In AY, queries can be used to narrow a search. Queries can be set up based on any question on the application for admission. For example, a query can look for all male applicants or all male applicants born on July 4 of a certain year, or all female applicants born on July 4 from Alaska.

A number of academic programs have two queries- one that specifically looks for master’s applicants and one that searches for doctoral applicants. The Graduate School can work with you on defining and creating queries to meet your program’s needs. Email GradAdmin@missouri.edu for assistance.

There are also a number of public queries in AY that can be used by all programs. To find and run a query in AY, follow the steps below.

**Running a Standard Query**

To run a query, begin by clicking on Search for Applicants. Then on the Search screen, scroll down to Search Using Query. All existing queries reside under the User Queries drop-down.

1. Click on Search for Applicants.
2. Scroll down to User Queries.
Queries are organized alphabetically by **folder**. Folders are off-set to the left in the **User Queries** drop-down. To run a query looking for applicants for a specific semester, scroll down to the **Entrance Terms** folder. Below, the **Entrance Term** folder is highlighted in **blue**.

**Example:** To search for all applicants for the **Summer 2014** term, click on the **Sum 2014 Entrance Term** query and click **Submit**.

1. Scroll down to the **Entrance Term** folder.
2. Select the **Sum 2014 Entrance Term Query**.
3. Click **Submit**.

This query will return a list of all of your program’s applications for Summer 2014.

See the next page for **Wildcard Queries**!
Running a Wildcard Query

Wildcard queries allow users to tailor search parameters. When you run a wildcard query, you will be required to select additional values.

Example: If you would like a list of all applicants for the Fall 2014, Spring 2015, and Summer 2015 term, select the Term of Entrance Wildcard query under the Entrance Terms folder.

After clicking Submit, the screen below will appear where you will select the Terms of Entrance to include in your search. Click once to select one value, then hold down the Control key (CTRL) on your keyboard and click on the other values.

Once you have selected the values, click Run.

This query will return a list of all of your program’s applications for Fall 2014, Spring 2015, and Summer 2015.