Grouping Applications in ApplyYourself

The easiest way to mark processed applications in the application system is to add the applications to a group. Depending on the academic program, “processed” could mean a number of things: the application has been downloaded for review, the application has been printed to PDF, the application has been reviewed, etc. Once applications have been grouped, users may use the query New and Working Applications to find new, non-grouped applications.

Below you will find instructions on how to group processed applications as well as how to search for new applications which have not been grouped.

Establish a Starting Point

The first step is to identify and mark applications that have already been processed. To do this, complete a Search for Applicants.

1. Select a search method. This example uses a Search for all applicants. However, other queries may be used, such as the Term of Entrance — Wildcard query, under User Queries.

2. Click Submit to run the query.
Once the search has been completed, choose the applicants that need to be grouped. To do this, select the applicants and then select the Add/Remove Group option under Select an Action.

The final step is to add the applications to the group named Completed Applications in the General Groups folder. Note: The Completed Applications group must be used because it is tied to the query in the next step.
Searching for New, Non-processed Applications

After previously processed applications have been marked by adding them to the **Completed Applications Group**, the query **New and Working Applications** should be used to find new and pending applications.

**Note:** All applications will remain in the system and in your account, even after they are grouped. So if a **Search for All** applications is performed, all applications will be listed.

**Grouping** is just a way to organize (and ignore!) applications that have already been processed.

1. Under the User Queries drop-down, choose the **New and Working Applications** query under the Dept Managers Queries folder.

2. After selecting the query, click the **Submit** button.

The search above will list all applications that have not been added to the **Completed Applications** Group.

After each application has been “processed”, repeat the grouping process above.

Please contact Graduate Admissions at gradadmin@missouri.edu with questions or for assistance.