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

1. 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.

2. 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 the filters based on the view you have selected earlier.
5. Next begin your personal view and click **Save Copy** on the right.

![Image of Slate interface with Save Copy highlighted](image)

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**.

![Image of Slate interface with Copy highlighted](image)

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**.

![Image of Slate interface with Edit Query highlighted](image)
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.

9. 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.
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.

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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk  
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helpdesk.ufl.edu

**Policies and Directives**
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