

Slate — Inquiry Form

Add, Edit/Delete

You will need:



Internet connection



Your JHED ID and password



Web browser: Firefox, Safari or Chrome

About Inquiry Forms

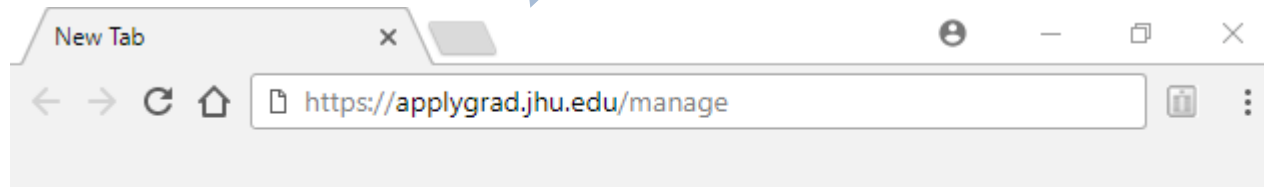
- ★ Forms in Slate are used for a number of tasks from collecting data about prospective students to administratively updating specific data points for student records.
- ★ A form is often an integral piece for many other Slate modules.
- ★ A well-developed form can play a crucial role in marketing efforts, record management, reader review, events, and interviews.

Add an Inquiry Form on Behalf of a Prospect

This process can be used by the admissions office to add forms to a person's record on their behalf.

1

<https://applygrad.jhu.edu/manage>



Enter your
JHED credentials

A screenshot of the Johns Hopkins University & Medicine login page. The page has a blue header with the text "JOHNS HOPKINS UNIVERSITY & MEDICINE". Below the header, it says "Enter your Login ID and Password". There are two input fields: "Login ID" and "Password". Below these fields is a "Login" button. At the bottom right, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently". At the very bottom, it says "© 2018 Johns Hopkins Institution".

2

Click Forms.


slate


Ann Shiu Logout


Search...


Welcome, Ann.



[Details](#) [Supervised Login](#)

 @Technolutions
We're so excited for #SharkWeek that we just keep swimming Round, and Round, and Round.

 @abbythebluehen
I just got back from a week-long vacation and all these new #Slate features are live... How am I supposed to

 @ZibblesWibbles
I love using #Slate for all my admissions worker needs! Fun and accesible :-) thx @Technolutions

 @zach_kuba
Me before and after using #Slate on this early Monday morning @Technolutions

3

Click the form you want to enter a record for from the list of available forms for your school.

Forms

Search Forms...

New Form **New Template**

Name	Scope	User	#
ED Disposition Survey	Application Page	Juliet Moreland	18
ED GSS Acknowledgement	Application Page	Juliet Moreland	0
ED Identify Your Status	Application Page	Juliet Moreland	27
ED Program Details	Application Page	Juliet Moreland	45
ED Program Details Admin	Application Page	Juliet Moreland	0
ED Program Inquiry Form	Person	Patricia Preston	308
ED Reference Form	Reference Page	Juliet Moreland	7
ED Supporting Materials	Application Page	Juliet Moreland	29
ED TOEFL Waiver	Application Page	Juliet Moreland	2
ED Welcome	Application Page	Juliet Moreland	53

Folders

All Folders

- [Application Pages](#)
- [Application Tabs](#)
- [Inquiry](#)
- [Reader](#)
- [References](#)

Exclude archived

[Include archived](#)



To enter a new record, click **New Registration**.

If you are not sure if a person record already exists, search for them first in the **Search Registrants...** box.

slate

Ann Shiu Logout

Search...

All Forms

ED Program Inquiry Form

Edit

Page TitleJohns Hopkins School of Education Inquiry Form

FolderInquiry / ED

User[Patricia Preston](#)

StatusCONFIRMED

URL<https://jhg.test.technolutions.net/register/?id=c7cc55d7-4dd9-4da7-9041-a5a976ba1826> [Edit URL](#)

Documents[Edit Documents](#)

Edit Communications

Edit Form

Export Data

Export PDF

New Query

New Report

Registrants (308)

RegisteredCancelledAll Registrants

Search Registrants...

Registrant

[New Registration](#)

Payment Due

Status

Submitted ▲

Stevens, Rebecca

Registered







07/24/2018

5

Complete all required fields on the form.

6

Click Submit to create the new record.

slate      

Johns Hopkins School of Education Inquiry Form

Record: Unassigned

(*) Required Field

Contact Information

* Email Address

* Confirm Email Address

* First Name

* Last Name

Preferred Name

* Citizenship

☐ I authorize Johns Hopkins University to contact me via text or short message service (SMS)

Program of Interest

* Degree Type

* How did you hear about us?

Submit Cancel

Edit/Delete an Inquiry Form on Behalf of a Prospect

This process can be used by the admissions office to edit/delete forms to a person's record on their behalf.

1

Click Forms.

slate

Ann Shiu Logout

Search...

Welcome, Ann.

[Details](#) [Supervised Login](#)

slate @Technolutions
We're so excited for #SharkWeek that we just keep swimming Round, and Round, and Round.

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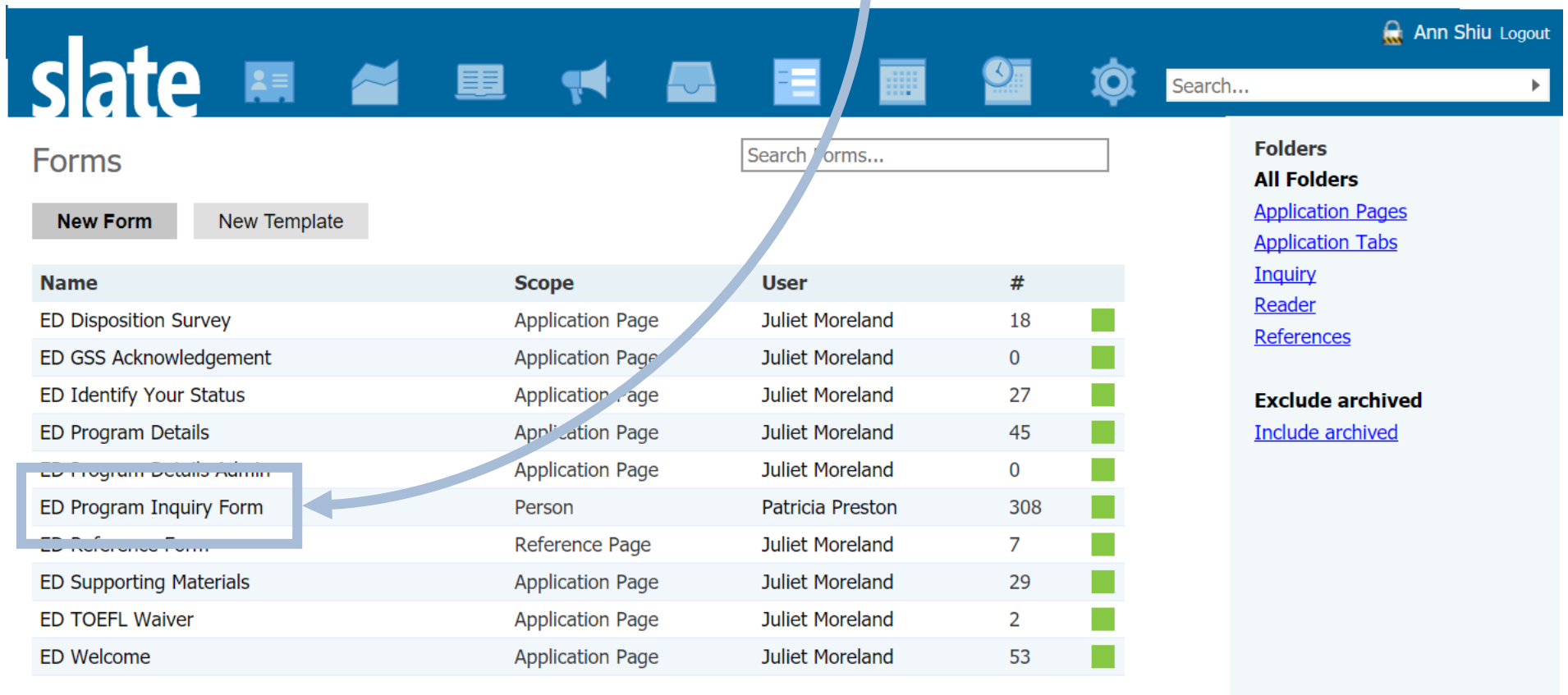
@ZibblesWibbles
I love using #Slate for all my admissions worker needs! Fun and accesible :-) thx @Technolutions

@zach_kuba
Me before and after using #Slate on this early Monday morning @Technolutions

f

2

Click the form you want to enter a record for from the list of available forms for your school.



The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo, navigation icons, and a user profile 'Ann Shiu Logout'. Below the header is a 'Forms' section with a search bar and two buttons: 'New Form' and 'New Template'. A table lists various forms with columns for Name, Scope, User, and #. The 'ED Program Inquiry Form' is highlighted with a blue box and a blue arrow points to it from the instruction text above. To the right of the table is a sidebar with 'Folders' and 'All Folders' links.

Name	Scope	User	#
ED Disposition Survey	Application Page	Juliet Moreland	18
ED GSS Acknowledgement	Application Page	Juliet Moreland	0
ED Identify Your Status	Application Page	Juliet Moreland	27
ED Program Details	Application Page	Juliet Moreland	45
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ED Welcome	Application Page	Juliet Moreland	53

Folders
All Folders
[Application Pages](#)
[Application Tabs](#)
[Inquiry](#)
[Reader](#)
[References](#)
Exclude archived
[Include archived](#)

3

Search for the prospect's name.

slate Ann Shiu Logout

[All Forms](#)

ED Program Inquiry Form Edit

Page Title	Johns Hopkins School of Education Inquiry Form
Folder	Inquiry / ED
User	Patricia Preston
Status	CONFIRMED
URL	https://jhq.test.technolutions.net/register/?id=c7cc55d7-4dd9-4da7-9041-a5a976ba1826 Edit URL
Documents	Edit Documents

Registrants (308)

Registered Cancelled All Registrants

Registrant	Status	Submitted ▲
New Registration		
Dabas, Ankita	Registered	07/13/2018
Singh, Ankita	Registered	07/12/2018

[Edit Communications](#)
[Edit Form](#)
[Export Data](#)
[Export PDF](#)
[New Query](#)
[New Report](#)

4

Click the prospect's name to edit or delete the existing response form.

Display, Edit, or Delete the form.

ED Program Inquiry Form Edit

Page Title: Johns Hopkins School of Education Inquiry Form

Folder: Inquiry

User: [Pat...](#)

Status: [COM](#)

URL: [http...](#)

Documents: [Edit](#)

Registrants (308)

Registered **Cancelled**

Registrant

[New Registration](#)

Dabas, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Display Response Prev **Next** Communications

Registrant: [Dabas, Ankita](#)

Submitted: 07/13/2018 at 10:17:02 AM

Last Updated: 07/13/2018 at 10:17:02 AM

Created: 07/13/2018 at 10:17:02 AM

Status: Registered

(*) Required Field

Contact Information

* Email Address: miranda.ankita@gmail.com

* Confirm Email Address: miranda.ankita@gmail.com

* First Name: Ankita

* Last Name: Dabas

Preferred Name:

* Citizenship: Foreign/Unknown

SMS/Text Messaging:

Program of Interest

* Degree Type: Master's

* Program: MAT/Elementary (Accelerated)

* Anticipated Start Term: Summer 2019

* How did you hear about us?

Return **Display** **Edit** **Delete**

Submitted ▲

ed	07/13/2018
ed	07/12/2018
ed	07/12/2018
ed	07/12/2018
ed	07/12/2018
ed	07/12/2018

Technolutions Slate (Johns Hopkins)

hora1 / roma / jhg-test

★ To exit the display response, click **Return** or **Next**










Display the current response as it was entered previously.

The screenshot shows the Slate web application interface. At the top is a blue header with the 'slate' logo, navigation icons, and a search bar. Below the header is the title 'Johns Hopkins School of Education Inquiry Form'. A green status bar displays record details: 'Record: Ankita Dabas (miranda.ankita@gmail.com)', 'Created: 07/13/2018', 'Submitted: 07/13/2018', and 'Last Updated: 07/13/2018'. A 'New Response' button is highlighted with a blue box and an arrow. The form sections include 'Contact Information' with fields for email, name, and citizenship; 'Program of Interest' with fields for degree type, program, and start term; and a section for 'How did you hear about us?'. At the bottom, there is an 'Internal Only' section with a dropdown for 'Please record your interaction', a 'Code' dropdown, a 'Date' field set to '07/26/2018', and a 'Comments' text area.



Enter a new response for the same person by displaying their record and clicking New Response.

Edit a response.

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Johns Hopkins School of Education Inquiry Form

Record: Ankita Dabas (miranda.ankita@gmail.com) **Created:** 07/13/2018 **Submitted:** 07/13/2018 **Last Updated:** 07/13/2018 [New Response](#)

(*) Required Field

Contact Information

* Email Address

* Confirm Email Address

* First Name

* Last Name

Preferred Name

* Citizenship

☐ I authorize Johns Hopkins University to contact me via text or short message service (SMS) at the phone number provided. Message & data rates may apply.

Program of Interest

* Degree Type

* Program

* Anticipated Start Term

* How did you hear about us?

Internal Only

Please record your interaction

Code

Date

Comments

Update Cancel

 Click **Update** to save changes.

Delete response.

The screenshot shows the 'Slate' web application interface. A confirmation dialog box is open in the center, titled 'jhg.test.technolutions.net says:'. The dialog asks, 'Are you sure you want to delete this form response?' and has 'OK' and 'Cancel' buttons. The background interface shows the 'ED Program Inquiry Form' page. On the left, there's a sidebar with 'All Forms' and 'ED Program Inquiry Form'. The main content area shows the form details for 'Johns Hopkins School of Education Inquiry Form'. A 'Display Response' modal is open, showing the registrant's information: 'Dabas, Ankita', submitted on '07/13/2018 at 10:17:02 AM'. The modal also shows contact information (Email Address: miranda.ankita@gmail.com, First Name: Ankita, Last Name: Dabas) and program details (Degree Type: Master's, Program: MAT/Elementary (Accelerated), Anticipated Start Term: Summer 2019). At the bottom of the modal, there are buttons: 'Return', 'Display', 'Edit', and 'Delete'. The 'Delete' button is highlighted. On the right side of the modal, there are 'Prev' and 'Next' links. The background interface also shows a list of registrants on the left and a list of submitted responses on the right.

jhg.test.technolutions.net says:

Are you sure you want to delete this form response?

OK Cancel

slate

All Forms

ED Program Inquiry Form

Page Title: Johns Hopkins School of Education Inquiry Form

Folder: Inquiry

User: Pat

Status: COM

URL: http

Documents: Edit

Registrants (308)

Registered Cancelled

Registrant

New Registration

Dabas, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Singh, Ankita

Technolutions Slate (Johns Hopkins

Display Response

Prev Next

Registrant: Dabas, Ankita

Submitted: 07/13/2018 at 10:17:02 AM

Last Updated: 07/13/2018 at 10:17:02 AM

Created: 07/13/2018 at 10:17:02 AM

Status: Registered

(*) Required Field

Contact Information

* Email Address: miranda.ankita@gmail.com

* Confirm Email Address: miranda.ankita@gmail.com

* First Name: Ankita

* Last Name: Dabas

Preferred Name:

* Citizenship: Foreign/Unknown

SMS/Text Messaging:

Program of Interest

* Degree Type: Master's

* Program: MAT/Elementary (Accelerated)

* Anticipated Start Term: Summer 2019

* How did you hear about us?

THI I. Walechita

Return Display Edit Delete

Submitted

07/13/2018

07/12/2018

07/12/2018

07/12/2018

07/12/2018

07/12/2018

hora1 / roma / jhg-test

★ Clicking delete will prompt a confirmation; click OK to confirm or cancel.