

Unite Education Program

Job Aid: 5176

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Run a CRS Count Query

LSAC offers a Candidate Referral Service (CRS) which allows schools to query from Unite and find people who meet selected criteria. As a matter of practice, schools often run CRS count queries before running data queries to see, and adjust, how many matching records are returned. CRS count queries do not import data or generate output files. They only query for matching records and return an estimated number. The steps for running a CRS count query differ depending on whether you want to run a count for a new CRS query or an existing query.

To run a count for a new CRS query

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *CRS* tab.
4. Click  .
5. Specify pool options based on how you want to query candidates.
6. Click  .
7. Use the different sections to specify query selection criteria and other options, as needed.
8. In the *Output* section, enter a name for the query in the **Description** text box.
9. On the toolbar, click  to generate the *CRS Summary* containing the Query Type: *Estimate* and the number of possible records.

10. Review the selection criteria. Click  to close the window.
11. On the *CRS Query* window, click  to return to the *CRS* tab.

To run a count for an existing CRS query

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *CRS* tab.
4. In the **Description** column, click the query to open.
5. On the toolbar, click  to edit.
6. Use the different sections to change query selection criteria and other options, as needed.
7. On the toolbar, click  to generate the *CRS Summary* containing the Query Type: *Estimate* and the number of possible records.
8. Review the selection criteria. Click  to close the window.
9. On the *CRS Query* window, click  to return to the *CRS* tab.