

Email an applicant from Slate

There are several places where the applicant email is displayed. We strongly suggest you use the “Email from Slate feature”, as it tracks when the applicant opens your email.

From the reader, select the applicant’s name you would like to email (unsubmitted apps require you to click the stack of papers icon)

If you click on the applicant’s email displayed in the first view, the system will bring up your email client, such as Outlook. This does NOT track the message to the applicant or if it is opened. It also asks if you want to leave the page.

slate

Dashboard

Application

Transcripts

Student

Applicant

Commendation

906941894 Robinson (Test), Janice MFT MS - Fall 2022

Student Info

Name:

Robinson (Test), Janice

opens your email client

Cit

Race/Hispanic:

White / 0

St

Birthdate:

11/22/19

Co

Contact:

jkrobinson1@comcast.net

Ge

+1 801-472-9620

Program:

MFT MS

Tests

Type	Subtype	Date	Total	Score 1
GMAT		01/01/2021	680	90 (Verbal Score)
IELTS		01/01/2021	7	6.5 (Listening)

Option 1 It is better to click on the applicant’s email at the top of the **Reader** view. Clicking on the email here brings up a Slate email template and will record when the applicant has opened the email.

906941894 Robinson (Test), Janice MFT MS - Fall 2022

Contact Information

jkrobinson1@comcast.net

+1 801-472-9620 (daytime)

Active Address

3289 Navajo Ln

Provo, UT 84604-4815

United States

Biographical Details

Sex: Female

DOB: November 22, 1

Citizenship: Spain

Application Details

Status: Applicant

Submitted: October 11, 2021

[Lookup Application](#)

[Read Application in New Window](#)

[Show New Materials Report](#)

[Edit Bin/Queue](#)

[Download PDF](#)

Application	Status	Submitted
GR Application	Awaiting Decision	11/05/2021
GR Application	Awaiting Decision	08/25/2021

Option 2 If you have the application open already from a name search, you can email from the **Dashboard** tab.

This also brings up the Slate email template, which is tracked in Slate.

Robinson (Test), Janice Rule execution successfully queued 4m ago. [Preview pending actions](#) Applicant 9


Dashboard	Timeline	Social Work MSW ... Awaiting Decision	MFT MS - Fall 20... Awaiting Payment	Chem Eng PhD-	EXSc PhD- Fall ...
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Biographic
Female
Born 11/22/1988, age 33
Foreign National, Spain
White

Social Work MSW - Fall 2022
Awaiting Decision
Submitted 11/05/2021; Started 09/20/2021

In Process	Pre Review	Committee Review	Department Recommendation	University Decision
Awaiting Submission	Submitted to Review	Bin 1 - Committee Review	Admit - Department	Admit - University
Awaiting Payment		Bin 2 - Committee Review	Admit Provisional - Department	Deny - University
Awaiting Materials		Bin 3 - Committee Review	Deny - Department	

Provo, UT
UT-01 Salt Lake City, Ogden, 8



3289 Navajo Ln
Provo, UT 84604-4815

Connect
Email jkrobinson1@comcast.net
Phone +1 801 472 9628

Note: A red box highlights the email address in the 'Connect' section, and a red arrow points from the 'Submitted to Review' status in the timeline to this box.

From the **Timeline** tab you can see the email sent and when it was opened by the applicant.

2021 October

10/27 10:44:55 AM	Email Opened (+1) Completing Your BYU Graduate Application
10/27 10:09:49 AM	Sent Message Completing Your BYU Graduate Application
10/26 5:51:27 PM	Login
10/26 5:51:20 PM	Email Opened (+1) Brigham Young University Graduate Studies Online Registration
10/26 5:51:07 PM	Sent Message Brigham Young University Graduate Studies Online Registration
10/25 11:56:42 AM	Ping (14s) gradstudies.byu.edu/program/instructional-psychology-and-technol...
10/25 11:54:26 AM	Ping (1m 21s) gradstudies.byu.edu/program/instructional-psychology-and-technol...