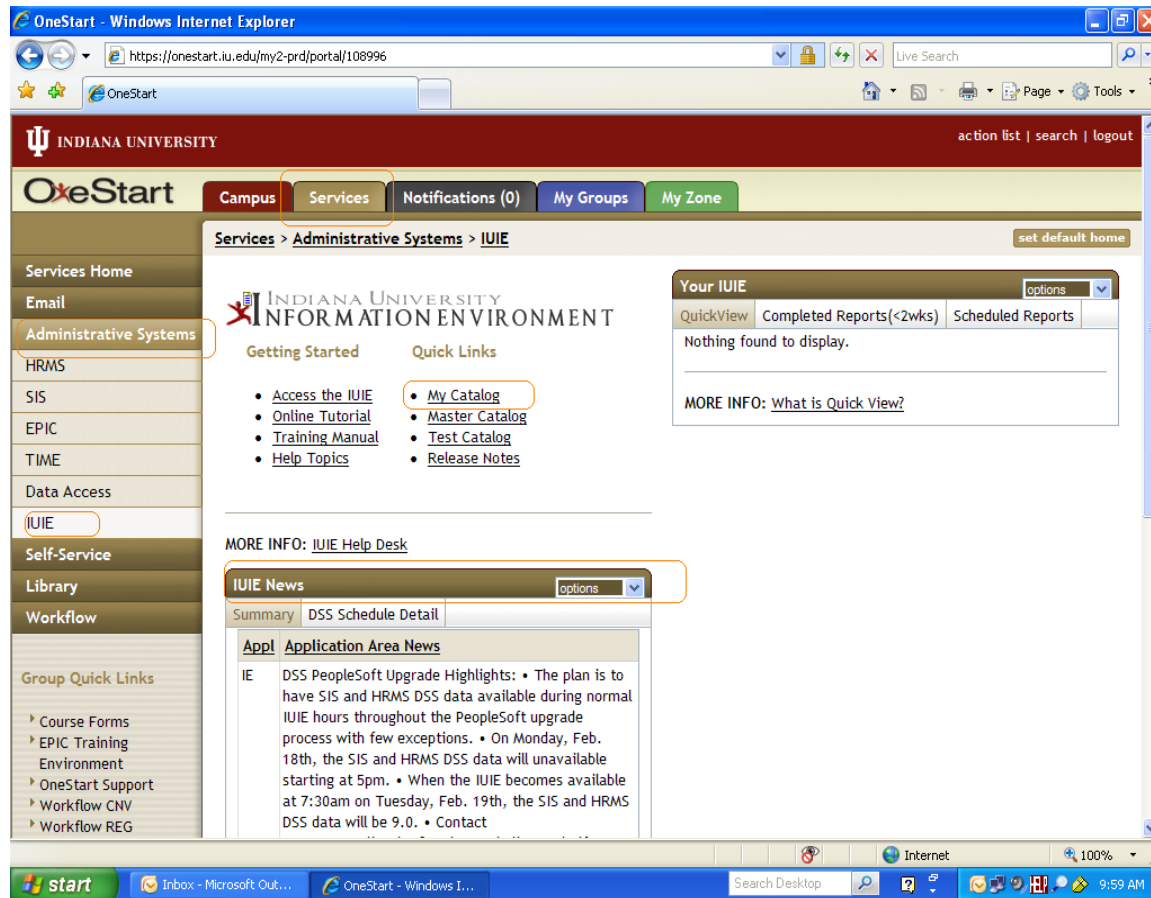
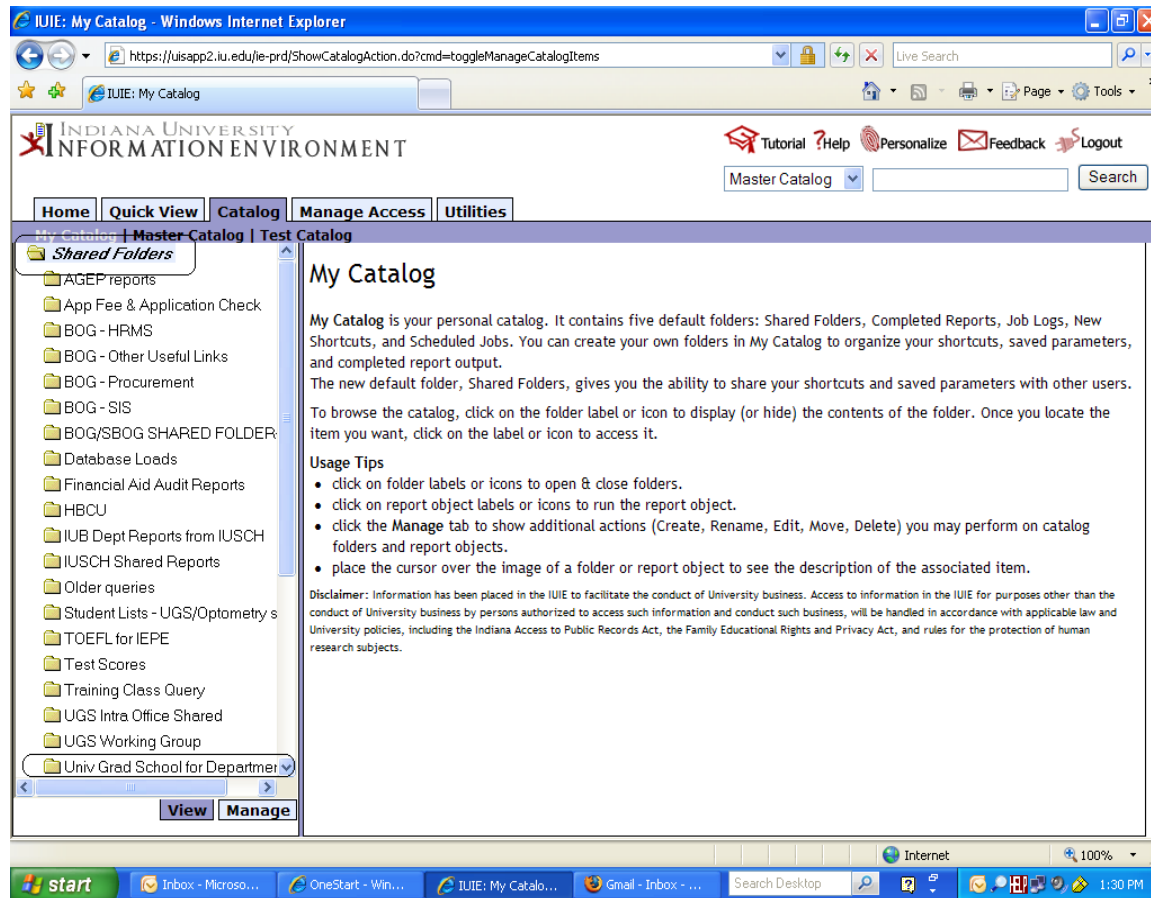


# IUIE Admissions Reports Basics

University Graduate School



Sign into OneStart (onestart.iu.edu). Click on the Services tab, then the Administrative Services option on the left, then IUIE. Make sure to read the “IUIE News” as it will let you know of any unusual situations. Then to get to the reports we will be talking about today click on “My Catalog”.



If you have both “View” and “Manage” tabs at the bottom of your screen click on the “View” tab. Click on Shared Folders to open it. You should see a folder titled “Univ Grad School for Departments”.

The screenshot shows a web browser window with the URL <https://uisapp2.iu.edu/ie-prd/ShowCatalogAction.do?cmd=toggleManageCatalogItems>. The page header includes the Indiana University Information Environment logo and navigation links: Home, Quick View, Catalog, Manage Access, and Utilities. The main content area is titled "My Catalog" and contains a list of folders on the left and a description on the right. The folders are organized into several categories: TOEFL for IEPE, Test Scores, Training Class Query, UGS Intra Office Shared, UGS Working Group, Univ Grad School for Departments, and various application folders (e.g., Apps - Current Rows 11Addnl Appl Inf, Apps - Current Rows 12Addnl Appl Inf, Apps - Current Rows ADMTMATR SprSumFall 11, Apps - Current Rows ADMTMATR SprSumFall 12, Apps - Current Rows ALL SprSumFall 11, Apps - Current Rows ALL SprSumFall 12, Apps - Current Rows URM only Sprg.Sum.Fall 11, Apps - Current Rows URM only Sprg.Sum.Fall 12, Apps - Current Rows Univ ID & App Number 11, Apps - Current Rows Univ ID & App Number 12, Apps-Curr-Student ID with External App ID from AY or IU, Apps-Curr-Student ID with External App ID from AY or IU 12). Other folders include Degrees Awarded Reports, IEPE waived by UGS, IEPE waived by UGS - Admitted Students, Test Score Queries, eApplication Reports, and Univ Grad School/College. The "Completed Reports" section includes Job Log, New Shortcuts, Scheduled Jobs, Databank Info Queries, Error Reports, Fellowship Award Accounting, MTP, Often Used Queries, To be deleted, and Training Class Query. The right side of the page provides a description of the My Catalog, its usage tips, and a disclaimer.

**My Catalog**

My Catalog is your personal catalog. It contains five default folders: Shared Folders, Completed Reports, Job Logs, New Shortcuts, and Scheduled Jobs. You can create your own folders in My Catalog to organize your shortcuts, saved parameters, and completed report output. The new default folder, Shared Folders, gives you the ability to share your shortcuts and saved parameters with other users.

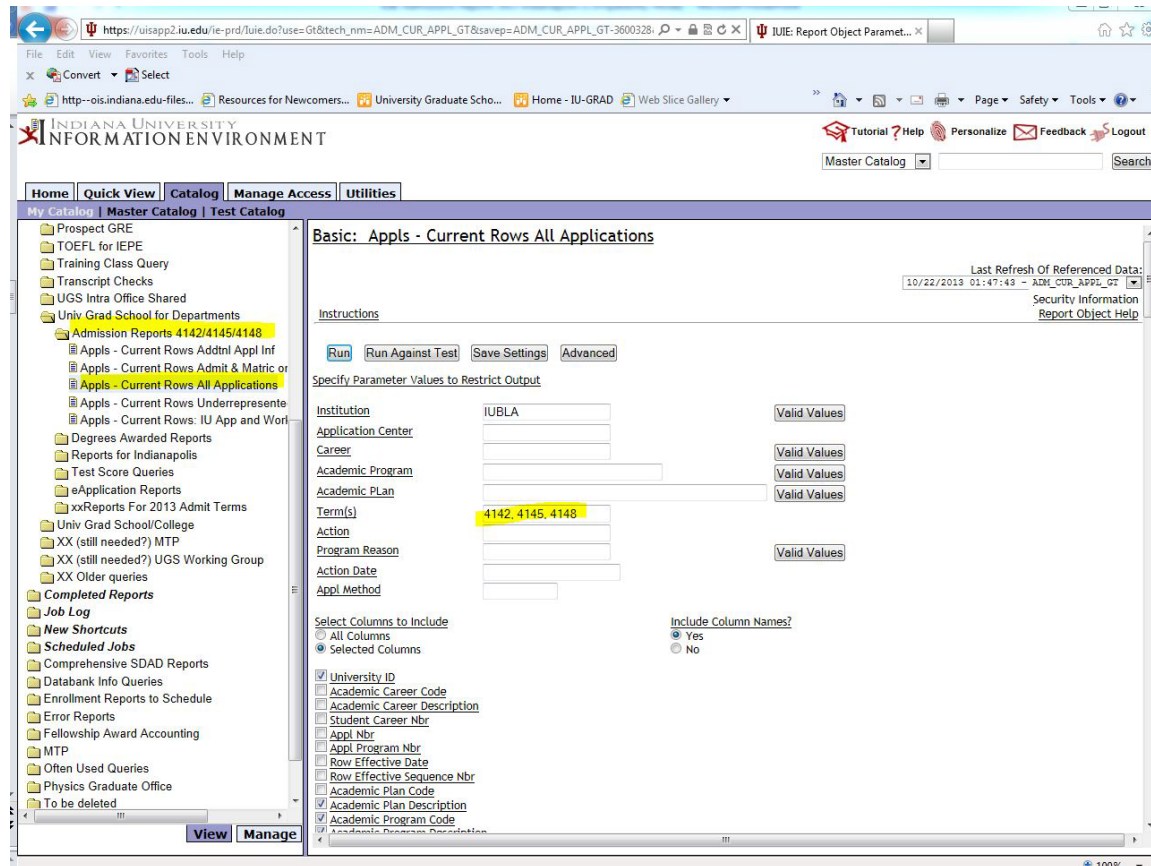
To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

**Usage Tips**

- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the **Manage** tab to show additional actions (Create, Rename, Edit, Move, Delete) you may perform on catalog folders and report objects.
- place the cursor over the image of a folder or report object to see the description of the associated item.

Disclaimer: Information has been placed in the IUIE to facilitate the conduct of University business. Access to information in the IUIE for purposes other than the conduct of University business by persons authorized to access such information and conduct such business, will be handled in accordance with applicable law and University policies, including the Indiana Access to Public Records Act, the Family Educational Rights and Privacy Act, and rules for the protection of human research subjects.

Click on the folder name to open it and see the contents. The reports we will be using are in the folders “Admissions Reports 41x2, 41x5, 41x8”, “Test Score Queries” and “eApplication Reports”. The admission and test score reports pull data from submitted applications in SIS, the eApplication report pulls data from the eApplication system.



Click on “Appls – Current Rows All Applications”. You can see that the selection criteria are Institution = IUBLA and term =41x2, 41x5, 41x8 (the x will be the current application year). You do not need to select your particular program as your row level access to the data will take care of that. If you prefer to only see one term you may remove the other terms from the parameter box.

https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech\_nm=ADM\_CUR\_APPL\_GT&savep=ADM\_CUR\_APPL\_GT-3542925&ro\_status=PROC

Indiana University  
INFORMATION ENVIRONMENT

Tutorial ? Help Personalize Feedback Logout

Master Catalog Search

Home Quick View Catalog Manage Access Utilities

My Catalog Master Catalog Test Catalog

Older queries  
Student Lists - UGS/Optomety shared  
TOEFL for IEPE  
Test Scores  
Training Class Query  
UGS Intro Office Shared  
UGS Working Group  
Univ Grad School for Departments  
Appls - Current Rows 11Addnl Appl Inf  
Appls - Current Rows 12Addnl Appl Inf  
Appls - Current Rows ADMTMATR SprSum  
Appls - Current Rows ADMTMATR SprSum  
Appls - Current Rows ALL SprSumFall 11  
Appls - Current Rows ALL SprSumFall 12  
Appls - Current Rows URM only Sprg.Sum  
Appls - Current Rows URM only Sprg.Sum  
Appls - Current Rows Univ ID & App Num  
Appls - Current Rows Univ ID & App Num  
Apps-Curr-Student ID with External App ID  
Apps-Curr-Student ID with External App ID  
Degrees Awarded Reports  
IEPE waived by UGS  
IEPE waived by UGS - Admitted Students  
Test Score Queries  
eApplication Reports  
Univ Grad School/College  
Completed Reports  
Job Log  
New Shortcuts  
Scheduled Jobs  
Databank Info Queries  
Error Reports  
Fellowship Award Accounting  
MTP  
Often Used Queries  
To be deleted  
Training Class Query

☐ Preferred First Name  
☐ Preferred Middle Name  
☐ Preferred Suffix  
☐ FERPA Other Email Restriction Indicator  
☐ Campus Emailid  
☐ Visa Permit Type Code  
☐ Network ID  
☒ IPEDS Derived Race-Ethnicity Code  
☒ Pre-2010 IPEDS Derived Race-Ethnicity Code  
☐ Ethnic Description  
☒ White  
☒ Ethnicity Detail Indicator - Hispanic/Latino  
☒ American Indian/Alaska Native  
☒ PRSN\_ETHNIC\_DTL\_NONE\_IND  
☒ Hispanic Ethnicity Indicator  
☒ Retain Leading Zeros of Character Columns  
☐ Include SQL Query Text with Output  
☐ Preferred Last Name  
☐ Preferred Prefix  
☐ Disability Indicator  
☐ Other Email Address  
☐ FERPA Campus Email Restriction Indicator  
☐ GDS Campus Email Address  
☐ PRSN\_CTZN\_STAT\_CD  
☒ IPEDS Derived Race-Ethnicity Description  
☐ Ethnic Code  
☐ Ethnic Detail Code  
☐ Black/African American  
☐ Asian  
☒ Native Hawaiian/Other Pacific Islander  
☒ Two-Question-Format Race/Ethnicity Verified Indicator  
☒ IR first generation Indicator

Maximum Number of Rows to Return  
☐ 100  
☒ No Limit

Only Return a Row Count

Select the Output Format  
☐ HTML  
☒ MS Excel (XLS)

Select the Output Destination\*  
☐ Wait  
☒ Send to Completed Reports  
☐ Send to Printer  
☐ Push to  Find  
(comma separated usernames)

Include Output Title  
☒ Appls - Current Rows AL

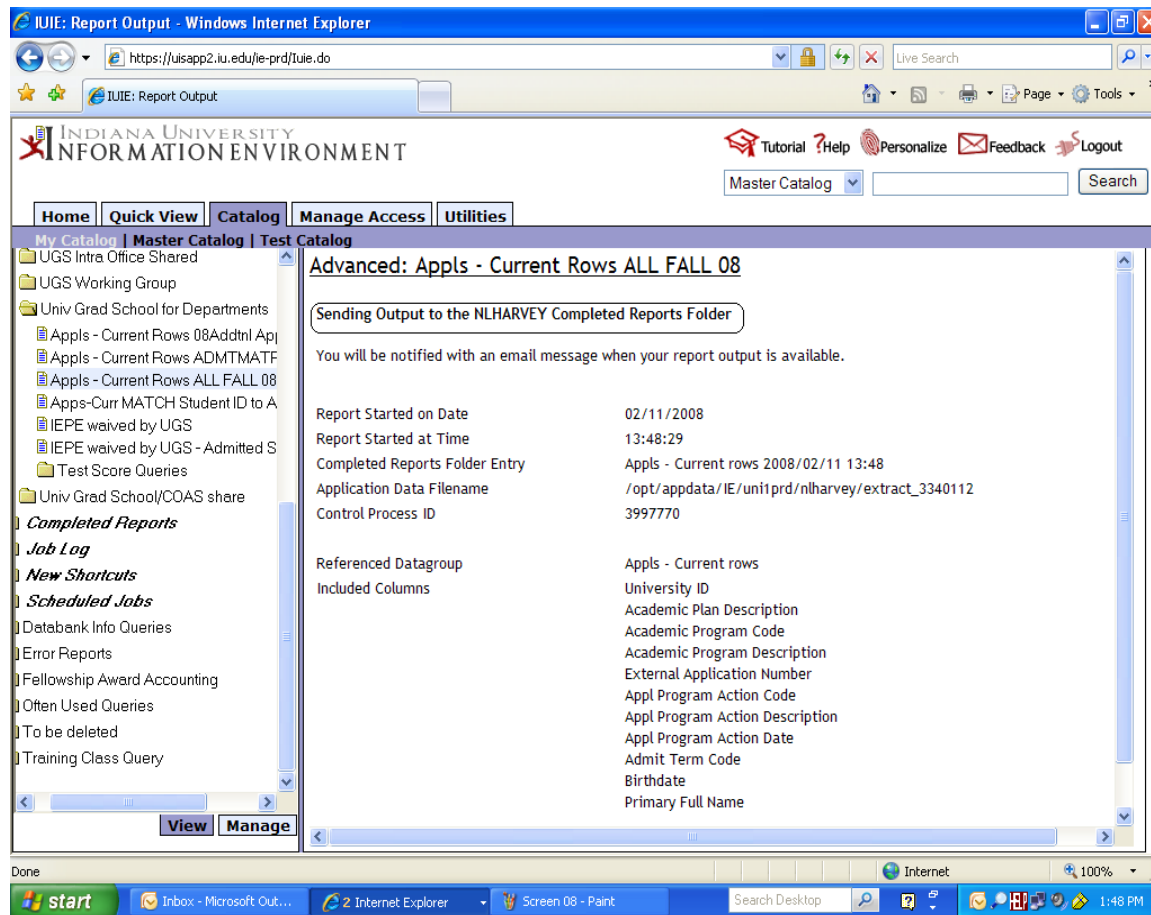
Scheduled Job Details: Not Scheduled  
 To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

\* Security Note: Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

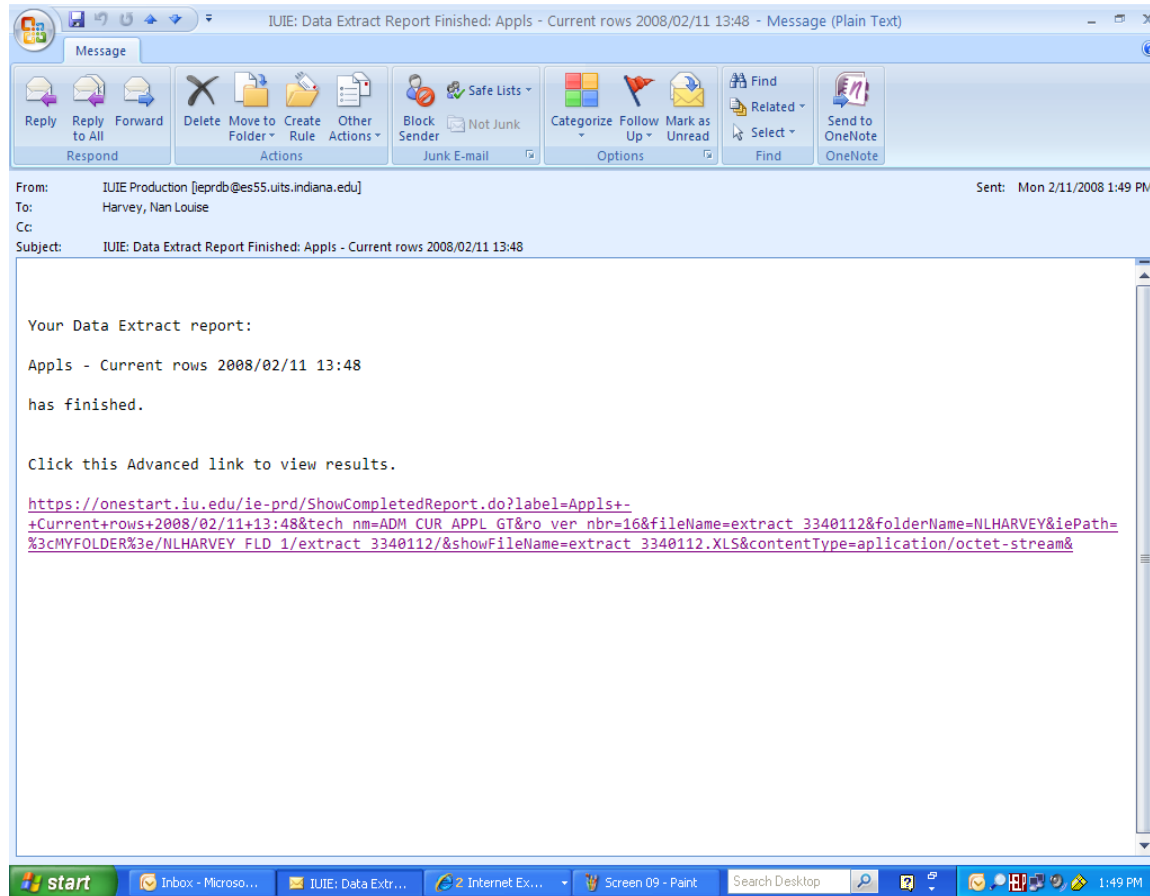
Run Run Against Test Save Settings Advanced

View Manage

Scroll to the bottom of the page and click on the “Run” button. You will notice that “Retain Leading Zeros of Character Columns” is checked. That ensures that the leading zeroes of the student ID number will be retained. The other options say that there is no limit to the number of records returned (though it will be limited by the other parameters), it will be in Excel format, and that it will go to your completed reports.



Wait for the message “Sending Output to the YOURUSERNAME Completed Reports Folder”. The report is now submitted to run and you can continue working on something else. You will receive an email message when your report completes. This can take several minutes, especially during busy times.



The email you receive when the report completes will have a link. Click on the link to retrieve your report.




**NOTE:** You can access your email via OneStart during this training session. Still on the Services tab, click on Email and then Outlook Web Access.



## View Completed Report

**Report Object:** eApp Coversheet 2012/10/24 15:52  
**Filename:** pdq\_7300866.XLS

Click on an action button below to choose how you want to receive your completed report results.  
If you want to delete, move, or rename this completed report, switch to **Manage** mode.

Actions	Description
	View the log for this report execution.
	View in your browser.
	Download* a copy, which you can then edit and/or save.

\* **Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to the server in order to access and work with your data, please contact your local computer support provider (LSP).

[Return](#)

cuts  
f Jobs

**View** **Manage**

The link will take you to a screen like this (if you have closed out OneStart you will be prompted to enter your user name and password again, just do so and then you will see this screen).

Do you want to open or save **extract\_7300884.XLS** (68.1 KB) from **uisapp.iu.edu**?

Open

Save

Cancel



When you select the option to download the file you will most likely receive a message at the bottom of your screen like this one. I find it easiest to click “Open”

Microsoft Excel



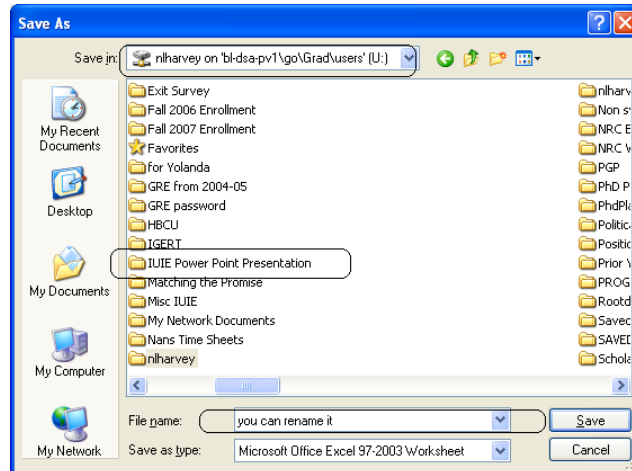
The file you are trying to open, 'pdq\_7300866.XLS', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes

No

Help

You will need to click “Yes” in order to open the file, as even though it behaves like an Excel file it is actually at this point a text file.



The report will open as an Excel file. Name the report something that makes sense to you and save it in a folder (try to use a network folder rather than a folder on your PC) where you can easily find it. Save it as an “Excel Workbook”

For our training session please save the report to your desktop, making sure to DELETE it before you sign off.

The screenshot displays the IUIE My Catalog interface. The left sidebar lists various folders, including 'UGS Intra Office Shared', 'UGS Working Group', 'Univ Grad School for Departments', and 'Test Score Queries'. The 'Test Score Queries' folder is highlighted. The right pane, titled 'My Catalog', provides instructions on how to use the catalog and lists usage tips. The bottom of the page features 'View' and 'Manage' buttons.

**My Catalog**

My Catalog is your personal catalog. It contains five default folders: Shared Folders, Completed Reports, Job Logs, New Shortcuts, and Scheduled Jobs. You can create your own folders in My Catalog to organize your shortcuts, saved parameters, and completed report output. The new default folder, Shared Folders, gives you the ability to share your shortcuts and saved parameters with other users.

To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

**Usage Tips**

- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the **Manage** tab to show additional actions (Create, Rename, Edit, Move, Delete) you may perform on catalog folders and report objects.
- place the cursor over the image of a folder or report object to see the description of the associated item.

Disclaimer: Information has been placed in the IUIE to facilitate the conduct of University business. Access to information in the IUIE for purposes other than the conduct of University business by persons authorized to access such information and conduct such business, will be handled in accordance with applicable law and University policies, including the Indiana Access to Public Records Act, the Family Educational Rights and Privacy Act, and rules for the protection of human research subjects.

The subfolder “Test Score Queries” has the test score queries you will most likely need.

The screenshot shows a web browser window with the URL [https://uisapp2.iu.edu/ie-prd/luie.do?use=Pdq&tech\\_nm=IE\\_SIS\\_ADM\\_GRE\\_TST\\_SCORES&savep=IE\\_SIS\\_ADM\\_GRE\\_TST\\_SCORES-3542](https://uisapp2.iu.edu/ie-prd/luie.do?use=Pdq&tech_nm=IE_SIS_ADM_GRE_TST_SCORES&savep=IE_SIS_ADM_GRE_TST_SCORES-3542). The page is titled "INDIANA UNIVERSITY INFORMATION ENVIRONMENT" and includes navigation links like Home, Quick View, Catalog, Manage Access, and Utilities. The left sidebar shows a tree view of the "Master Catalog" with various report categories. The main content area is titled "GRE Test Scores 12" and includes a "Last Refresh Of Referenced Data:" field showing "10/26/2011 01:12:48 - ADM\_APPL\_TST\_SCORE\_GT". Below this are buttons for "Run", "Run Against Test", and "Save Settings". A section titled "Specify Parameter Values to Restrict Output" contains input fields for "Institution Code" (IUBLA), "Application Center", "Career" (GRAD), "Academic Program", "Academic Plan", "Admit Term" (4122, 4125, 4128), "Test Source Code" (ETS), and "University ID". There is also a "Select the Output Format" section with radio buttons for "MS Excel (XLS)" and "Wait". A "Select the Output Destination" section has radio buttons for "Wait", "Send to Completed Reports", "Send to Printer", and "Push to" (with a "Find" button). A "Scheduled Job Details" section indicates the job is "Not Scheduled". A security note at the bottom states: "Security Note: Downloaded Institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP)." At the bottom of the page are buttons for "View" and "Manage".

Notice the different icon in front of “GRE Test Scores”. This is a PDQ (pre-defined query) instead of a datagroup as the other reports are based on. You can select the parameters you wish to use but the data elements have been preselected. The upside of PDQs is both their ease and the formatting of the result. Just click RUN to generate the report.

Browser: [https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech\\_nm=ADM\\_APPL\\_TST\\_SCORE\\_GT&savep=ADM\\_APPL\\_TST\\_SCORE](https://uisapp2.iu.edu/ie-prd/luie.do?use=Gt&tech_nm=ADM_APPL_TST_SCORE_GT&savep=ADM_APPL_TST_SCORE)

INDIANA UNIVERSITY  
INFORMATION ENVIRONMENT

Tutorial ? Help Personalize Feedback Logout

Master Catalog Search

Home Quick View Catalog Manage Access Utilities

My Catalog Master Catalog Test Catalog

Univ Grad School for Departments

- Admission Reports 4142/4145/4148
  - Appls - Current Rows Addtl Appl Inf
  - Appls - Current Rows Admit & Matric or
  - Appls - Current Rows All Applications
  - Appls - Current Rows Underrepresente
  - Appls - Current Rows: IU App and Worl
- Degrees Awarded Reports
- Reports for Indianapolis
- Test Score Queries
  - All GMAT scores 14
  - ETS TOEFL scores 14**
  - GRE Test Scores 14
  - SCH IELTS Scores 14
  - TOEFL IBT Appl Tst Scr 14
- eApplication Reports
- xxReports For 2013 Admit Terms
- Univ Grad School/College
  - XX (still needed?) MTP
  - XX (still needed?) UGS Working Group
  - XX Older queries
- Completed Reports
- Job Log
- New Shortcuts
- Scheduled Jobs
- Comprehensive SDAD Reports
- Databank Info Queries
- Enrollment Reports to Schedule
- Error Reports
- Fellowship Award Accounting
- MTP
- Often Used Queries
- Physics Graduate Office
- To be deleted

View Manage

### Advanced: ETS TOEFL scores 14

Last Refresh Of Referenced Data: 10/22/2013 01:16:53 - ADM\_APPL\_TST\_SCORE\_GT

Security Information Report Object Help

Instructions

Run Run Against Test Save Settings Basic

Specify Parameter Values to Restrict Output

Institution	IUBLA	Valid Values
Application Center		Valid Values
Career		Valid Values
Academic Program		Valid Values
Academic Plan		Valid Values
Test	TOEFL	
Test Component		
Admit Term	4142-4145-4148	
Test Source Code	ETS	
Additional Criteria		

Wildcards Allowed

Select Columns to Include

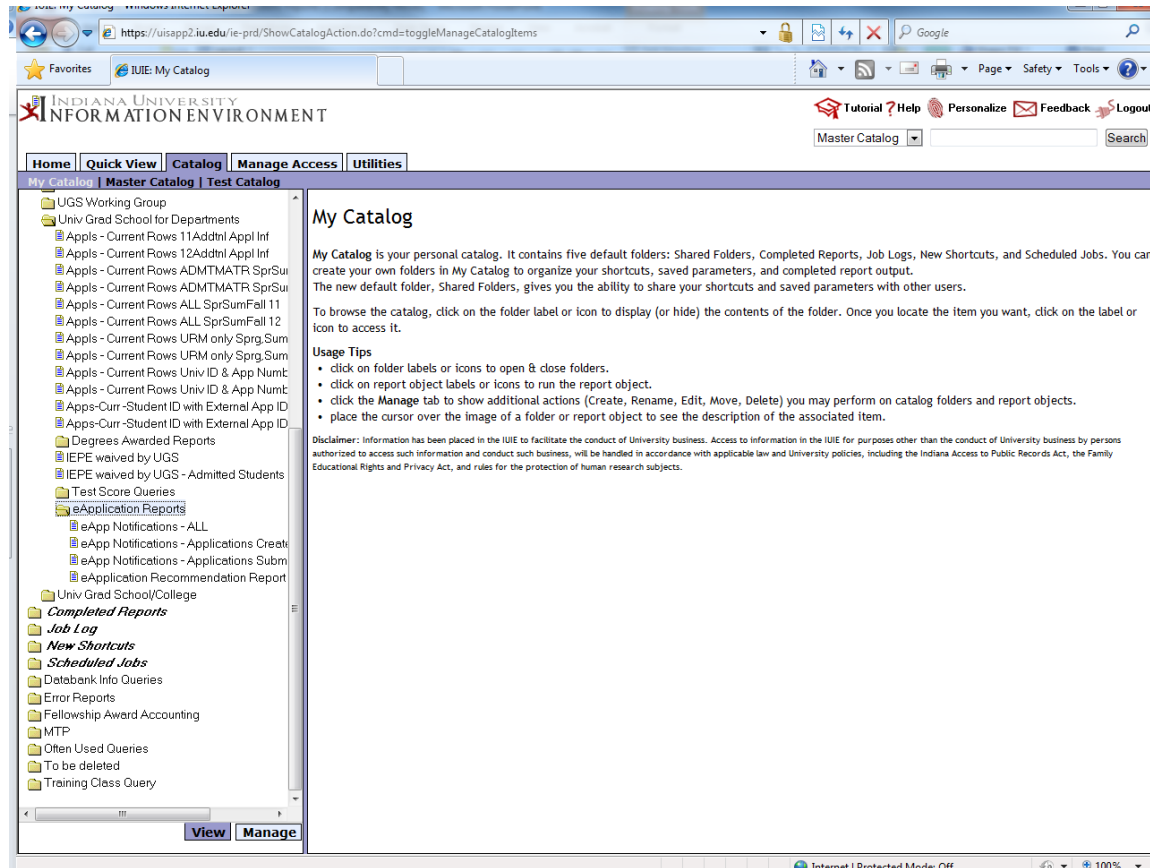
☐ All Columns  
☒ Selected Columns

Include Column Names?  
☒ Yes  
☐ No

<input checked="" type="checkbox"/> University ID	<input type="checkbox"/> Academic Career Code
<input type="checkbox"/> Academic Career Description	<input type="checkbox"/> Student Career Nbr
<input type="checkbox"/> Appl Nbr	<input type="checkbox"/> Appl Program Nbr
<input type="checkbox"/> Row Effective Date	<input type="checkbox"/> Row Effective Sequence Nbr
<input type="checkbox"/> Academic Plan Code	<input type="checkbox"/> Academic Plan Description

MM/DD/YYYY

Reports using the Appl Tst Scores datagroup will have parameters where you can enter items such as the test type and source. This report will give you all the ETS (official) TOEFL scores in the system. Again you may change the admit term if you choose. You will have to scroll down to see and use the RUN button.



The eApplication report folder contains the queries for the eApp system. Remember that as soon as an application is submitted it will go into SIS and be available in IUIE the next day. But you will need to use the eApp reports for unsubmitted applications or to get information that is only available on the eApp (i.e. for recommenders, coversheet information).

Basic: eApp Notifications - ALL

Instructions

Run Run Against Test Save Settings Advanced

Specify Parameter Values to Restrict Output

Institution IUBLA Valid Values

Career Valid Values

Application Center

Admit Type Valid Values

Term 4122, 4125, 4126

eApplication Number

eApplication Create Date Range (mm/dd/yyyy..mm/dd/yyyy)

Include Applications Not Submitted Submitted All

eApplication Submit Date Range (mm/dd/yyyy..mm/dd/yyyy)

University ID

Email Address Wildcards Allowed

Include Applications An Email Address No Yes All Wildcards Allowed

First Name Wildcards Allowed

Middle Name Wildcards Allowed

Last Name Wildcards Allowed

Ethnicity - African American

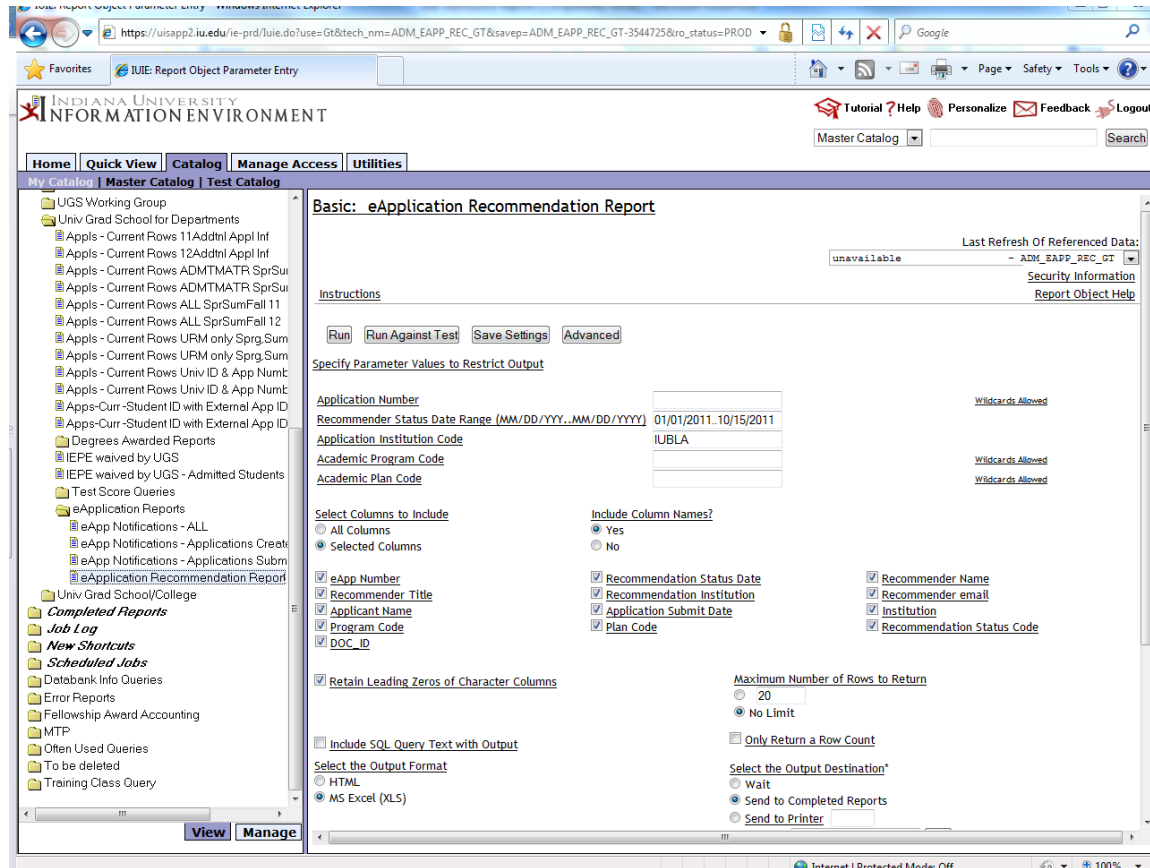
Ethnicity - American Indian

Ethnicity - Asian

View Manage

The notification reports can be run for “Not Submitted, Submitted, or All”. If you are choosing “not submitted” you should not put anything in the “submitted date range”. You may find the “application center” helpful as you can use “GINT” to just see your international applications (GRAD to just see domestic). Change the term parameter as needed, then just scroll down and click “Run”.





Use the eApplication Recommendation Report to find information about recommendations submitted during a specific date range. You will need to change the range to meet your own needs. Remember that while you cannot save a report back to the shared folder, you CAN save a report back to your own “My Shortcuts”.

eApp Coversheet - Excel - Fall 2013

Last Refresh Of Referenced D:

10/25/2012 00:36:40 - ADM\_APPL\_RSPNS\_GT

Security Informat

Report Object H

Instructions

Run

Run Against Test

Save Settings

Specify Parameter Values to Restrict Output

\*Institution

IUBLA

Valid Values

Term

4138

Valid Values

Program Code

Lookup Values

Plan Code

University ID

eApp ID

\*Begin Date (MM/DD/YYYY) (Required if no eAPP ID entered)

\*End Date (MM/DD/YYYY) (Required if no eAPP ID entered)

Select the Output Format

☐ Adobe Acrobat
 ☒ MS Excel (XLS)

Select the Output Destination\*

☐ Wait
 ☒ Send to Completed Reports
 ☐ Push to
 

Find

(comma separated usernames)

Scheduled Job Details: Not Scheduled

To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

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Run

Run Against Test

Save Settings

The eApp Coversheet report can be requested in two different formats. Excel will give you a regular Excel file, Adobe will give you a page per applicant to use as a cover sheet. Please make sure to put in either one specific eApp number or a date range before clicking "Run". The information included on the report includes eApp number, eDoc number, recommenders, educational history and test scores.

Name: [REDACTED]

Other Name:

ID # 0002[REDACTED]

eDoc # 230[REDACTED]

eApp # IU001[REDACTED]82

DOB: 15-APR-79

Ethnicity: NR-Alien

Email: [REDACTED]@yahoo.com

Gender: M

Citizenship: China

Phone:

Program: Grad Sch-Medicine

GRAD6

Term: 4148 Fall 2014

Plan: Indpls Biomed Open Ph.D

BIOOPMED

GRE Scores: D V Q AW NV NQ

1 12-JUL-02 570 780 0.0 0 0

2

Recommendations:

1 [REDACTED] [REDACTED]nih.gov SUCCESS

2 [REDACTED] [REDACTED]nih.gov SUCCESS

3 [REDACTED] [REDACTED]@yahoo.com SUCCESS

TOEFL: Date Total Score Format

1 27-APR-13 25 IBTRE

2 27-APR-13 25 IBTWR

#### Educational History:

Institution

Date From

Date To

Degree

GPA

Org ID

1 Peking University Health Science Center [Beijing] 01-SEP-06 15-JUL-09 CHN - Master's Degree 9999999999

2 Capital Medical University [Beijing] 01-SEP-97 15-JUL-02 CHN - Bachelor's in 9999999999

3

4