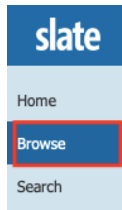
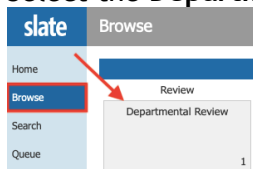


Basic Slate Reader Navigation at a Glance

1. Log into the Slate Reader by using your university single sign on here: <https://futurevandals.uidaho.edu/manage/reader/>
2. Click “Browse” to find the folder containing applications ready for review:



3. Select the Departmental Review Bin:



4. Click on the “paper” symbol to select an application you would like to read:

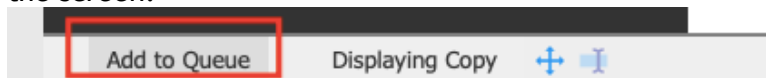


| Round | Vnumber | Last | First | Birthdate | Grad Major | Start Term | Applicat... Status | Decision | Submitted Date | Bin Entry Timesta... | Citizens... Status |
|----------|---------|-------------|--------|------------|----------------|-------------|--------------------|----------|----------------|----------------------|--------------------|
| Graduate | | Mouse TE... | Mickey | 01/01/2001 | Political S... | Spring 2020 | Out to De... | | 01/11/20... | 01/12/20... | Foreign N... |

5. Click on the applicant ID on upper left hand side (a sequence on numbers next to the Slate button) to access the application summary. The print pdf option can also be found here:



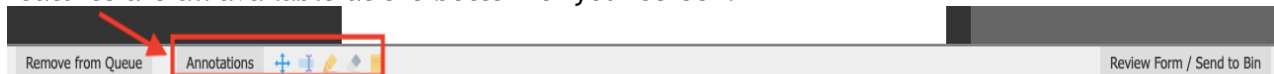
6. Start reading the application and supportive materials by using the arrows ← and →
7. When you are ready to make a decision, click on the “Add to Queue” tab on the lower hand side of the screen:



8. To submit your decision, simply click on the “Review Form/Send to Bin” button on the lower right hand of the screen to expand the form:



9. Throughout the review process, you can take notes, highlight items, etc. - these Annotations features are all available at the bottom of your screen.



10. When you are finished reviewing the application, click the slate button on the top left of the page to go back to your queue. From there you can select the next file to review. **Do not click the back button on your browser** - this will take you out of the Slate Reader.

! Important Things to Remember:

- Once the Head Reviewer has submitted the admission decision, the application will no longer be available for review. You can still access the applications but the “Review Form/Send to Bin” button will no longer display.
- If the application is in a different reviewer’s queue, the decision submission tab will not be available. You may want to contact that person and remind them to either make a decision or manually remove the application from their queue to allow you to submit your recommendation.
- After the final decision is made by the Head Reviewer, it may take 15-20 minutes for the application to move to the next bin. Please allow the necessary processing time before reporting any errors.