

PROGRAM DIRECTOR HIGHLIGHTED GUIDE TO QUERIES AND REPORTS IN ATLAS

The following slides will show you common selections for queries and reports.

CREATING THE NEXT®

QUERY



Search : Advanced

Search Results

Simple Search

Locator Search

Please select the type of information you would like to query.

Next

New Query Wizard

Choose the type of information you would like to query:

Application Parameters

Program Parameters

Applicant Parameters

Complete/Incomplete Submissions

Questionnaires

Application Parameters- Search criteria specific to an applicant's application

- Application status, term

Complete/Incomplete Submissions- Search to see which applicants have completed specific application requirements

- Incomplete program deposit, complete emergency contact info, etc.

Questionnaires- Search by applicant response to a particular question

- Students who responded "Yes" to the question "Would you be interested in a group flight?"

QUERY

Application Parameters:

Application Cycles:

- All
- Academic Year 2018
- Academic Year 2017
- Fall 2018
- Fall 2017

Click to add all existing application cycles

Application Phase:

- All
- Advising
- Pre Decision
- Post Decision
- White Board

Application Tags:

- Any
- Academic Standing- Needs Convo
- Accepted by Host University
- ADA Accommodations/Special Needs
- Added to Release (Desktop)

is assigned is not assigned

Application Terms:

- All
- Academic Year
- Fall
- Spring
- Summer

Application Years:

- All
- 2019
- 2018
- 2017

Application Status:

Check All Uncheck All

- Advising
- Advising (no aliases)

- Application In-Progress
- Application In-Progress (no aliases)
- Application Complete

- Waitlist
- Waitlist (no aliases)

- Accepted
- Accepted (no aliases)

- Nominated
- Intern Abroad- Not Registered

- Committed
- Committed (no aliases)

- Denied
- Denied (no aliases)

- Withdrawn
- Withdrawn (no aliases)

Select

Non-Select

To query apps that are still in-progress and missing items, only select "Application In-Progress (no aliases).
To query apps that are completed, only select "Application Complete"



QUERY

Complete/Incomplete Submissions:

Materials

- Disciplinary standing (requested by OIE)
- Program deposit
- Transcript- faculty-led programs (some programs)

Signature Documents

- Assumption of Risk and Release
- EU Consent Form (Consent for collection and processing...)
- Responsibilities of Participation in a Faculty-Led Study Abroad Program

Questionnaires

- Emergency Contact
- Faculty-led study abroad program evaluation
- General application questionnaire
- Language (some programs)
- Overseas contact info- faculty-led programs
- Passport
- Resume/CV (some programs)
- Special Needs

Assessments

- FLSA pre-departure orientation

Material Submissions:

-- no selection --
Academic Recommendation Letter
Attended Intercultural Communication Orientation
Attended Nuts and Bolts Orientation
Completed Host University Application

- Complete (include N/A conditionals) Complete (exclude N/A conditionals) N/A conditionals only
 Incomplete

Signature Documents:

-- no selection --
Assumption of Risk and Release
Assumption of Risk and Release Form
Assumption of Risk and Release- International Academic Projects
Consent for the Collection and Processing of Genetic Personal Data from the EU (Pre-departure)

- Complete (include N/A conditionals) Complete (exclude N/A conditionals) N/A conditionals only
 Incomplete

Questionnaires:

-- no selection --
Emergency Contact
Emergency Contact Information
Emergency Contact Information (Post-decision)
Emergency Contact Form - Summer Program

- Complete (include N/A conditionals) Complete (exclude N/A conditionals) N/A conditionals only
 Incomplete

Assessments:

-- no selection --
Exchange OIE Online Pre-Departure Orientation Quiz
FLSA Online Pre-departure Orientation Quiz 1
FLSA Online Pre-departure Orientation Quiz 2
FLSA Online Pre-departure Orientation Quiz 3

- Complete (include N/A conditionals) Complete (exclude N/A conditionals) N/A conditionals only
 Incomplete

Learning Content:

-- no selection --
Emergency Contact Information Card
Faculty-Led and Embedded Programs Online Pre-departure Orientation Videos
OIE Administered Scholarships Thank You Requirement Webinar
Transcript/Special Student Application Overview

- Complete (include N/A conditionals) Complete (exclude N/A conditionals) N/A conditionals only
 Incomplete

Recommendations:

Application contains more than submitted recommendations.

QUERY



Questionnaires:

Are you a Georgia Tech Student?

Are you enrolled in the ROTC program?

Do you currently live in GT Campus Housing?

Extracurricular Activities

Have you studied abroad before?

How did you find out about the study abroad program?

- Class Presentation
- FASET
- OIE Event
- Other

How many credit hours do you plan to take while studying abroad?

International Travel

May GT release your name and e-mail address to present and future participants?

Projected Graduation Date (i.e. Spring 2020)

What is your class year?

-

Which academic disciplines/subjects would you like to study at the host university?

Will you apply for financial aid (this includes Hope/Zell Miller) during your study abroad semester?

Would you be interested in a group flight option if one is offered by your program?

REPORT



Step 1: Choose Primary and Secondary Output Grouping:

Primary:	Secondary:	Grouping:
<input type="radio"/>	<input type="radio"/>	Term/Year
<input type="radio"/>	<input type="radio"/>	Program Name
<input type="radio"/>	<input type="radio"/>	Location City/Country
<input type="radio"/>	<input type="radio"/>	Application Status
<input checked="" type="radio"/>	<input checked="" type="radio"/>	None (alphabetical by last name)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Include record count for grouping

*Primary and Secondary selected to export results alphabetically

REPORT



Step 2: Choose Output:

[Check Everything](#) | [Uncheck Everything](#)

Programs & Terms

- ID#
- Label
- Program Name
- Term
- Year
- Application Status
- Deadline
- Decision Date
- Program Currently Assigned City
- Program Currently Assigned Country
- Program Currently Assigned Region
- Program Date Record: Start Date
- Program Date Record: End Date

REPORT

Applicant Parameters

Gender

Email

DOB

Home Institution

Partner Institution

GTID

Race

Majors

Minors

Level

College

Admit Code

Residency

Overall Hours

Institutional Hours

Overall GPA

Citizenship

Ethnicity

International Plan

Athlete

Academic Standing

Preferred Name

REPORT



■ Questionnaires & Questions

(click arrow to expand questions)

↓ Emergency Contact

- Primary Emergency Contact Name
- Relationship to you:
- Primary emergency contact's phone number
- Primary emergency contact's email
- Secondary Emergency Contact Name
- Secondary emergency contact's relation to you
- Secondary emergency contact's phone number
- Secondary emergency contact's email
- Emergency Contact Insurance Information
- Your phone number

REPORT



↓ General Application Questionnaire

- How many credit hours do you plan to take while studying abroad?
- Projected Graduation Date (i.e. Spring 2020)
- Which academic disciplines/subjects would you like to study at the host university?
- Are you enrolled in the ROTC program?
- Are you a Georgia Tech Student?
- Do you currently live in GT Campus Housing?
- Have you studied abroad before?
- May GT release your name and e-mail address to present and future participants?
- How did you find out about the study abroad program?
- Would you be interested in a group flight option if one is offered by your program?
- Extracurricular Activities
- International Travel
- Essay
- Will you apply for financial aid (this includes Hope/Zell Miller) during your study abroad semester?

REPORT

Click the arrow to show all questions included in the questionnaire. Click the box next to the arrow to select all question items for export.

↓ Overseas Contact Info- Faculty-Led Programs

- Overseas Contact Information- Method of Communication
- Overseas Contact Information- Other
- Overseas Contact Information- Number/Username

↓ Passport

- Do you have a valid passport?
- Passport Number
- Passport Expiration Date
- Passport Issuing Country
- Passport Copy

↓ Special Needs

- Do you have any special dietary restrictions?
- Do you have any special travel requirements?
- Please describe accommodations you may need to perform the essential functions of studying abroad