


Running an Applicant Pool Report

The Applicant Pool Report is a report that includes basic data about applicants by term/career/program. Data contained on the report is from the Student Administration database (aka PeopleSoft). The information may not reflect all information contained in each program's primary application database (i.e. NCAS, PTCAS, EMBARK, etc).

1. Navigate to My Student Center. URL: <https://cst.uthscsa.edu>

2. Navigate to HSC Custom Components>HSC Admissions>Applicant Pool Report

 Medical school utilizes the report at this navigation: [HSC Custom Components>HSC Admissions>MSP Applicant Pool Report](#)

3. Search/Create a run control ID

If this is your first time running the report... (Create a Run Control ID)

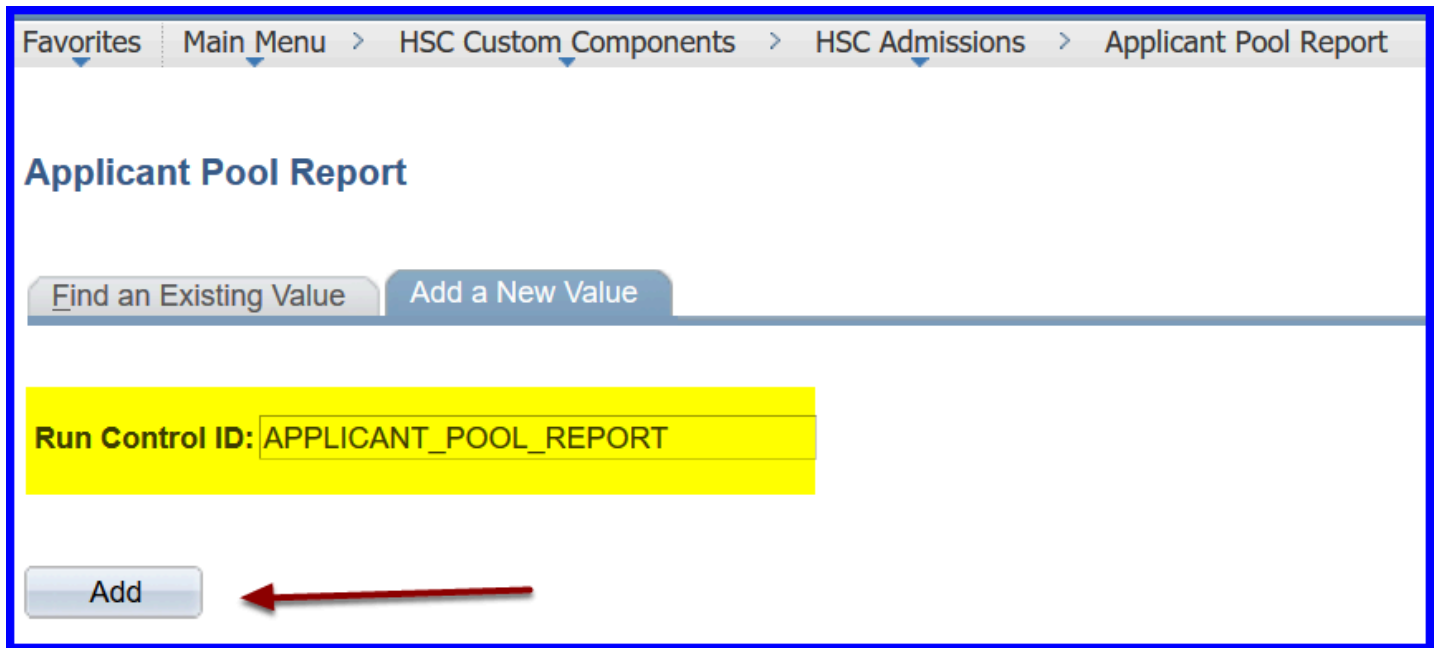
You will need to create a new Run Control ID.

There is no need to create a new Run Control ID every time you run the report. Once created, this run control ID will always be useable in the future by you (and no one else).

3.1. Click 'Add New Value'

3.2. Enter a new name for the Run Control ID

- Can be named anything you choose. Only you will have access to this Run Control
- The ID you name here, and the parameters you enter afterward, will be saved and ready for you to use the next time you need to run the report.



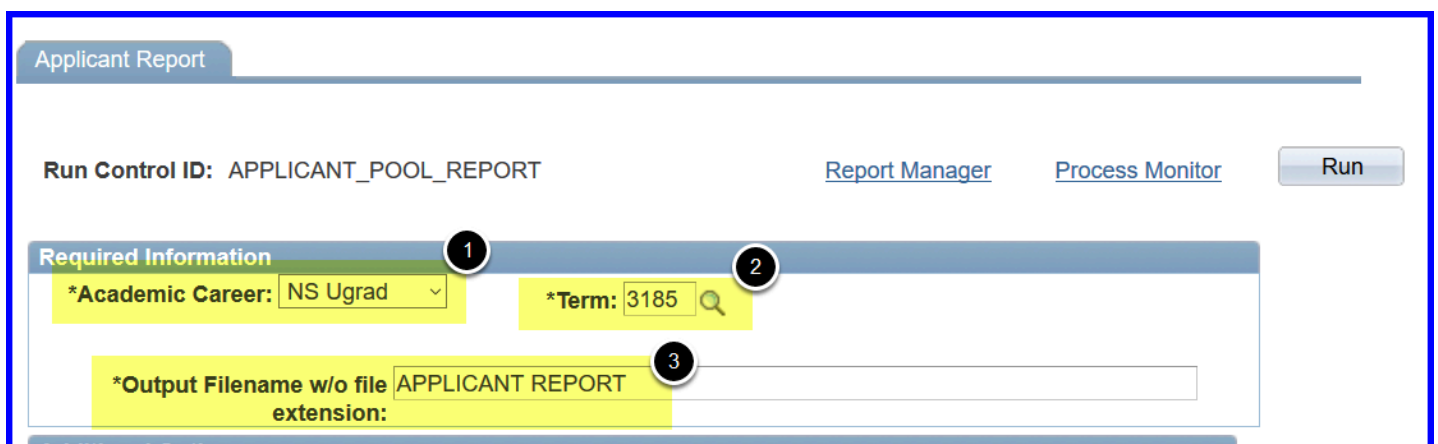
3.3. Click the Add Button

If you have run the report in the past... (Search for a Run Control ID)

3.1. Click Search


3.2. Click on the Run Control ID that was used previously

4. Enter Required Information



1. Select the desired Academic Career. Use the drop down.

2. Select the Term. You will be unable to populate Term until a Career has been selected. You can use the magnifying glass to assist in searching for the term.
3. Enter an output file name. File name can be anything you wish.

 You can run report at this point, or select additional parameters to narrow the results.

5. Enter Additional Options (if desired)

You can narrow your results by entering additional parameters. In this example, we want only Nursing Undergraduate applicants that applied for the BSNGEN AC (Accelerated) program.

Additional Options

Academic Program: NSBSN

Academic Plan: BSNGENERIC

Academic Sub-Plan: BSNGEN AC

Program Action:

Action Reason:

Begin Date:

End Date:

Special Program:


Residency:


CBM Code:

Last School Attended:

Sort Options

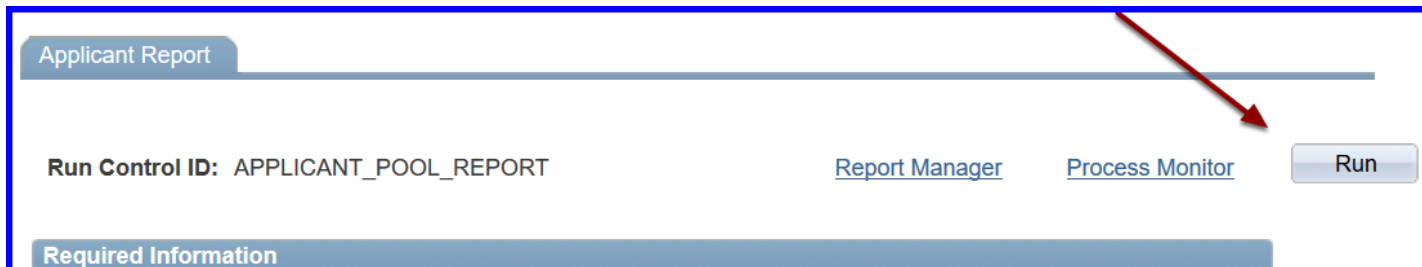
☐ App Stat Date

 It is usually best to not limit your results with Additional Options. You can always filter the resulting file in Excel.

 Other special Options will appear if you selected the DS Prof career. These are related specifically to attributes found only in the Dental Professional Applications.

6. Run the Report

6.1. When you have finished selecting parameters, click the Run button.



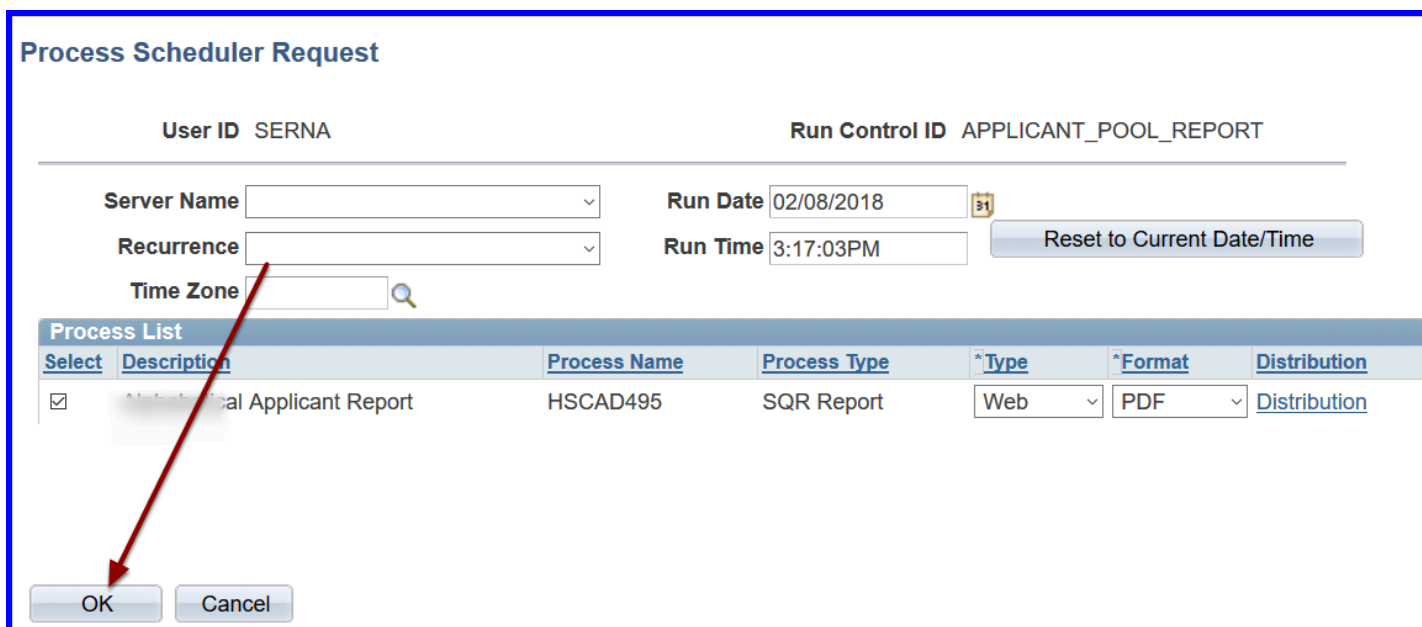
Applicant Report

Run Control ID: APPLICANT_POOL_REPORT

[Report Manager](#) [Process Monitor](#) [Run](#)

Required Information

6.2. Click the OK button.



Process Scheduler Request

User ID: SERNA Run Control ID: APPLICANT_POOL_REPORT

Server Name: Run Date: 02/08/2018

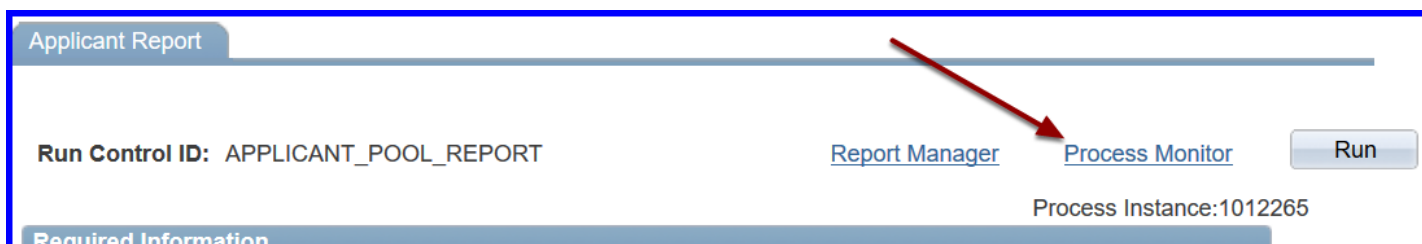
Recurrence: Run Time: 3:17:03PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Applicant Report	HSCAD495	SQR Report	Web	PDF	Distribution

You will be returned to the parameter screen.

6.3. Click on the Process Monitor link.



Applicant Report

Run Control ID: APPLICANT_POOL_REPORT

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 1012265

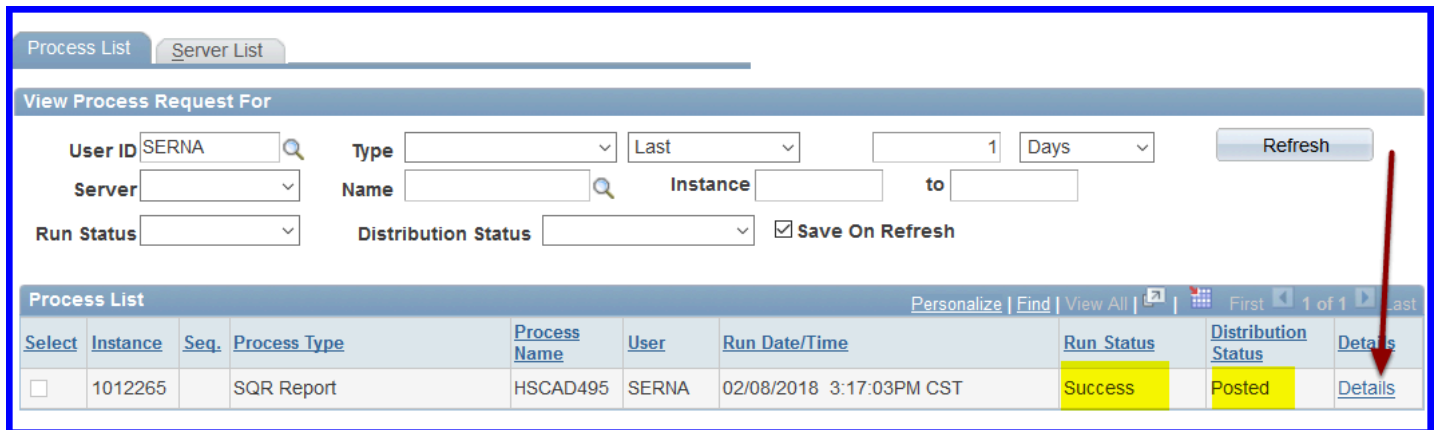
Required Information

The Process List screen will now appear. Click on this to access your .csv file.

6.4. Click the Refresh button, to refresh the results

When the Run Status shows Success and Distribution Status shows Posted, a Details link will appear.

6.5. Click Details



Process List | Server List

View Process Request For

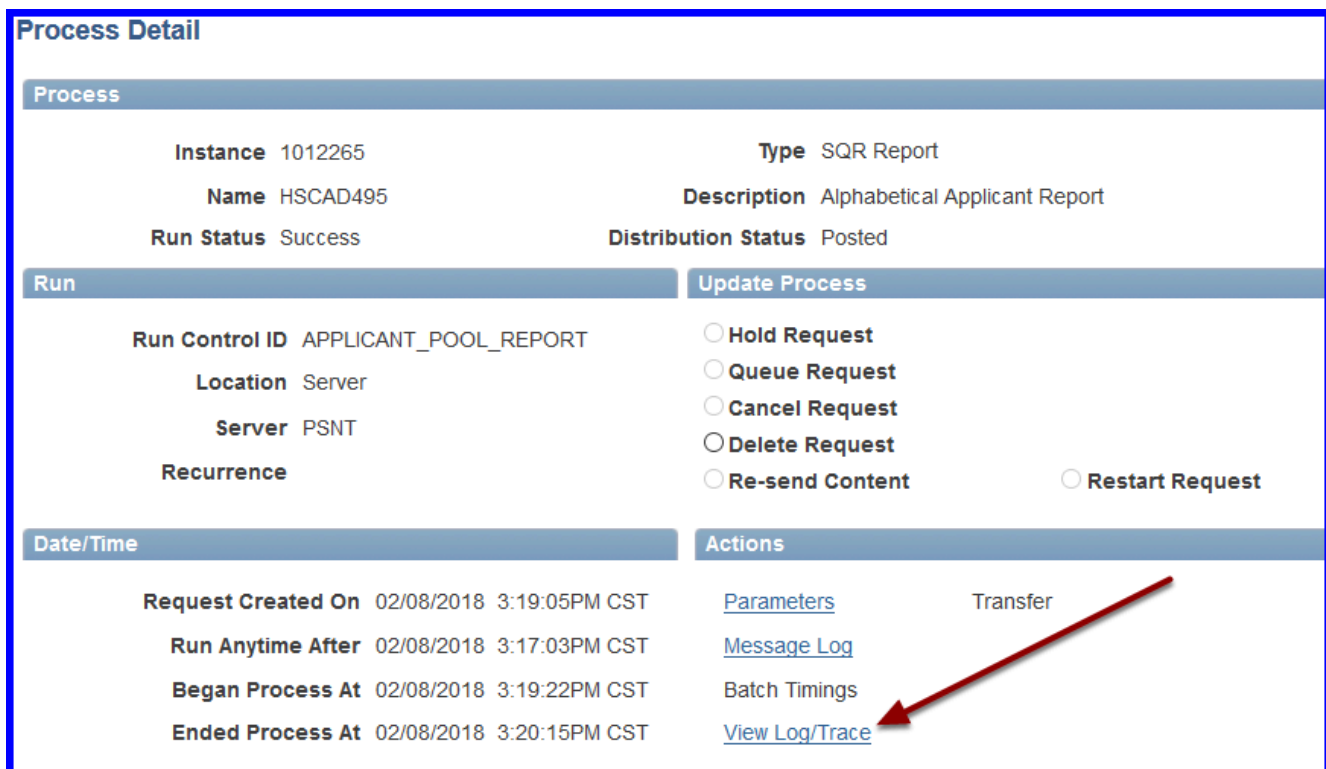
User ID: SERNA | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1012265		SQR Report	HSCAD495	SERNA	02/08/2018 3:17:03PM CST	Success	Posted	Details

6.6. Click on the View Log/Trace link.



Process Detail

Process

Instance: 1012265 | Type: SQR Report

Name: HSCAD495 | Description: Alphabetical Applicant Report

Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: APPLICANT_POOL_REPORT

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart Request

Date/Time | Actions

Request Created On: 02/08/2018 3:19:05PM CST | [Parameters](#) | Transfer

Run Anytime After: 02/08/2018 3:17:03PM CST | [Message Log](#)

Began Process At: 02/08/2018 3:19:22PM CST | Batch Timings

Ended Process At: 02/08/2018 3:20:15PM CST | [View Log/Trace](#)

6.7. Click the title you named on the original parameter panel.

Clicking this link will allow you to access the report.

View Log/Trace

Report

Report ID721147

Process Instance1012265

[Message Log](#)

NameHSCAD495

Process TypeSQR Report

Run StatusSuccess

Alphabetical Applicant Report

Distribution Details

Distribution Nodeps-http

Expiration Date04/09/2018

File List

Name	File Size (bytes)	Datetime Created
APPLICANT REPORT.csv	139,954	02/08/2018 3:20:15.794802PM CST
HSCAD495_1012265.out	479	02/08/2018 3:20:15.794802PM CST
SQR_HSCAD495_1012265.log	1,704	02/08/2018 3:20:15.794802PM CST

Distribute To

Distribution ID Type

*Distribution ID

💡 Note that the resulting .csv file will contain various data columns that may be helpful to you. If you are unsure of the meaning of any of the columns, please contact to the Office of the Registrar for further explanation.