

# Using the Simple and Advanced Search Functions in My Placement- Written Guide

The search functions within My Placement enable you to find an individual student, or groups of students based on certain search criteria in relation to their placement.

There are two options to use when searching within My Placement, *Simple* and *Advanced*. This guide will demonstrate how to use each of these search functions. A summary at the bottom of the guide outlines some of the actions that can be undertaken with the search results.

This guide can be read in conjunction with the relevant video available on [StaffNet](#). Timestamps for the corresponding section of the video are listed in each section of this guide.

## **Contents**

Simple Search – page 2

Advanced Search – page 8

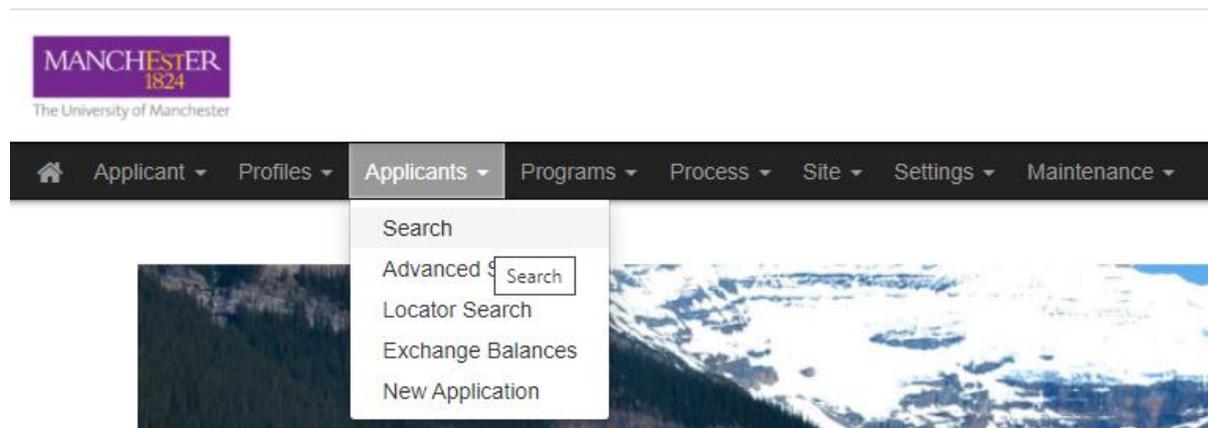
Search Results – page 16

Please contact [myplacement@manchester.ac.uk](mailto:myplacement@manchester.ac.uk) if you have any further questions about the My Placement system.

## Simple Search (00:27)

The Simple Search function is sufficient for most quick searches (e.g to find a specific student).

Once you have logged into your My Placement account, go to Applicants -> Search from the menu at the top of the page:



On the Search page, you will see that there are four search parameters to choose from (Applicant Name, Programme Name, Program Terms, and Student ID). You can search using a single parameter, or a combination of the four to narrow down the results. An overview of each parameter is below:

A screenshot of the 'Search Applications' page. The page has a purple header with the text 'Search Applications:' and a 'Search' button. Below the header, there are four search parameters: 1. 'Applicant Name' with a text input field. 2. 'Program Name' with a text input field. 3. 'Program Terms' with a dropdown menu showing a list of terms like 'Agreement 2021', 'Full Year 2021-2022', etc. 4. '\*Student ID' with a dropdown menu showing '- Select -' and 'Most Current Value'. There is also a checkbox for 'Include withdrawn applications'.

^ The Simple Search landing page

1. **Applicant Name** enables you to search for a student by their first name, surname or both. We would advise only searching by first or last name if the name is relatively uncommon to reduce the number of matches in the search results.

If you want to search for a student named Ryan Smith (or another relatively popular name), it is advised that you type "Ryan Smith" (with the speech marks around the text) to ensure

You searched for all applicants that have the words **ryan** or **smith** in the applicant's name.

[Back](#)

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

**Search Results:**

Name	Status	Program
Asatryan, Sargis	Committed	IPO: University-Wide Exchange (ID 24411)
Balman, Ryan	Pending	IPO: International Exchange (ID 37192 - not ranked)
Barclay, Ryan	Committed	MEDN: Electives Worldwide (Non UK) (ID 13563 - not ranked)
Beggs, Ryan	Pending	MEDN: Elective Placements - Year 4 (ID 28528 - not ranked)
	Committed	MEDN: Electives Worldwide (Non UK) (ID 28900 - not ranked)
Bourke-Smith, Olivia	Pending	IPO: Summer Schools (ID 24614 - not ranked)
Bradshaw-Smith, George	Committed	AMBS: IBFE UK Work Placements (ID 20635 - not ranked)

that you only receive exact matches. Without the speech marks, results will be returned for every student on My Placement who has the names Ryan OR Smith in their name:

*^ Without speech marks, the search has returned results for Ryan OR Smith in the student's name*

**Search : Results** [Search](#) [Search Results](#)

Following is a listing of applications that meet your search criteria. ✕

You searched for all applicants that have the exact text "**ryan smith**" in the applicant's name.

[Back](#)

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

**Search Results:** Tab to open: History Log ▾

Name	Status	Program	Term
Smith, Ryan	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 27089 - not ranked)	Full Year, 2019-2020
SMITH, Ryan	Committed	IPO: University-Wide Exchange (ID 27738)	Semester 1, 2018-2019
Smith, Ryan	Pending	MEDN: Elective Placements - Year 4 (ID 29328 - not ranked)	Non-Specific, 2018-2019
	Committed	MEDN: Electives (UK) (ID 28967 - not ranked)	Short-term, 2018-2019

Found: 3 applicants / 4 applications

*^ With speech marks, the results only show students with the exact name Ryan Smith*

NOTE: My Placement access is configured to the same level as Campus Solutions access. If you work in a School, you will only be able to view students on My Placement from within your School ( in the above example, if you work in the Medical School, you will only see results for the Ryan Smith who is on the MEDN: prefixed programmes). If you work in a central division (such as the International Programmes Office) you will see ALL students on My Placement (as seen in the above screenshots).

2. **Programme Name** enables you to search for a student (or group of students) based on the programme they are enrolled on. Please note that in the context of My Placement, 'Programme Name' does **not** refer to the name of the student's degree programme (e.g. BA History, BSc Computer Science with Artificial Intelligence), but rather the name of the My Placement mobility programme the student is on (e.g. IPO: University of Melbourne, COMP: Industrial Experience UK).

The Programme Name search function operates in the same way as the Applicant Search as described above. For instance, typing University of Melbourne without any speech marks will return results for all students on programmes with the words University OR of OR Melbourne in the name.

files ▾ Applicants ▾ Programs ▾ Process ▾ Site ▾ Settings ▾ Maintenance ▾

You searched for all applicants that have the words university of melbourne in the program name.

[Back](#)

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

**Search Results:** Tab to open: Documents ▾

Name	Status	Program	Term
?anl?, Ekin Güne?	Committed	IPO: University-Wide Exchange (ID 24390)	Semester 2, 2017-2018
?krdlíková, Helena	Committed	IPO: University-Wide Exchange (ID 23821)	Full Year, 2016-2017
?íma, Michael	Committed	IPO: University-Wide Exchange (ID 24425)	Semester 1, 2016-2017
A??r, Ayse Ba?ak	Committed	IPO: University-Wide Exchange (ID 24389)	Semester 2, 2017-2018
Abarca Rojas, Lissette	Committed	IPO: University-Wide Exchange (ID 23420)	Semester 1, 2017-2018
ABBATIELLO, Claire	Committed	IPO: University-Wide Exchange (ID 32552)	Semester 1, 2019-2020
Abberley, Dean Paul	Committed	IPO: University of British Columbia, Vancouver (ID 18101 - not ranked)	Full Year, 2017-2018
Abbott, Hope	Fulfilled RA Requirements	LANG: Zhejiang University (ID 19848 - not ranked)	Semester 2, 2017-2018
ABIELIAS, Ivan	Committed	IPO: University-Wide Exchange (ID 27599)	Semester 1, 2018-2019
Abraham, Nithin	Committed	GEOG: Geography with Professional Placement Worldwide (ID 36180 - not ranked)	Full Year, 2020-2021
Abrahamsson, Linn	Committed	IPO: University-Wide Exchange (ID 24039)	Semester 2, 2016-2017
Aceme Labrador, Nuria	Committed	IPO: University-Wide Exchange (ID 23846)	Full Year, 2016-2017
Acharya, Ravi	Committed	IPO: University of Illinois at Urbana Champaign (ID 28785 - not ranked)	Full Year, 2019-2020
Acheson, Daniel	Fulfilled RA Requirements	LANG: St Petersburg State University (ID 18817 - not ranked)	Semester 1, 2017-2018

*^ Searching for University of Melbourne without any speech marks returns over 3500 results, as all programmes with the words University OR of OR Melbourne are included*

You searched for all applicants that have the exact text "university of melbourne" in the program name.

Back

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

Search Results:				Tab to open: Documents ▾
Name	Status	Program	Term	
Ager-Perera, Georgia	Committed	IPO: University of Melbourne (ID 22451 - not ranked)	Semester 2, 2018-2019	
Arden, Abigail	Committed	IPO: University of Melbourne (ID 10519 - not ranked)	Full Year, 2016-2017	
Battle, Maria Veronica	Committed	IPO: University of Melbourne (ID 32985 - not ranked)	Semester 2, 2019-2020	
Bennett, Joss William	Committed	IPO: University of Melbourne (ID 16088 - not ranked)	Full Year, 2017-2018	
Blacow, Callum	Committed	IPO: University of Melbourne (ID 26861 - not ranked)	Full Year, 2019-2020	
Bruce-Jones, Olivia	Committed	IPO: University of Melbourne (ID 22035 - not ranked)	Full Year, 2018-2019	
Cadman, Andrew	Committed	IPO: University of Melbourne (ID 10531 - not ranked)	Full Year, 2016-2017	
Chauhan, Akhil	Committed	IPO: University of Melbourne (ID 10676 - not ranked)	Semester 1, 2016-2017	
Cheng, Enhui	Committed	IPO: University of Melbourne (ID 17813 - not ranked)	Semester 2, 2017-2018	
Chew, Yu Ning	Committed	IPO: University of Melbourne (ID 16845 - not ranked)	Semester 2, 2017-2018	
Close, Hannah Madeleine	Committed	IPO: University of Melbourne (ID 21982 - not ranked)	Full Year, 2018-2019	
Coakley, Cameron	Committed	IPO: University of Melbourne (ID 27150 - not ranked)	Full Year, 2019-2020	
Corcoran, Rebecca	Committed	IPO: University of Melbourne (ID 27067 - not ranked)	Full Year, 2019-2020	
Crockatt, Alannah	Committed	IPO: University of Melbourne (ID 32911 - not ranked)	Semester 2, 2019-2020	
Crummett, Alexander	Committed	IPO: University of Melbourne (ID 26900 - not ranked)	Full Year, 2019-2020	
Davies, Rebecca	Committed	MBS(IM): University of Melbourne (ID 26991 - not ranked)	Full Year, 2019-2020	
Day, Amy	Committed	MBS(IM): University of Melbourne (ID 10323 - not ranked)	Full Year, 2016-2017	

^ Adding speech marks around the search term provide a more accurate result, only showing students on University of Melbourne programmes

With the Programme Search parameter, you can also do a prefix search – each programme on My Placement is ‘owned’ by a specific School or department within the university and the 4 letter prefix at the start of each programme name indicates the ‘owner’ (e.g. MEDN = Medical School, SBS = School of Biological Sciences, IPO = International Programmes Office). By typing the prefix into the search box you will get results for all students enrolled onto the relevant programmes:

Home ▾ Profiles ▾ Applicants ▾ Programs ▾ Process ▾ Site ▾ Settings ▾ Maintenance ▾ Victoria Row

Search: Results Search Search Results

You searched for all applicants that have the word **sbs**: in the program name.

Back

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

Search Results:				Tab to open: Overview ▾
Name	Status	Program	Term	
Abbott, Eleanor	Committed	SBS: Biosciences Industrial Experience (Worldwide) (ID 25719 - not ranked)	Full Year, 2018-2019	
Aberdeen, Isabel	Committed	SBS: Biosciences Industrial Experience (UK) (ID 20468 - not ranked)	Full Year, 2017-2018	
Abson, Katie	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 34049 - not ranked)	Full Year, 2020-2021	
Adams, Traci	Committed	SBS: French Erasmus Work Semester 1 (ID 10282 - not ranked)	Semester 1, 2016-2017	
	Committed	SBS: Short-Term Work Semester 2 (overseas) (ID 17416 - not ranked)	Semester 2, 2016-2017	
Ahmad, Shumail	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 12412 - not ranked)	Full Year, 2016-2017	
Ahmar, Davide	Committed	SBS: Erasmus Biosciences Industrial Experience (Self-Arranged, Erasmus) (ID 33699 - not ranked)	Full Year, 2020-2021	
Alexander, Genevieve	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 23790 - not ranked)	Full Year, 2018-2019	
Alexander, Rebecca	Committed	SBS: Biosciences Industrial Experience (UK) (ID 30004 - not ranked)	Full Year, 2019-2020	

^ Searching for the SBS: prefix shows results for all students on a programme run by the School of Biological Sciences

- Programme Term** enables you to search for students based on the term and year in which they undertook their mobility (e.g. semester 1 of the 2017-18 academic year).

Only the most recent terms/years are shown in the box on the search home page by default – to add older terms, click ‘show all terms’ which is just below the search box. This will show all terms from the 2014-15 academic year onwards. You can select more than one option in the search box by holding down the CTRL key.

You searched for all applicants that have applied for the terms **Full Year 2020** or **Semester 1 2020**.

[Back](#)

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

**Search Results:** Tab to open: Questionnaires ▾

Name	Status	Program	Term
Abdu, Mujtaba	Committed	CHEN: Industrial Experience UK (ID 32881 - not ranked)	Full Year, 2020-2021
Abimbola, Olarotimi	Pending	EEE Industrial Experience UK (ID 37334 - not ranked)	Full Year, 2020-2021
Abouelmaty, Haya	Committed	LANG: French Erasmus Work (ID 31805 - not ranked)	Full Year, 2020-2021
Abraham, Nithin	Committed	GEOG: Geography with Professional Placement Worldwide (ID 36180 - not ranked)	Full Year, 2020-2021
Abramian, Artur	Committed	LANG: Universite de Geneve (ID 31797 - ranked 1)	Full Year, 2020-2021
	Committed	LANG: SALC Residence Abroad (ID 36303 - ranked 1)	Semester 1, 2020-2021
Abson, Katie	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 34049 - not ranked)	Full Year, 2020-2021
Acres, Charles	Committed	MACE: Industrial Experience (ID 36052 - not ranked)	Full Year, 2020-2021
Adams-Fitzpatrick, Kasia	Committed	LANG: Spanish Erasmus Work (ID 31903 - not ranked)	Full Year, 2020-2021
Adeboye, Geoffrey	Committed	CHEN: Industrial Experience UK (ID 34060 - not ranked)	Full Year, 2020-2021

^ Programme Terms search results showing all students undertaking a mobility for Full Year 2020-21 or Semester 1 2020-21.

- Student ID** enables you to find a student using their student ID number.

If you know the exact ID number, select ‘Exact Match’ from the drop-down list and type the ID number into the box. Leave the ‘Most Current Value’ box as it is.

**\* Student ID**

Exact Match ▾ 8955227

(Match this exact phrase) ↑

Most Current Value ▾

Include withdrawn applications

^ It is possible to find a student using just their student ID.

**Using a combination of the Simple Search parameters described above** enables you to refine your search. For instance, by typing *Bergen* in the Programme Name box, and selecting *Full Year 2020-21*

in the Programme Term box, you will obtain results for all students who studied at The University of Bergen for a full year in the 2020-21 academic year.

**The Withdrawn tick-box** allows you to include students who have withdrawn from their mobility in your search results, and can be used alongside any of the above search parameters. By default, when you run a Simple Search on My Placement, withdrawn students will automatically be excluded from the search results and will only show if this box is ticked.

Ticking this box is a good troubleshooting tip for if you cannot find a student in a 'standard' search; it could be that they have been accidentally withdrawn from their programme.

You searched for all applicants (including withdrawn applications) that have the word **bergen** in the program name, that have applied for the term **Full Year 2020**.

[Back](#)

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

**Search Results:** Tab to open: Questionnaires ▾

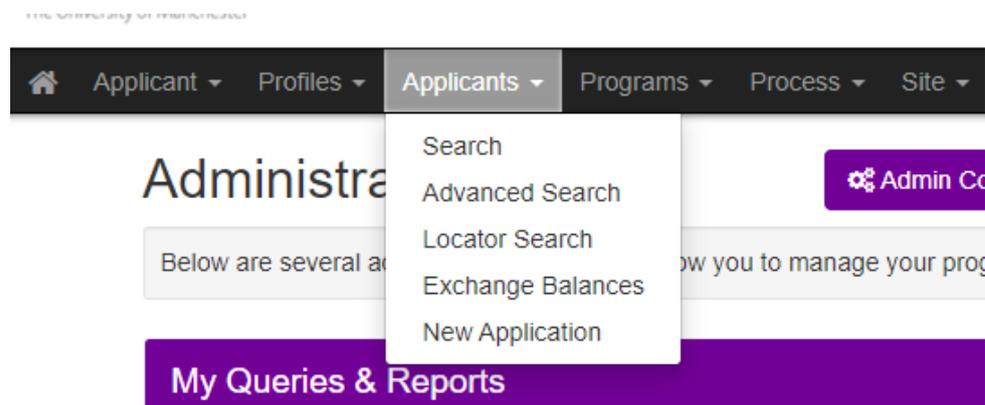
Name	Status	Program	Term
Anjum, Shovi	Committed	<a href="#">GEOG: University of Bergen (ID 32358 - not ranked)</a>	Full Year, 2020-2021
Connor, Freya	Committed	<a href="#">GEOG: University of Bergen (ID 32299 - not ranked)</a>	Full Year, 2020-2021
Curry, Lucy	Withdrawn: by staff	<a href="#">GEOG: University of Bergen (ID 32831)</a>	Full Year, 2020-2021
O'Sullivan, Blake	Committed	<a href="#">GEOG: University of Bergen (ID 32775 - not ranked)</a>	Full Year, 2020-2021

*^This search shows all students who are on the Full year 20-21 Geography programme at University of Bergen, including one student who withdrew from the programme.*

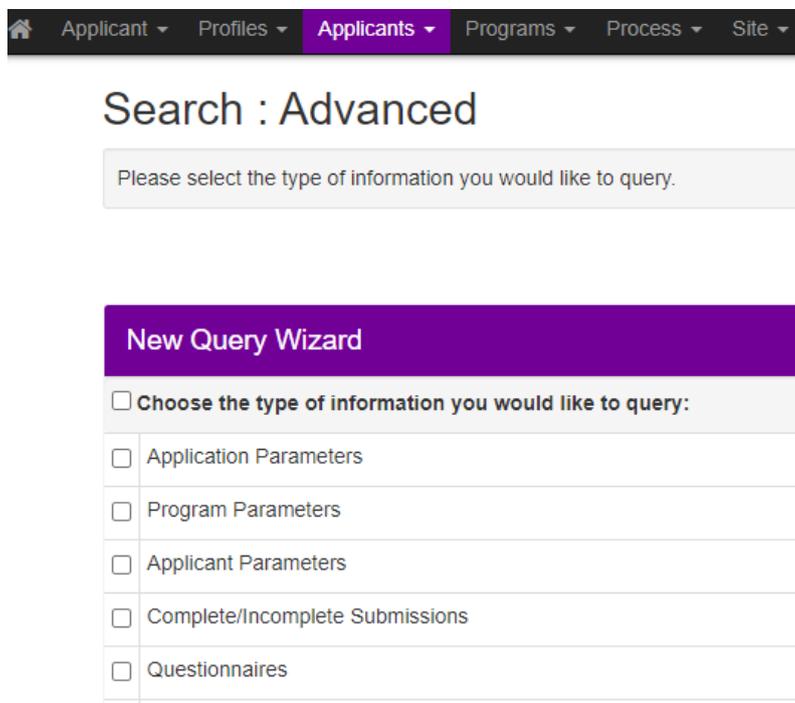
## Advanced Search (09:20)

Using the Simple Search function is useful for most 'day-to-day' searches for students. However, if you want to find more specific information (such as find how many students are in a particular country, or to see which students haven't submitted a questionnaire), the Advanced Search option is the best tool to use for this.

1. Once you have logged in, select Applicants > Advanced Search from the menu at the top of the page:



2. You will then see a page with several tickboxes. This page allows you to tick which parameter groups you want to use in your search. A breakdown of each tickbox and its function is below:



*^ the 'Advanced Search' homepage*

## Application parameters

This is the parameter most users will tick when running an advanced search. This parameter allows you to search for all of the 'Simple Search' parameters (as described above), as well as a student's mobility status (e.g Committed, Pending), the country or city they are in, and any 'tags' which have been added to the student's record.

When this parameter is selected, you will be taken to a page with several drop down menus.

All sections under the purple 'Show' heading should remain as they are.

Under the 'Application Parameters' purple heading you can select the programme term, which is here called an Application Cycle (e.g. Full Year 2019-20). It is recommended that the Application Phase box (which indicates what stage of the mobility process a student is in; e.g. applied for a placement, is currently abroad, has returned) is kept ticked as 'all'.

If your School uses application tags (which can be added to a student's profile to denote a particular characteristic) and you wish to run a report to see which students have a tag assigned to them, you can select this under the relevant heading. If you are not searching for a tag, this box can be left unchanged.

Leave Application Terms and Years as they are.

Application Parameters:

Application Cycles:

- All
- Agreement 2021
- Agreement 2020
- Full Year 2021-2022
- Full Year 2020-2021
- Non-Specific 2021-2022
- Non-Specific 2020-2021
- Semester 1 2021-2022
- Semester 1 2020-2021
- Semester 2 2021-2022
- Semester 2 2020-2021
- Short-term 2021-2022
- Short-term 2020-2021
- Summer 2021-2022
- Summer 2020-2021

Click to add all existing application cycles

Application Phase:

- All
- Advising
- Pre Decision
- Post Decision
- On Placement
- Returnee
- Alumni

Application Tags:

- Any
- COVID-19 deferral
- Covid-19 Interruption
- COVID-19 Risk Awareness - Further Info Request
- COVID-19 Risk Awareness Form - Approved
- COVID-19 Risk Awareness Form - Incomplete
- COVID-19 Risk Awareness Form - Referred to Scl
- COVID-19 Risk Awareness Form required but not
- COVID-19- Semester 1 online
- Covid-19- Semester 2 online
- COVID: Placement started remotely
- COVID: sem 1 cancelled
- COVID: sem 2 cancelled
- COVID: whole year cancelled
- EMC on file
- ERAS: LA to be submitted late
- ERAS: Student does not want Erasmus funding

Application Terms:

- All
- Agreement
- Full Year
- Non-Specific
- Semester 1
- Semester 2
- Short-term
- Summer

Application Years:

- All
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014

^ The top half of the Application Parameters advanced search

The next section will ask about the student’s application status within My Placement (e.g. if they are committed or pending).

Application activity enables you to search for students based on when their application was last updated, or based on their placement start date (e.g. you can select all students who are due to start their placement in the next 7 days).

The screenshot shows a web interface with a dark navigation bar at the top containing 'Programs', 'Process', 'Site', 'Settings', and 'Maintenance'. Below this is a section titled 'Application Status:' with two buttons: 'Check All' and 'Uncheck All'. The status options are arranged in a grid:

- Advising
- Advising (no aliases)
- Pending
- Pending (no aliases)
- Waitlist
- Waitlist (no aliases)
- Accepted
- Accepted (no aliases)
- Approved
- Conditionally Accepted
- Accepted - for Staff use only
- Committed
- Committed (no aliases)
- Committed - for Staff use only
- Fulfilled RA Requirements
- Fulfilment of RA requirements under review
- Withdrawn - while on placement
- Rejected
- Rejected (no aliases)
- Unsuccessful
- Withdrawn
- Withdrawn (no aliases)
- Withdrawn - after placement start date

Below the status section is the 'Application Activity:' section, which contains six filter groups, each with a 'Since' dropdown and a date input field:

- Application started:** Since [dropdown] dd-MMM-yyyy
- Application completed:** Since [dropdown] dd-MMM-yyyy
- Last status update:** Since [dropdown] dd-MMM-yyyy
- Last activity:** Since [dropdown] dd-MMM-yyyy
- Last viewed:** Since [dropdown] dd-MMM-yyyy
- Last itinerary update:** Since [dropdown] dd-MMM-yyyy

*^The application status and activity sections of the Application Parameter advanced search.*

Programmes and locations enables you to search for students based on a specific programme (e.g you can search for all students on the LANG: French Erasmus Work programme). You can select multiple programmes by holding down the CTRL button on your keyboard.

Each programme is also categorised into a specific ‘Programme Group’ (all Language programmes are in one group, all Medicine programmes are grouped into another and so on). If you need to search for all students on a Language programme, instead of selecting each individual programme from the programme box, you can simply select the LANG: Residence Abroad option from the Programme Group on the right.

NOTE: it is not possible to select a Programme AND a Programme Group – the Programme Group will override the Programme selected.

It is also possible to search for a country, city or region.

**Programs & Locations:**

**Program:**

- All
- Alliance MBS Incoming Exchange (UG & PG)
- Alliance MBS International Management Programmes
- AMBS MSc Exchange
- AMBS MSc Exchange: Aalto University
- AMBS MSc Exchange: Copenhagen Business School (CBS)
- AMBS MSc Exchange: EM Lyon
- AMBS MSc Exchange: Erasmus University, Rotterdam School of Management
- AMBS MSc Exchange: Escola de Administracao de Empresas de Sao Paulo da F
- AMBS MSc Exchange: National Taiwan University
- AMBS MSc Exchange: Norwegian School of Economics
- AMBS MSc Exchange: Stockholm School of Economics
- AMBS MSc Exchange: Università Commerciale Luigi Bocconi
- AMBS MSc Exchange: Universität St. Gallen
- AMBS MSc Exchange: Universität zu Köln (University of Cologne)
- AMBS MSc Exchange: Université Catholique de Louvain
- AMBS MSc Exchange: University of Florida, Warrington College of Business

**Program Groups:**

- All
- Uncategorized
- LANG: Residence Abroad
- MBS: International Exchange
- AMBS: Industrial Placements UK
- SBS: Life Sciences with a Modern Language
- MEDN: Medicine with European Study
- IPO: International Exchange
- IPO: International Exchange Erasmus Programmes
- COMP: Industrial Placements
- EEE: Industrial Experience
- PSYC: Industrial Experience
- MACE: Industrial Experience
- SBS: Industrial Experience
- MAT: Industrial Experience
- CEAS: Industrial Experience
- Test Group

**City:**

- All
- A Gudiña
- Aachen
- Aarhus
- Aberdare
- Aberdeen
- Abingdon
- Abu Dhabi
- Abuja
- Accra
- Adelaide
- Adlington
- Agen
- Ahmedabad
- Aix-en-Provence
- Al Muharraq
- Alajuela

**Country:**

- All
- Algeria
- Antigua and Barbuda
- Argentina
- Australia
- Austria
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Bolivia
- Botswana
- Brazil
- Brunei

**Region:**

- All
- Africa
- Asia
- Australia/Pacific Islands
- Caribbean
- Central America
- Europe
- Latin America
- Middle East
- North America
- Oceania
- South America
- Suspended
- Undeclared
- United Kingdom
- West Indies
- Worldwide

Include Program Locations (this expands the search to also include all applications that are part of a program having any program-level location assignment selected above.)

[Back](#) [Search](#)

^ Programme name/group and location search parameters.

Once you have selected all the required search parameters, click search and the results will be displayed.

## Programme parameters

It is rare that this parameter would need to be used, it shows characteristics of each mobility programme, such as the language of instruction and the name of the University of Manchester coordinator for the programme. For example, ticking 'Area of study = Biosciences' + 'Language of Instruction = German' would show results for all students undertaking a Biosciences mobility in the German language.

**Program Parameters:**

<b>Areas of Study:</b> All Accounting Accounting & Finance Aerospace Engineering American Studies Anatomical Science Ancient History Arabic Studies Archaeology Art History Artificial Intelligence Biosciences Chemical Engineering Chemistry Chinese Studies Civil Engineering Classical Studies Creative Management and Design	<b>Erasmus:</b> All	<b>Erasmus/Partner Code:</b> All A WIEN01 A WIEN02 A WIEN03 A WIEN05 B BRUXEL81 CZ OLOMOUC01 CZ PRAHA09 D BERLIN01 D BERLIN13 D FREIBUR01 D GOTTING01 D HAMBURG01 D HANNOVE02 D HEIDELB01 D INNSBRU01 D KOLN01 D KONSTANZ
<b>Gender Restriction:</b> All Female Only Male Only	<b>Group/Individual:</b> All Group Individual	<b>Language of Instruction:</b> All Arabic Chinese (Cantonese) Chinese (Mandarin) English French German Hebrew Italian Japanese Korean Persian Portuguese Russian Spanish Turkish
<b>Minimum GPA:</b> All 40% 45% 50% 55% 60% 65% 70% 75%	<b>Mobility As Part of Program:</b> All	<b>Mobility Scheme (HESA):</b> All 01 Institutional 03 ERASMUS

^ Programme parameters search page

## Applicant Parameters

This parameter enables you to search for applicants based on their characteristics – for example, you can search for all applicants who have French nationality, or all students who have a certain academic average. It is recommended that this parameter is used in conjunction with the Application parameter to obtain relevant results.

**Applicant Parameters:**

<b>Home Institution:</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><ul style="list-style-type: none"><li>All</li><li>No Response</li><li>Any Non-standard Institution</li><li>THE UNIVERSITY OF MANCHESTER (MANCHESTER)</li><li>TRINITY UNIVERSITY (SAN ANTONIO, TX )</li><li>VICTORIA UNIV OF MANCHESTER (THE) (MANCHESTER)</li></ul></div>	<b>Partner Institution:</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><ul style="list-style-type: none"><li>All</li><li>No Response</li><li>Aalto University (MBS)</li><li>Aarhus Universitet (FLS)</li><li>Aarhus University (Summer)</li><li>Albert-Ludwigs-Universitat Freiburg (CHEM)</li><li>Albert-Ludwigs-Universitat Freiburg (FLS)</li><li>Albert-Ludwigs-Universitat Freiburg (SALC)</li><li>Arabic Language Institute in Fez (ALIF)</li><li>Aristoteleio Panepistimio Thessalonikis</li><li>Arizona State University</li><li>Arizona State University (MBS)</li><li>Australian National University</li><li>Babson College (MBS)</li><li>Beijing Normal University (FLS)</li><li>Beijing Normal University (HUM)</li><li>Bogazici University</li><li>Case Western Reserve University</li></ul></div>	<b>Gender:</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"><ul style="list-style-type: none"><li>All</li><li>No Response</li><li>Male</li><li>Female</li><li>Other</li></ul></div>
<b>*Student ID</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Academic Average</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Academic Level</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>
<b>Career</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Career Number</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Country of Domicile</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>
<b>Current Academic Plan</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Current Plan Code</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><ul style="list-style-type: none"><li>Any</li><li>No Response</li><li>00043</li><li>00288</li><li>00340</li><li>00353</li><li>00576</li><li>00597</li><li>01684</li><li>06818</li><li>07941</li><li>09102</li><li>10406</li><li>11769</li><li>11770</li><li>11771</li></ul><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>	<b>Current Telephone Number</b> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">- Select -</div><div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Most Current Value</div></div>

^ The Applicant Parameters search page.

## Complete/Incomplete Submissions

This parameter enables you to search for students based on who has/has not submitted/read a questionnaire, material, or piece of Learning Content. It is recommended that you use this option in conjunction with the Application Parameters option. (e.g. use the Application Parameters option to select all students undertaking a Semester 1 2020/21 placement which is part of the LANG: Residence Abroad program group, and then the Submission parameter to find which of these students has not submitted their transcript to the relevant questionnaire).

**Complete/Incomplete Submissions:**

**Material Submissions:**

- no selection --
- AMBS: BSc ITMB/TMB Specialism Company Approval Form
- AMBS: Company Agreement Form
- AMBS: Company Approval Form
- AMBS: Health & Safety Arrangements and Responsibilities
- AMBS: BSc Accounting Company Approval
- CEAS: Industrial Experience > Confidentiality Agreement 2015/16
- CEAS: Industrial Experience > Health & Safety Checklist
- CEAS: Industrial Experience > Placement Agreement
- CEAS: Industrial Experience > Requirements Summary
- CHEM Visiting Tutor Checklist
- COMP Form for placement provider to sign
- EEE WIE Handbook
- IPO: Acceptance Received
- IPO: Canada Initial Briefing (McGill, SFU, Calgary, Guelph)
- IPO: Canada Initial Briefing (University of Toronto)
- IPO: Compulsory information meeting for semester 2 students
- IPO: Compulsory Meeting: Academic Guidance

Complete (include N/A conditionals)  Complete (exclude N/A conditionals)  N/A conditionals only

Incomplete

**Signature Documents:**

- no selection --
- Chemistry with Industrial Experience acceptance of regulations
- COMP Health & Safety sign off
- IPO: Initial Briefing (Sem 2) Rutgers, UMass and Missouri
- IPO: Initial Briefing CU Boulder
- IPO: Initial Briefing South East Asia
- LANG: Non-Erasmus Transcript of Work
- MasterCard Cash Passport Agreement
- MEDN: Accident and Incident Form
- Post-travel Tuberculosis Screening Tool
- SALC: Placements Scheme Reflective Log
- Signature Document 1
- UNIV: Data Protection Consent

Complete (include N/A conditionals)  Complete (exclude N/A conditionals)  N/A conditionals only

Incomplete

**Questionnaires:**

- no selection --
- AGMT: Agreed semester places year on year
- AGMT: Partner - Core Data
- AGMT: Partner - Student Application Management
- AGMT: Partner Agreement and Contract Management
- AGMT: Partner Contact Details
- AGMT: Partner Proposal, Oversight and Ongoing Review
- AGMT: Partner Visits
- AMBS 2020/21 Exchange / Placement Decision
- AMBS: BSc Accounting - Industrial/Professional Experience School Approval Form
- AMBS: BSc ITMB/ITMB Specialisms - Industrial Experience School Approval Form
- AMBS: Recruitment process
- AMBS: BSc IBFE - Industrial/Professional Experience School Approval Form
- AMBS: BSc Management/Management Specialism - Industrial/Professional Experience School Approval Form
- AMBS: International Work Placement Approval Form
- CEAS: Industrial Experience > Confirmation of Placement Details
- CEAS: Industrial Experience > Health & Safety Checklist Upload

^ The Complete/Incomplete Submissions search parameter page.

## Questionnaires

This parameter enables you to search for students based on their responses to a questionnaire question – for instance, you can search for all students who have listed ‘Arizona State University’ as their first choice destination in the IPO: Partner Choices and Course Units questionnaire.

**Questionnaires:**

<b>1st Choice Destination</b> Any ANTH: University of Copenhagen ANTH: Vrije Universiteit, Amsterdam Arizona State University AT BOKU, Vienna (Planning only) AT Technical University of Vienna (Planning only) AU Australian National University, Canberra AU University of Melbourne, Melbourne AU University of New South Wales AU University of New South Wales, Sydney AU University of Queensland, Brisbane AU University of Sydney, Sydney AU University of Western Australia, Perth Australian National University CA McGill University, Montreal, QC CA Queen's University, Kingston, ON CA Simon Fraser University, Burnaby, BC CA University of British Columbia, BC	<b>1st Choice Justification</b> - Select -	<b>2nd Choice Destination</b> Any ANTH: University of Copenhagen ANTH: Vrije Universiteit, Amsterdam Arizona State University AU Australian National University, Canberra AU University of Melbourne, Melbourne AU University of New South Wales, Sydney AU University of Queensland, Brisbane AU University of Sydney, Sydney AU University of Western Australia, Perth Australian National University CA McGill University, Montreal, QC CA Queen's University, Kingston, ON CA Simon Fraser University, Burnaby, BC CA University of British Columbia, BC CA University of British Columbia, Okanagan, BC CA University of British Columbia, Vancouver, BC
<b>2nd Choice Justification</b> - Select -	<b>3rd Choice Destination</b> Any ANTH: University of Copenhagen ANTH: Vrije Universiteit, Amsterdam Arizona State University AT BOKU, Vienna (Planning only) AT University of Vienna (English Literature only) AU Australian National University, Canberra AU University of Melbourne, Melbourne AU University of New South Wales, Sydney AU University of Queensland, Brisbane AU University of Sydney, Sydney AU University of Western Australia, Perth Australian National University CA McGill University, Montreal, QC CA Queen's University, Kingston, ON CA Simon Fraser University, Burnaby, BC CA University of British Columbia, BC	<b>3rd Choice Justification</b> - Select -

^ The Questionnaires parameter search page.

## Search Results

### Changing the display order of results

Whether you have done a simple or advanced search, search results are presented by default in alphabetical order, however you can amend this by clicking the 'Group As' tab at the top of the search results to change the order the results are displayed in.

Settings ▾ Maintenance ▾

### Administration : 20/21 Erasmus Students

Following are the results of your saved search. ✕

[Results for saved query "20/21 Erasmus Students"](#)  
 You searched for all applicants, within Outgoing programs that have applied for the terms Full Year 2020 or Semester 1 2020 or Semester 2 2020, that have a status of committed (and aliases) or committed (no alias) , applying to programs with (Erasmus equal to 'Yes').

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

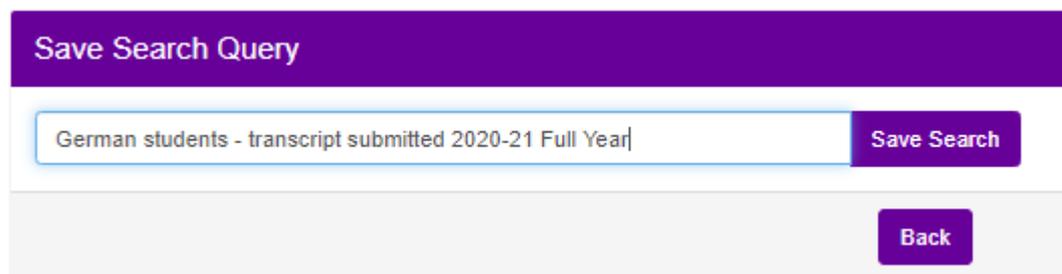
**Search Results:**
Tab to open: Overview ▾

Name	Status	Program Name	Term
<b>AMBS: IBFE - Erasmus Work Placements</b>			
Siman, Domonkos	Committed	AMBS: IBFE - Erasmus Work Placements (ID 34897 - not ranked)	Full Year, 2020-2021
Found (AMBS: IBFE - Erasmus Work Placements): 1 applicant / 1 application			
<b>AMBS: Management - Erasmus Work Placements</b>			
Beyer, Justus	Committed	AMBS: Management - Erasmus Work Placements (ID 34794 - not ranked)	Full Year, 2020-2021
Diab Garcia, Riad	Committed	AMBS: Management - Erasmus Work Placements (ID 36028 - not ranked)	Full Year, 2020-2021
Dzhungurova, Zhenya	Committed	AMBS: Management - Erasmus Work Placements (ID 36218 - not ranked)	Full Year, 2020-2021
Nemes, Kata	Committed	AMBS: Management - Erasmus Work Placements (ID 36141 - not ranked)	Full Year, 2020-2021
Sandu, Andreea	Committed	AMBS: Management - Erasmus Work Placements (ID 33181 - not ranked)	Full Year, 2020-2021
Found (AMBS: Management - Erasmus Work Placements): 5 applicants / 5 applications			
<b>ANTH: University of Copenhagen</b>			
Prendeville, Edward	Committed	ANTH: University of Copenhagen (ID 32792 - not ranked)	Full Year, 2020-2021
Found (ANTH: University of Copenhagen): 1 applicant / 1 application			
<b>CHEM: Universitat Freiburg</b>			
Rose, Francis	Committed	CHEM: Universitat Freiburg (ID 32958 - not ranked)	Full Year, 2020-2021
Found (CHEM: Universitat Freiburg): 1 applicant / 1 application			
<b>CHEN: Institut National Polytechnique de Toulouse</b>			
Walsh, Nathan	Committed	CHEN: Institut National Polytechnique de Toulouse (ID 31437 - not ranked)	Full Year, 2020-2021
Found (CHEN: Institut National Polytechnique de Toulouse): 1 applicant / 1 application			
<b>COMP: Industrial Experience Erasmus</b>			

^ Clicking 'Group by' gives options for changing the order in which the search results are displayed.

## Saving a search (17:08)

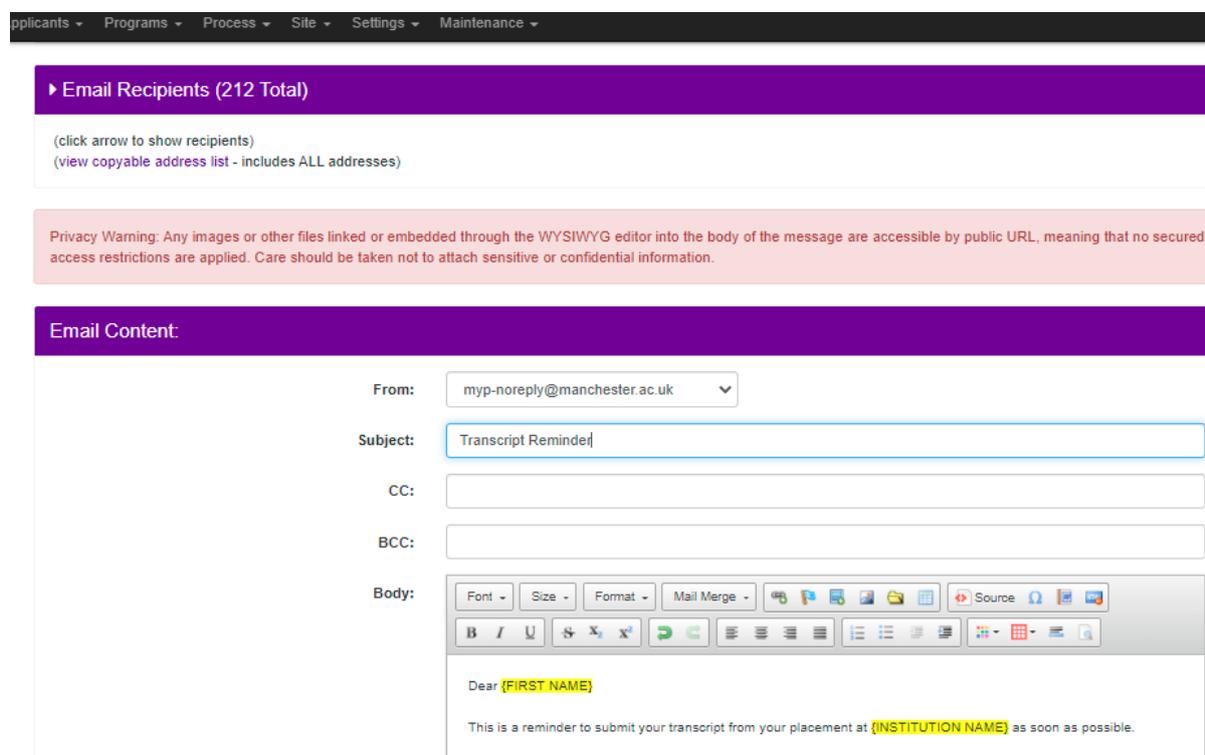
If you need to run a specific search regularly (e.g. if you do weekly checks to see which students on a particular programme have submitted their transcript) at the bottom of the results page there is an option to save the search query to your My Placement homepage. This saves all of the selected search parameters (not the results of the search), and each time you click on the search from your home page, it will re-run the search to capture any new students.



^At the bottom of the search results page is the option to save the parameters selected for a future search.

## Sending batch emails (21:43)

You can also send a batch email to all the students in the search results, by clicking 'options > send email' on the search results page. Within the email function of My Placement, it is possible to use mail-merge so that the email can be personalised to each student with their first name or other personal details.



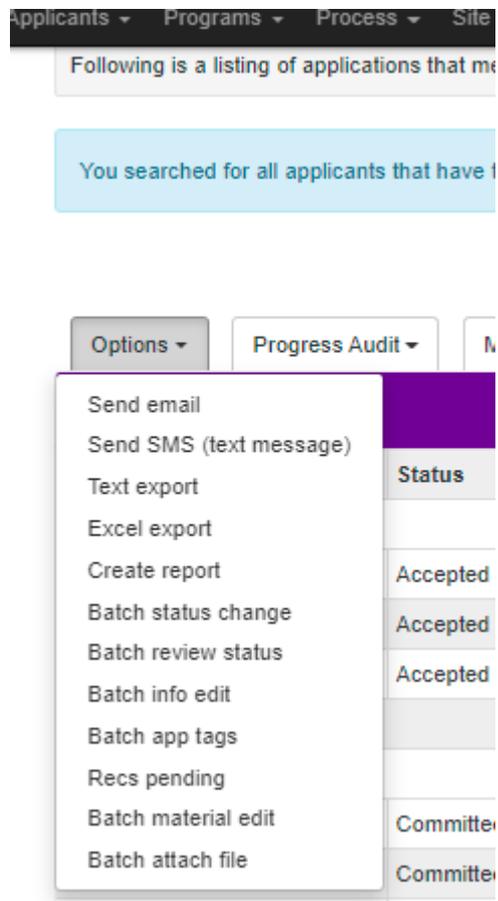
^ An example of how to use the batch email function.

## Create a report (23:29)

The search results can be downloaded into an Excel spreadsheet, and it is possible to customise the data that will be included in the spreadsheet.

## Making batch edits (23:53)

It is also possible to 'batch edit' the search results. For example, it is possible to add a tag to all profiles that appear in the search results, update their status (e.g from Pending to Committed) or mark a material as 'received'. This can be done by clicking Options > and selecting the relevant function.



*^ An example of some of the 'batch...' functions available, and the option to create an Excel report of the results.*