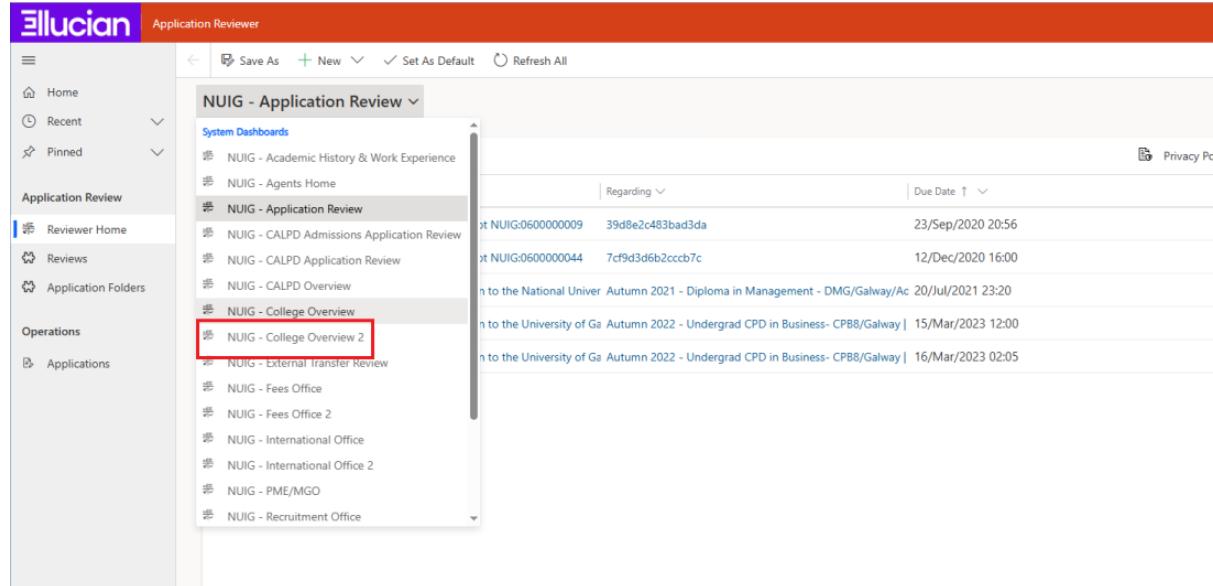


How to View (and save) filters on CRM Recruit

can be customized as you wish

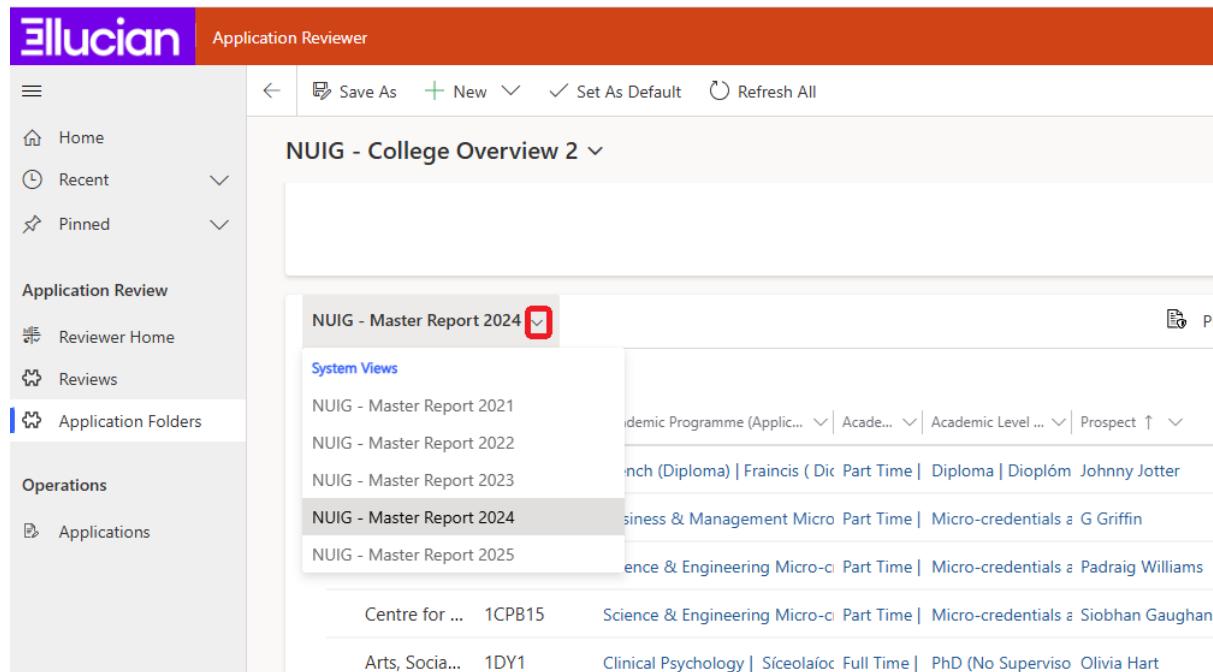
1.

Select 'NUIG - College Overview 2' from the dropdown menu



The screenshot shows the Ellucian Application Review interface. The top navigation bar includes 'Save As', 'New', 'Set As Default', and 'Refresh All'. The left sidebar has sections for 'Home', 'Recent', 'Pinned', 'Application Review' (which is expanded to show 'Reviewer Home', 'Reviews', 'Application Folders', 'Operations', and 'Applications'), and 'System Dashboards' (which is expanded to show 'NUIG - Academic History & Work Experience', 'NUIG - Agents Home', 'NUIG - Application Review', 'NUIG - CALPD Admissions Application Review', 'NUIG - CALPD Application Review', 'NUIG - CALPD Overview', 'NUIG - College Overview', 'NUIG - College Overview 2' (which is highlighted with a red box), 'NUIG - External Transfer Review', 'NUIG - Fees Office', 'NUIG - Fees Office 2', 'NUIG - International Office', 'NUIG - International Office 2', 'NUIG - PME/MGO', and 'NUIG - Recruitment Office'). The main content area shows a table with columns for 'Regarding', 'Due Date', and 'Privacy'. The table lists several application records, including one for 'NUIG:0600000009' and another for 'NUIG:0600000044'.

2. Once you select College Overview 2 dashboard, scroll down to the Master Report. You will see the screen below. Use the down-arrow to select the relevant year's report.



The screenshot shows the 'NUIG - College Overview 2' dashboard. The top navigation bar includes 'Save As', 'New', 'Set As Default', and 'Refresh All'. The left sidebar is identical to the previous screenshot. The main content area shows a table for 'NUIG - Master Report 2024'. The table includes columns for 'Academic Programme (Applic...)', 'Acade...', 'Academic Level ...', 'Prospect', and 'Centre for ...'. The table lists several records, including one for '1CPB15' and another for '1DY1'.

3. On the right of the report, click on the ellipsis



From here you will see an option to 'See all records'

NUIG - Master Report 2024							Privacy Policy	Help	+ New	⋮	
							Search this view	⋮			
✓	Academic ...	NUIG Cour...	Academic Programme (Applic...	Acade...	Academic Level ...	Prospect ↑	NUIG Stud...	Age (Prospe...	App	⋮	
Centre for ...	1FR1	French (Diploma) Fraincis (Dié Part Time Diploma Dioplóm	Johnny Jotter	25241407	22	50d				Refresh	
Centre for ...	1CPC13	Business & Management Micro Part Time Micro-credentials	G Griffin	111	46	566				See all records	
Centre for ...	1CPB15	Science & Engineering Micro-c Part Time Micro-credentials	Padraig Williams	---	57	a0fc				Email a Link	
Centre for ...	1CPB15	Science & Engineering Micro-c Part Time Micro-credentials	Siobhan Gaughan	---	53	50d				Flow	
Arts, Socia...	1DY1	Clinical Psychology Síceolaíoch Full Time PhD (No Supervis...	Olivia Hart	---	25	89c				Run Report	
Arts, Socia...	1DY1	Clinical Psychology Síceolaíoch Full Time PhD (No Supervis...	Nessa Ruane	---	28	831				Excel Templates	
Arts, Socia...	1EAP1	English for Academic Purposes Full Time Higher Diploma A	OLOLADE BALOGUN	24258922	29	3a687f9				Export to Excel	
Centre for ...	1CPC14	Medicine & Health Sciences Mi Part Time Micro-credentials	Sinead Mc Kiernan	25298695	39	7945ba0				Import from Excel	
Centre for ...	1CPB1	Science & Technology Studies ? Part Time Micro-credentials	Saoirse Horgan	24258935	30	b6a70a8					

4. You can then apply filters to the 'Academic College', 'Academic Programme' or 'Academic Level' as shown below. To apply filters, click the downarrow to the right of the column name and click 'Filter by'. In the resulting dropdown select 'Contains' and then the search text below with an asterisk on either side (e.g. *Policy*)

NUIG - Master Report 2026

✓	Academic College (Application) ▾	NUIG Cour...	Academic Programme (Application) ▾	Acade...	Academic Level ...
Business, Public Policy and Law	1MIA3	Internati	Filter by	X	B (MSc) Full Time Taught Masters
Arts, Social Sciences & Celtic Studies	1PME1	Professio	Equals		Full Time Taught Masters
Medicine, Nursing and Health Scienc...	1MCR1	Clinical F	Equals		Full Time Taught Masters
Arts, Social Sciences & Celtic Studies	1DY1	Clinical F	Does not equal		Full Time PhD (No Superv
Science and Engineering	1CSD1	Computin	Contains data		eoílaíoch Full Time Taught Masters
Arts, Social Sciences & Celtic Studies	1PAD1	Planning an	Does not contain data		s Forbairt (Full Time Taught Masters
Arts, Social Sciences & Celtic Studies	1MHP1	Health Psy	Contains		(MSc) Full Time Taught Masters
Business, Public Policy and Law	1MBH1	Business an	Does not contain		has (MSc) Full Time Taught Masters
Science and Engineering	1ACS1	Computer S	Begins with		Sc Ríomh Full Time Taught Masters
Science and Engineering	1MECE1	Electroni	Does not begin with		altóireacht Full Time Taught Masters
Arts, Social Sciences & Celtic Studies	1HY1	Psychology	Ends with		Fiontú] (Hdi Full Time Higher Diploma
			Does not end with		

5. Hit 'Apply'.

Note based on your filter, you are now viewing your relevant applications

NUIG - Master Report 2026

Business, ...	1MIA3	International Accounting and Analytics—Pathway B (Full Time Tau...
Arts, Socia...	1PME1	Professional Master of Education (in English) Full Time Tau...
Medicine, ...	1MCR1	Clinical Research (MSc) Taighde Cliniciúil (MSc) Full Time Tau...
Arts, Socia...	1DY1	Clinical Psychology Siceolalocht Chliniciúil Full Time PhC...
Science an...	1CSD1	Computer Science - Data Analytics (MSc) Riomheal: Full Time Tau...
Arts, Socia...	1PAD1	Planning and Development (MA) Pleanáil agus Forb: Full Time Taught Masters Máistreacht Mhúinte...
Arts, Socia...	1MHP1	Health Psychology (MSc) Siceolalocht Sláinte (MSc). Full Time Taught Masters Máistreacht Mhúinte...
Business, ...	1MBH1	Business and Hospitality (MSc) Gnó & Fáilteachas (I Full Time Taught Masters Máistreacht Mhúinte...
Science an...	1ACS1	Computer Science (Adaptive Cybersecurity) (MSc) R. Full Time Taught Masters Máistreacht Mhúinte...

6. You can then narrow the records displayed by selecting applications 'Marked Complete'. Again, select 'Contains', 'Marked Complete' and click 'Apply'

NUIG - Master Report 2026

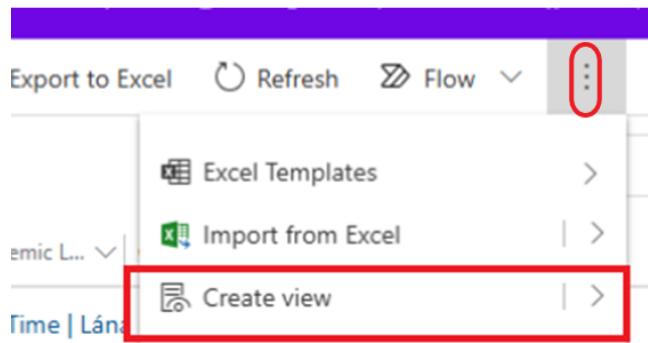
Ireland (Republ...	Ireland (Republ...	European Union	Kerry Ciarraí, ...	---	---	Business Team	Yes Bhf...	M
India An India	India An India	India An India	Mumbai	Non-EU	---	---	Maharashtra	---
Ireland (Republ...	Egypt An Ísle	Tipperary	Tír É...	Non-EU	---	---	Science - Math	No Ní rai...
Ireland (Republ...	Ireland (Republ...	Galway	Gaillimh	European Union	---	---	Acadamh 01	No Ní rai...
India An India	India An India	India An India	Mumbai	Non-EU	---	---	Arts - Psycholo...	Yes Bhf...
Pakistan An P...	Pakistan An P...	Lahore	Lahor...	Non-EU	---	---	Eng & IT 23	No Ní rai...
Sudan An Súdá...	Sudan An Súdá...	Dubai	Dubai	Non-EU	---	---	Eng & IT 23	No Ní rai...
India An India	India An India	India An India	Haridwar, ...	Non-EU	---	---	Business Team	No Ní rai...

7. Continue to narrow the filter by 'Current Status' and select the ones of interest. Examples below of ones you might want to add such as 'Accepted Offers'

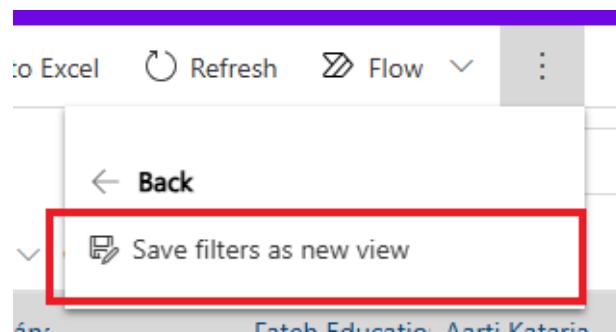
NUIG - Master Report 2026

tion	Email Addr...	Folder Status	Appli...	Anticipated...	Current Status	Decisic
36195adb4bf	djbsmith@gm...	Application in progress	No	Spring 2026		
?6e272c8515	gracetwomey2	Application in progress	No	Autumn 2026		
j3f67511ea6:	amnafatimau...	Application in progress	No	Spring 2026		
f350e1e207a	rachel.lordan.0	Application in progress	No	Autumn 2026		
3a41afdc8f67	faizamaryam20	Application in progress	No	Autumn 2026		
3a290d55e7f.	emmatyrell24	Application in progress	No	Autumn 2026		

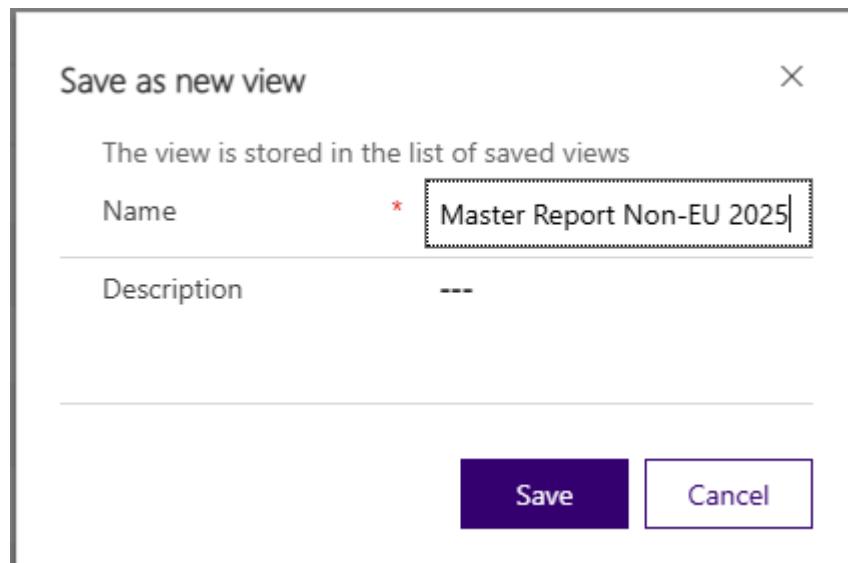
8. You can save this as a personal view, so you will be able to go directly to this filtered list easily. Click on the ellipsis where you will see 'Create view' option.



9. When you click on the 'Create view' option, you will then see 'Save filters as new view'

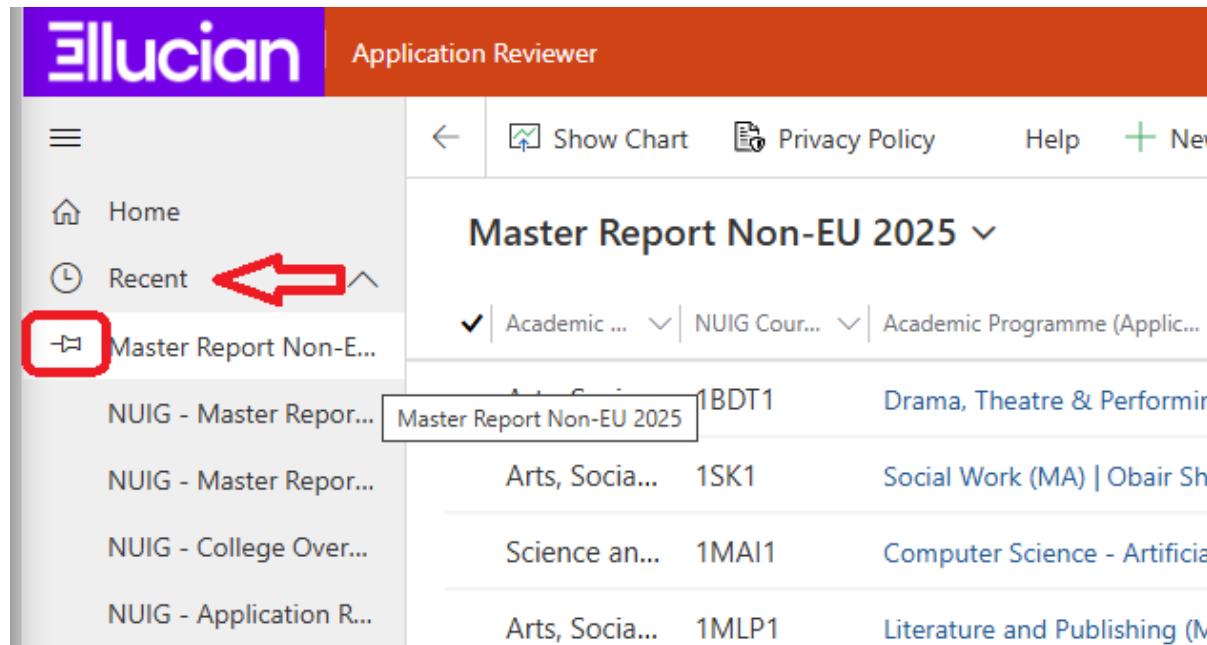


10. This will then allow you to save this as a personal view. Name it as you wish. E.g. Master Report Non-EU 2025.



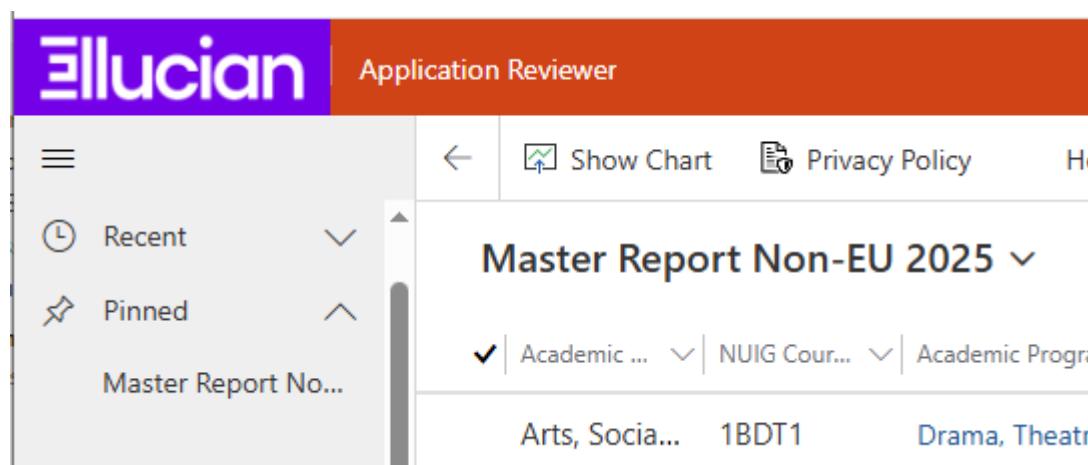
11. This view will now always be available to you. It will continually update on its own. The view you have just created will be available on the left side of the screen in the 'Recent' section.

You will be able to pin the report so that you may easily access it in future.



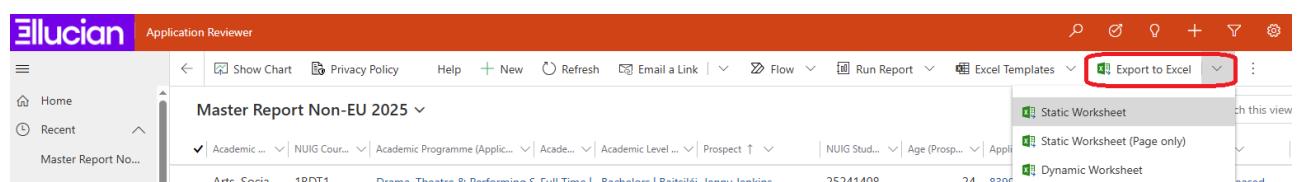
The screenshot shows the Ellucian Application Reviewer interface. In the top left, the Ellucian logo is visible. The top navigation bar includes 'Application Reviewer', 'Show Chart', 'Privacy Policy', 'Help', and a 'New' button. On the left, a sidebar shows 'Recent' and 'Pinned' sections. The 'Pinned' section contains a red box around the 'Master Report Non-EU 2025' item, with a red arrow pointing to it. The main content area displays a table with several rows of data, with the first row highlighted. The table columns include 'Academic ...', 'NUIG Cour...', 'Academic Programme (Applic...', 'Arts, Socia...', '1BDT1', and 'Drama, Theatre & Performin...'. The table rows are: 1. NUIG - Master Repor... (highlighted), Arts, Socia... 1BDT1, Drama, Theatre & Performin... 2. NUIG - Master Repor..., Arts, Socia... 1SK1, Social Work (MA) | Obair Sh... 3. NUIG - College Over..., Science an... 1MAI1, Computer Science - Artificia... 4. NUIG - Application R..., Arts, Socia... 1MLP1, Literature and Publishing (M...

Once the report is pinned, you will find it under pinned tab on the left:



The screenshot shows the Ellucian Application Reviewer interface. The sidebar on the left has a 'Pinned' section with a red box around the 'Master Report Non-EU 2025' item, and a red arrow points to it. The main content area displays a table with several rows of data, with the first row highlighted. The table columns include 'Academic ...', 'NUIG Cour...', 'Academic Programme (Applic...', 'Arts, Socia...', '1BDT1', and 'Drama, Theatr...'. The table rows are: 1. NUIG - Master Repor... (highlighted), Arts, Socia... 1BDT1, Drama, Theatr... 2. NUIG - Master Repor..., Arts, Socia... 1SK1, Social Work (MA) | Obair Sh... 3. NUIG - College Over..., Science an... 1MAI1, Computer Science - Artificia... 4. NUIG - Application R..., Arts, Socia... 1MLP1, Literature and Publishing (M...

This view can also be exported to Excel by clicking the Export to Excel option on the top right of the screen. If you don't see the 'Export to Excel' button, just make your window bigger until the button appears.



The screenshot shows the Ellucian Application Reviewer interface with a larger window. The top right corner of the interface includes a toolbar with various icons, including a red box around the 'Export to Excel' icon, which is represented by a green square with a white icon. The rest of the interface is similar to the previous screenshots, showing the pinned report and the table of data.