How to Apply Filter in SlideRoom

**Step 1:**

Select your pool of applicants (for this example we’ll be filtering BFA – Regular Decision)

**Programs**

- Name
- Transfer BFA
- MST - Visual Arts - All Grades
- MFA - Programs in Art, Design, and Crafts
- 2019 Incoming Freshmen BFA - Regular Decision
- MFA - Film and Animation
- MFA - Photography and Related Media
- 2019 Incoming Freshmen BFA - Early Decision II
- 2019 Incoming Freshmen BFA - Early Decision I

**Step 2:**

In the upper left-hand corner, under CURRENT APPLICATIONS tab, click ADD FILTER and then click FORM
Step 3:

From the drop-down options, choose the name of the form that best or exactly matches the pool of applicants.

Step 4:

From the drop-down options of questions, choose the question which you wish to sort applicants by (for this example we'll sort by applicants first choice program).
Step 5:
From the drop-down options of versions, choose the past **most recent version** (the higher the number the more recent the version)

**NOTE:** you may also need to check previous versions of a form to ensure you've captured all applicants

Step 6:
From the drop-down options of the programs, choose the program you wish to see applicants for
Step 4a:

If you're looking for applicants to Studio Arts, there are three specific questions which you will sort by. From the drop-down options of question, choose the question which you wish to sort applicants by (studio arts option 1st choice, 2nd choice, or 3rd choice)

Step 6a:

From the drop-down options of the programs, choose the program you wish to see applicants for
Step 7:

Click APPLY to see your filtered applicants