


How to Apply Filter in SlideRoom

Step 1:

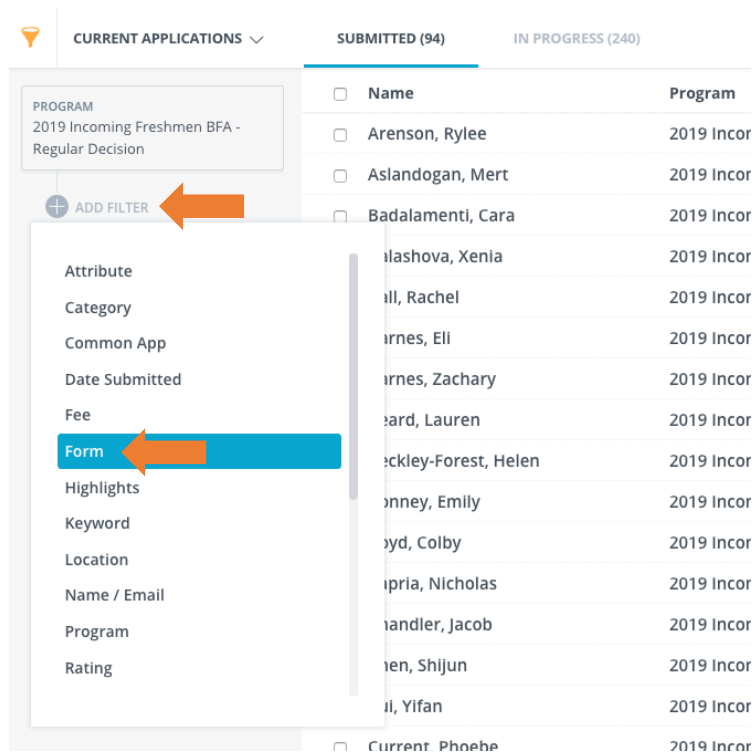
Select your pool of applicants (for this example we'll be filtering BFA – Regular Decision)

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



The screenshot shows the SlideRoom interface. At the top, there are tabs for 'CURRENT APPLICATIONS' (selected), 'SUBMITTED (94)', and 'IN PROGRESS (240)'. Below the 'CURRENT APPLICATIONS' tab, there is a dropdown menu showing 'PROGRAM' with '2019 Incoming Freshmen BFA - Regular Decision' selected. To the right of this menu is an 'ADD FILTER' button with a plus icon, which has an orange arrow pointing to it. Below the 'ADD FILTER' button is a list of filter categories: Attribute, Category, Common App, Date Submitted, Fee, Form (highlighted in blue with an orange arrow pointing to it), Highlights, Keyword, Location, Name / Email, Program, and Rating. To the right of the filter menu is a table of applicants with columns for 'Name' and 'Program'. The table contains the following data:

Name	Program
<input type="checkbox"/> Arenson, Rylee	2019 Incor
<input type="checkbox"/> Aslandogan, Mert	2019 Incor
<input type="checkbox"/> Badalamenti, Cara	2019 Incor
<input type="checkbox"/> Blashova, Xenia	2019 Incor
<input type="checkbox"/> Hill, Rachel	2019 Incor
<input type="checkbox"/> Barnes, Eli	2019 Incor
<input type="checkbox"/> Barnes, Zachary	2019 Incor
<input type="checkbox"/> Beard, Lauren	2019 Incor
<input type="checkbox"/> Beckley-Forest, Helen	2019 Incor
<input type="checkbox"/> Bonney, Emily	2019 Incor
<input type="checkbox"/> Boyd, Colby	2019 Incor
<input type="checkbox"/> Cipria, Nicholas	2019 Incor
<input type="checkbox"/> Candler, Jacob	2019 Incor
<input type="checkbox"/> Chen, Shijun	2019 Incor
<input type="checkbox"/> Chi, Yifan	2019 Incor
<input type="checkbox"/> Current Phoebe	2019 Incor

Step 3:

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

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM
select form

APPLY CANCEL

+ ADD FILTER

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM
select form

- Artist Statement
- Letter of Intent
- MFA - Film and Animation
- MFA - Photography and Related Media
- MFA - Programs in Art, Design, and Crafts
- MFA - Video Essay
- Personal Essay
- Undergraduate BFA Application Form**
- Undergraduate BFA Transfer Application Form
- (archived) BFA Transfer
- (archived) BFA Undergraduate

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)

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM
Undergraduate BFA Application

select question

APPLY CANCEL

+ ADD FILTER

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM
Undergraduate BFA Application

- select question
- DOB
- first choice**
- RIT app
- second choice
- studio arts option 1st choice
- studio arts option 2nd choice
- studio arts option 3rd choice
- third choice

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

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM

Undergraduate BFA Application ▾

first choice ▾

in version 1 of this form ▾

is ▾

3D Digital Design BFA - 3... ▾

APPLY CANCEL

+ ADD FILTER

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM

Undergraduate BFA Application ▾

first choice ▾

in version 1 of this form
in version 2 of this form
in versions 3-4 of this form
in version 5 of this form
in version 6 of this form
in versions 7-8 of this form
in version 9 of this form

Step 6:

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

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM

Undergraduate BFA Application ▾

first choice ▾

in version 9 of this form ▾

is ▾

3D Digital Design ▾

APPLY CANCEL

+ ADD FILTER

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM

Undergraduate BFA Application ▾

first choice ▾

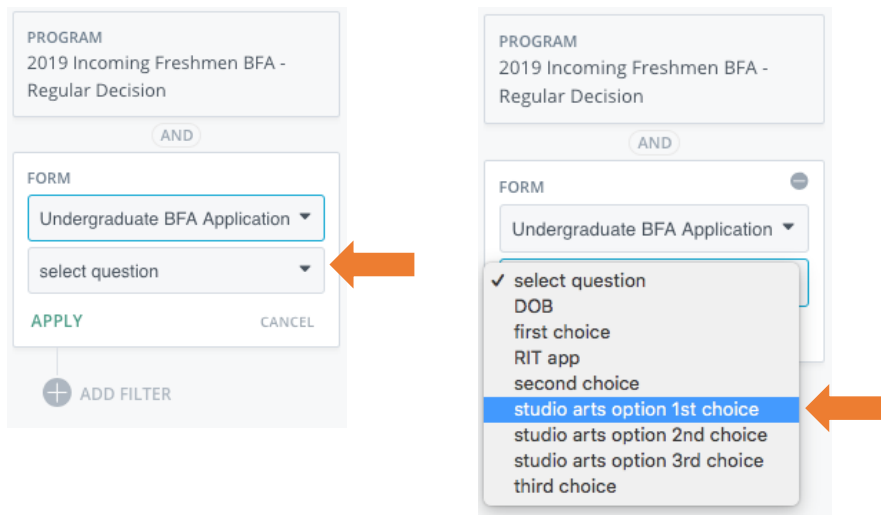
in version 9 of this form ▾

is ▾

3D Digital Design
Animation
Film Exploration
Graphic Design
Illustration
Industrial Design
Interior Design
Medical Illustration
New Media Design
Photographic and Imaging ...
Production
Studio Arts
Undeclared Art and Design

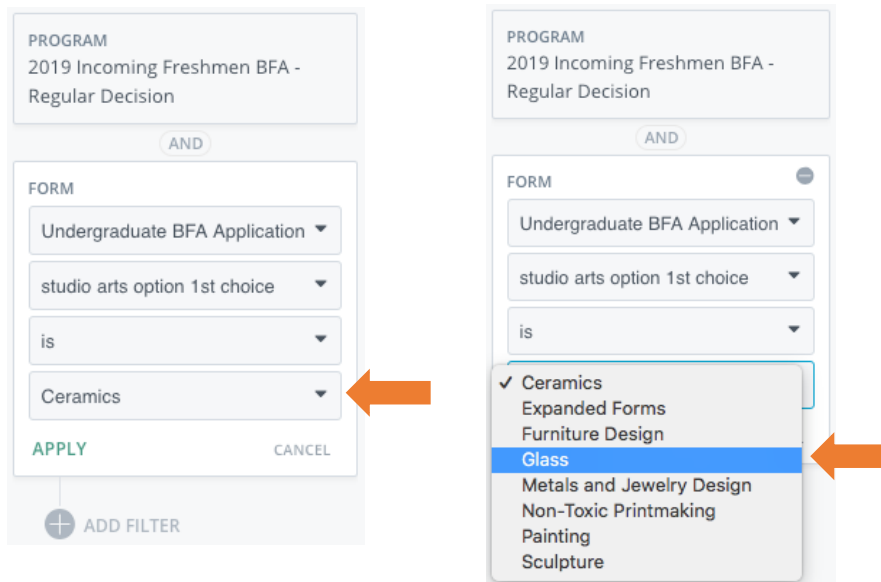
Step 4a:

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

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM

Undergraduate BFA Application ▾

studio arts option 1st choice ▾

is ▾

Glass ▾

APPLY ← CANCEL

+ ADD FILTER

PROGRAM
2019 Incoming Freshmen BFA -
Regular Decision

AND

FORM
"studio arts option 1st choice" is
"Glass"

+ ADD FILTER