

Slate — Administrative Dashboard



You will need:



Internet connection

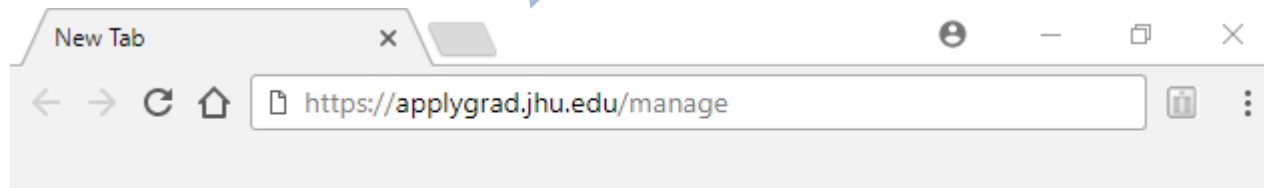


Your JHED ID and password

Web browser: Firefox, Safari or Chrome

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

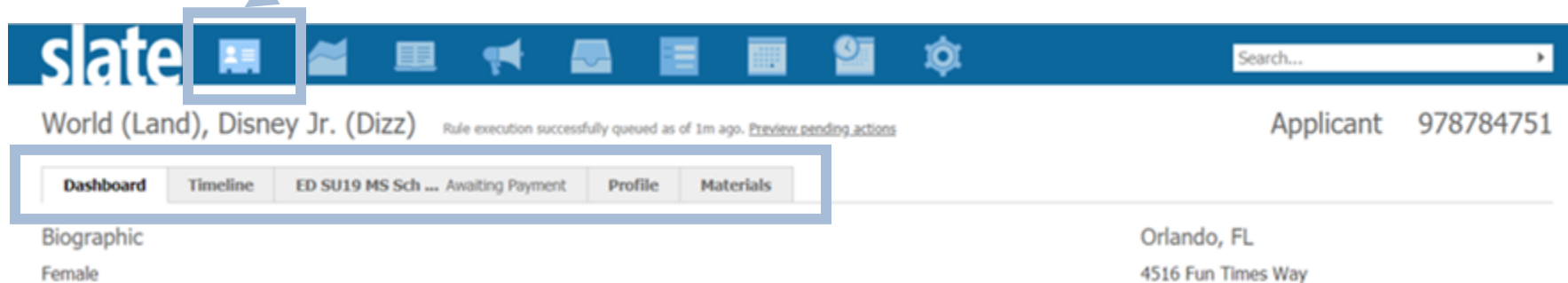


Enter your
JHED credentials

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, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently". The footer says "© 2018 Johns Hopkins Institution". A blue arrow points from the text "Enter your JHED credentials" to the login form.

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Familiarize yourself with dashboard navigation.



The inquiry dashboard has default tabs:

- A** Dashboard
- B** Timeline
- C** Program Details Tab
- D** Profile
- E** Materials

Continue for more details on these tabs.

A Dashboard – displays all activity and status history of that record.

World (Land), Disney Jr. (Dizz) Rule execution successfully queued as of 1m ago. [Preview pending actions](#)

Applicant 97878

Dashboard | Timeline | ED SU19 MS Sch ... Awaiting Payment | Profile | Materials

Biographic
 Female
 Born 01/01/2000, age 18
 United States Permanent Resident, Jamaica
 American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific, White

ED SU19 MS Sch Counseling (Flex)

Awaiting Materials
 Submitted 08/21/2018

Pre-Review	Review	Committee	Pending Interview	Decision
Awaiting Submission	Reader 1	Committee A	Pending Interview	Admit
Awaiting Payment	Reader 2	Committee B		Admit With Requirements
Awaiting Materials	Reader 3	Committee C		Applicant Withdrawal
Awaiting Review	Final Review	Final Committee Review		Deferred Offer
Awaiting Assignment	Pre-decision			Deny - Grades
Program Review				Deny - Incomplete
				Waitlisted

Contact
 Orlando, FL
 4516 Fun Times Way
 Orlando, FL 35425
 Email tgray@jhu.edu
 Phone +1 541-555-4747

Tags
 Opt Out Prospect Migration SMS Applicant
 Test Record

Status History
 08/21/2018 Prospect
 08/21/2018 Applicant

Email

Whenever you see the contact email throughout Slate, you can send an email by clicking the email address.

Status History

Snapshot of history from prospect to applicant.

Workflow

The blue boxes are snapshots of the bin/workflow structure.

- **Light blue** – the applicant has not been assigned to any of those bins.
- **Medium blue** – the applicant was in that status and assigned to that bin but has been moved to the next status.
- **Dark blue** – the applicant is currently assigned to that bin.

Displays the following:

- **Opt out** – will be highlighted if a prospect or applicant opts out of receiving communications. You can also administratively set the opt out.
- **Prospect Migration** – will be highlighted if the original creation of this record was via migrated prospect data.
- **SMS Applicant** – this tag will be set once a prospect becomes an applicant until we start using Slate as your online application.
- **Test Record** – allows you to mark a record as a test record.

- B** Timeline – displays all high level interactions [i.e. form submissions, sent emails, items clicked in the email, etc.] from a user perspective.

Timeline

- Clicking interactions will display details of that transaction.
- Emails can be resent from the timeline and forms can be edited when they are clicked.
- The submenu on the right provides links to the records interactions, audit log and campaigns.

Interactions


Displays the type of interaction [i.e. actual email sent, form submitted, etc.]

Audit Log

Displays every transaction from the record's creation to anyone who has viewed or updated the record.

Campaigns

Displays all emails that were sent to the applicant when they were a prospect or attended an event that has campaign emails associated with it.

-  Program Details Tab – application tab of the applicant’s record providing an overview of their checklist items, materials, decisions, and activities.

World (Land), Disney Jr. (Dizz) Rule execution successfully queued as of 0m ago. [Preview pending actions](#) Applicant 9787847

Dashboard Timeline **ED SU19 MS Sch ... Decided** Profile Materials Carey Miscellaneous

ED SU19 MS Sch Counseling (Flex)

Decided
Submitted August 21, 2018
Last updated August 24, 2018

Current Bin: Awaiting Review

Admit/Accept
Status: Released

Start Term: Summer 2019 Program: MS School Counseling (Flex)

Offer Response: Decline Reason:

Checklist

[Insert Requirement](#)

Date	Description	Record	Status	User	Action
08/21/2018	Essay	Received	Received	Twana	Edit
08/21/2018	Resume/CV	Received	Received	Twana	Edit
08/23/2018	Recommendation (Donald Duck, Disney Land)	Waived	Waived	Twana	
08/23/2018	Recommendation (Mickey Mouse, Disney Land)	Received	Received	Twana	
08/23/2018	Transcript (Happy Time University)	Waived	Waived	Twana	
08/23/2018	Offer Response	Form	Received	Twana	Edit
08/23/2018	Offer Response	Form	Received	Twana	Edit

Materials

Date	Description	Record	User
08/23/2018	Reference Donald Duck	This Application	Twana
08/23/2018	Reference Letter Mickey Mouse	This Application	Twana
08/21/2018	Slate Application Upon Submission	This Application	
08/21/2018	Essay	This Application	
08/21/2018	Resume/CV	This Application	

Decisions

Effective	Decision	Released	Received	User
08/23/2018	Admit/Accept	08/23/2018		
08/23/2018	Admit ED Admit effective 07/23/2018	08/23/2018		Twana

Activities

Date	Code	Subject	User
08/23/2018	Source	Offer Response	
08/23/2018	Received	Waived: Happy Time University	Twana (0-0)
08/23/2018	Received	Waived: Donald Duck, Disney Land	Twana (0-0)
08/23/2018	Received	Received: Reference (Mickey Mouse, Disney Land)	Twana (0-0)
08/21/2018	Payment	Payment Received: 80.00 USD	Twana (0-0)

Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Program Details](#)

Continue to the next page for more about the Program Details Tab.

Program Details Tab (continued)

Checklist

List of requirements of the program applied to.

- Checklist items can be administratively updated by clicking on the arrow to the right of the status.
- To add a new requirement click “insert requirement.”

Checklist

Insert Requirement

✓	08/21/2018	Essay		Received	▼	<a>Edit
✓	08/21/2018	Resume/CV		Received	▼	<a>Edit
✓	08/23/2018	Recommendation (Donald Duck, Disney Land)		Waived	▼	
✓	08/23/2018	Recommendation (Mickey Mouse, Disney Land)		Received	▼	
✓	08/23/2018	Transcript (Happy Time University)		Waived	▼	
✓	08/23/2018	Offer Response	Form	Received	▼	<a>Edit
✓	08/23/2018	Offer Response	Form	Received	▼	<a>Edit

Materials

Date ▲	Description		Record	User
<a>New Material				
08/23/2018	Reference	Donald Duck	This Application	Twana
08/23/2018	Reference Letter	Mickey Mouse	This Application	Twana
08/21/2018	Slate Application Upon Submission		This Application	
08/21/2018	Essay		This Application	
08/21/2018	Resume/CV		This Application	

Decisions

Effective ▲	Decision	Released	Received	User
<a>New Decision				
08/23/2018	Admit/Accept	08/23/2018		
08/23/2018	Admit ED Admit effective 07/23/2018	08/23/2018		Twana

Materials

Required materials that have been submitted by the applicant.

- To view what has been submitted, click the material description and then display.

Activities

Date ▲	Code	Subject	User
New Activity			
08/23/2018	Source	Offer Response	
08/23/2018	Received	Waived: Happy Time University	Twana
08/23/2018	Received	Waived: Donald Duck, Disney Land	Twana
08/23/2018	Received	Received: Reference (Mickey Mouse, Disney Land)	
08/21/2018	Payment	Payment Received: 80.00 USD	

Decisions

Final decision made on the applicant.

Continue to the next page for more about the Program Details Tab.

Program Details Tab (continued)

Activities

Record of any activity related to the application requirements, fees, and decisions.

- To view details about any item, click the name and you will either be able to see additional information or a copy of the uploaded document.

Checklist

[Insert Requirement](#)

✓	08/21/2018	Essay
✓	08/21/2018	Resume/CV
✓	08/23/2018	Recommendation (Donald Duck, Disney Land)
✓	08/23/2018	Recommendation (Mickey Mouse, Disney Land)
✓	08/23/2018	Transcript (Happy Time University)
✓	08/23/2018	Offer Response
✓	08/23/2018	Offer Response

Materials

Date ▲	Description	Record	User
New Material			
08/23/2018	Reference Donald Duck	This Application	Twana
08/23/2018	Reference Letter Mickey Mouse	This Application	Twana
08/21/2018	Slate Application Upon Submission	This Application	
08/21/2018	Essay	This Application	
08/21/2018	Resume/CV	This Application	

Decisions

Effective ▲	Decision	Released	Received	User
New Decision				
08/23/2018	Admit/Accept	08/23/2018		
08/23/2018	Admit ED Admit effective 07/23/2018	08/23/2018		Twana

Activities

Date ▲	Code	Subject	User
New Activity			
08/23/2018	Source	Offer Response	
08/23/2018	Received	Waived: Happy Time University	Twana
08/23/2018	Received	Waived: Donald Duck, Disney Land	Twana
08/23/2018	Received	Received: Reference (Mickey Mouse, Disney Land)	
08/21/2018	Payment	Payment Received: 80.00 USD	

Activity Details Form

Date ▲ **Description** **Record** **User**

[New Material](#)

11/18/2018	Slate Application Upon Submission		
11/18/2018	Statement of Purpose		
11/18/2018	Sample of Work		
11/18/2018	Resume/CV		
11/15/2018	Reference Letter Adam R...		

Activity

User:

Date: 11/18/2018 Time: 04:20:13 PM

Payment Type: Payment Due: [Payment Link](#)

Note: To mark this payment as received or waived, you must add a new [Payment Received](#) or [Payment Waived](#) activity.

Payment Amount (USD): 75.00

Payment Account: Application Fee

Expires On: Optional: If not specified, access to payment page does not expire.

Private Comments:

[Save](#) [Delete](#) [Cancel](#)

Received: Reference (Virginia Craighill, University of the South)

Form Received [Edit](#)

Continue to the next page for more about the Program Details Tab.

Program Details Tab (continued)

World (Land), Disney Jr. (Dizz) Rule execution successfully queued as of 0m ago. [Preview pending actions](#) Applicant 9787847

[Dashboard](#) [Timeline](#) **ED SU19 MS Sch ... Decided** [Profile](#) [Materials](#) [Carey Miscellaneous](#)

ED SU19 MS Sch Counseling (Flex)
Decided
Submitted August 21, 2018
Last updated August 24, 2018

Current Bin: Awaiting Review
Admit/Accept Status: Released

Start Term: Summer 2019
Offer Response:

Program: MS School Counseling (Flex)
Decline Reason:

Checklist

[Insert Requirement](#)

✓	08/21/2018	Essay	Received	Edit
✓	08/21/2018	Resume/CV		
✓	08/23/2018	Recommendation (Donald Duck, Disney Land)		
✓	08/23/2018	Recommendation (Mickey Mouse, Disney Land)		
✓	08/23/2018	Transcript (Happy Time University)		
✓	08/23/2018	Offer Response		
✓	08/23/2018	Offer Response		

Materials

Date ▲	Description
New Material	

Overview
[Financial Aid](#)
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[Impersonate > Applications](#)
[Impersonate > Status Page](#)
[Edit Application Details](#)
[Program Details](#)

Impersonate Application

Allows you to view the application in the online view as if you were the actual applicant.

Impersonate Status Page

Takes you to the applicant's status portal.

Edit Application Details

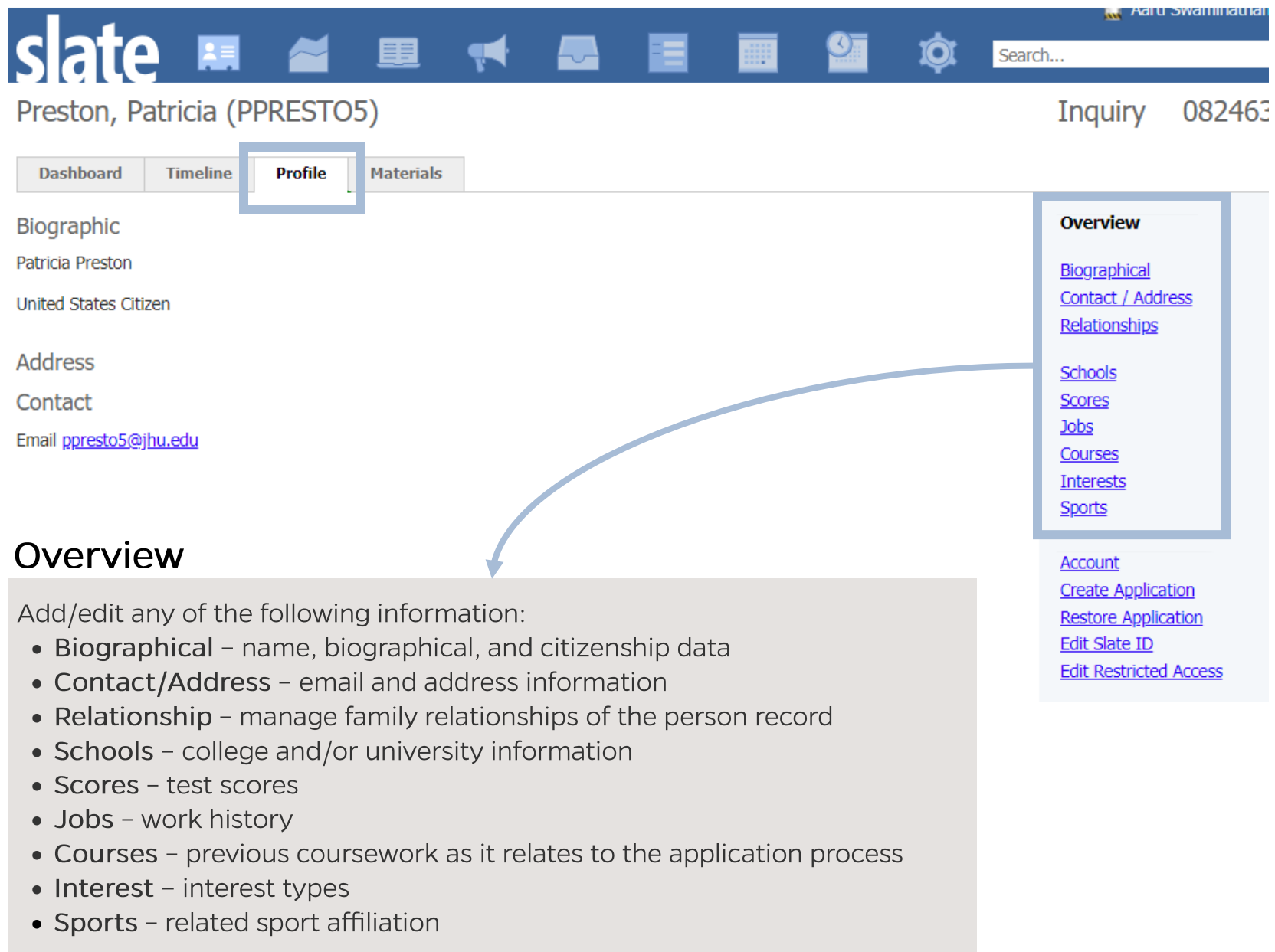
Allows you to change the round of the current application and see submission date and payment date. You can also delete the application or clone it if necessary.










Program Details, Ops Admin, etc

[Label name varies by school]

All additional information needed for application processing will be found here [i.e. stipend, scholarship amounts, tuition].

 Profile – displays the person’s biographical information.



slate          Search...

Preston, Patricia (PPRESTO5) Inquiry 082463

Dashboard Timeline **Profile** Materials

Biographic
Patricia Preston
United States Citizen

Address
Contact
Email ppresto5@jhu.edu

Overview

[Biographical](#)
[Contact / Address](#)
[Relationships](#)
[Schools](#)
[Scores](#)
[Jobs](#)
[Courses](#)
[Interests](#)
[Sports](#)

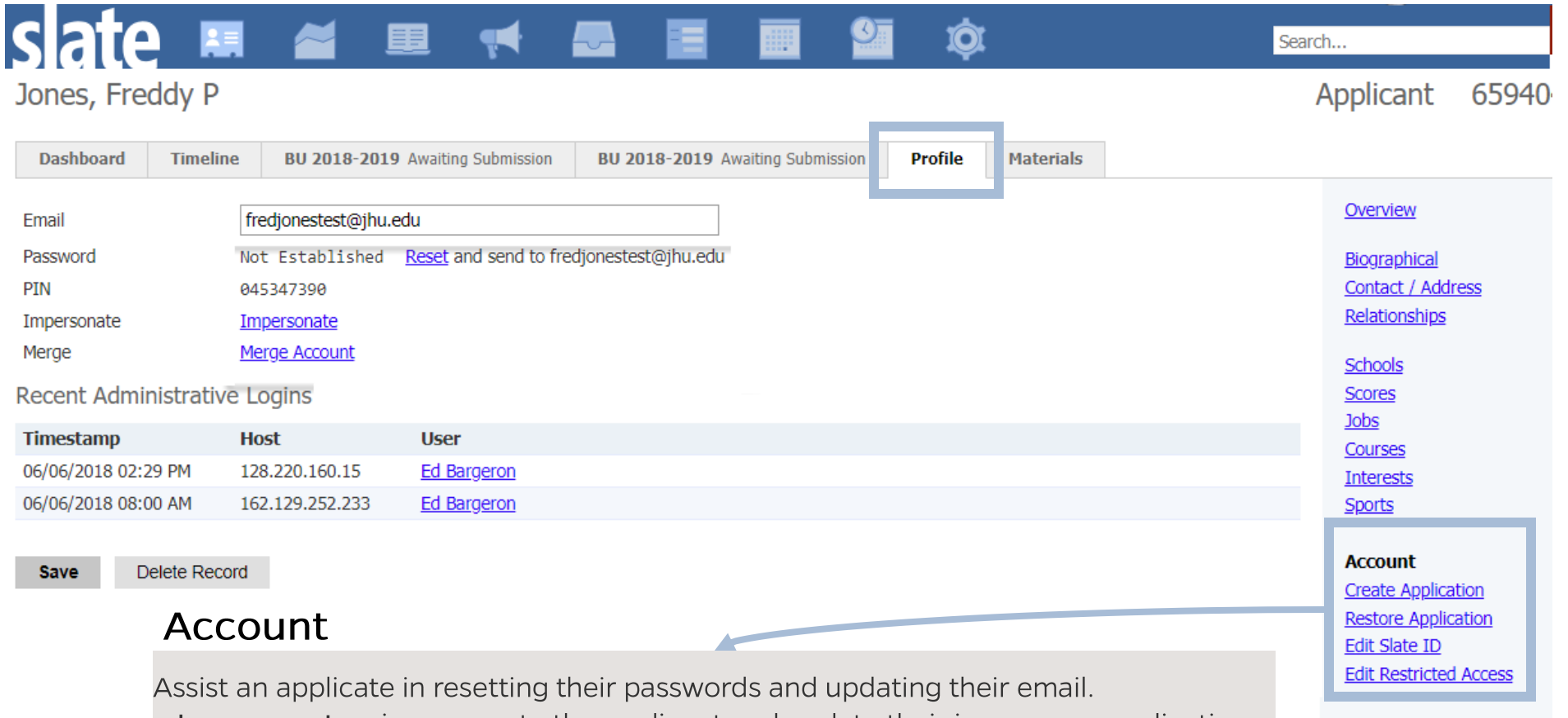
[Account](#)
[Create Application](#)
[Restore Application](#)
[Edit Slate ID](#)
[Edit Restricted Access](#)










Overview

Add/edit any of the following information:

- **Biographical** – name, biographical, and citizenship data
- **Contact/Address** – email and address information
- **Relationship** – manage family relationships of the person record
- **Schools** – college and/or university information
- **Scores** – test scores
- **Jobs** – work history
- **Courses** – previous coursework as it relates to the application process
- **Interest** – interest types
- **Sports** – related sport affiliation

Profile (continued)



slate          Search...

Jones, Freddy P Applicant 65940

Dashboard **Timeline** **BU 2018-2019 Awaiting Submission** **BU 2018-2019 Awaiting Submission** **Profile** **Materials**

Email:

Password: Not Established [Reset](#) and send to fredjonestest@jhu.edu

PIN: 045347390

Impersonate: [Impersonate](#)

Merge: [Merge Account](#)

Recent Administrative Logins

Timestamp	Host	User
06/06/2018 02:29 PM	128.220.160.15	Ed Barger
06/06/2018 08:00 AM	162.129.252.233	Ed Barger

Save **Delete Record**

Account

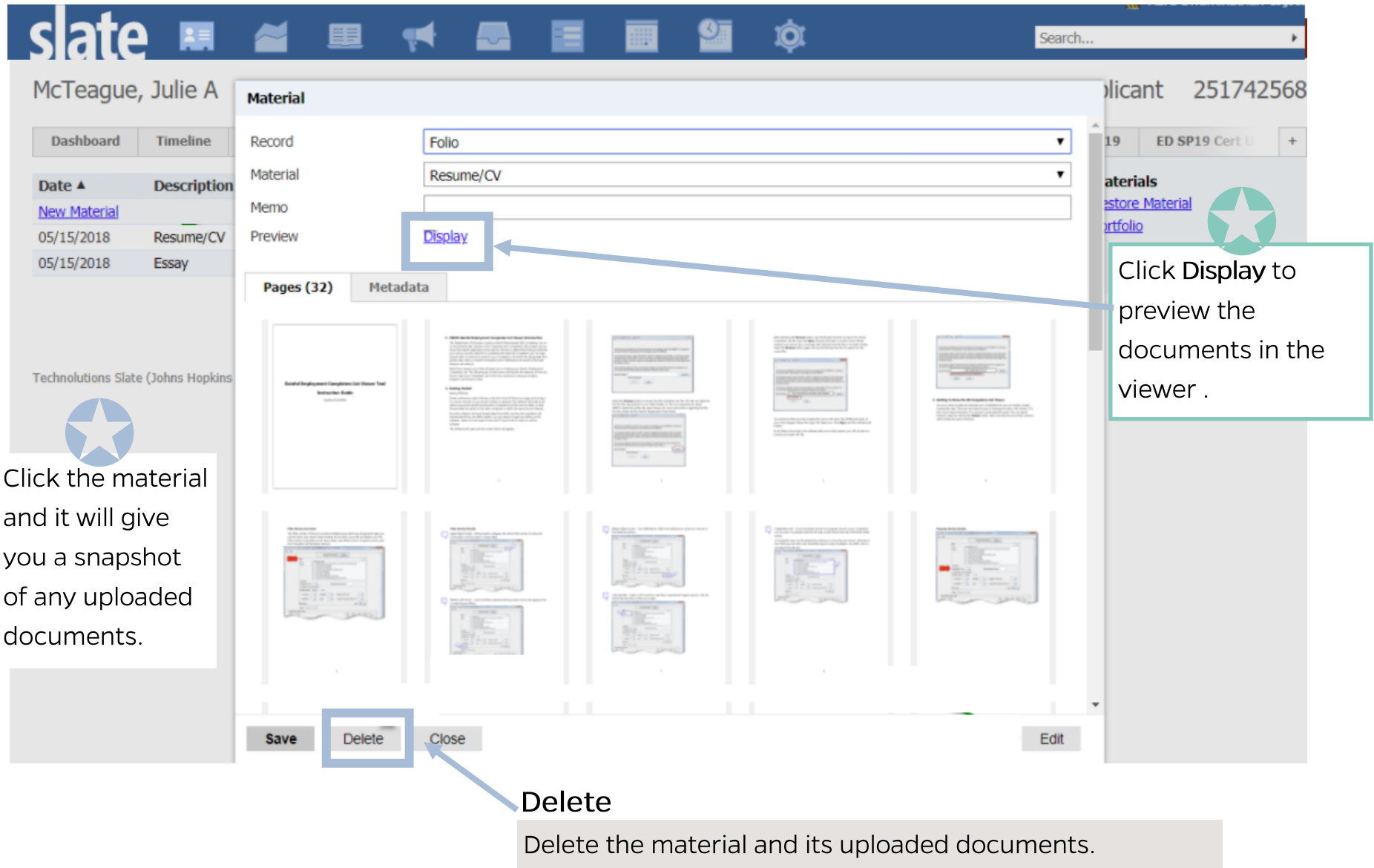
- [Create Application](#)
- [Restore Application](#)
- [Edit Slate ID](#)
- [Edit Restricted Access](#)

Account

Assist an appicatee in resetting their passwords and updating their email.

- **Impersonate** – impersonate the applicant and update their in progress application. All administrative login will be tracked.
- **Merge Account** – if you know this is a duplicate record you can merge the records together here.
- **Delete Record** – the entire record for this person will be deleted
- **Create Application** – you can administratively create an application on behalf of an applicant
- **Restore Application** – allows you to restore any previously delete applications
- **Edit Slate ID and Edit Restricted Access** – DO NOT USE

 Materials – list of all materials associated with the application checklist.



Click the material and it will give you a snapshot of any uploaded documents.

Click Display to preview the documents in the viewer .

Delete
Delete the material and its uploaded documents.