



Graduate Admissions Tracking System
The Graduate School, Northwestern University

Reports Tab

Overview: The Reports Tab

Download Applicant Data

Generate Folder Labels

Overview: The Report Tab

The Report tab will allow you to download applicant data into an Excel document. In this area you can perform these tasks:

- Download application data
- Generate folder labels using applicant data

The screenshot shows the GATS (Graduate Admissions Tracking System) interface. At the top left is the GATS logo and the text "Graduate Admissions Tracking System" and "The Graduate School, Northwestern University". A navigation bar contains links for "Main Menu", "Applications", "Admissions", "Reviews", "Messages", "Documents", "Reports" (which is highlighted), "System", and "Sign out - jlt777". Below the navigation bar is the page title "Reports - Mathematical Methods in the Social Sciences 2009/2010". Underneath the title are two buttons: "Download Applicant Data" (highlighted) and "Generate Folder Labels". The main content area is titled "Download Applicant Data" and contains the instruction: "Use the form below to create an Excel spreadsheet for applicants information in Microsoft Word mail merge." Below this instruction is a form with a "Department:" label and a dropdown menu currently set to "Mathematical Methods in the Social Sciences". At the bottom of the form is a "Download Applicant Data" button.

Accessing Applicant Reports

You have the option to download a complete set of application data into an Excel format using the “Download Applicant Data” function. The data will include all fields that appear in GATS for all applicants in the specified program. You can filter through the data to obtain specific applicant group information once the data is in Excel.

Step 1

If you have access to multiple departments you may select them one by one and run your reports individually, or you can also select the All Programs option from the drop down to get the data from all the programs in one file.

To access your applicant reports, select your applicant group from the drop down and click the

Download Applicant Data

button.

Download Applicant Data Generate Folder Labels

Download Applicant Data

Use the form below to create an Excel spreadsheet for applicants information in Microsoft Word mail merge.

Department:

Step 2

When prompted, save or open your report.

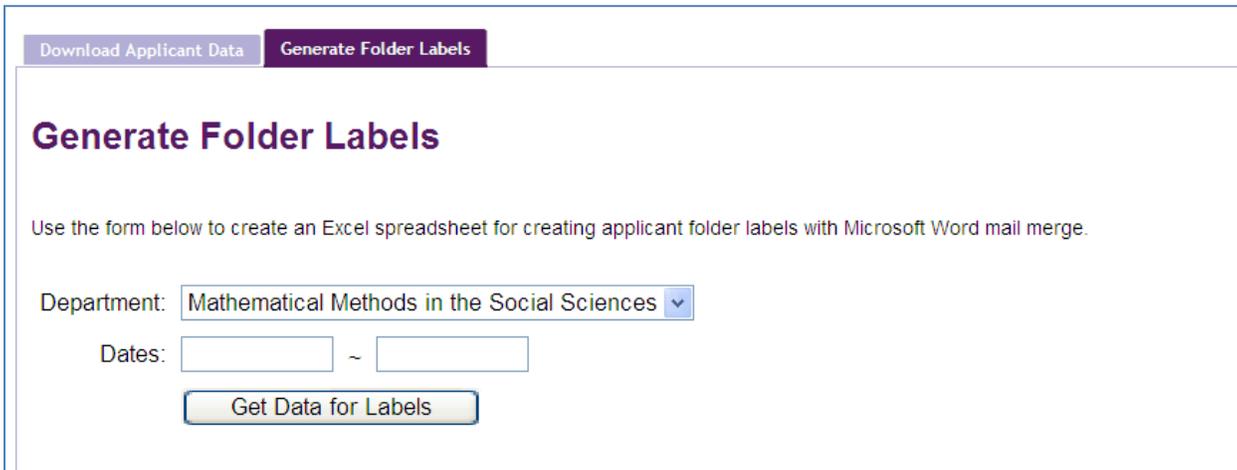
	A	B	C	D	E	F	G	H	I	J	K
1	Applicant Last Name	Applicant F	Applicant L	Date of Bir	Submitted	AY Numbe	Employee	Program	Intended S	Intended E	Gender
2	Brady	Greg	Alan	1/1/1970	7/2/2010	5017696	9912345	Mathemat	writing	Summer 20	Male
3	Do	Scooby		2/1/1980	7/2/2010	5017707	9922346	Mathemat	quantitativ	Fall 2010	Male
4	Rubble	Betty	Mary	#####	7/5/2010	5018641	9932347	Mathematical Metho	Fall 2010	Female	
5	Green	Rachel		#####	7/5/2010	5018664	9942348	Mathemat	reading	Fall 2010	Female
6	Geller	Monica		#####	7/5/2010	5018673	9952349	Mathemat	writing	Summer 20	Female
7	Clouse	George		#####	7/5/2010	5018679	9962350	Mathematical Metho	Summer 20	Male	
8	Costner	Kevin		#####	7/5/2010	5018685	9972351	Mathematical Metho	Fall 2010	Male	
9	Zhang	Jia		#####	7/6/2010	5018988	9982352	Mathemat	writing	Summer 20	Female
10	Johnson	Michael	George	#####	7/6/2010	5018997	9992353	Mathemat	qualitative	Fall 2010	Male
11	Rivera	Manuel		1/1/1987	7/6/2010	5019004	9912354	Mathematical Metho	Fall 2010	Male	

Generate Folder Labels

You will also have the option to generate applicant file labels. You can select a date range of applications to narrow your labels to a specific group. This information will also export in Excel. The data fields are limited and you are able to use this file to create a Word Mail Merge for your labels.

Step 1

To generate folder labels, click on the Generate Folder Labels tab while in the Reports tab.



Download Applicant Data **Generate Folder Labels**

Generate Folder Labels

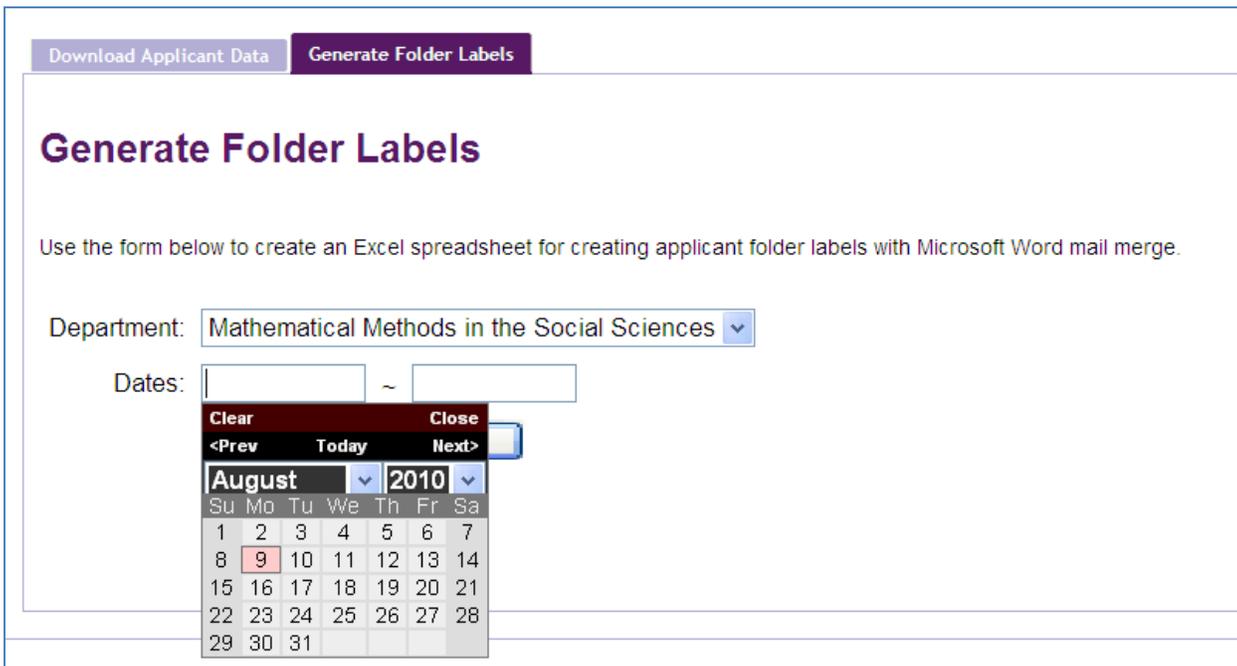
Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates: ~

Step 2

Choose your program from the dropdown and set the date range for the applicant labels you wish to create by clicking in the date range box and selecting your desired dates.



Download Applicant Data **Generate Folder Labels**

Generate Folder Labels

Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates: ~

Calendar widget showing August 2010:

Clear		Close				
<Prev	Today	Next>				
August		2010				
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 3

Click the button.

Generate Folder Labels

Use the form below to create an Excel spreadsheet for creating applicant folder labels with Microsoft Word mail merge.

Department:

Dates: ~

Your data will be in the form of an Excel file. You can then save the file to your local machine. The recommended use for data in this format is to create a Microsoft Word Mail Merge document.

	A	B	C	D	E	F	G	H	I	J	K
1	Applicant Last Name	Applicant F	Applicant L	Date of Bir	Submitted	AY Numbe	Employee	Program	Intended S	Intended E	Gender
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