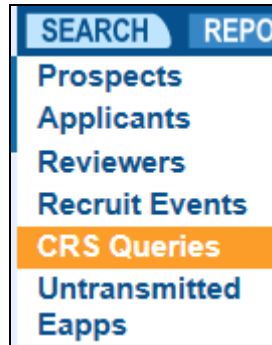


How do I query the Candidate Referral Service (CRS) database for LLM prospects?

Creating a CRS Query

1. From the **SEARCH** tab, select **CRS Queries**.




2. From the Candidate Referral Service Search By screen, select **Add**.

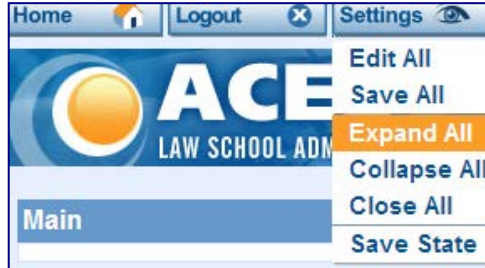
A screenshot of the 'Candidate Referral Service Search By' form. The form has several input fields: 'User Name' (a dropdown menu), 'Description' (a text box), 'Completed Dates' (a date range selector), and 'Query ID' (a text box). There are also checkboxes for 'Pool' (LLM, LLM Forum) and 'Type' (Templates, Counts, Submitted Queries, Scheduled Queries). At the bottom right, there are three buttons: 'Search', 'Clear', and 'Add' (which is circled in red).

3. In the Main Section choose the CRS pool you want to query by selecting the appropriate checkbox/es.
4. Select **Save**.

A screenshot of the 'Main' section of the application, specifically the 'Pool Selection' area. It shows a list of checkboxes for selecting a pool of candidates. The options are: 'Current Domestically-educated CRS Candidates', 'Older Domestically-educated CRS Candidates with other recent activity', 'Current Domestically-educated LLM CAS CRS Candidates', 'Older Domestically-educated LLM CAS CRS Candidates with other recent activity', 'Current Internationally-educated CRS Candidates', 'Older Internationally-educated CRS Candidates with other recent activity', 'Current Internationally-educated LLM CAS CRS Candidates', and 'Older Internationally-educated LLM CAS CRS Candidates with other recent activity'. The 'Current Internationally-educated CRS Candidates' and 'Current Internationally-educated LLM CAS CRS Candidates' checkboxes are checked. Below the list, there is a note: 'No LLM Forums may be selected at this time.' and a dropdown menu. At the bottom right, there are two buttons: 'Save' (circled in red) and 'Cancel'.

5. The Main, Biographic, Test/GPA, Education, Current Contact, Preferences, Targeted Prospect Input and Output sections will be displayed. Select criteria in any or all of these sections. To expand each section, select the double arrows at the right of the section. 

6. You can also expand all sections at once: Select **Expand All** from the Settings button.



7. To select criteria from any section, select the editing pencil. 

The screenshot shows the 'Main' section of the interface. It includes a 'Pool Selection' section with checkboxes for various candidate categories, such as 'Current Domestically-educated CRS Candidates' and 'Older Domestically-educated CRS Candidates with other recent activity'. Below this is the 'Status/Year' section with a dropdown for 'Application Status' (set to 'Disregard') and checkboxes for 'Expected Entry Year' (2016-2019) and 'Matriculation Status'. At the bottom right of this section are 'Save' and 'Cancel' buttons. The 'Test/GPA' section is partially visible below, containing 'English Proficiency Testing' and 'Self Reported US JD GPA' sub-sections.

8. Each section may be saved individually or select **Save All** from the Settings button to save all selection criteria.

Points to Remember

- Each time criteria is added to a section, it is joined with an **“or.”** Candidates are required to meet only one of the criteria within a category to meet the criteria and be included in the results of the query
- When adding criteria to more than one section, it is joined with an **“and.”** Candidates are required to meet all of the criteria to be included in the results of the query

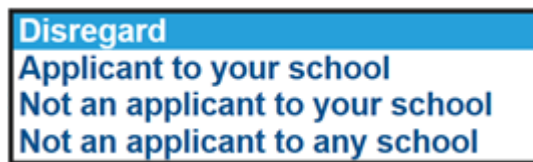
CRS Query Sections

Main

The screenshot shows the 'Main' section of the CRS Query interface. It is divided into three main sections: 'Pool Selection', 'Status/Year', and 'Matriculation Status'.
1. **Pool Selection:** This section contains two columns of checkboxes for selecting candidate pools. The first column includes: 'Current Domestically-educated CRS Candidates', 'Current Domestically-educated LLM CAS CRS Candidates', 'Current Internationally-educated CRS Candidates' (which is checked), and 'Current Internationally-educated LLM CAS CRS Candidates'. The second column includes: 'Older Domestically-educated CRS Candidates with other recent activity', 'Older Domestically-educated LLM CAS CRS Candidates with other recent activity', 'Older Internationally-educated CRS Candidates with other recent activity', and 'Older Internationally-educated LLM CAS CRS Candidates with other recent activity'.
2. **Status/Year:** This section features a dropdown menu for 'Application Status' currently set to 'Disregard'. Below it are checkboxes for 'Expected Entry Year' with options: 2016, 2017, 2018, 2019, 'Not Applying', and 'Uncertain When Applying'. There is also a checkbox for 'Uncertain If Applying'.
3. **Matriculation Status:** This section has a single checkbox labeled 'Include Matriculants'.
At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

LLM CRS Pools – Select the checkbox/es to target prospects from the various pools.

Application Status – Select an option from the dropdown menu to identify which prospects should be included in the query.



- Disregard – All prospects that meet the query criteria will be included
- Applicant to your school – Only prospects that have applied to your school will be included
- Not an applicant to your school – Only prospects that have not applied to your school will be included
- Not an applicant to any school – Only prospects that have not applied to any school will be included

Expected Entry Year – Select the checkbox/es to identify prospects associated with a specified year of expected enrollment.

Note: Prospects without an expected year of enrollment will not be included in the query if any of the checkboxes are selected.

Matriculation Status – Select the checkbox to identify prospects who have matriculated at a school.

Note: The checkbox will only include individuals who were reported to LSAC as a matriculant by a school.

Biographic

Select the appropriate options to identify prospects based on gender, current employment status, age, employment as a lawyer, receipt of license to practice law, years of full-time employment after receiving law degree, and/or country of citizenship.

Biographic	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Currently Working as a Lawyer <input type="checkbox"/> Female <input type="checkbox"/> Licensed to Practice Law
Current Employment Type:	<input type="checkbox"/> Full-time Years of Full-Time Employment Post Law Degree <input type="checkbox"/> Not Employed <input type="checkbox"/> Less Than 2 Years <input type="checkbox"/> Part-time <input type="checkbox"/> 2 - 4 Years <input type="checkbox"/> Seasonal <input type="checkbox"/> 5 - 10 Years <input type="checkbox"/> Over 10 Years
Age Range:	<input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>
Country of Citizenship	
Africa	
<input type="checkbox"/> Algeria <input type="checkbox"/> Angola <input type="checkbox"/> Benin <input type="checkbox"/> Botswana <input type="checkbox"/> Burkina Faso <input type="checkbox"/> Burundi <input type="checkbox"/> Cameroon <input type="checkbox"/> Cape Verde <input type="checkbox"/> Central African Republic <input type="checkbox"/> Chad <input type="checkbox"/> Comoros <input type="checkbox"/> Congo <input type="checkbox"/> Congo Democratic Republic of the <input type="checkbox"/> Cote d'Ivoire <input type="checkbox"/> Djibouti <input type="checkbox"/> Egypt <input type="checkbox"/> Equatorial Guinea <input type="checkbox"/> Eritrea	<input type="checkbox"/> Ethiopia <input type="checkbox"/> French Southern Territories <input type="checkbox"/> Gabon <input type="checkbox"/> Gambia <input type="checkbox"/> Ghana <input type="checkbox"/> Guinea <input type="checkbox"/> Guinea-Bissau <input type="checkbox"/> Kenya <input type="checkbox"/> Lesotho <input type="checkbox"/> Liberia <input type="checkbox"/> Libya <input type="checkbox"/> Madagascar <input type="checkbox"/> Malawi <input type="checkbox"/> Mali <input type="checkbox"/> Mauritania <input type="checkbox"/> Mauritius <input type="checkbox"/> Mayotte <input type="checkbox"/> Morocco <input type="checkbox"/> Mozambique <input type="checkbox"/> Namibia <input type="checkbox"/> Niger <input type="checkbox"/> Nigeria <input type="checkbox"/> Reunion <input type="checkbox"/> Rwanda <input type="checkbox"/> Saint Helena, Ascension, Tristan da Cunha <input type="checkbox"/> Sao Tome and Principe <input type="checkbox"/> Senegal <input type="checkbox"/> Seychelles <input type="checkbox"/> Sierra Leone <input type="checkbox"/> Somalia <input type="checkbox"/> South Africa <input type="checkbox"/> South Sudan <input type="checkbox"/> Sudan <input type="checkbox"/> Swaziland <input type="checkbox"/> Tanzania, United Republic of <input type="checkbox"/> Togo <input type="checkbox"/> Tunisia <input type="checkbox"/> Uganda <input type="checkbox"/> Western Sahara <input type="checkbox"/> Zambia <input type="checkbox"/> Zimbabwe
<input type="button" value="Check All"/>	

Test/GPA

Select the appropriate options to identify prospects based on TOEFL, IELTS score and/or self-reported US JD GPA.

Note: The join for the TOEFL and IELTS score is **OR**.

Test/GPA	
English Proficiency Testing	
TOEFL Internet-based Test	Overall Score: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>
TOEFL Computer-based Test	Overall Score: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>
TOEFL Paper-based Test	Overall Score: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>
IELTS	Overall Score: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>
Self Reported US JD GPA	
<input type="checkbox"/> 3.75 and up/almost all As	<input type="checkbox"/> 3.00 to 3.49/mostly As and Bs
<input type="checkbox"/> 3.50 to 3.74/mostly As	<input type="checkbox"/> 2.50 to 2.99/mostly Bs
<input type="checkbox"/> 2.00 to 2.49/mostly Bs and Cs	<input type="checkbox"/> No Grading System
<input type="checkbox"/> Below 2.00/mostly Cs and below	<input type="checkbox"/> No Response
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Education

Select the appropriate options to identify prospects based on date of first law degree, academic rankings from the American Association of Collegiate Registrars and Admissions Officers (AACRAO), first law degree country, first law degree institution, and/or first law degree geographic region.

Note: Selecting the checkbox/es in the Qualitative Academic Indicator section will limit the query results to prospects with completed credential evaluations with rankings assigned by AACRAO.

Education

Degree/Academic Indicator

First Law Degree Date: To: (mm/yyyy) Qualitative Academic Indicator: Superior Above average Average Below average

First Law Degree Institution

First Law Degree Country:

First Law Degree Institution:

First Law Degree Institution Geographic Area

Africa

<input type="checkbox"/> Algeria	<input type="checkbox"/> Chad	<input type="checkbox"/> Ethiopia	<input type="checkbox"/> Liberia	<input type="checkbox"/> Morocco	<input type="checkbox"/> Sao Tome and Principe	<input type="checkbox"/> Swaziland
<input type="checkbox"/> Angola	<input type="checkbox"/> Comoros	<input type="checkbox"/> French Southern Territories	<input type="checkbox"/> Libya	<input type="checkbox"/> Mozambique	<input type="checkbox"/> Senegal	<input type="checkbox"/> Tanzania, United Republic of
<input type="checkbox"/> Benin	<input type="checkbox"/> Congo	<input type="checkbox"/> Gabon	<input type="checkbox"/> Madagascar	<input type="checkbox"/> Namibia	<input type="checkbox"/> Seychelles	<input type="checkbox"/> Togo
<input type="checkbox"/> Botswana	<input type="checkbox"/> Congo Democratic Republic of the	<input type="checkbox"/> Gambia	<input type="checkbox"/> Malawi	<input type="checkbox"/> Niger	<input type="checkbox"/> Sierra Leone	<input type="checkbox"/> Tunisia
<input type="checkbox"/> Burkina Faso	<input type="checkbox"/> Cote d'Ivoire	<input type="checkbox"/> Ghana	<input type="checkbox"/> Mali	<input type="checkbox"/> Nigeria	<input type="checkbox"/> Somalia	<input type="checkbox"/> Uganda
<input type="checkbox"/> Burundi	<input type="checkbox"/> Djibouti	<input type="checkbox"/> Guinea	<input type="checkbox"/> Mauritania	<input type="checkbox"/> Reunion	<input type="checkbox"/> South Africa	<input type="checkbox"/> Western Sahara
<input type="checkbox"/> Cameroon	<input type="checkbox"/> Egypt	<input type="checkbox"/> Guinea-Bissau	<input type="checkbox"/> Mauritius	<input type="checkbox"/> Rwanda	<input type="checkbox"/> South Sudan	<input type="checkbox"/> Zambia
<input type="checkbox"/> Cape Verde	<input type="checkbox"/> Equatorial Guinea	<input type="checkbox"/> Kenya	<input type="checkbox"/> Mayotte	<input type="checkbox"/> Saint Helena, Ascension, Tristan da Cunha	<input type="checkbox"/> Sudan	<input type="checkbox"/> Zimbabwe
<input type="checkbox"/> Central African Republic	<input type="checkbox"/> Eritrea	<input type="checkbox"/> Lesotho				

Check All

Current Contact

Select the appropriate options to identify prospects based the prospect's current location. Search options include United States zip code range, Canadian postal code, telephone area code, zip code and specified distance range, current state, Canadian province, and/or country

Current Contact

Codes

Zip Code Range: To: ↔ Canadian Postal Code: ↔ Telephone Area Code: ↔

Zip Code: Distance:

Current State/Province

<input type="checkbox"/> Alabama	<input type="checkbox"/> California	<input type="checkbox"/> Guam	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Missouri	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Vermont
<input type="checkbox"/> Alaska	<input type="checkbox"/> Colorado	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Maine	<input type="checkbox"/> Montana	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> American Samoa	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Idaho	<input type="checkbox"/> Marshall Islands	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Northern Mariana	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> Arizona	<input type="checkbox"/> Delaware	<input type="checkbox"/> Illinois	<input type="checkbox"/> Maryland	<input type="checkbox"/> Nevada	<input type="checkbox"/> Ohio	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Dist of Columbia	<input type="checkbox"/> Indiana	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Tennessee	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Armed Forces Europe	<input type="checkbox"/> Fd St Micronesia	<input type="checkbox"/> Iowa	<input type="checkbox"/> Michigan	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Oregon	<input type="checkbox"/> Texas	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Armed Forces Pacific	<input type="checkbox"/> Florida	<input type="checkbox"/> Kansas	<input type="checkbox"/> Minnesota	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Palau Island	<input type="checkbox"/> Utah	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Armed Forces the Americas	<input type="checkbox"/> Georgia	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Mississippi	<input type="checkbox"/> New York	<input type="checkbox"/> Pennsylvania		

<input type="checkbox"/> Alberta	<input type="checkbox"/> Manitoba	<input type="checkbox"/> Newfoundland/Labrador	<input type="checkbox"/> Nunavut	<input type="checkbox"/> Ontario	<input type="checkbox"/> Quebec	<input type="checkbox"/> Saskatchewan	<input type="checkbox"/> Yukon Territory
<input type="checkbox"/> British Columbia	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> NW Territories	<input type="checkbox"/> Prince Edward Is			

Current Country

Africa

<input type="checkbox"/> Algeria	<input type="checkbox"/> Chad	<input type="checkbox"/> Ethiopia	<input type="checkbox"/> Liberia	<input type="checkbox"/> Morocco	<input type="checkbox"/> Sao Tome and Principe	<input type="checkbox"/> Swaziland
<input type="checkbox"/> Angola	<input type="checkbox"/> Comoros	<input type="checkbox"/> French Southern Territories	<input type="checkbox"/> Libya	<input type="checkbox"/> Mozambique	<input type="checkbox"/> Senegal	<input type="checkbox"/> Tanzania, United Republic of
<input type="checkbox"/> Benin	<input type="checkbox"/> Congo	<input type="checkbox"/> Gabon	<input type="checkbox"/> Madagascar	<input type="checkbox"/> Namibia	<input type="checkbox"/> Seychelles	<input type="checkbox"/> Togo
<input type="checkbox"/> Botswana	<input type="checkbox"/> Congo Democratic Republic of the	<input type="checkbox"/> Gambia	<input type="checkbox"/> Malawi	<input type="checkbox"/> Niger	<input type="checkbox"/> Sierra Leone	<input type="checkbox"/> Tunisia
<input type="checkbox"/> Burkina Faso	<input type="checkbox"/> Cote d Ivoire	<input type="checkbox"/> Ghana	<input type="checkbox"/> Mali	<input type="checkbox"/> Nigeria	<input type="checkbox"/> Somalia	<input type="checkbox"/> Uganda
<input type="checkbox"/> Burundi	<input type="checkbox"/> Djibouti	<input type="checkbox"/> Guinea	<input type="checkbox"/> Mauritania	<input type="checkbox"/> Reunion	<input type="checkbox"/> South Africa	<input type="checkbox"/> Western Sahara
<input type="checkbox"/> Cameroon	<input type="checkbox"/> Egypt	<input type="checkbox"/> Guinea-Bissau	<input type="checkbox"/> Mauritius	<input type="checkbox"/> Rwanda	<input type="checkbox"/> South Sudan	<input type="checkbox"/> Zambia
<input type="checkbox"/> Cape Verde	<input type="checkbox"/> Equatorial Guinea	<input type="checkbox"/> Kenya	<input type="checkbox"/> Mayotte	<input type="checkbox"/> Saint Helena, Ascension, Tristan da Cunha	<input type="checkbox"/> Sudan	<input type="checkbox"/> Zimbabwe
<input type="checkbox"/> Central African Republic	<input type="checkbox"/> Eritrea	<input type="checkbox"/> Lesotho				

Preferences

Select the appropriate options to identify prospects based on their preferences.

- Program Time
- Religious Affiliation – prospect wants to attend a school with a religious affiliation
- Geographic Characteristics – prospect wants to attend a school in a specific geographic setting
- Law School Geographic Area
- Coursework
- Joint Programs
- Student Organizations

Preferences							
Program Time		Religious Affiliation		Geographic Characteristics			
<input type="checkbox"/> Full-Time Day	<input type="checkbox"/> Part-Time Day	<input type="checkbox"/> Religious Affiliation		<input type="checkbox"/> Rural	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> No Preference
<input type="checkbox"/> Full-Time Evening	<input type="checkbox"/> Part-Time Evening						
Law School Geographic Area							
<input type="checkbox"/> Alabama	<input type="checkbox"/> California	<input type="checkbox"/> Guam	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Missouri	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Vermont
<input type="checkbox"/> Alaska	<input type="checkbox"/> Colorado	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Maine	<input type="checkbox"/> Montana	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> American Samoa	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Idaho	<input type="checkbox"/> Marshall Islands	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Northern Mariana	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> Arizona	<input type="checkbox"/> Delaware	<input type="checkbox"/> Illinois	<input type="checkbox"/> Maryland	<input type="checkbox"/> Nevada	<input type="checkbox"/> Ohio	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Dist of Columbia	<input type="checkbox"/> Indiana	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Tennessee	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Armed Forces Europe	<input type="checkbox"/> Fd St Micronesia	<input type="checkbox"/> Iowa	<input type="checkbox"/> Michigan	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Oregon	<input type="checkbox"/> Texas	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Armed Forces Pacific	<input type="checkbox"/> Florida	<input type="checkbox"/> Kansas	<input type="checkbox"/> Minnesota	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Palau Island	<input type="checkbox"/> Utah	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Armed Forces the Americas	<input type="checkbox"/> Georgia	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Mississippi	<input type="checkbox"/> New York	<input type="checkbox"/> Pennsylvania		
<input type="button" value="Check All"/>							
<input type="checkbox"/> Alberta	<input type="checkbox"/> Manitoba	<input type="checkbox"/> Newfoundland/Labrador	<input type="checkbox"/> Nunavut	<input type="checkbox"/> Ontario	<input type="checkbox"/> Quebec	<input type="checkbox"/> Yukon Territory	
<input type="checkbox"/> British Columbia	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> NW Territories	<input type="checkbox"/> Prince Edward Is	<input type="checkbox"/> Saskatchewan		
<input type="button" value="Check All"/>							
<input type="checkbox"/> Australia							
Coursework							
<input type="checkbox"/> Admiralty Law	<input type="checkbox"/> Corporate and Securities Law	<input type="checkbox"/> Family and Juvenile Law	<input type="checkbox"/> International Law	<input type="checkbox"/> Sports and Entertainment Law			
<input type="checkbox"/> Alternate Dispute Resolution	<input type="checkbox"/> Criminal Law	<input type="checkbox"/> Health Law	<input type="checkbox"/> Labor/Employment Law	<input type="checkbox"/> Tax Law			
<input type="checkbox"/> Civil Rights Law	<input type="checkbox"/> Environmental Law	<input type="checkbox"/> Immigration Law	<input type="checkbox"/> Public Interest Law	<input type="checkbox"/> Torts/Product Liability			
<input type="checkbox"/> Constitutional Law	<input type="checkbox"/> Estate Planning Law	<input type="checkbox"/> Intellectual Property Law	<input type="checkbox"/> Real Estate/Land Use Planning	<input type="checkbox"/> Trial Advocacy/Litigation			
Joint Programs							
<input type="checkbox"/> Agriculture/Forestry	<input type="checkbox"/> Communications/English	<input type="checkbox"/> Engineering	<input type="checkbox"/> Library/Information Science	<input type="checkbox"/> Regional/Urban/City Planning			
<input type="checkbox"/> American Studies	<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Government/Politics	<input type="checkbox"/> Marine Affairs/Sciences	<input type="checkbox"/> Religion/Divinity			
<input type="checkbox"/> Arts/Entertainment/Sports	<input type="checkbox"/> Earth/Environmental Science Management	<input type="checkbox"/> Health/Medicine	<input type="checkbox"/> Other	<input type="checkbox"/> Social Sciences			
<input type="checkbox"/> Biological Sciences	<input type="checkbox"/> Economics	<input type="checkbox"/> History	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Social Work			
<input type="checkbox"/> Business/Management	<input type="checkbox"/> Education	<input type="checkbox"/> International Affairs/Studies	<input type="checkbox"/> Public Policy/Administration	<input type="checkbox"/> Taxation			
Student Organizations							
<input type="checkbox"/> Asian American Law Students	<input type="checkbox"/> Hispanic/Latino Law Students	<input type="checkbox"/> LGBT Law Students	<input type="checkbox"/> Non-traditional Aged Law Students				
<input type="checkbox"/> Black Law Students	<input type="checkbox"/> Islamic Law Students	<input type="checkbox"/> Middle Eastern Law Students	<input type="checkbox"/> Pacific American Law Students				
<input type="checkbox"/> Catholic Law Students	<input type="checkbox"/> Jewish Law Students	<input type="checkbox"/> Minority Law Students	<input type="checkbox"/> South Asian Law Students				
<input type="checkbox"/> Christian Legal Society/Law Students	<input type="checkbox"/> Latter Day Saints Law Students	<input type="checkbox"/> Native American Law Students	<input type="checkbox"/> Women's Law Students				
<input type="checkbox"/> Disabled Law Students							
							<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Targeted Prospect Input


LSAC account numbers can be used to identify prospects. The account numbers can be entered manually or a file containing the account numbers can be uploaded.

Note: The LSAC account number must be manually entered without "L".

Note: The upload file must be a text file.

The screenshot shows a web interface titled "Targeted Prospect Input". At the top left, there is a checkbox labeled "Exclude these prospects from the query". Below this, the text "Enter prospects here:" is followed by a large empty text area. To the right of the text area are two buttons: "Remove Item" and "Clear Data Entry". At the bottom right, there is a "Browse..." button next to a file input field, and below that are "Save" and "Cancel" buttons.

Selecting your Output

1. In the Output section, select the editing pencil. 
2. The Maximum Number field will always contain a zero. The zero indicates that all prospect records meeting the query criteria will be imported and/or included in the download file. This number can be changed if a school would like to limit the number of prospect records that will be generated by the query.
3. The Previously Selected Candidates dropdown menu can be used to exclude prospects that have already been received in a previous CRS query for the current CRS cycle.
4. The Exclude Candidates with Active E-App Fee Waivers checkboxes can be used to exclude prospects with fee waivers granted by your school.
5. Select the Flag Candidates for E-App Fee Waiver checkbox if the application fee should be automatically waived for the prospects.
6. The Receive email when query has completed checkbox will generate an email confirmation once the query has processed. This checkbox can be unchecked if no email confirmation is necessary.
7. To import the file into ACES² Prospects, select the appropriate checkbox.
 - a. Select a Recruiting Event Code
 - b. Select the **Update** radio button to update the date of the recruit event with the current date if the recruit event is already associated with an existing prospect record. Select the **Add** radio button to retain the prior recruit event and add another entry for the recruit event on the existing prospect record.
8. The Program Degree dropdown menu can be used to assign a degree to the prospect records.
9. Specify the matching rules for this query. The default matching rule selected under Utilities/Preferences/System Settings will be displayed. You may keep the default or select a different matching rule for prospect data.

- a. If you change the matching rule for a query, the changes will be retained in the query. However, your system settings are not affected.
10. If an output file is needed, select the appropriate format. Select the Include Header checkbox to include the header row in the output file.
- Note:** The header row option is only available for Full CRS Format - delimited files.
11. Enter a Description (this is essential if you wish to save this query as a Template).
12. To receive a record count of your query result, select **Count** button.

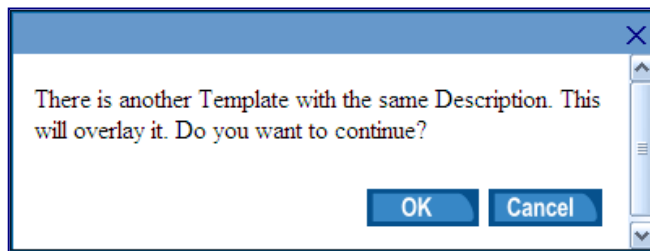
13. ACES² displays the summary sheet in a pop-up window. This contains your criteria and the estimated number of records that meet those criteria.

14. If you wish to print the summary report choose the **Print A Report** button.
15. Close report preview by selecting the red **X** located at the upper right side of summary page. This returns you to your query.

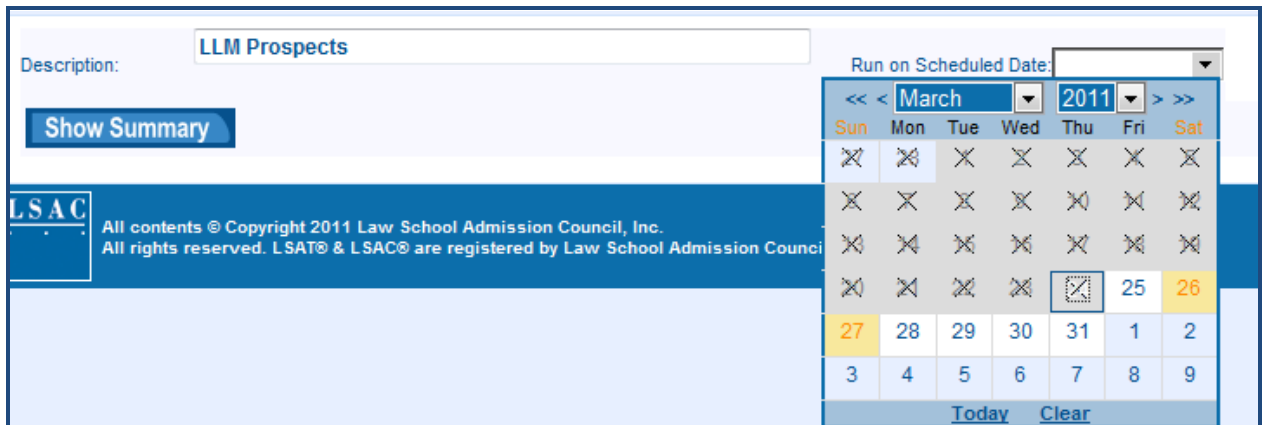
16. If you need to make changes to your query, edit any of your criteria before submitting the query.
17. When ready to submit and run the query, select the **Submit** button. ACES² displays the summary sheet for the submitted query in a pop-up window.
18. You also may select the **Show Summary** button to display the summary sheet.

Saving the Query for Future Use

1. To save your query for future use, select the **Save Template** button.
2. Be sure to include a name in the Description field located in the Output section.
 - a. If you give the template a description that has already been used for a previously-saved template, an alert will appear. You may overwrite the existing template or select **Cancel** and edit the description before re-saving.



3. To schedule this query to run automatically on a scheduled date, enter that date in the Run on Scheduled Date field or select the appropriate date on the calendar.
4. Select **Save Template**.



Searching for a CRS Query

1. From the **SEARCH** tab, select **CRS Queries**.
2. Enter information to identify the query and select the **Search** button. You can search for saved templates, counts, and submitted queries.
3. You can also select the **Search** button without entering any information; all queries will be displayed.

Candidate Referral Service Search By







User Name: Description:

Completed Dates: To: Query ID:

Pool: LLM
 LLM Forum

Type: Templates Counts Submitted Queries Scheduled Queries

2 records found matching criteria.

	Download	Query ID	Description	RunType	Status	Received	Completed	CreatedTime	Scheduled Date / Eve
			377158	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete	82	11/2/2015 5:23:15 PM	11/02/2015 4:01 PM
			377085	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete	82	11/2/2015 4:23:14 PM	11/02/2015 2:34 PM

4. Icons:






Selecting this icon allows you to view or edit information about a query listed in the grid



Selecting this icon allows you to view a printable summary of the criteria for the query

Modifying a CRS Query

1. From the **SEARCH** tab, select **CRS Queries**.
2. Enter information to identify the query and select Search.
3. You can also select the **Search** button without entering any information; all queries will be displayed.
4. Select the icon to the left of the results grid. 
5. All sections of the query will be visible. You can select criteria in any or all of these sections.
To expand each section, select the double arrows at the right of the section. 
6. You can also expand all sections at once by using the Settings button at the top left of your screen and selecting **Expand All**.
7. To select criteria from any section, select the editing pencil. 
8. Each section may be saved individually or select **Save All** from the Settings button to save all selection criteria.
9. The **Return To Search** button can be used to display the CRS Queries Search screen.

Downloading an Output File from the CRS Queries Search Screen

1. From the **SEARCH** tab, select **CRS Queries**.
2. Select the download icon for the query.

Note: A file cannot be downloaded from the CRS Queries search screen if two file types (delimited and fixed) are associated with the query. The file will have to be downloaded under File Manager/File Processing/File Download.

Candidate Referral Service Search By

User Name: Description:

Completed Dates: To: Query ID:

Pool: LLM LLM Forum

Type: Templates Counts Submitted Queries Scheduled Queries

Search Clear Delete All

2 records found matching criteria.

	Download	Query ID	Description	RunType	Status	Scheduled Date /	Received	Completed	CreatedTime
		377085	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete		82	11/2/2015 4:23:14 PM	11/02/2015 2:34 PM
		377158	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete		82	11/2/2015 5:23:15 PM	11/02/2015 4:01 PM

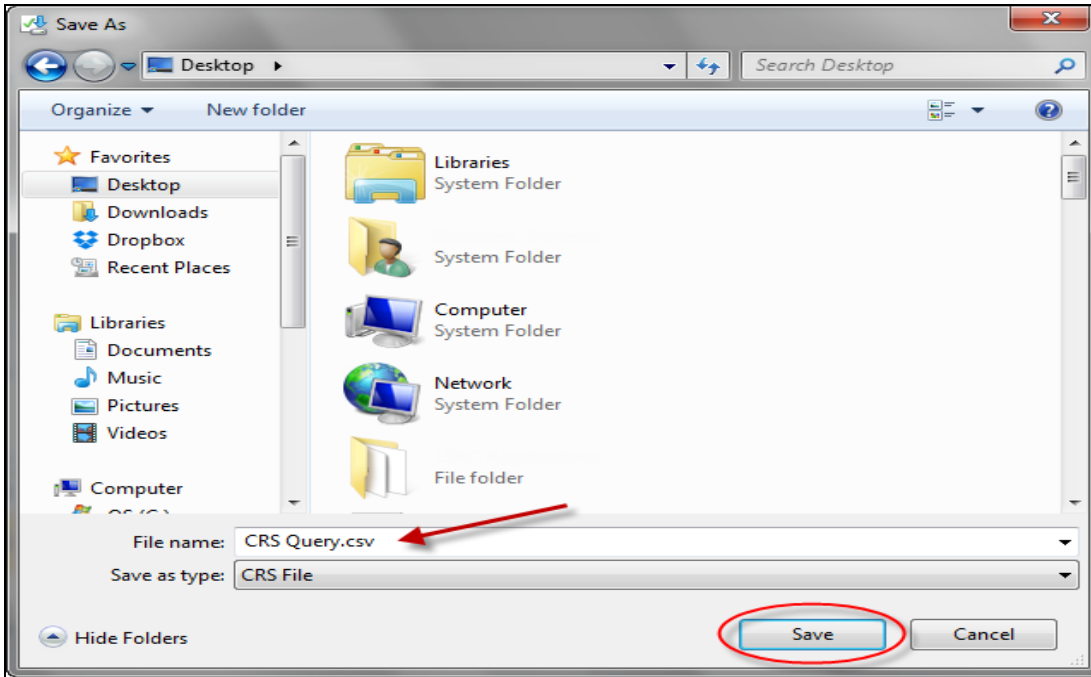
3. Select the arrow next to the **Save** button to display the dropdown menu.
4. Select the **Save As** link.

Do you want to open or save 9999_0000386559_D_160301_120327.csv from (3.50 KB) from a2train.lsac.org?

Open Save Save as Save and open

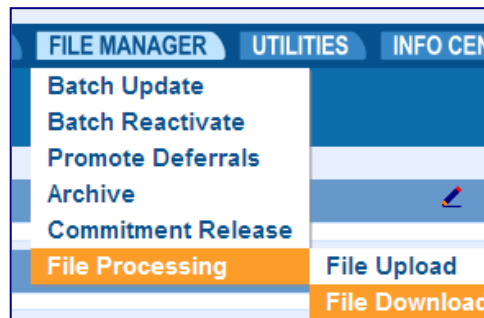
5. Choose a location to save the file.
6. Name the file and add .csv to the end of the file name.

7. Select the **Save** button.



Downloading an Output File from File Manager/File Processing/File Download

1. From the **FILE MANAGER** tab, mouse over **File Processing** on the menu and select **File Download**.



2. You may select either the **Search** button to apply no search criteria or enter search criteria. Criteria options include:

- Data Type: (select CRS)
- User: (specify username)
- Received: (date range)
- Status: (Downloaded or Ready to Download)

A screenshot of a search criteria form. The title is 'Select search criteria.'. There are four rows of input fields: 'Data Type:' with a dropdown menu, 'User:' with a text input field, 'Received:' with a dropdown menu and a 'To:' dropdown menu, and 'Status:' with a dropdown menu. At the bottom right, there are two buttons: 'Search' and 'Clear'.

3. Search results will be displayed.
4. Select the output file you wish to download by selecting the ASCII icon at the end of the row.



Select search criteria.

Data Type:
 User:
 Received: To:
 Status:

8 records found matching criteria.

Description	LSAC File Name	Logon ID	# Records	Status	Data Type	File Size	Received	Downloaded	
Schools	_0000201343_D_091230_121555.crs		579	Ready To Download	CRS	156644	12/30/2009		
schools	_0000204865_D_100301_205259.crs		5725	Downloaded	CRS	1544757	03/01/2010	03/05/2010	
Minorities	_0000204861_D_100301_203808.crs		399	Downloaded	CRS	109080	03/01/2010	03/05/2010	
States	_0000204860_D_100301_202259.crs		371	Downloaded	CRS	100036	03/01/2010	03/05/2010	

5. You will be prompted to **Open**, **Save** or **Cancel** the download.
6. Select the arrow next to the **Save** button to display the dropdown menu.
7. Select the **Save As** link.

Do you want to open or save 9999_0000386559_D_160301_120327.crs from (3.50 KB) from a2train.lsac.org?

Save
Save as
Save and open

8. Choose a location to save the file.
9. Name the file and add .csv to the end of the file name.
10. Select the **Save** button.

Save As

Desktop

Organize New folder

File name: CRS Query.csv

Save as type: CRS File

Deleting a CRS Query

1. From the **SEARCH** tab, select **CRS Queries**.
2. Enter information to identify the desired query or queries.
3. Select the **Search** button.
4. Select the **Delete All** button

Candidate Referral Service Search By







User Name: Description:

Completed Dates: To: Query ID:

Pool:
 LLM
 LLM Forum

Type:
 Templates Counts Submitted Queries Scheduled Queries

2 records found matching criteria.

	Download	Query ID	Description	RunType	Status	Scheduled Date /	Received	Completed	CreatedTime	
			377085	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete		82	11/2/2015 4:23:14 PM	11/02/2015 2:34 PM
			377158	EducationUSA LLM Fair - Europe 2015	LLM Data	Complete		82	11/2/2015 5:23:15 PM	11/02/2015 4:01 PM

Note: Counts and queries completed within ninety days prior to the current date cannot be deleted.