Slate Intro Documentation

The Slate system performs best in the Firefox and Chrome browsers which can be downloaded for free via the following websites:
Firefox: http://www.mozilla.org/en-US/
Chrome: www.google.com/chrome

To **access the Slate system**, open your browser of choice and enter the following address:
https://apply.govst.edu/manage

Login using your GSU login names and Password.

SLATE SYSTEM LAYOUT AND DESCRIPTIONS

Lookup Records	Queries & Reports	Application Reader	Deliver Emailing	Inbox	Form Builder	Event Registration	Interview Scheduler	Database Management
Detailed lookup of records	For building queries that can be used to export or manage batches of records	Online reading of applications	Mass email functionality	New feature that allows user to compose and store emails in a manner similar to Outlook	Building forms that will store the submitted information in Slate	Building events that will allow participants to register online	Building interview schedules and allow interviewees to register online	Advanced management tools such as document scanning, data uploads, and mass decision releasing

* Mouse over any of these icons to see all the most recent items within that category that you have viewed.

Quick Lookup bar

The quick lookup bar on the upper right hand of the page allows the user to quickly look up a record based upon portions of names, emails, or Slate IDs.	🔒 Katie Breneman Logout Search… ▸

Tabs in Slate

Dashboard	Timeline	2017, Certificat… Awaiting Submission	Profile	Materials	Details	Prospective

Dashboard	Timeline	2017, Certificat…	Profile	Materials	Details	Prospective
Everything Slate thinks you might want to know about a candidate	Shows how often person of record interacts with Slate (usually by clicking on an email and accessing an embedded link)	Application tab	Info about person of record.	Any uploaded materials such as letter of reference, research statement, test score report	Shows their CNET and UCID (if generated).	If person filled in a Contact Us or Inquiry Form, this will show program interest information we collected on that form.

SLATE RECORD LAYOUT AND DESCRIPTIONS

Top level data:
The top of each application record will display the record name, which is the applicant's name, the primary program they applied for, record status, the Slate ID, and the record status.

1. Name of the person on record
2. Slate ID
3. Primary program of record
4. Application status (Awaiting submission, Awaiting Decision, Decided)
5. Date of application submission or last update
6. Applicant Decision (Accept, Deny)

Special Note:
Within the application tab there will be a set of link options on the right side of the screen. Most of these links will not be utilized; however the following links can be useful:

Read Application: Allows you to read the application in its current completion within the Slate reader.

Download Application PDF: Allows you to download the application and materials into a PDF document for viewing or printing.