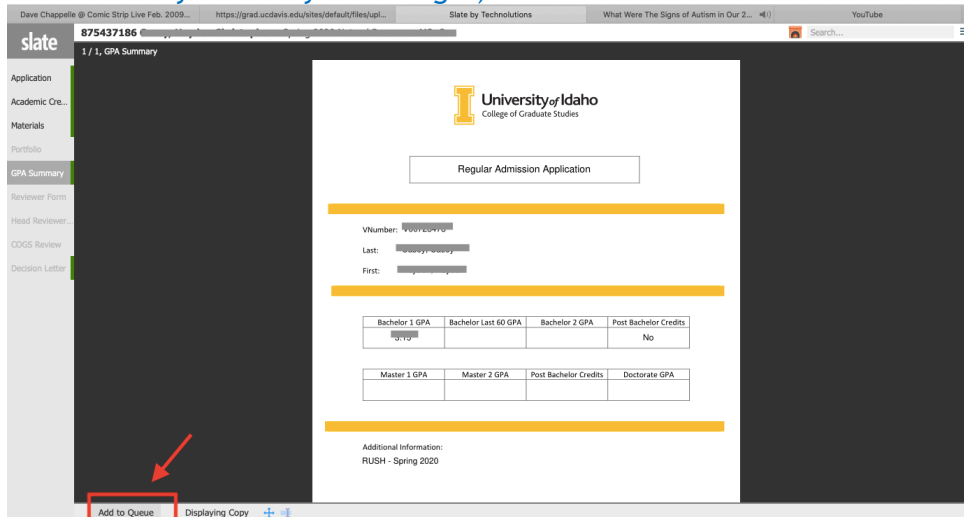


Frequently Asked Questions

1. How do I add an application to the review queue?

Answer: To add an application to your queue, you will need to click on the “Add to Queue” button on the lower left hand of the screen. Remember to add the application to your queue only when you are ready to submit a decision. The application review form will not be accessible to other reviewers for submitting admission decisions until the application is released from your queue (either by making a decision or by manually removing it).

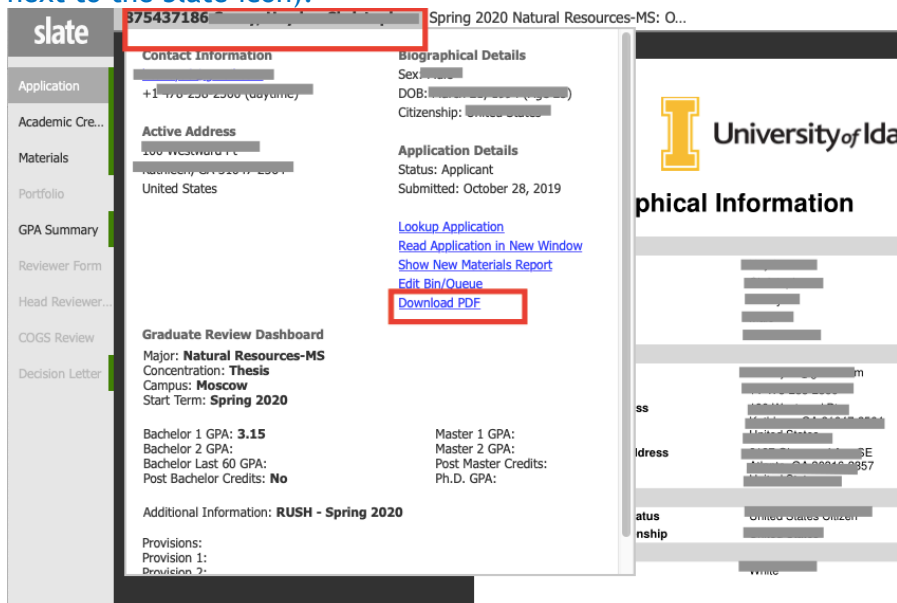


2. Why can't I submit my decision recommendation? The “send” button is not available.

Answer: 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.

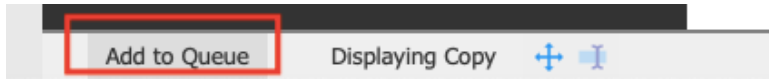
3. How to download an application and supporting materials?

Answer: To download the pdf of the application, click on the applicant's ID (a sequence of number next to the Slate icon).



4. How to submit a decision?

Answer: you are ready to make a decision, click on the “Add to Queue” tab on the lower hand side of the screen:



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



5. Why does it appear that the application is sent to the same bin?

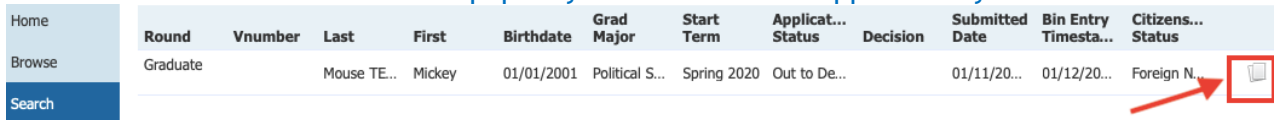
Answer: After a decision is submitted, the application will be automatically moved to their respective bin (please allow 15-20 to see this change).

6. Why can’t I see the application moving to the next bin after I submitted a decision?

Answer: Remember that 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.

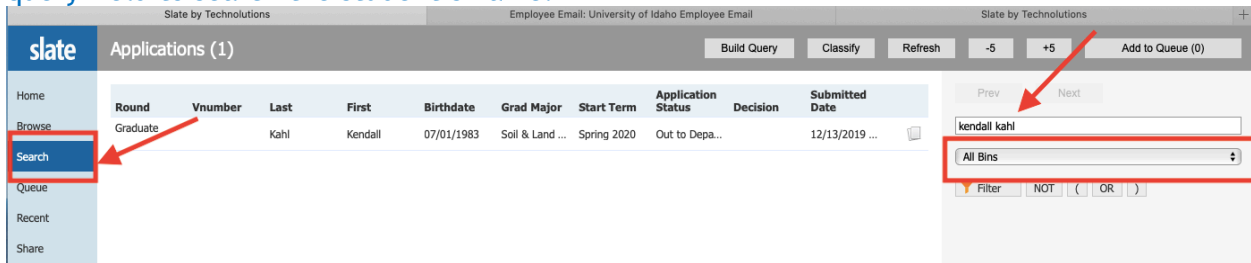
7. Why can’t I access the application? When I click on a name, it is highlighted blue but it does not open.

Answer: Remember to click on the paper symbol to select an application you would like to read:



8. How/where can I search for a name?

Answer: To look up a name, select the Search tab on the left hand side navigation bar and use the query field to search the student’s name.



9. When I click on the “help” tab it does not appear to work for me.

Answer: The "Help" feature is not fully enabled for reviewers because the information is beyond end-user scope. Unfortunately, the standard Reader portal we are currently using does not offer the option of hiding this tab based on user permissions. We have in plan to create a custom access portal that would allow us to select what information to make visible based on user permissions.

10. Can I access an application on the Slate mobile?

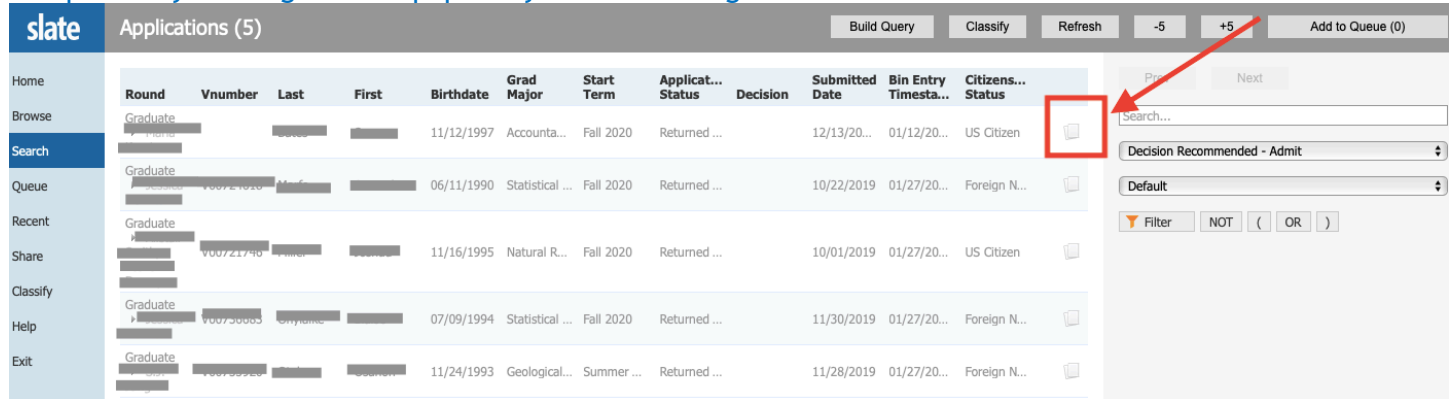
Answer: The Reader can be accessed on the Slate Mobile app only on and iPad. When downloading Slate Mobile, use the domain: futurvandals.uidaho.edu

11. How can I go back to a previous application without clicking “exit”:

Answer: 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.

12. Why can't I click on an application after it left the Department Review bin? All the names are grayed out and appear not to work when I click on them.

Answer: Even when applications are grayed out and appear to no longer be available, they can still be opened by clicking on the "paper" symbol on the right hand.



The screenshot shows the Slate Reader interface. At the top left is the 'slate' logo. The main header area includes 'Applications (5)', 'Build Query', 'Classify', 'Refresh', '-5', '+5', and 'Add to Queue (0)'. A sidebar on the left contains navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The central table lists applications with columns: Round, Vnumber, Last, First, Birthdate, Grad Major, Start Term, Applicat... Status, Decision, Submitted Date, Bin Entry Timesta..., and Citizens... Status. A red box highlights a 'paper' icon in the rightmost column of the first row. To the right of the table is a search and filter panel with a search bar, a dropdown menu set to 'Decision Recommended - Admit', and filter buttons for 'Filter', 'NOT', 'OR', and 'AND'.

Round	Vnumber	Last	First	Birthdate	Grad Major	Start Term	Applicat... Status	Decision	Submitted Date	Bin Entry Timesta...	Citizens... Status
Graduate				11/12/1997	Accounta...	Fall 2020	Returned ...		12/13/20...	01/12/20...	US Citizen
Graduate				06/11/1990	Statistical ...	Fall 2020	Returned ...		10/22/2019	01/27/20...	Foreign N...
Graduate	V00721740			11/16/1995	Natural R...	Fall 2020	Returned ...		10/01/2019	01/27/20...	US Citizen
Graduate	V00750003			07/09/1994	Statistical ...	Fall 2020	Returned ...		11/30/2019	01/27/20...	Foreign N...
Graduate	V00755520			11/24/1993	Geological...	Summer ...	Returned ...		11/28/2019	01/27/20...	Foreign N...