

BASIC BACKEND SLATE NAVIGATION

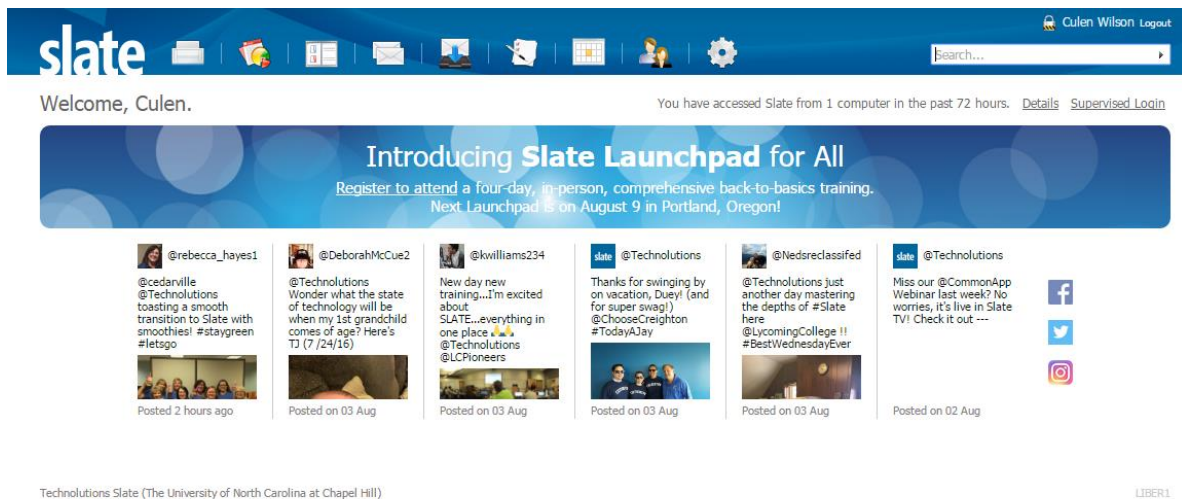
- *Logging In*
- *Finding your applicants*
- *Navigating the Student Record*
- *Retrieving Queries and Reports*
- *Accessing the Reader (Application Evaluation)*

- *Logging In*


URL: applynow.unc.edu/manage

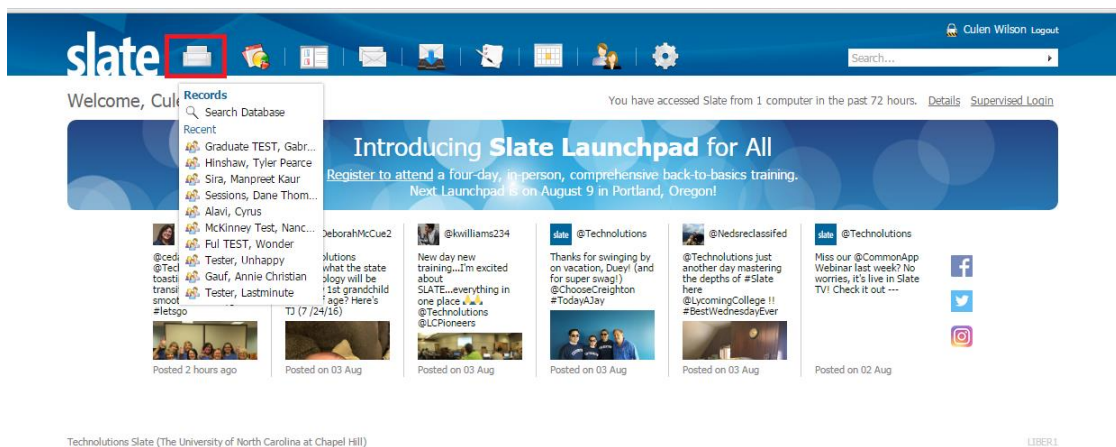
SSO: ONYEN and Password

- This is the homepage of the “back-end” of SLATE. You will see this screen when you login



- *Finding your applicants*

- Click the  icon in the top of the homepage.



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- This will bring the applicant look up page. You can type in any part of one of your applicant's name , email, or phone number and they will be brought up in the list
 - If you would like to view all of you applicants, type a "%" into the box

The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo, a series of icons for different functions, and a search bar on the right containing the text 'Search...'. Below the header, the 'Lookup' section is active. It features a 'New Person' button and a search input field with the placeholder text 'Search...'. To the left of the input field are labels for 'Partial Match', 'Estimated Rows', and 'Add Filter'. Below the input field are buttons for 'Filter', 'NOT', '(', 'OR', and ')'. On the right side of the page, there is a sidebar with the heading 'Lookup' and three links: 'Organizations', 'Organization Contacts', and 'Read by Major'. At the bottom of the page, the text 'Technolutions Slate (The University of North Carolina at Chapel Hill)' is on the left and 'LIBER1' is on the right.

This screenshot shows the same Slate application interface, but the search input field now contains the email address 'tphinshaw@gmail.com'. The 'Estimated Rows' label now displays the number '1'. The table below the search section contains one row of data:

name	birthdate	application
Hinshaw, Tyler Pearce	07/13/1993	2017 School of Medicine, Awaiting Materials

The sidebar on the right remains the same. The footer text is also identical to the previous screenshot.

This screenshot shows the Slate application interface with the search input field containing a '%' symbol. The 'Estimated Rows' label now displays '3,595'. The table below the search section is empty. The sidebar on the right and the footer text remain the same as in the previous screenshots.

- *Navigating the Student Record*

The Student Record contains both 'Person' details and 'Application' details. Person details are usually found in the tabs across the top of the page while application details are commonly found in the links on the right hand side of the page.

Person tabs include Dashboard, Timeline, Application Tab (notated with Period, Major, Application status), Profile, Materials, Details and may include additional tabs specific to application types.

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The screenshot shows the Slate Applicant Dashboard for 'Teddy'. The top navigation bar includes the 'slate' logo, a search bar, and a user profile 'Nancy McKinney Logout'. The main header shows 'Applicant, Teddy' and 'Applicant 690974193'. The dashboard is divided into several sections:

- Dashboard:** Shows the current status '2017 Grad - Nurs... Awaiting Payment' and a timeline of events.
- Biographic:** Includes personal information such as 'Female', 'Born 01/01/1987, age 29', 'United States Citizen', 'Hispanic', and 'Black or African American, White'.
- 2017 Grad - Nursing Practice:** A section for the specific program, showing 'Awaiting Payment' and 'Submitted 07/28/2016; Started 06/26/2016'.
- Activity History:** A timeline of events from 5/22/2016 to 7/31/2016, including 'Interaction', 'Event', 'Login', 'Email Sent', 'Email Opened', and 'Email Clicked'.
- Academic History:** Lists 'Univ Alabama Birmingham'.
- Tags:** Includes 'Opt Out' and 'Test Record'.
- Status History:** Shows '05/18/2016 Prospect' and '05/18/2016 Applicant'.


The Application Tab shows basic application information including Major, Degree and Entry Term. Application Status, In-Progress, Awaiting Payment, Awaiting Materials, etc. Current Bin (Reader/Evaluation Process) location, and Decision status. Checklist items, uploaded materials, Decisions and Activities are also viewable from this tab.

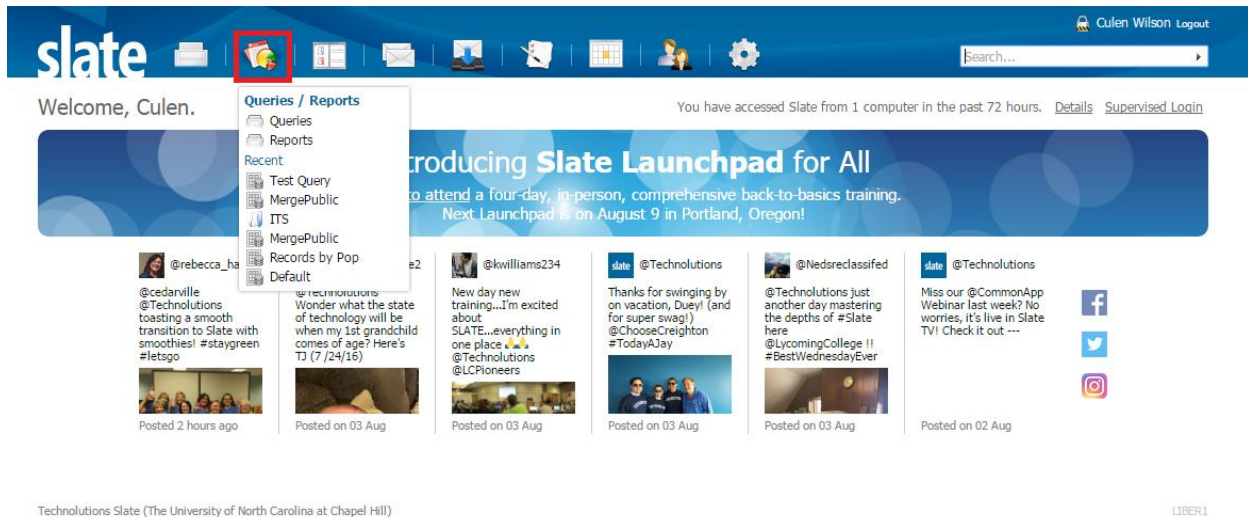
This screenshot provides a more detailed view of the Slate Applicant Dashboard for 'Teddy'. The top navigation bar is consistent with the previous screenshot. The main header shows 'Applicant, Teddy' and 'Applicant 690974193'. The dashboard is divided into several sections:

- Dashboard:** Shows the current status '2017 Grad - Nurs... Awaiting Payment' and a timeline of events.
- 2017 Grad - Nursing Practice:** A section for the specific program, showing 'Awaiting Payment', 'Submitted July 28, 2016', 'Last updated August 5, 2016', 'Degree: Doctor of Nursing Practice', 'Entry Term', and 'Slate Application#:'.
- Checklist:** A table of requirements with status indicators (green checkmark for 'Received', red X for 'Awaiting') and 'Edit' links.
- Materials:** A table with columns 'Date', 'Description', 'Record', and 'User'.
- Decisions:** A table with columns 'Effective', 'Decision', 'Released', 'Received', and 'User'.
- Activities:** A table with columns 'Date', 'Code', 'Subject', and 'User'.

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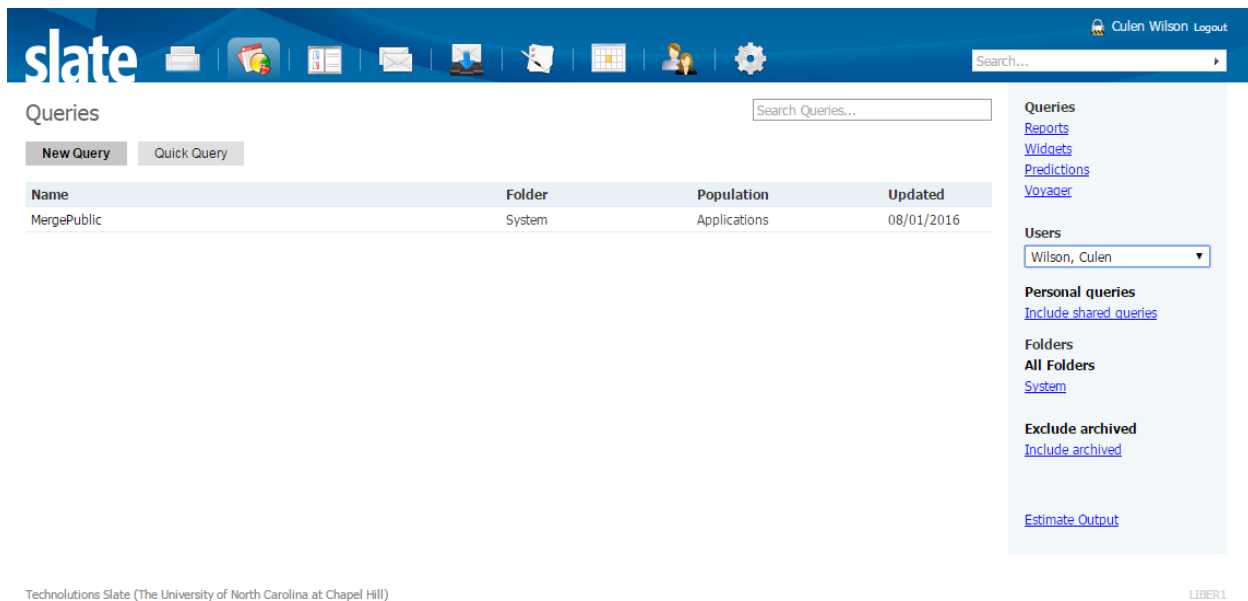
- *Retrieving Queries and Reports*

- Click the  icon in the top of the homepage.



The screenshot shows the Slate homepage. At the top, there's a blue header with the 'slate' logo and a navigation bar containing several icons. The 'Queries / Reports' icon, which is a red square with a white document and a green checkmark, is highlighted with a red box. A dropdown menu is open from this icon, showing options: 'Queries', 'Reports', 'Recent', 'Test Query', 'MergePublic', 'ITS', 'MergePublic', 'Records by Pop', and 'Default'. Below the header, the main content area includes a welcome message 'Welcome, Culen.', a banner for 'Producing Slate Launchpad for All', and a grid of social media posts from various users. The footer contains the text 'Technolutions Slate (The University of North Carolina at Chapel Hill)' and 'LIBER1'.

- This will bring up a list of all the queries and reports you have created and have access to



The screenshot shows the 'Queries' page in the Slate application. The top navigation bar is the same as the homepage. Below the header, the 'Queries' section is active. It features a 'Search Queries...' input field and two buttons: 'New Query' and 'Quick Query'. A table lists the queries, with one entry visible: 'MergePublic' in the 'System' folder, with a population of 'Applications' and an update date of '08/01/2016'. On the right side, there's a sidebar with navigation links: 'Queries', 'Reports', 'Widgets', 'Predictions', and 'Voyager'. Below these are sections for 'Users' (showing 'Wilson, Culen'), 'Personal queries' (with a link to 'Include shared queries'), 'Folders' (with 'All Folders' and 'System'), 'Exclude archived' (with a link to 'Include archived'), and 'Estimate Output'.

- You can navigate between queries and reports using the menu on the right side.

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The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo, a series of icons representing different features, and a search bar. The user is logged in as 'Culen Wilson'. Below the header, the main content area is titled 'Queries' and includes a 'Search Queries...' input field. There are two buttons: 'New Query' and 'Quick Query'. A table lists queries with columns for Name, Folder, Population, and Updated. The table contains one entry: 'MergePublic' in the 'System' folder, with a population of 'Applications' and an update date of '08/01/2016'. On the right side, there is a sidebar menu with links for 'Queries', 'Reports', 'Widgets', 'Predictions', and 'Voyager'. Below these are sections for 'Users' (showing 'Wilson, Culen'), 'Personal queries' (with a link to 'Include shared queries'), 'Folders' (with a link to 'All Folders' and 'System'), 'Exclude archived' (with a link to 'Include archived'), and 'Estimate Output'.

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- If you have a large number of queries, you can filter them by clicking the folders that they are stored under in the menu on the right side of the screen

The screenshot shows the Slate application interface with the 'Reports' page selected. The header is the same as the previous screenshot. The main content area is titled 'Reports' and includes a 'Search Reports...' input field. There is a 'New Report' button. A table lists reports with columns for Name, Folder, and Updated. The table contains one entry: 'AMCAS In-State applicants' in the 'AMCAS' folder, with an update date of '07/07/2016'. On the right side, the sidebar menu is updated to show 'Queries', 'Reports', 'Widgets', 'Predictions', and 'Voyager'. Below these are sections for 'Active reports' (with a link to 'Include archived reports'), 'Folders' (with a link to 'All Folders' and 'AMCAS'), 'Exclude archived' (with a link to 'Include archived'), and 'Estimate Output'.

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- You may also filter between your personal queries that you have created and the list of share queries by using the same menu on the right side of the screen

The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo, a series of icons (printer, folder, document, envelope, person, calendar, person with magnifying glass, gear), and a search bar. The user 'Culen Wilson' is logged in. Below the header, the 'Queries' section has a 'Search Queries...' input field and two buttons: 'New Query' and 'Quick Query'. A table lists queries with columns: Name, Folder, Population, and Updated. One query is shown: 'MergePublic' in the 'System' folder, 'Applications' population, updated '08/01/2016'. On the right sidebar, there are links for 'Queries' (Reports, Widgets, Predictions, Voyager), 'Users' (a dropdown menu showing 'Wilson, Culen'), 'Personal queries' (highlighted), 'Include shared queries', 'Folders' (All Folders, System), 'Exclude archived' (Include archived), and 'Estimate Output'.

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This screenshot shows the same Slate application interface but with a larger list of queries. The table contains 18 rows of query data. The right sidebar is identical to the previous screenshot, showing navigation options and the 'Personal queries' section highlighted.

Name	Folder	Population	Updated
Dashboard	System	Applications	08/03/2016
Dashboard	System	Applications	08/05/2016
Dashboard	System	Prospects	08/03/2016
General Admissions Report	ITS	Applications	07/20/2016
General Admissions Report, more filters	ITS	Applications	07/20/2016
General Admissions Report, simplified	ITS	Applications	07/20/2016
General Admissions Report, simplified, more filters	ITS	Applications	07/20/2016
GRADProcessing - BH INC	Reader	Read by Major	07/26/2016
GRADProcessing Deny - BH	Reader	Read by Major	07/26/2016
GRADProcessing-BH	Reader	Read by Major	07/26/2016
GRADProcessing-CH	Reader	Read by Major	07/26/2016
GRADProcessing-ISSS	Reader	Read by Major	07/26/2016
GRADProcessing-JL	Reader	Read by Major	07/26/2016
GRADProcessing-ML	Reader	Read by Major	07/26/2016
GRADProcessing-MT	Reader	Read by Major	07/26/2016
GRADProcessing-SOG	Reader	Read by Major	07/26/2016
MergePublic	System	Applications	08/01/2016

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- Accessing the Reader (Application Evaluation)**

- Click the  icon in the top of the homepage.

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- This will launch the reader application which is the same as the one accessed via the reader portal
- Clicking on Browse will bring up the Reader Bin structure

For more details on accessing applications from within the Reader Bins see the Reader/Evaluator documentation