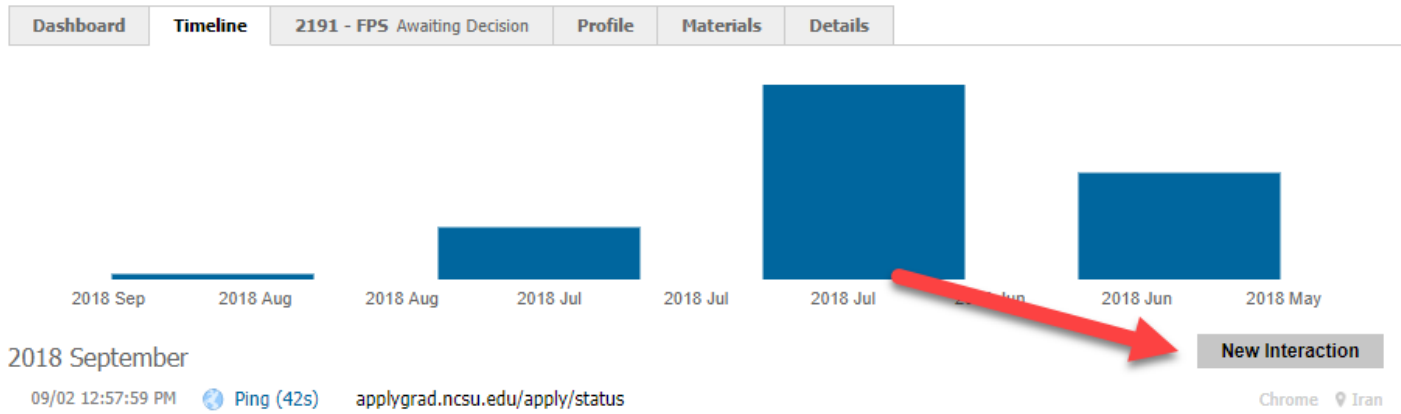


Add a New Interaction

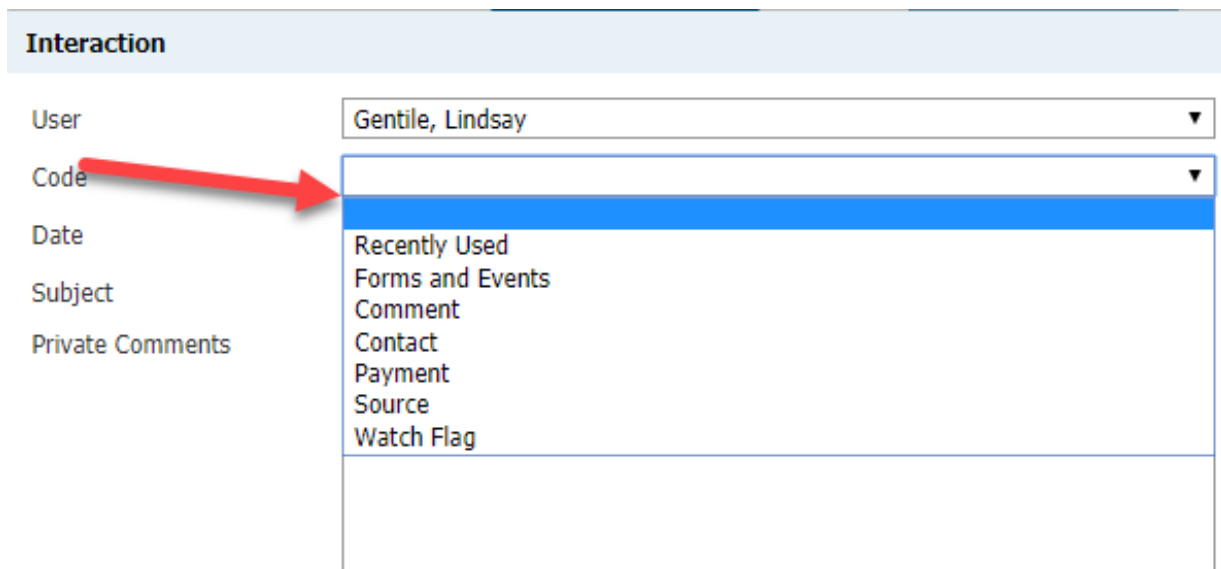
-Comments, Contacts, Watch Flags

1. Go to the Timeline tab, and click the New Interaction button



The screenshot shows a navigation bar with tabs: Dashboard, Timeline, 2191 - FPS Awaiting Decision, Profile, Materials, and Details. Below the tabs is a timeline with blue bars representing interactions for various months from 2018 Sep to 2018 May. A red arrow points from the 'New Interaction' button in the bottom right corner to the '2018 Jul' bar on the timeline. Below the timeline, there is a detailed view for '2018 September' showing a timestamp '09/02 12:57:59 PM', a ping icon with '(42s)', the URL 'applygrad.ncsu.edu/apply/status', and browser information 'Chrome' and 'Iran'.

2. Choose the Code



The screenshot shows the 'Interaction' form with the following fields:

- User: Gentile, Lindsay
- Code: Recently Used (selected)
- Date: [Empty]
- Subject: Forms and Events
- Private Comments: Comment
- Private Comments: Contact
- Private Comments: Payment
- Private Comments: Source
- Private Comments: Watch Flag

A red arrow points to the 'Code' dropdown menu.

- **Comment:**
 - Enter a Subject, so that the comment is easily identified after saving
 - You can enter a private comment, which is visible to administrators who have access to applications. Or you can also make it visible to the applicant by checking the 'Post to online status' checkbox and entering your comment in the Public comments box.
 - Click Save

Interaction

User

Code

Date Time

Subject

Private Comments

**Choose
private or
public
comment**

----- Forwarded message -----
From: |
Date: Fri, Sep 7, 2018 at 12:45 PM
Subject: RE Spring 2019 Applicant
To: Jennifer Crumb <jmcrumb@ncsu.edu>

Please transfer application to FPS (see below)

Public Post to online status (includes subject and public comments)

- **Contact:**
 - Choose the appropriate subcode
 - Enter a Subject, so that the contact is easily identified after saving
 - You can enter a private comment, which is visible to administrators who have access to applications. Or you can also make it visible to the applicant by checking the 'Post to online status' checkbox and entering your comment in the Public comments box.
 - Click Save

Interaction

User	Gentile, Lindsay		
Code	Contact		
Subcode	Phone Call		
Date	09/12/2018	Time	11:29:25 AM
Subject	Answered questions about assistantships		
Private Comments	<div style="border: 2px solid purple; padding: 5px; display: inline-block;">Enter private or public comments</div>		
Public			
Public Comments	Sarah, we spoke today about available <u>assistantships</u> and faculty contacts, please follow up as directed.		

Save **Cancel**

- **Watch Flag:**
 - Choose the subcode to apply a watch flag to the application
 - Adding a subject and comments are optional
 - Click save

Interaction

User

Code

Subcode

Date Time

Subject

Private Comments

Public Post to online status (includes subject and public comments)

-Watch Flags will show in Slate and in the Reader

The screenshot shows the Slate application interface. At the top, there is a blue navigation bar with the 'slate' logo and several icons. Below the navigation bar, the user's name 'Gentile Test, Lindsay' is displayed. A red arrow points to a yellow notification bar that reads 'Watch Flags: GRE Waiver'. Below the notification bar, there is a horizontal menu with several tabs: 'Dashboard', 'Timeline', 'APP Awaiting Submission', 'GB Awaiting Materials', '2191 - MBA', '2198 - GCERT', 'Profile', 'Materials', and 'Details'. The '2191 - MBA' tab is currently selected. Below the menu, the text '2191 - MBA' is displayed, followed by 'Decided Submitted May 23, 2018' and 'Last updated September 12, 2018'. To the right, there is a section for 'Current Bin: Liaison Finalize Admit' and 'Full - Await Official Transcript Status: Released'.