

### 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.

Slate Report Notification: New CE Apps Submitted Inbox x

**Technolutions Service Desk** <service-desk@technolutions.com>  
to: ccee\_grad\_offi...@ncsu.edu

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 [lpalerm@ncsu.edu](mailto:lpalerm@ncsu.edu).

#### New CE Apps Submitted

This report was generated on 07/16/2018 at 02:59 AM Eastern Time and is attached.

New CE Apps Submitted 1/1  
Generated on 07/16/2018 at 02:59:36 AM ET

Name	Email	Applicant ID	Degree Type	Admit Term	Application Status	Submitted
Borissana Bviana (Biyana), Subaghi	subaghi93@gmail.c...	137568172	Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
Ejeda, Mema	ejeda.memar@del...	076609884	Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
Tandita (Tandita), Nayati	tanditakayati@gn...	118065767	Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
Vadiko, Rohit Arun	rvadiko7@gmail.c...	903436581	Master of Science (MS) - Civil Engineering	Spring 2019	Awaiting Decision	07/15/2018

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.

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			Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
			Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
			Doctor of Philosophy (Ph.D.) - Civil Engineering	Spring 2019	Awaiting Materials	07/15/2018
			Master of Science (MS) - Civil Engineering	Spring 2019	Awaiting Decision	07/15/2018

The report will include the name, email, applicant ID, degree type, admit term, application status, and the submit date of new applicants since your last notification.

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](mailto:lpalerm@ncsu.edu)).