Configuring the Search Columns in ApplyYourself

Currently, Graduate application system users can only view the default columns—Name, Email, Submitted Date and Exported flag— in the search results screen. However, the following feature allows users to configure the fields they want, so the fields will be displayed in the search results.

How to Customize the Search Results Screen

From the navigation bar on the left side of the screen under Main Menu, follow the path (Select a System > Application System > Application for Admission) and click on Application for Admission.

Under Webcenter Administration, click on Configure Search Columns.
Select a system or application field that you would like to display in the search results. The Field drop downs follow the sections of the application (e.g. the first part of the list will have all of the Personal Information fields, followed by the Application Information fields, and so on).

You can select up to 5 fields to display. Click +Row to add more fields.

You can also order the fields and provide a label (50 characters or less). The label will be used as the column heard in the search results.
You can remove any field by clicking on the **Delete** checkbox. You can also have the ability to choose to display these columns before or after the default values. Once completed, click **Save**.

Once the configuration is saved, any search you run from the **Search for Applicants** page will display the new columns. This is only for submitted applications.

Please contact Graduate Admissions at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.