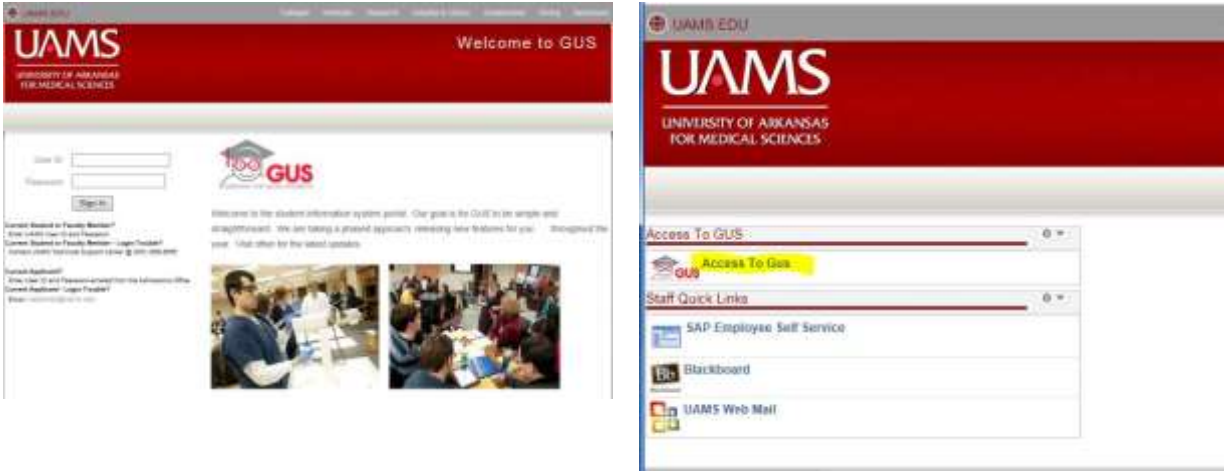


# GUS Training for Program Directors

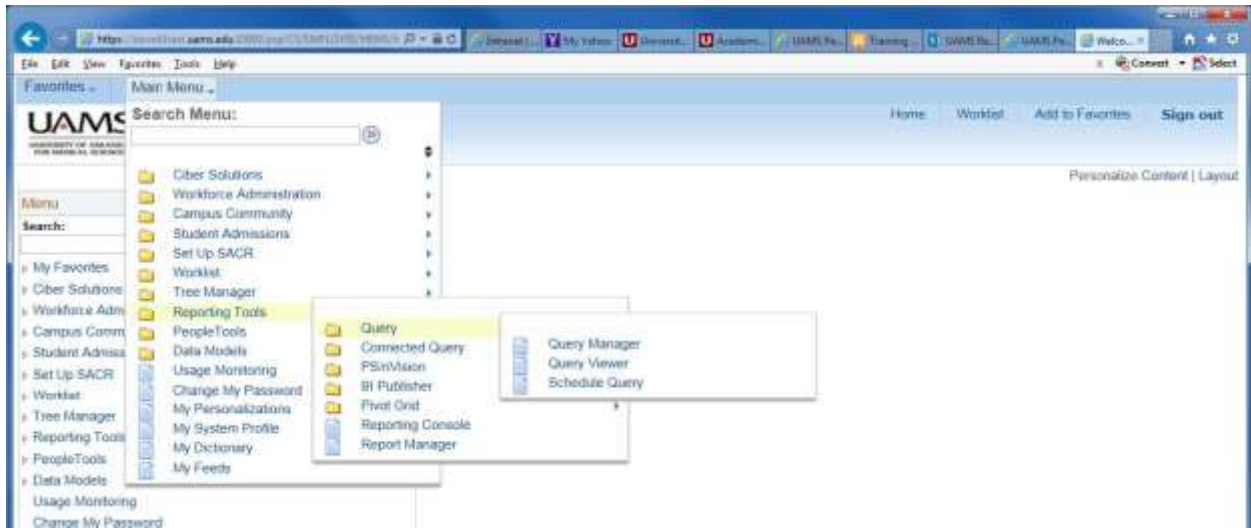
Log into [gus.uams.edu](http://gus.uams.edu) (this is the LIVE/PRODUCTION database)

Use your UAMS network ID and password



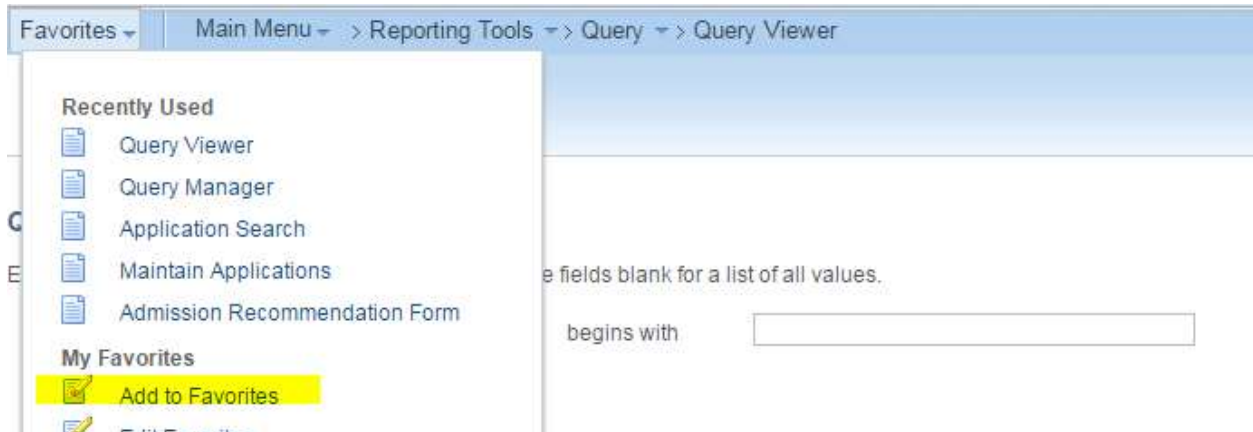
Use the drop down menu to navigate to Query Viewer

- Main Menu -> Reporting Tools -> Query -> Query Viewer



## Add Query Viewer to Your Favorites

- Navigate to Query Viewer -> Click on Favorites -> Add to Favorites



## Adding Queries to Your Favorites

- Search for Query **UA\_AD\_OAA**
- Type UA\_AD\_OAA in the Search Box then click Search button

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

- Select the query **UA\_AD\_OAA\_APPS\_BYPLAN**

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

### Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UA_AD_OAA_APPLS	OAA Applications - Last 8 days	Public		HTML	Excel	XML	Schedule	Favorite
UA_AD_OAA_APPLS_BYPLAN	OAA Applications- last 30 days	Public		HTML	Excel	XML	Schedule	Favorite

- Click on **Favorite** to add this query to your **Favorites**

View

		Personalize   Find   View All		First 1-2 of 2 Last				
	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
LS	OAA Applications - Last 8 days	Public		HTML	Excel	XML	Schedule	Favorite
LS_BYPLAN	OAA Applications- last 30 days	Public		HTML	Excel	XML	Schedule	Favorite

The next time you log in, you will click on Favorites, Choose Query Viewer, then run the query **UA\_AD\_OAA\_APPLS\_BYPLAN** from your favorite queries.

Favorites

**Recently Used**

- Query Viewer
- Query Manager
- Application Center Security
- Academic Program Security

**My Favorites**

- Add to Favorites
- Edit Favorites
- Query Viewer

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**My Favorite Queries**

		Personalize   Find		First 1 of 1 Last				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
UA_AD_OAA_APPLS_BYPLAN	OAA Applications	Public		HTML	Excel	XML	Schedule	

Please favorite the following queries:

**UA\_AD\_OAA\_APPLS\_BYPLAN** – only shows OAA Applications for last 30 days

**UA\_AD\_OAA\_APPLS** – only shows OAA Applications for last 8 days

**UA\_AD\_APPS\_BY\_TERM\_PLAN** – shows all admits for your program for each term of admission

## Prompts for UA\_AD\_OAA\_APPLS\_BYPLAN

These are the prompts you will have to complete for each of the UA\_OAA\_APPLS plan reports you wish to create.

- Click on the Magnifying glass for a list of values for each prompt

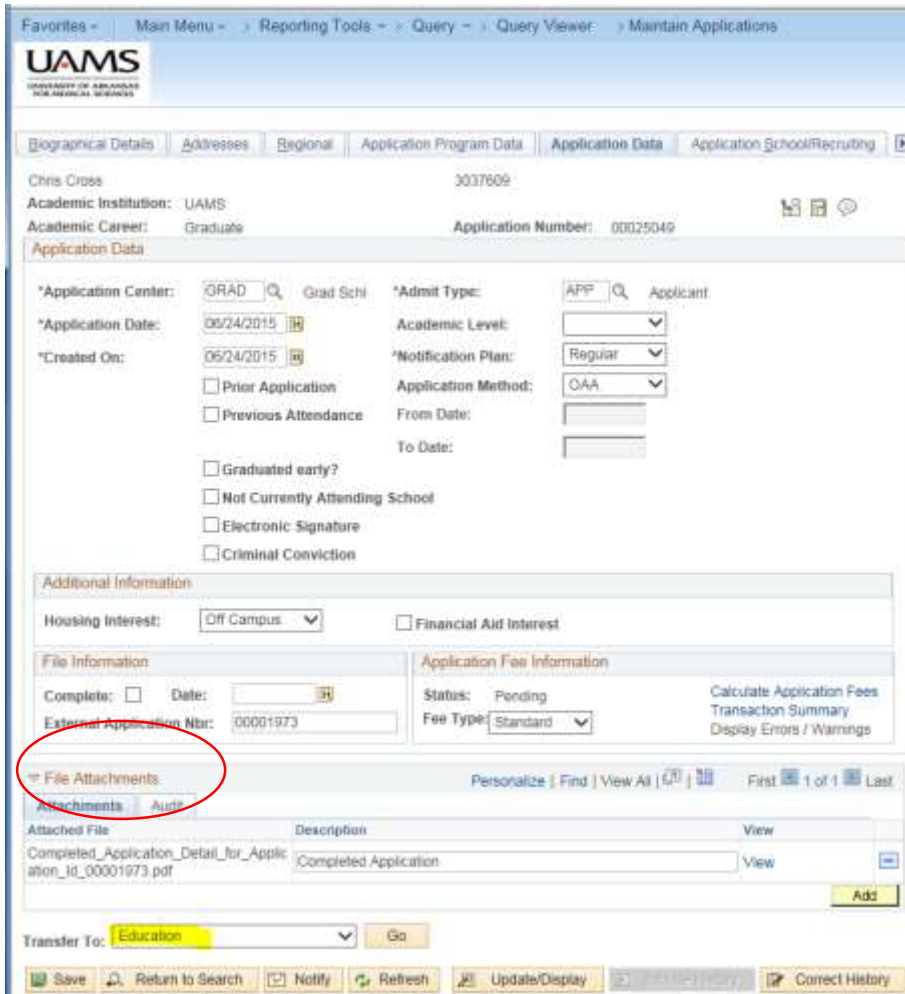
- You can click on the Description Title to sort the **PLAN** descriptions alphabetically

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
<a href="#">ABA-BSN</a>	Nursing ABA-BSN	Specialztn	CONU	(blank)
<a href="#">ABI-CERT</a>	Auditory Based Int CERT	Specialztn	GRAD	(blank)
<a href="#">ACPN-MNSC</a>	Acute Care Pediatric NP MNSc	Specialztn	CONG	(blank)
<a href="#">AGAC-MNSC</a>	Adult Ger Acute Care NP MNSc	Specialztn	CONG	(blank)
<a href="#">AGPC-MNSC</a>	Adult Ger Pri Care NP MNSc	Specialztn	CONG	(blank)
<a href="#">AUBI-CERT</a>	Auditory Based Int CERT	Specialztn	CHPG	(blank)
<a href="#">AUD-AUD</a>	Audiology AUD	Specialztn	CHPP	(blank)
<a href="#">BINFO-ND</a>	Bioinformatics Non-Degree	Specialztn	GRADN	(blank)
<a href="#">BIOC-MS</a>	Biochemistry and Mol Bio MS	Specialztn	GRAD	(blank)
<a href="#">BIOC-PHD</a>	Biochemistry and Mol Bio PhD	Specialztn	GRAD	(blank)
<a href="#">BSN-PHD</a>	Nursing Science BSN-PHD	Specialztn	GRAD	(blank)
<a href="#">CEPH-CERT</a>	Comm Engaged Pub Health CERT	Specialztn	COPHG	(blank)
<a href="#">CHP-ND</a>	Coll Health Profess Non-Degree	Specialztn	CHPN	(blank)
<a href="#">CHPG-ND</a>	Coll Hlth Prof Grad Non-Degree	Specialztn	CHPGN	(blank)
<a href="#">COM-MD</a>	Medicine MD	Specialztn	COM	(blank)

- When you run the query it will open a new browser window



- The application number is a hyperlink that goes to the Application Data page of the application.



- All documents for the applicant will be located under **File Attachments**
- Click on **View All** to see all attachments; click on **View** beside each attachment to view document