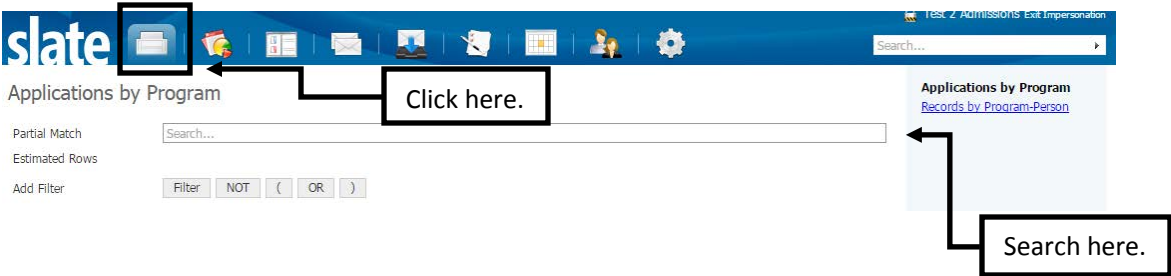


Adding Interactions to Slate

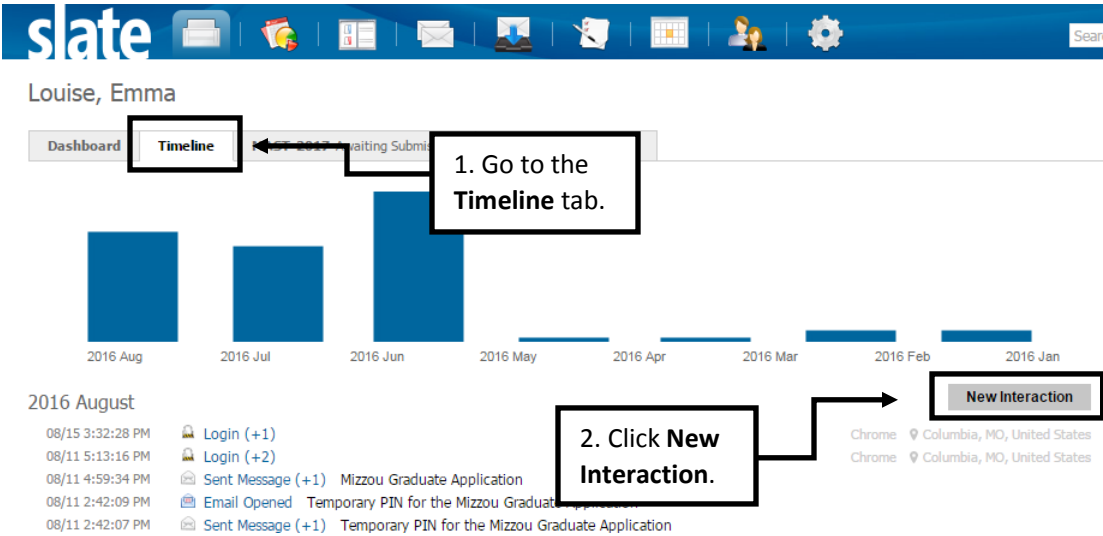
When graduate programs interact with their applicants outside of Slate and would like to record all the interactions in Slate, there is a way they can manually add the interactions. Follow the steps below in order to add interactions to Slate.

How to manually add interactions

Search for and find the applicant in Slate.



Go to the **Timeline** tab and click **New Interaction**.



Select **Contact** code. Once the Contact code is selected, you will see three subcodes-**email by student**, **phone call by student** and **visit by student**. Select one you would like to add.

Interaction

User: Admissions, Test

Code: Contact

Subcode: Phone call by student

Timestamp: Email by student

Subject: Phone call by student

Private Comments: Visit by student

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

Save Cancel

Enter a subject (if the interaction subcode is sufficient, leave this blank) and comments. **DO NOT SELECT the “Post to online status (Includes subject and public comments)” checkbox.** Click Save.

Interaction

User: Admissions, Test

Code: Contact

Subcode: Phone call by student

Timestamp: 08/15/2016 04:39:09 PM

Subject:

Private Comments: student asked application requirements and deadline. will apply to our master's program for Fall 2017.

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

Save Delete Cancel

1. Enter comments.

2. Click Save.

Now, the interaction has been added to the timeline.

Louise, Emma Applicant

Dashboard **Timeline** MAST-2017 Awaiting Submission Profile Materials

2016 Aug 2016 Jul 2016 Jun 2016 May 2016 Apr 2016 Mar 2016 Feb 2016 Jan

2016 August

- 08/15 4:39:09 PM Phone call by student
- 08/15 3:52:28 PM Login (+1) Chrome Columbia, MO, United States
- 08/11 5:13:16 PM Login (+2) Chrome Columbia, MO, United States
- 08/11 4:59:34 PM Sent Message (+1) Mizou Graduate Application
- 08/11 2:42:09 PM Email Opened Temporary PIN for the Mizou Graduate Application
- 08/11 2:42:07 PM Sent Message (+1) Temporary PIN for the Mizou Graduate Application
- 08/11 2:12:03 PM Email Opened University of Missouri Graduate Studies

New Interaction

Timeline
[Interactions](#)

Click on the **Interactions** link on the right side of the screen to view the comments.

Louise, Emma Applicant

Dashboard **Timeline** MAST-2017 Awaiting Submission Profile Materials

Messages Sources Interactions Contact

Date ▲	Code	Subject	User/Status
New Interaction			
08/15/2016	Contact	Phone call by student	Test
08/11/2016	Source	Application Created	
08/11/2016	Message	/apply/create Mizou Graduate Application	
08/11/2016	Message	/apply/create Mizou Graduate Application	
08/11/2016	Source	Application Created	
08/11/2016	Message	Temporary PIN for the Mizou Graduate Application	
08/11/2016	Message	/account/register Temporary PIN for the Mizou Graduate Application	Sent/Opened

1. Click **Interactions.**

2. Click here to view the comments.

Timeline
Interactions

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.