Slate — Bin Movement [Workflow]

You will need:

- ☑ Internet connection
- ☑ Your JHED ID and password
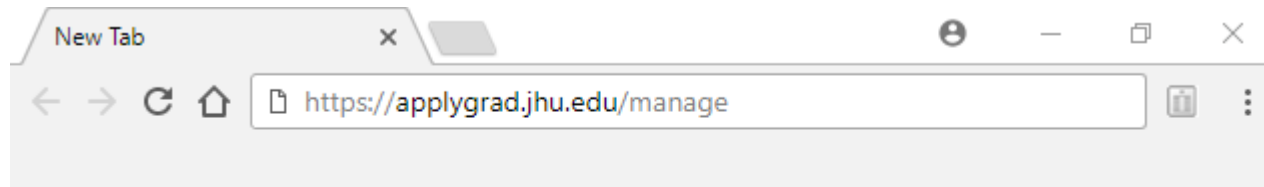- ☑ Web browser: Firefox, Safari or Chrome

About Bin Movement [Workflow]

Applications move through a workflow process known as bin movement.

The initial stages of workflow are automatic, but then it shifts to a manual process. Bin movement will vary by school.

① https://applygrad.jhu.edu/manage

New Tab   ×

← → C ⬠ 🗋 https://applygrad.jhu.edu/manage

Enter your

JHED credentials

JOHNS HOPKINS
UNIVERSITY & MEDICINE

Enter your Login ID and Password

Login ID

Password

Login

First time JHED User?   Forgot Passw

Login Problems?   Frequently

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Use of the Johns Hopkins Enterpris

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② Click **Slate Reader**.

slate   🔒 Ann Shiu Logout

Welcome, Ann.

Reader
📖 Slate Reader

Details   Supervised Login

Search...

slate @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
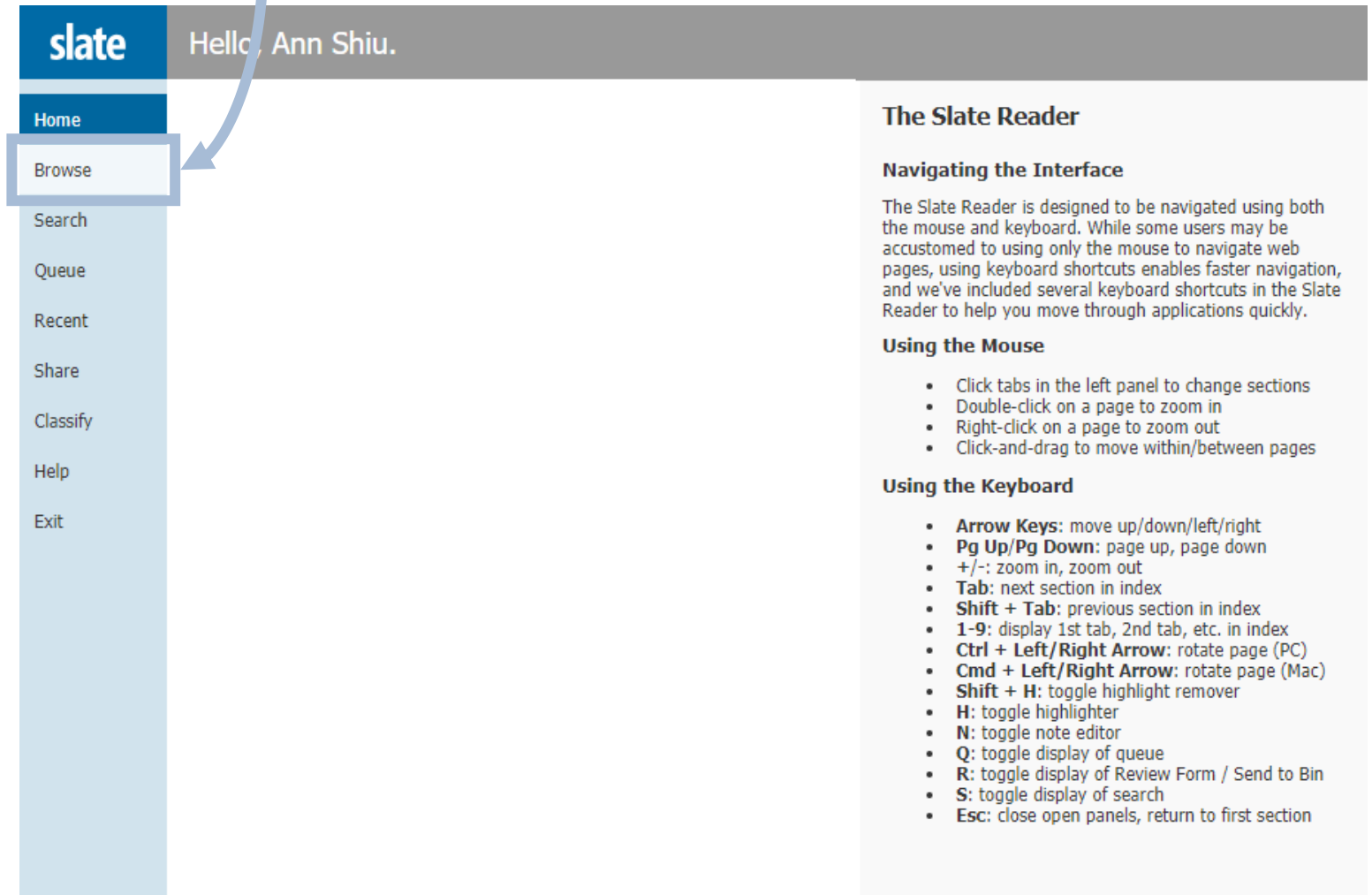
@zach_kuba

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

③ Click **Browse**.

slate   Hello, Ann Shiu.

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

The Slate Reader

Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- **Arrow Keys**: move up/down/left/right
- **Pg Up/Pg Down**: page up, page down
- **+/-**: zoom in, zoom out
- **Tab**: next section in index
- **Shift + Tab**: previous section in index
- **1-9**: display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow**: rotate page (PC)
- **Cmd + Left/Right Arrow**: rotate page (Mac)
- **Shift + H**: toggle highlight remover
- **H**: toggle highlighter
- **N**: toggle note editor
- **Q**: toggle display of queue
- **R**: toggle display of Review Form / Send to Bin
- **S**: toggle display of search
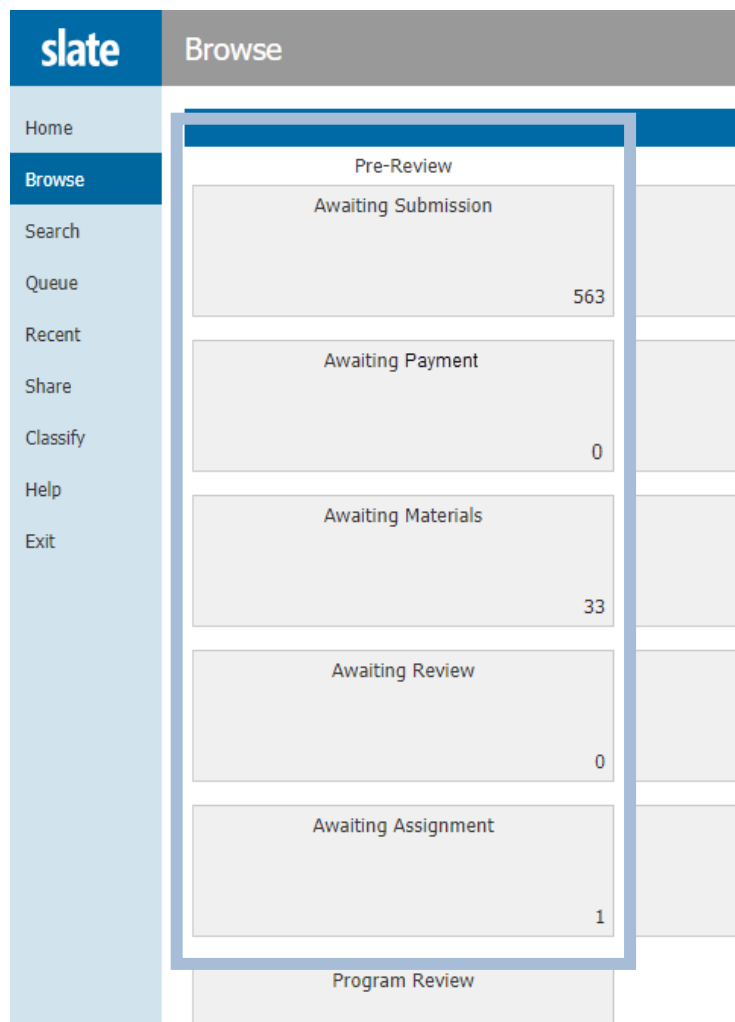- **Esc**: close open panels, return to first section

All application movement is automated in the "Pre-Review" column. Once the application moves over to the "Review" column, the movement becomes manual.

Bin workflow will vary by school.

The next page outlines the top five bins that appear in the "Pre-Review" column.

Defining Pre-Review Bins

Awaiting Submission: Application started by the applicant but not submitted.

Awaiting Payment: Application fee has not been paid or waived.
> Note: applicants are required to pay the application fee prior to submission; this bin will likely not have applications in it.

Awaiting Materials: The application checklist must be satisfied.

Checklist

Insert Requirement

✔ 08/21/2018	Essay		Received	▼ Edit
✔ 08/21/2018	Resume/CV		Received	▼ Edit
✔ 08/21/2018	Recommendation (Some Guy, test)		Received	▼
✔ 08/21/2018	Recommendation (That Guy, test)		Received	▼
✔ 08/21/2018	Recommendation (This Guy, test)		Received	▼
✖	GMAT Score Report		Awaiting	▼
✖	IELTS Score Report		Awaiting	▼
✔ 08/21/2018	Transcript (Salisbury University)		Received	▼
✔ 08/23/2018	Offer Response	Form	Received	▼ Edit
✔ 08/23/2018	Offer Response	Form	Received	▼ Edit

Awaiting Review: The applicant has submitted all requirements, and the application is waiting to be reviewed and assigned to the next bin.
> Note: The business process to determine how the application will automatically move to awaiting assignment will vary by school.

Awaiting Assignment: Use of this bin will vary by school. If your school opts to utilize this bin, the next bin assignment will be in the "Review" column [immediately to the right of the "Pre-Review column]. Applications are assigned to a reader for evaluation and can be assigned individually or using a batch process.

slate · Browse

Home
Browse
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Exit

Pre-Review

Awaiting Submission — 563

Awaiting Payment — 0

Awaiting Materials — 33

Awaiting Review — 0

Awaiting Assignment — 1

Program Review

Bin Movement

Illustration

The diagram on the next page is an example illustrating the movement of an application from the time the application process begins through the point of a decision.

Bin Movement Illustration

Each bin represents a stage in the application process. Application movement should flow from top to bottom and left to right, as represented by the arrows below.

As previously stated in this guide, all application movement is automated in the "Pre-Review" column. Once the application moves to the "Review" column, movement becomes manual.