New Submission Notification Report

In Slate, Reports are queries that can be scheduled to run and automatically email their results. Reports are currently set to notify program administrators when new applications have been submitted. These reports will run overnight, produce a list of all applications submitted that day, and send a report to you in an automated e-mail. Below is an example of what the report will look like when you open the email.

The report will include the names of all current applicants and, below the list of names, the total number of new applications.

If you scroll to the bottom of the email report, you’ll see the “Display Report in Slate” link; this will open the report in Slate and allow you to display it as a query. The report is also attached to the email as a PDF.
If you click “Display Report in Slate,” Slate will open to the below screen. You can click on an applicant’s name to reveal their email address, if you need to contact them.

If you have any questions, need assistance, or would like any additional export fields added to this report, please contact Lauren Liston (lpalerm@ncsu.edu).