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.

This email address comes directly from Slate, so please do not hit Reply when you get this report. If you have any issues or questions, please forward the message to lwgentil@ncsu.edu or lpalerm@ncsu.edu.

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.

CONFIDENTIALITY NOTICE: This message, including any and all attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Unauthorized interception, review, use, disclosure, or distribution of any such information contained within this message and/or its attachment(s) is strictly prohibited. If you have received this communication in error, please destroy all copies of the message and its attachment and notify the sender immediately.
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.

To run the report as a query, click on the icon circled below or “Export to Query.” Doing so will allow you to export the results to a spreadsheet or click on the applicant’s name to view their record. The query produced will include the applicant’s name, email, admit term, degree type, program name, and application status.

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).