Filters in the MyAdmissions Reader

Introduction
In the Reader Bins, you will likely see many applications that are not applicable to what you are working on. We can use Filters to weed out these applications.

This guide will be most valuable after you have viewed the MyAdmissions Introduction and Login video, and the MyAdmissions Reader video, also available in 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.

1. Once you’re 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! You will want to select the view that will make this bin the most helpful for you, here where it says Default. Generally, that view will be the application type that you are looking at: Graduate View, Certificate View, etc.
If you change the view selected after you have set your filter, your filter will be removed. You must complete Step 2 before moving on to Step 3.

3. Right below where you set your view, there is a Filter button.

4. After selecting the Filter button, you will see an incredible number of fields with which you can narrow down the applications in your view (a screenshot is on the following page). Below is a list of fields of most interest.

   Term Name
   Round (School year and application type)
   Round Key (Application type)
   Major Name
   Concentration with Student Group (primarily used for Certificates)
   Special Program

Use the search box to narrow down the options until you see the field you’re looking for, select it, and hit Continue.
5. After hitting continue, you’re provided a prompt on the various values for that field. You can select one or more values to include in your final view. Here is the prompt list for Term Name:
6. After you select your values, click Save. You are now seeing a list that displays only the applications within your bin that meet the criteria you set in the filter!

Additional Help

- Further resources are available in the HR Toolkit at [https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/](https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/myadmissions/)
- For help with system issues, contact our system support team at my-admissions@ufl.edu.
- For assistance with processes or policies related to admissions, contact Suzie Burns at sburns@admissions.ufl.edu.