

## MAKE YOUR OWN BIN VIEW IN MYADMISSIONS READER

In the Reader Bins, you will likely see many applications that do not apply to what you are working on. We can use Query to build a personalized view, that only you can see. This guide will be most valuable after you have viewed the MyAdmissions Introduction and Login video, the MyAdmissions Reader video, and the HR Toolkit.

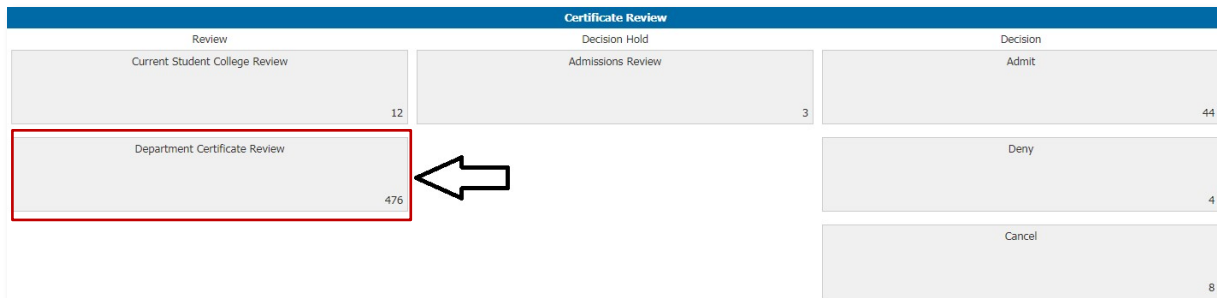
### NAVIGATION

After logging into myUFL, use the following navigation path to reach the Reader Bins:

myUFL > NavBar > Main Menu > Quick Links > MyAdmissions > Reader, then select the **Reader**, and on the right select **Browse**.

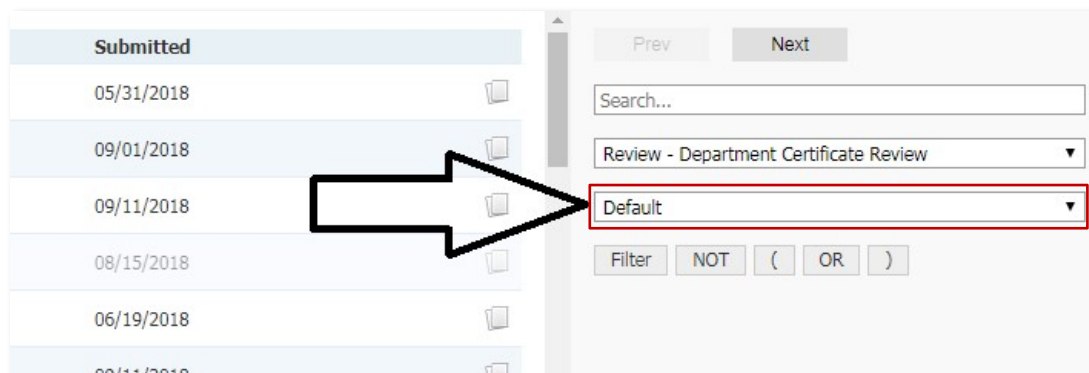
### PROCESS

- Once you are in the **Reader**, select your workflow and a bin. For this example, we will select the **Department Certificate Review** bin in the workflow. This displays a list of outstanding records to be reviewed at the department level.

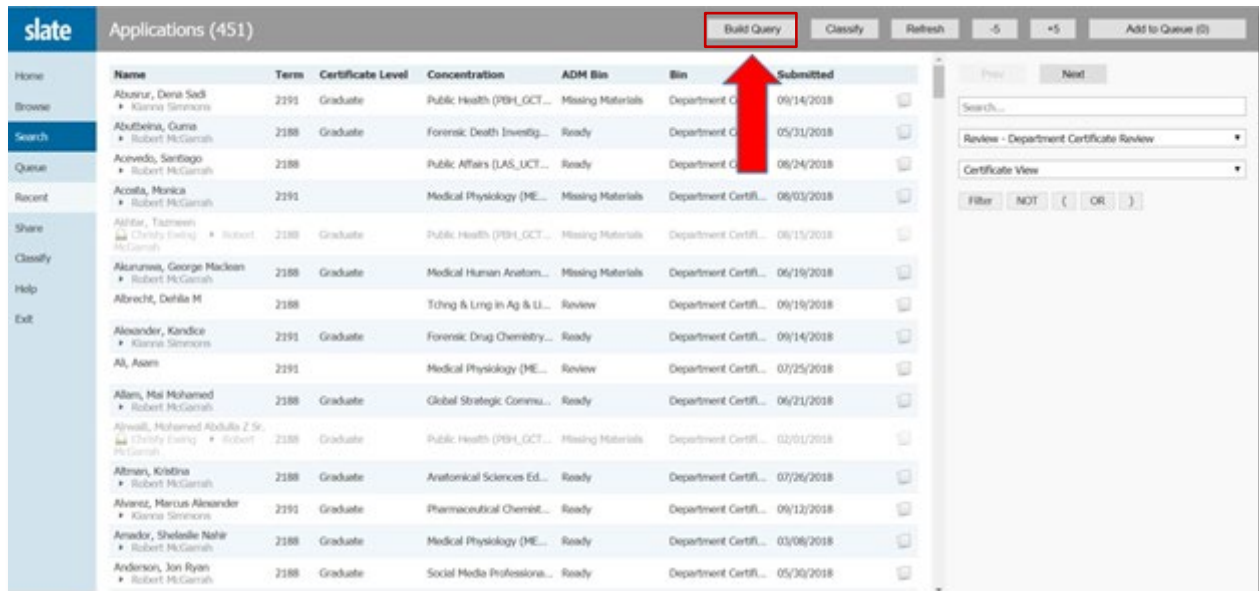


- BEFORE YOU ADD YOUR FILTER:** Select the view that will make this bin the most helpful for you. Image displays **Default**. Generally, the view will be the application type: Graduate View, Certificate View, etc.

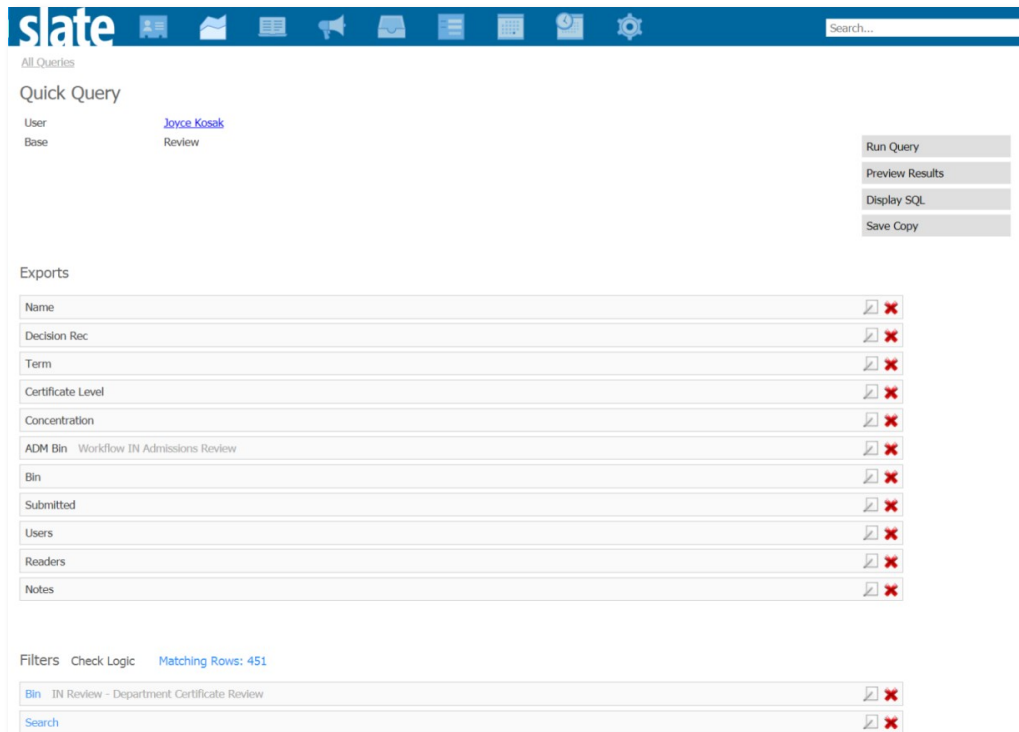
If you change the view selected **AFTER** you have set your filter, the filter will be removed. You must complete step 2 before moving to step 3.



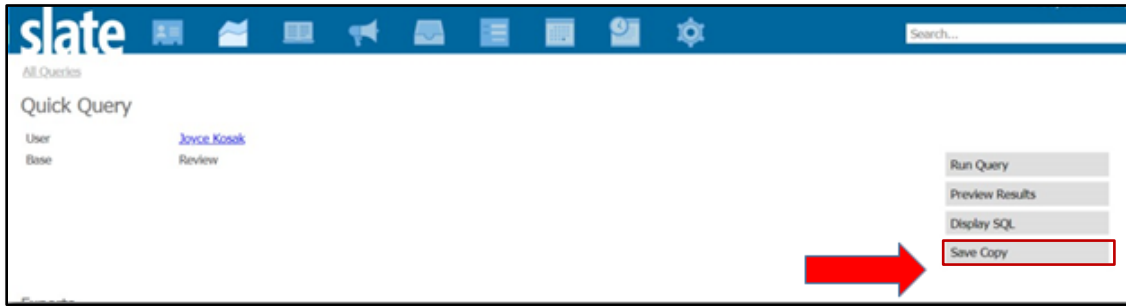
3. Click **Build Query** button.



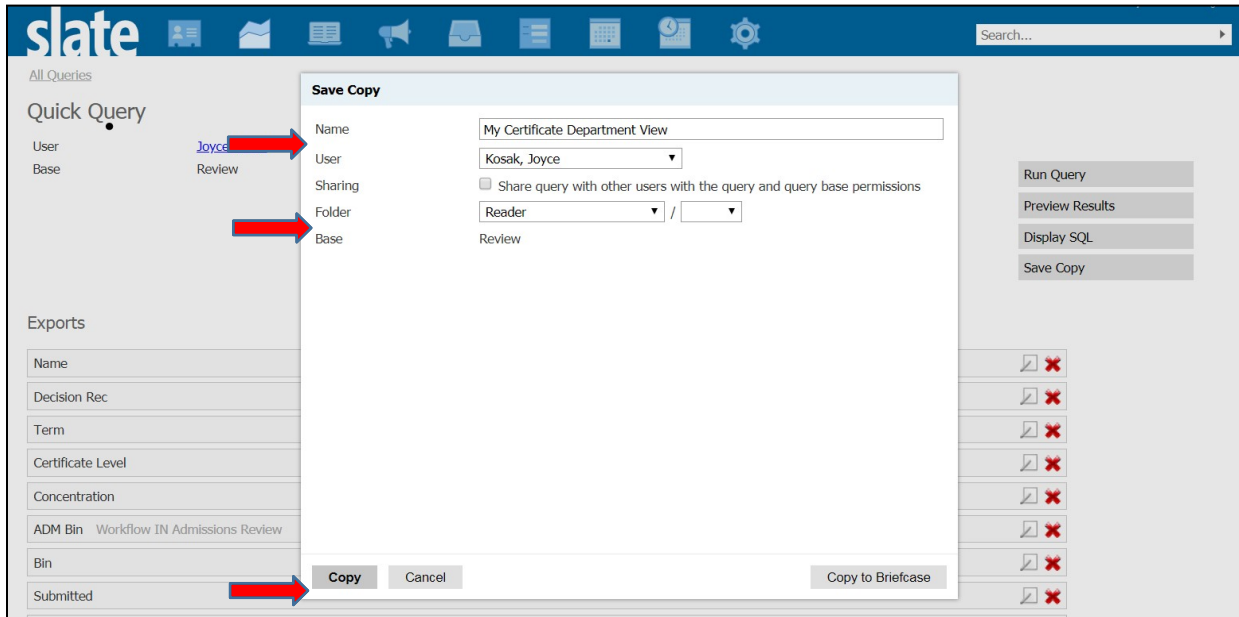
4. The query tool will have pre-populated the fields in your selection (Export) list and View the filters based on the view you have selected earlier.



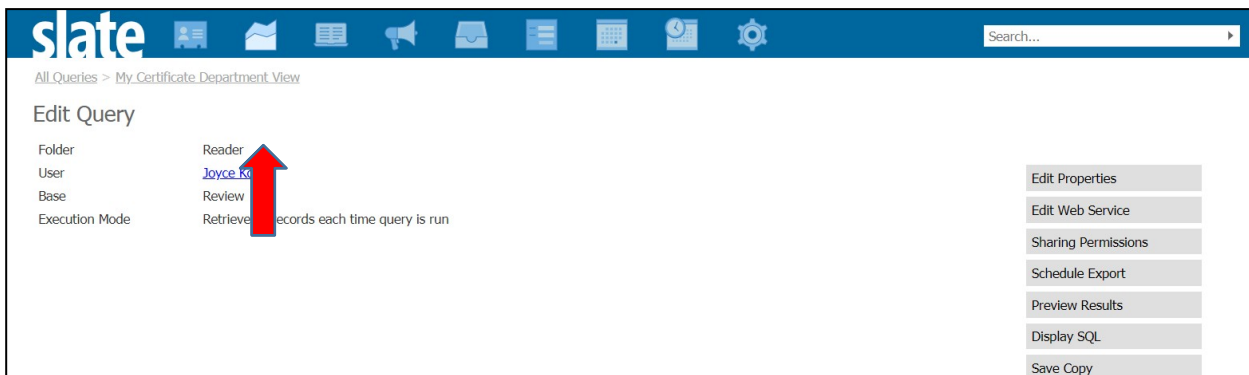
5. Next begin your personal view and click **Save Copy** on the right.

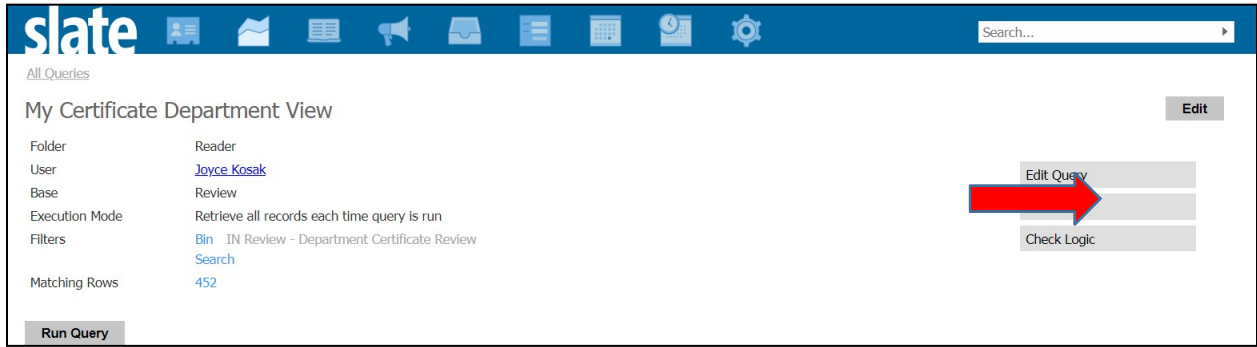


6. Create a **Name** and **MUST** set the folder to Reader. This view will not be available if you do not set folder to Reader. Click **Copy**.

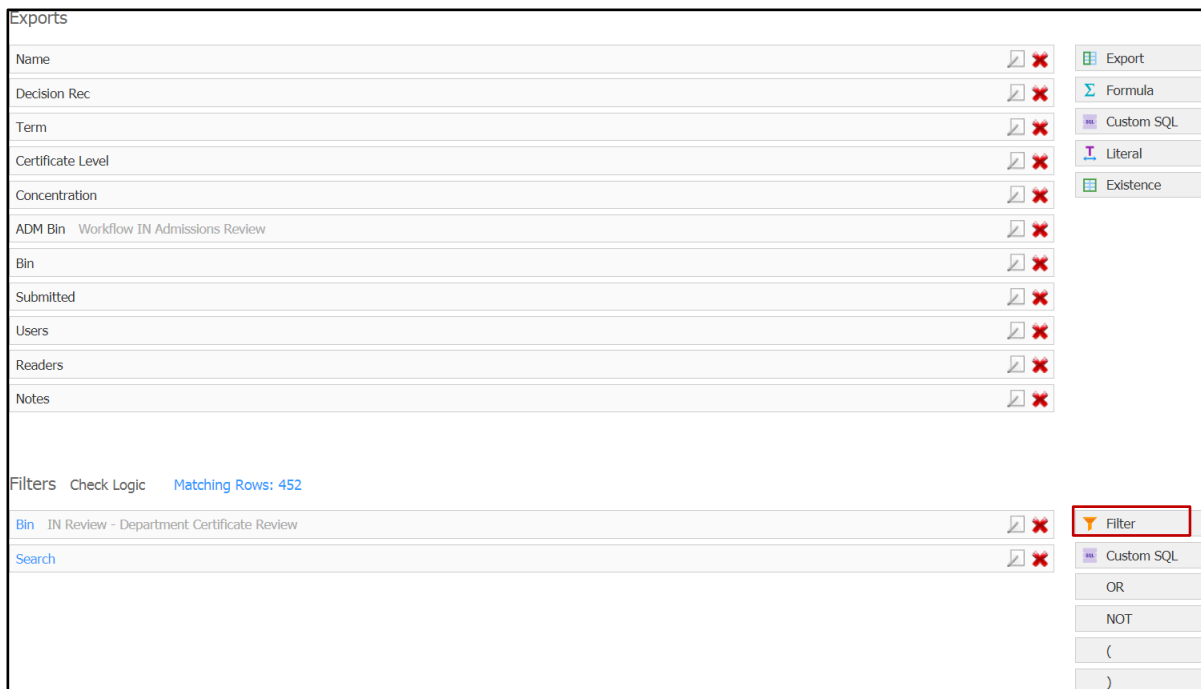


7. MyAdmission has now made a copy for you. Open it for editing. This is done by clicking on the view name link at the top of the page and then selecting **Edit Query**.





8. Now you can change the view to meet your specific criteria.



On this page, you can remove the files by clicking the **red X** on that field. You can reorder the fields by dragging and dropping the field to other locations on the list.

You **MUST** remove the filters that are pre-populated if you do not want to see an error message when you view the Reader. To remove these fields by clicking the **red X**.

You should add **Filters** to narrow the records in the list to only those that apply to you. Some common filters are Term Name, Major Name, Concentration with Student Groups (primarily used for Certificates), and Special Program.

Click **Filter** on the right side. Use the **Search** box to narrow down the options. Click on the option and click the Continue button.

**Insert Query Part**

Search

Groups  Pinned Filters  Local Filters

**Pinned Filters** Edit Pinned

**Local Filters**

Application Created	Application Status	Application Submitted
Bin	Bin Timestamp	Bin Timestamp
College Name	Concentration with student group	Decision Recommendation
Degree Level Name	Major Name	Major Name
PaCE Readmissions	Residency Decision	Residency Pledge
Round	Round Key	Round Key
Term Name	UFID	UFID
UFID	Workflow Bin	

**Local Filters / Prospects**

Admissions Credentials	Citizenship (Primary)	Citizenship (Secondary)
Citizenship (Secondary)	Citizenship Status	Event
Event Category	FE Exam Pass/Fail (max verified)	Has Bachelor From Accredited Institution
Has Course by Grade	Has Degree From Accredited Institution	Has Form/Event Registration

**Continue**

- Now select values for the field. This example is for **Term Name**. To select more than one, hold down the Ctrl key and click on another option.

**Edit Filter**

Term Name

Search...

Show Selected

- Spring 2017
- Summer A/C 2017
- Summer B 2017
- Fall 2017
- Spring 2018
- Summer A/C 2018
- Summer B 2018
- Fall 2018
- Spring 2019
- Summer A/C 2019

10. After values have been selected, click **Save**. Your view is now complete.
11. Now, go back to **Reader** and the bin you want to view. The new view will be located in the dropdown. This view is available in all your bins.

The screenshot shows the 'slate' application interface. The main area displays a table of applications with columns for Name, Term, Certificate Level, Concentration, Bin, Submitted, Users, and Readers. The sidebar on the right contains a search bar, a dropdown menu for 'Review - Department Certificate Review', another dropdown for 'My Certificate Department View', and a filter section with 'NOT', 'OR', and 'AND' options. The current filter is set to 'Concentration with student group IN -Prof 2 yr c/o Fall...'.

Name	Term	Certificate Level	Concentration	Bin	Submitted	Users	Readers
Altman, Kristina ▶ Robert McGarrah	Fall 2018	Graduate	Anatomical Scie...	Department Cer...	07/26/2018		Robert McGarrah
Beckman, Crystal ▶ Robert McGarrah	Fall 2018	Graduate	Biomedical Neur...	Department Cer...	04/24/2018		Robert McGarrah
Campbell, Beth... ▶ Klanna Simmons	Spring 2019	Graduate	Applied Atmosp...	Department Cer...	09/09/2018 04:...		Klanna Simmons
Chen (Oscar Ch...	Spring 2019		Applied Pharma...	Department Cer...	02/04/2018		
Choi, Minha	Fall 2018		Applied Pharma...	Department Cer...	09/19/2018 03:...		
Choudhuri, Anc...	Fall 2018		Applied Pharma...	Department Cer...	09/19/2018 03:...		

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Directives

Office of Admissions  
352-392-1365  
[my-admissions@ufl.edu](mailto:my-admissions@ufl.edu)