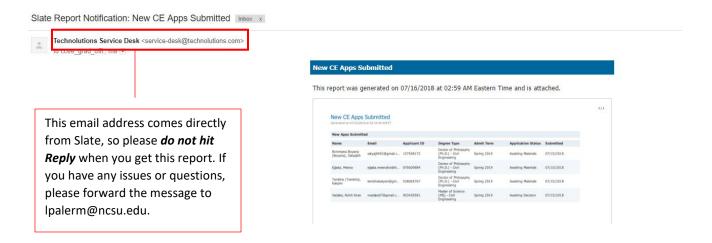
## **New Submission Notification Report**

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 or weekly based on your program's desired frequency. Below is an example of what the report will look like when you open the email.



You can click on the PDF attached to expand the report and then type in the name or applicant ID in the search bar in Slate, if you want to look up a particular record. There is also a Departmental Query in Slate titled "Apps submitted in last 7 days" which can be run at any time in addition to or in lieu of this notification report.



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).