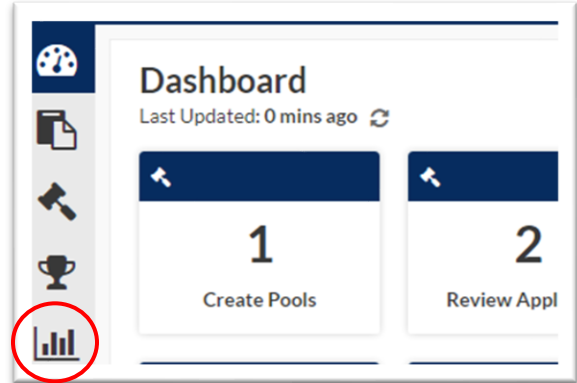




# JagSPOT Pulling Reports

This guide will assist you with the pulling of reports in JagSPOT. Reports can be used to access information about your scholarships, applicants, and potential applicants.

1. To begin pulling a report, use your single sign on to access JagSPOT.
2. Next, select the Reports section on the left-hand navigation bar.



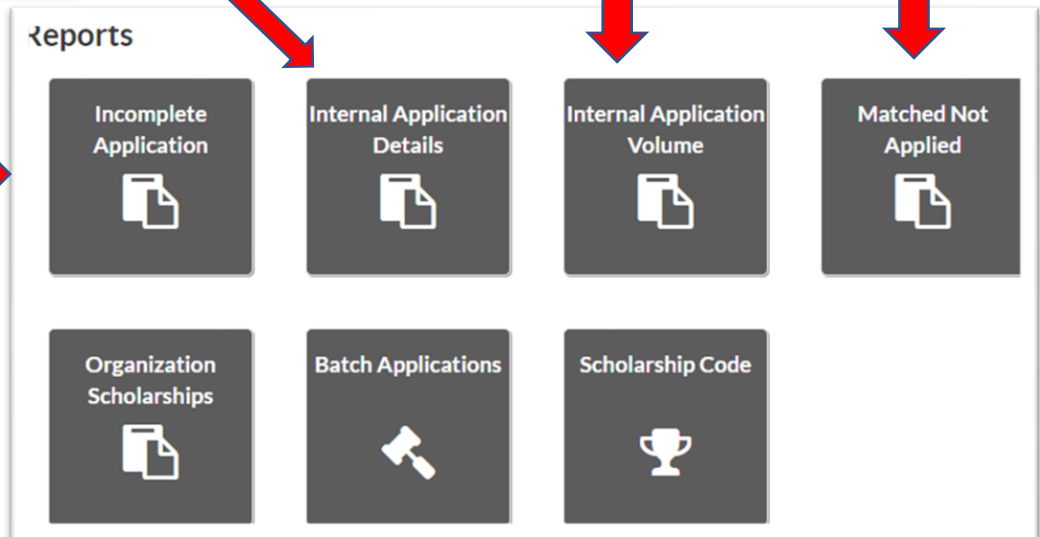
3. First, name the award view. These views can be used for multiple cycles so name it something identifiable.

**Internal Application Details:** A list of students who have submitted an application to at least one scholarship in a given organization or department.

**Internal Application Volume:** A list of scholarships applied to that use specific questions for matching criteria.

**Matched Not Applied:** A list of students who have matched to a scholarship but have not started the application process.

**Incomplete Application:** A list of students who have started but stopped the application process.



**Organization Scholarships:** A list of scholarships by award year, organization and department with the amount budgeted and the amounts awarded.

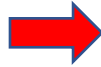
**Batch Applications:** A list of all review applications associated to the review pool. Please note that all applications will be batched together.

**Scholarship Code:** A list of the total dollar amount and number of awards per scholarship code.



4. After selecting the appropriate report tile, a window will pop up asking for specific parameters for the report. Enter these fields to locate the desired information then press the *Submit* button.

If you ever forget what information a report pulls, the popup window will give you a brief summary.

A screenshot of a web application popup window titled "Matched Not Applied Reporting". The window has a dark blue header with a close button (X) in the top right corner. Below the header, there is a text instruction: "Enter the following criteria to generate a CSV file containing the students who have matched to a scholarship but have not started the application process." The form contains three input fields: "Award Year" with a dropdown menu showing "Select...", "Organizations" with a text input field, and "Scholarships" with a text input field. At the bottom right of the form, there are two buttons: "Submit" (highlighted with a red circle) and "Cancel".

5. JagSPOT will now send a copy of the report to your JagMail.