

# Slate — Bin Movement

## [Workflow]

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You will need:



Internet connection



Your JHED ID and password



Web browser: Firefox, Safari or Chrome

# About Bin Movement [Workflow]

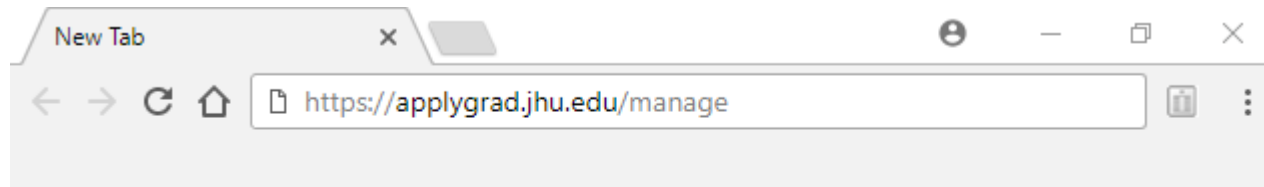
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Applications move through a workflow process known as bin movement.

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>



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 of the page, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently Asked Questions". The footer of the page says "© 2018 Johns Hopkins Institution".

2

Click Slate Reader.

The screenshot shows the Slate application interface. At the top is a dark blue header bar. On the left, the word "slate" is written in white. To its right are several icons: a person, an envelope, a document with a magnifying glass (highlighted by a callout), a megaphone, a folder, a list, a calendar, a clock, and a gear. On the far right of the header, the text "Ann Shiu Logout" is visible. Below the header, the text "Welcome, Ann." is displayed. A callout box points to the document icon, containing the text "Reader" and "Slate Reader". Below the header, there are four columns of content. The first column is for "@Technolutions" and includes a tweet about #SharkWeek. The second column is for "@abbythebluehen" and includes a tweet about a week-long vacation. The third column is for "@ZibblesWibbles" and includes a tweet about using #Slate for admissions. The fourth column is for "@zach\_kuba" and includes a tweet about using #Slate on Monday morning. On the right side of the interface, there are links for "Details" and "Supervised Login", and social media icons for Facebook and Twitter.

slate

Ann Shiu Logout

Search...

Welcome, Ann.

Reader  
Slate Reader

@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

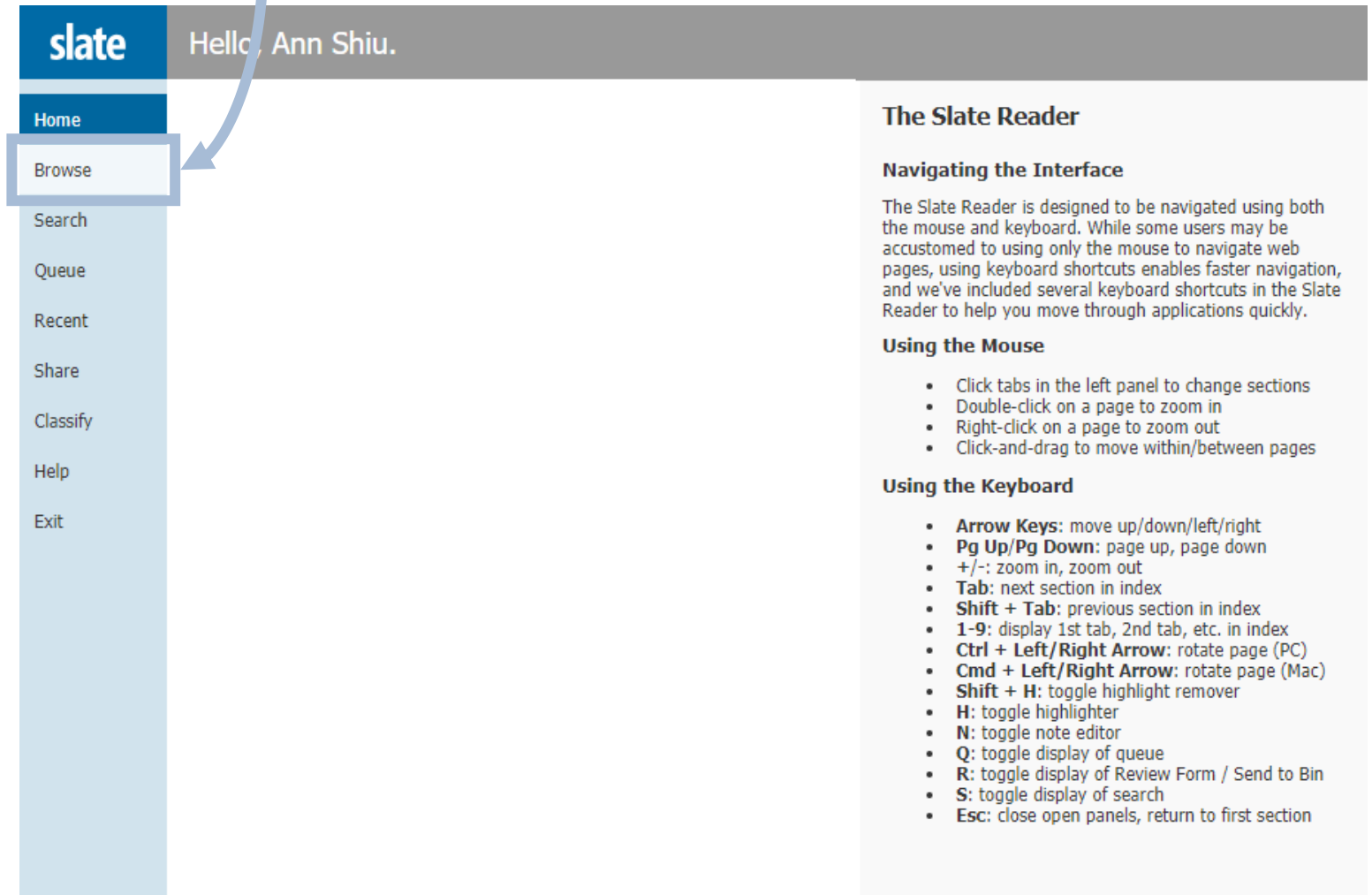
@zach\_kuba  
Me before and after using #Slate on this early Monday morning @Technolutions

Details Supervised Login

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③

Click Browse.



The screenshot shows the Slate application interface. At the top, there is a header bar with the 'slate' logo on the left and 'Hello, Ann Shiu.' on the right. Below the header, there is a left sidebar with a list of navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The 'Browse' option is highlighted with a blue box, and a blue arrow points to it from the text 'Click Browse.' above. The main content area on the right is titled 'The Slate Reader' and contains sections for 'Navigating the Interface', 'Using the Mouse', and 'Using the Keyboard'.

### 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

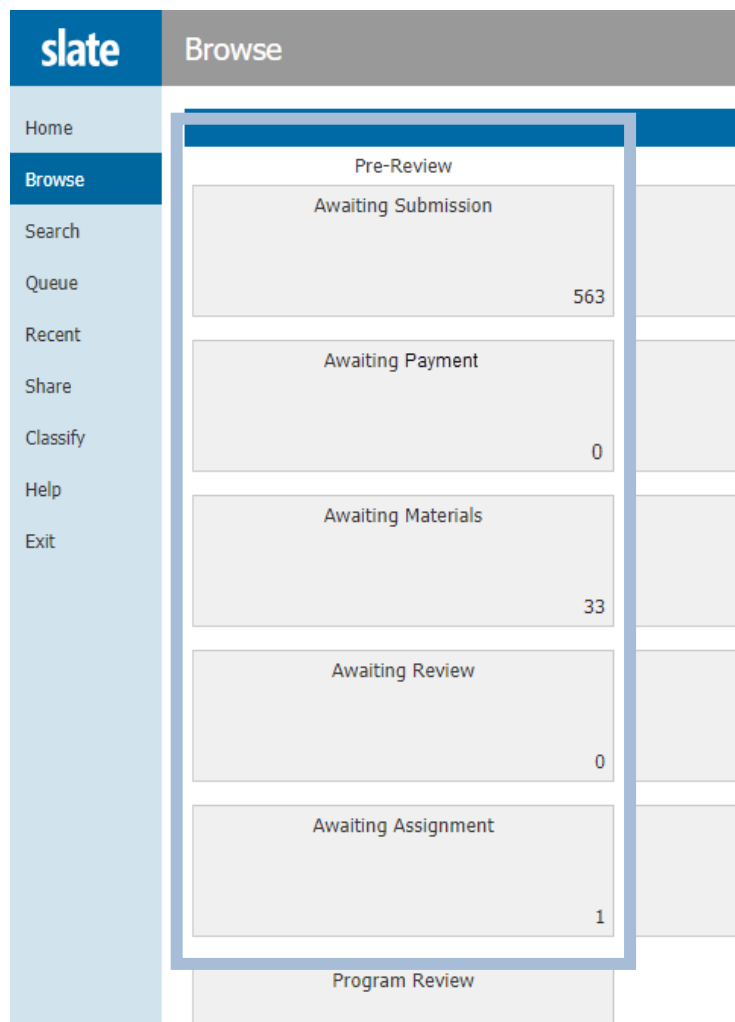
All application movement is automated in the “Pre-Review” column. Once the application moves over to the “Review” column, the movement becomes manual.

Bin workflow will vary by school.

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

	Pre-Review	Review	Committee	Pending Interview	Decision
Awaiting Submission	563	Reader 1 5	Committee A 0	Pending Interview 0	Admit 0
Awaiting Payment	0	Reader 2 0	Committee B 0		Admit With Requirements 0
Awaiting Materials	33	Reader 3 0	Committee C 0		Applicant Withdrawal 0
Awaiting Review	0	Final Review 1	Final Committee Review 0		Deferred Offer 0
Awaiting Assignment	1	Pre-decision 0			Deny - Grades 0
Program Review	52				Deny - Incomplete 0
					Waitlisted 0

## 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

<a href="#">Insert Requirement</a>				
✓	08/21/2018	Essay	Received	<a href="#">Edit</a>
✓	08/21/2018	Resume/CV	Received	<a href="#">Edit</a>
✓	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	<a href="#">Edit</a>
✓	08/23/2018	Offer Response	Form Received	<a href="#">Edit</a>

**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.

# Bin Movement Illustration

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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.

