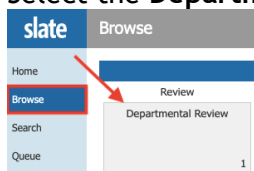


Basic Slate Reader Navigation at a Glance

1. Log into the 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:



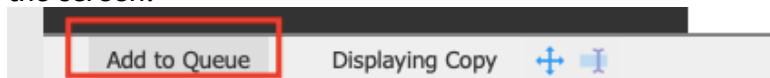
4. Click on the paper symbol to select an application you would like to read:

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 (a sequence on numbers next to the Slate button) to access the application summary. The print pdf option can also be found here:



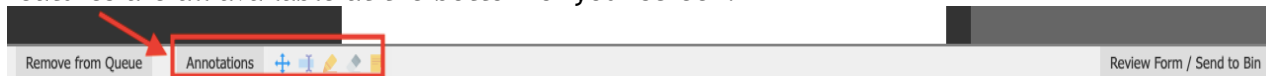
6. Start reading the application and supportive materials by using the arrows ← and →
7. When you are ready to make a decision, click on the “Add to Queue” tab on the lower hand side of the screen:



8. To submit your decision, simple 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, Graduate Admissions will process the decision accordingly and the application will no longer be available for review.
- 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.