GATS ® | **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

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.

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 I	Date of Bi	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 2(	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 2(	Female
7	Clouse	George		########	7/5/2010	5018679	9962350	Mathematical Metho		Summer 2(	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 2(	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.
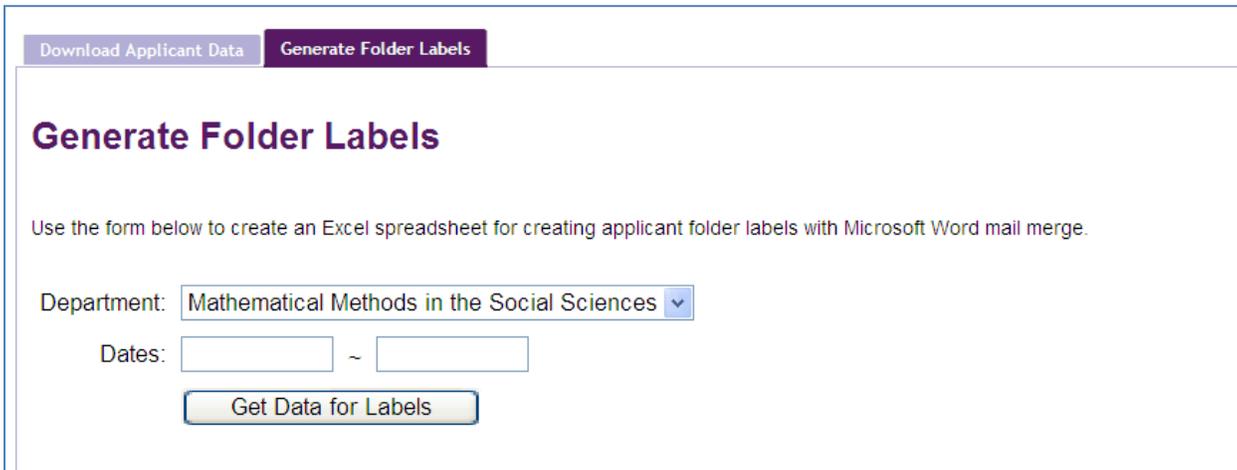
Step 2

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.

Step 3

Click the [Get Data for Labels] button.

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.

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