





Mass Moving Applications to Another Bin

To move applications en masse from bin to bin, first click on the bin that has the applications you want to move. Once in the bin, click **Build Query** button in the top right corner.

Applications (2)									
Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3
Fernandez, A...  You have this file in your queue.	2198	Master of Sci...	Electrical Eng...			Awaiting Mat...			
Test, H1B  You have this file in your queue.	2198	Master of Sci...	Computer Ne...			Awaiting Mat...			

A query will open with preset export and filters. You can leave them as-is and just click **Run Query** near the top right of the page.

Quick Query

User

Population

Departmental Reader

Run Query

Preview Results

Display SQL


Save Copy

Exports

Name
Term
Degree Type
Program
Area of Interest
Certificate
Bin
Dept Reader Decision 1
Dept Reader Decision 2
Dept Reader Decision 3
Users
Readers
Notes

 Export

 Literal

 Existence

Filters [Check Logic](#) [Matching Rows: 2](#)

[Bin](#) IN Pre-Review - Awaiting Materials

 Filter

On the next screen, select **Bin** from the **Output** drop-down menu, then click **Export**.

[All Queries](#) > [Quick Query](#)

Quick Query

Output

Rows 1-2 ▼ of 2 Prev

Name	Term
Fernandez, Annabelle	2198
Test, H1B	2198

Excel Spreadsheet ▼

Export Destinations

- Excel Spreadsheet
- Deliver Mailing
- Report Builder
- Comma-Delimited CSV File
- Tab-Delimited File
- PDF Document Export
- Decision Letter Export to Word
- PDF Report
- HTML Report
- Mail Merge Word Document

Batch Management

- Activity
- Bin**
- Checklist
- Decision
- Field
- Generate PIN
- Interaction
- Priority

Search...

ision 1 Dept Reader I

After you click **Export**, you will be taken to the **Bin Management** page. Select **Set Bin** from the **Bin Action** drop-down menu. Then using the **Bin** drop-down menu, select the bin you want to move the applications to.

Bin Management

Workflow

Default Workflow ▼

Bin Action

Set Bin

Bin

Awaiting Materials

Queue Action

Awaiting Materials

Add Reader

1 Dept Review

2 Dept Review

3 Dept Review

4 Dept Review

Waitlist

You can then select all the applications shown below (all the applications in the bin where you created the query) by clicking **Update All**. Or you can individually select the applications you'd like to move and then click **Update Selected**.

Bin Management

Workflow	Default Workflow ▼
Bin Action	Set Bin
Bin	3 Dept Review
Queue Action	Add Readers
Add Reader	

Update Selected (5)

Update All (17)

Rows 1–17 ▼ of 17 Prev Next		
<input type="checkbox"/>	Bin Management: Rec...	Bin Management: Bin Bin Manag
<input checked="" type="checkbox"/>	A	2 Dept Review
<input type="checkbox"/>	A	2 Dept Review
<input type="checkbox"/>	A	2 Dept Review
<input checked="" type="checkbox"/>	A	2 Dept Review
<input checked="" type="checkbox"/>	A	2 Dept Review
<input type="checkbox"/>	B	2 Dept Review
<input type="checkbox"/>	D	2 Dept Review
<input checked="" type="checkbox"/>	D	2 Dept Review
<input type="checkbox"/>	G	2 Dept Review
<input type="checkbox"/>	Is	2 Dept Review
<input checked="" type="checkbox"/>	M	2 Dept Review
<input type="checkbox"/>	N	2 Dept Review

You can also add applications to other readers' queues as you are moving bins by typing names into the Add Reader text box. Anyone with Slate access will begin to appear as you type their name.

Bin Management

Workflow	Default Workflow ▼
Bin Action	Set Bin
Bin	3 Dept Review
Queue Action	Add Readers
Add Reader	lauren Lauren Ball ...su.edu Lauren Liston ...ncsu.edu