

## Downloading and Printing Applications from Slate

Once your program is ready to review applications, you may wish to download or print the applications. Follow the steps below to download and print applications.

### Downloading and Printing Individual Applications

- 1) Search for an application you would like to review.

Click on the application you would like to download.

Applications by Program

Partial Match: test  
Estimated Rows: 1  
Add Filter: Filter NOT ( OR )

name	birthdate	application
Test (Tiger), Truman	01/01/1987	Post Baccalaureate (Non-Degree) Status, Awaiting...

- 2) Click on the **Download PDF** link in the right hand side of the application tab\*.

Application status is available here.

Click on the Download PDF link.

Test (Tiger), Truman

Applicant: 257928596

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

Master's Program

Awaiting Materials

Submitted June 8, 2016  
Last updated June 8, 2016

Current Bin: Submitted- Awaiting Materials

Academic Program: Business Administration/Crosby MBA  
Entrance Term: Fall 2017  
Application ID: 577351429  
Mizzou ID:

Checklist

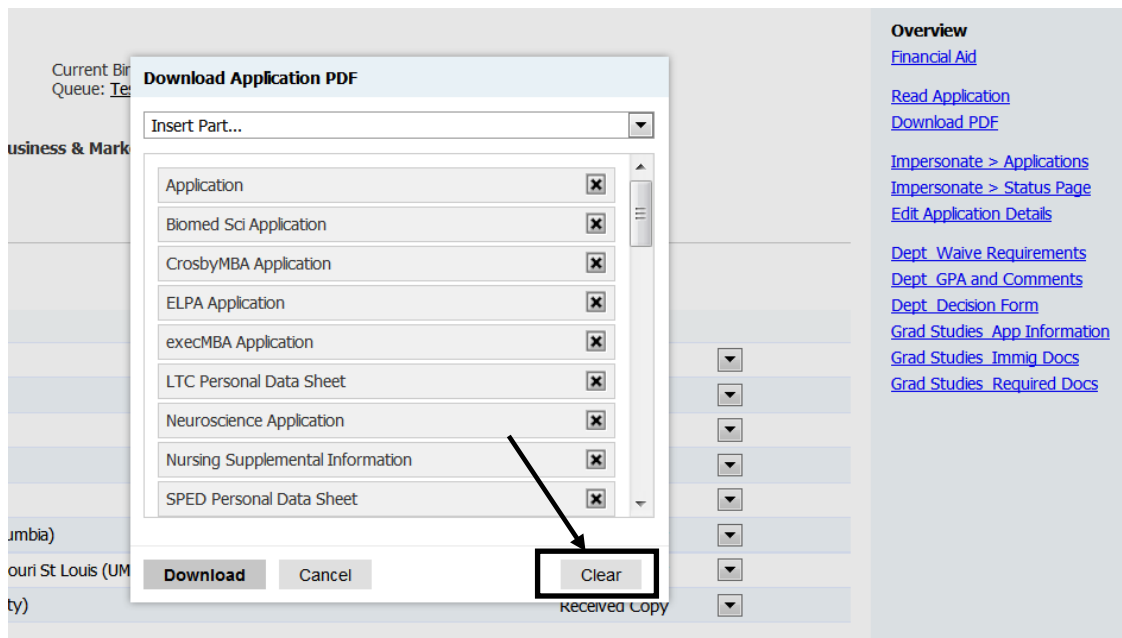
Item	Status
Recommendation (Ryan Smith, University of California-Davis)	Awaiting
GRE Score Report	Awaiting
Transcript (Ewha Womans University)	Awaiting
05/24/2016 Transcript (University of Missouri Columbia (Mizzou))	Received Copy

Overview  
[Financial Aid](#)  
[Read Application](#)  
[Download PDF](#)  
[Dept. Decision Form](#)  
[Dept. Waive Requirements](#)  
[Grad Studies Immig Docs](#)  
[Grad Studies Required Docs](#)

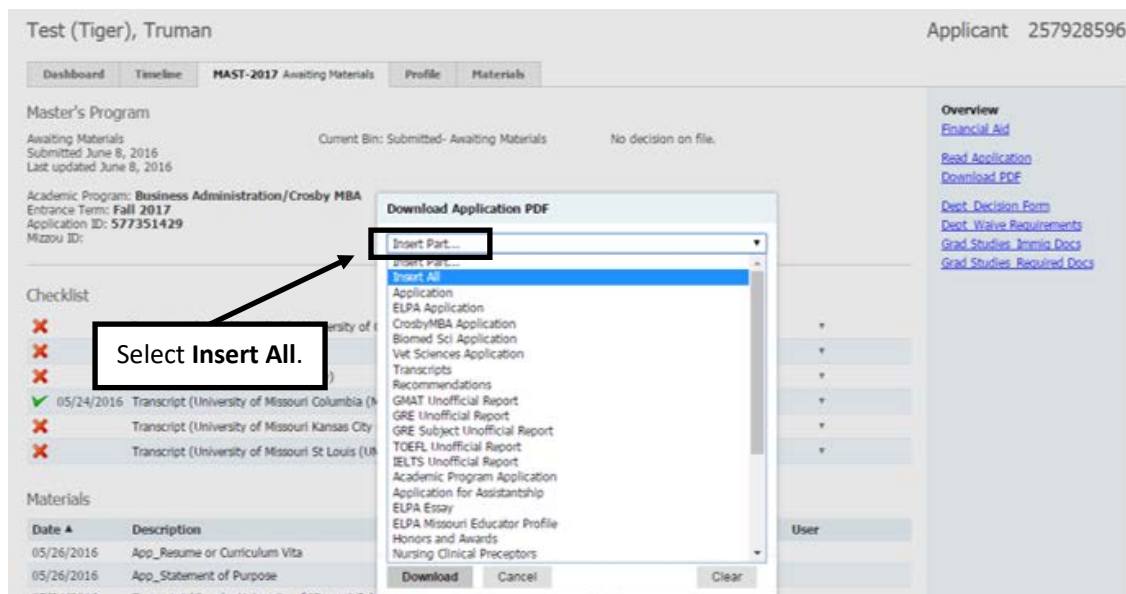
**\*Note:** Before downloading an application, make sure that the application has been submitted and all the requirements have been met. If your program would like to proceed with reviewing incomplete applications, you can still download the application PDF but the file will not include all the materials required by your program.

Once applications are submitted, the application status will automatically be set to either **Awaiting Materials** or **Awaiting Decision**. If applications have missing required materials such as letters of recommendation, official test scores and unofficial transcripts, the application status will be set to **Awaiting Materials**. However, if applications are complete, the status will be set to **Awaiting Decision**. If the application status is set to **Awaiting Submission**, it means that the application has not been submitted and it is not ready for review.

- 4) When the **Download Application PDF** dialogue box appears, click **Clear**; this will ensure application materials are not duplicated in PDF download.



- 5) Then select **Insert All**. Once you select all, you will see all the material types that are not necessarily required by your program. You can disregard the materials types not applicable to your program as the application PDF will only include application sections that have been completed by your applicants.



6) Click **Download**.

Test (Tiger), Truman Applicant 257928596

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

Master's Program  
Awaiting Materials  
Submitted June 8, 2016  
Last updated June 8, 2016

Current Bin: Submitted- Awaiting Materials No decision on file.

Academic Program: **Business Administration/Crosby MBA**  
Entrance Term: **Fall 2017**  
Application ID: **577351429**  
Mizzou ID:

**Checklist**

- Recommendation (Ryan Smith, University of ...)
- GRE Score Report
- Transcript (Ewha Womans University)
- 05/24/2016 Transcript (University of Missouri Columbia (Mizzou))
- Transcript (University of Missouri Kansas City)
- Transcript (University of Missouri St Louis (UMSL))

**Materials**

Date	Description
05/26/2016	App_Resume or Curriculum Vita
05/26/2016	App_Statement of Purpose
05/24/2016	Transcript (Copy) University of Missouri Columbia (Mizzou)

**Download Application PDF**

Insert Part...

- Application
- ELPA Application
- CrosbyMBA Application
- Biomed Sci Application
- Vet Sciences Application
- Transcripts
- Recommendations
- GMAT Unofficial Report
- GRE Unofficial Report

**Download** Cancel Clear

Click **Download**.

7) If you wish to print the application, go to the folder where you downloaded and saved the application PDF, open it with the Adobe Acrobat Reader or Adobe Acrobat Pro, and print the application.

Export 20160608-105158.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Save Print Mail Tools Fill & Sign Comment

1 / 11 70.2%

Bookmarks

- Test, Truman (257928596)
  - auto
  - auto
  - University of Missouri Columbia (Mizzou) - Transcript (Copy)
  - App\_Resume or Curriculum Vita
  - App\_Statement of Purpose

Test, Truman; DOB: 01/01/1987; ID: 257928596

Application for Admission

## Biographical Information

**Biographical**

First Name Truman  
Last Name Test  
Other Last Names Used Tiger  
Sex Female  
Birthdate 01/01/1987  
Birthplace Columbia, Missouri, United States

**Contact**

Email hyosunmcleod@icloud.com  
Phone +1 573-882-0000  
Mobile +1 573-882-0000  
Mailing Address 210 Jesse Hall  
Columbia, MO 65211-1160  
United States  
Permanent Address 210 Jesse Hall  
Columbia, MO 65211-1160  
United States

**Citizenship**

Citizenship Status United States Citizen  
Primary Citizenship United States

**Ethnicity**

Hispanic No  
Race Asian (includes Chinese/Filipino/Japanese/Korean/Thai/and Asian Indian)  
Are you a Missouri resident? Yes  
If yes, what county? Boone

## Downloading and Printing Multiple Applications to on PDF File

- 1) Look up a set of applications you would like to download by running a pre-set query in the **Queries** module. (Please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) if you need specific queries set up for your program.)

The screenshot shows the Slate interface with the 'Queries' module selected in the top toolbar. A callout box points to the 'Queries' module icon. Another callout box points to the 'Run Query' button, with the text: 'Click Run Query. (Refer to Queries in Slate toolkit for more details.)'

- 2) Select **PDF Document Export** in the **Output** dropdown box.

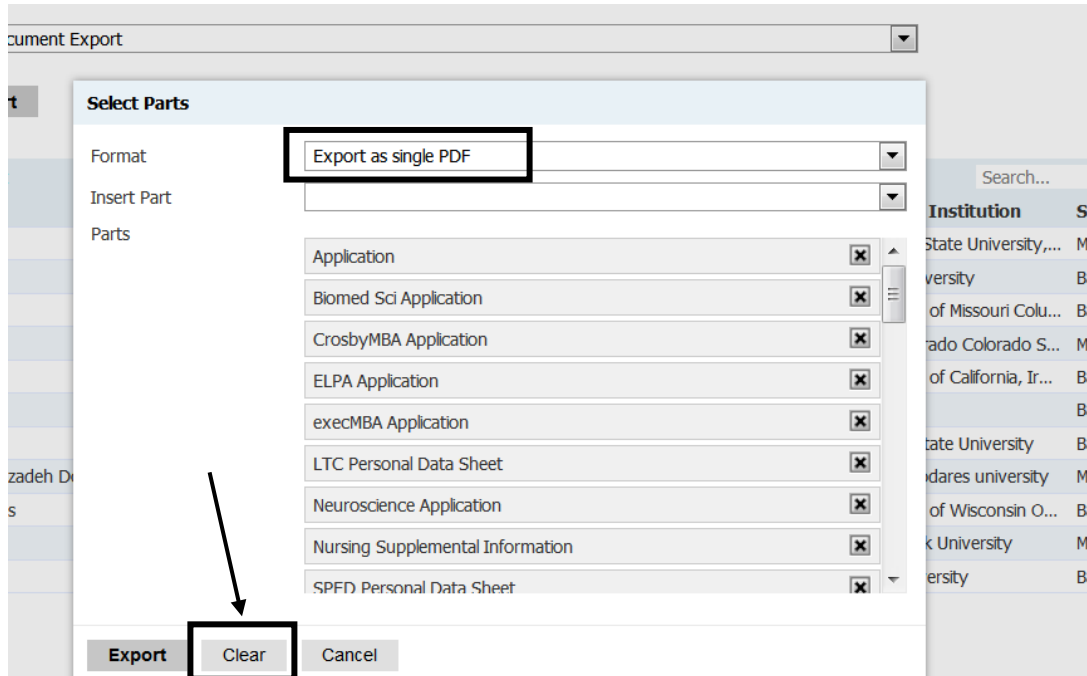
The screenshot shows the 'Submitted Applications (New)' page. The 'Output' dropdown menu is open, and 'PDF Document Export' is selected. A callout box points to this option with the text: 'Select PDF Document Export.'

- 3) Click **Export**.

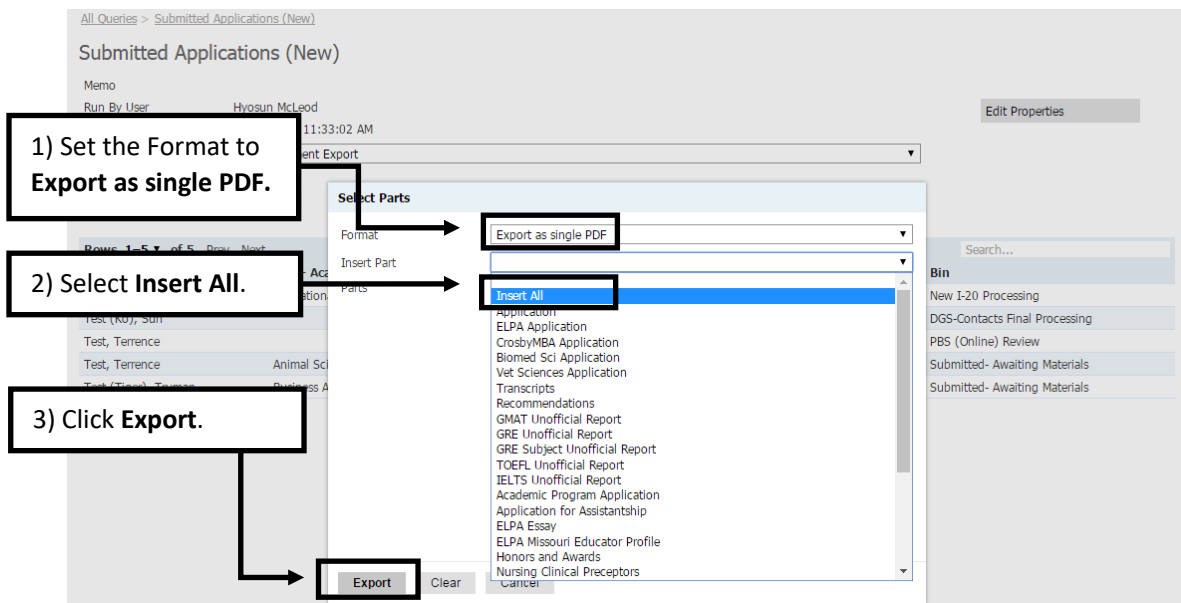
The screenshot shows the 'Submitted Applications (New)' page with the 'Output' dropdown set to 'PDF Document Export'. The 'Export' button is highlighted with a callout box that says 'Click Export.'

Name	App - Academic Program	Entrance term-Application	App Submitted	Bin
Test, Hyosun	Educational Leadership & Policy/Higher Ed...	Fall 2017	05/02/2016	New I-20 Processing
Test (Ko), Sun			06/08/2016	DGS-Contacts Final Processing
Test, Terrence			03/18/2016	PBS (Online) Review
Test, Terrence	Animal Sciences (PhD)		05/06/2016	Submitted- Awaiting Materials
Test (Tiger), Truman	Business Administration/Crosby MBA	Fall 2017	06/08/2016	Submitted- Awaiting Materials

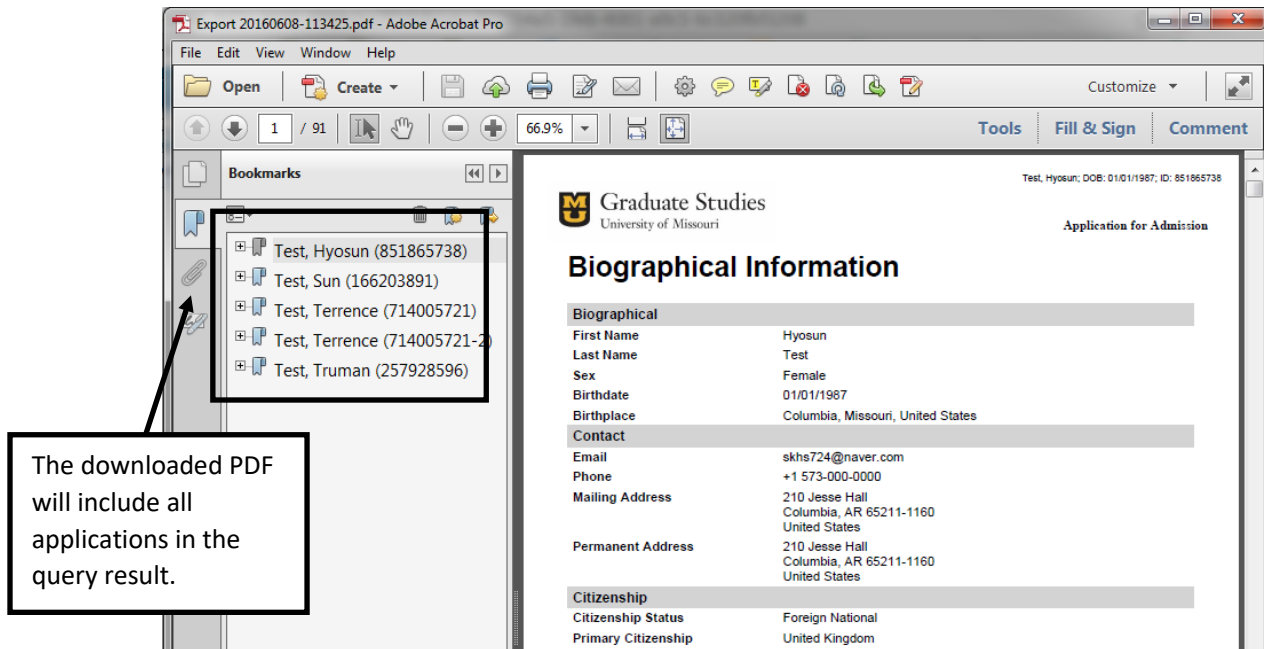
- 4) Set the format\* to **Export as single PDF**, and click the **Clear** button to remove all application parts.



- 5) Then, select **Insert All** to make sure all the part of your application are included in the export. Do not worry about the other departmental application materials you see in the list. Click **Export**.

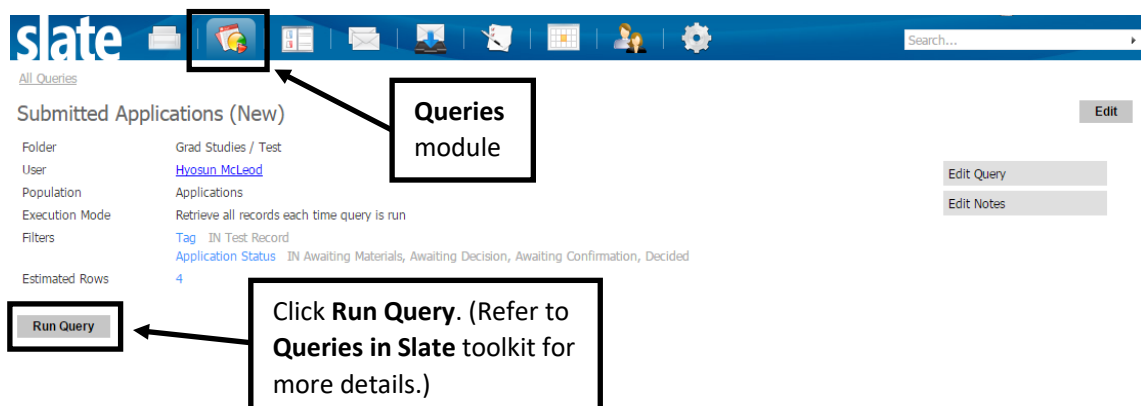


- 6) If you wish to print, go to the folder where you downloaded and saved the application PDF, open it with the Adobe Acrobat Reader or Adobe Acrobat Pro, and print.

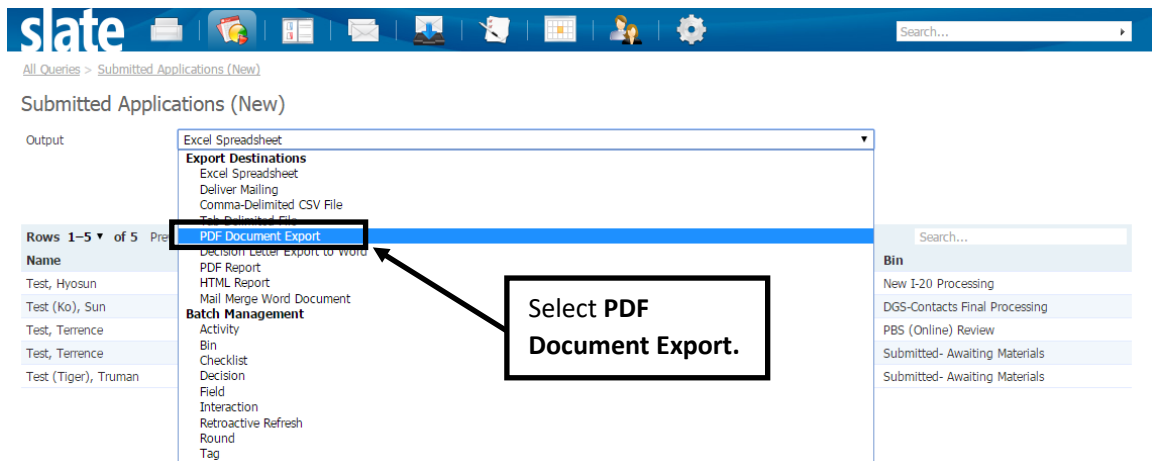


## Downloading and Printing Multiple Applications

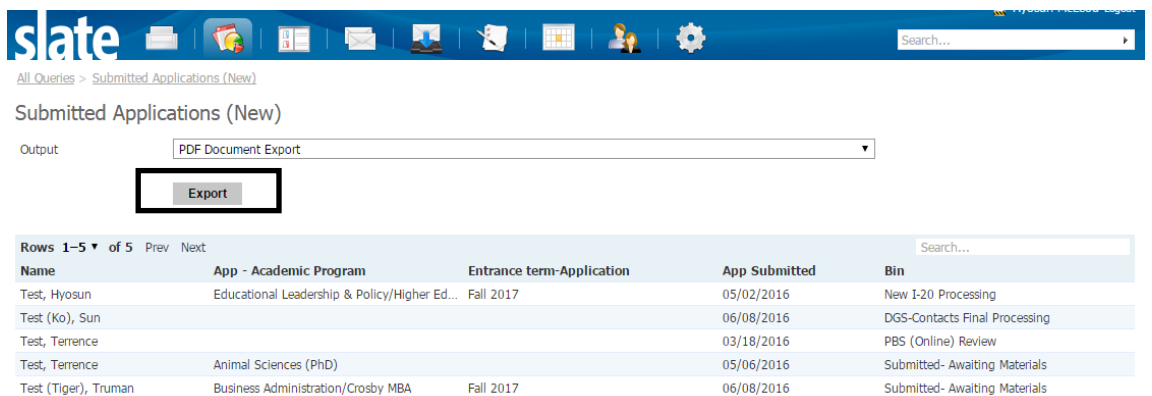
- 1) Look up a set of applications you would like to download by running a pre-set query in the **Queries** module. (Please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) if you need specific queries set up for your program.)



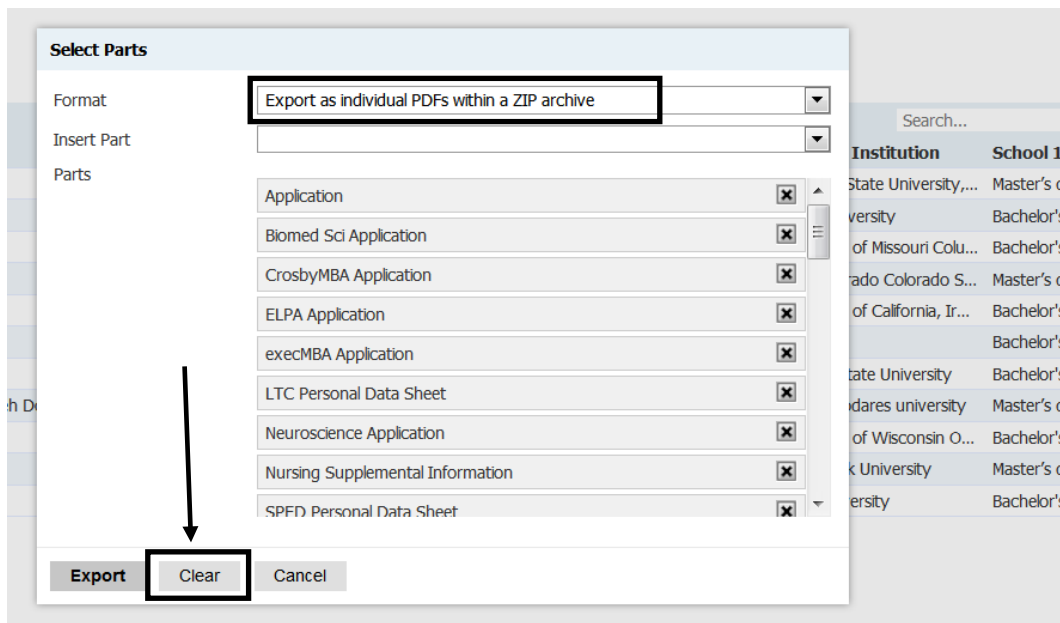
- 2) Select **PDF Document Export** in the **Output** dropdown box.



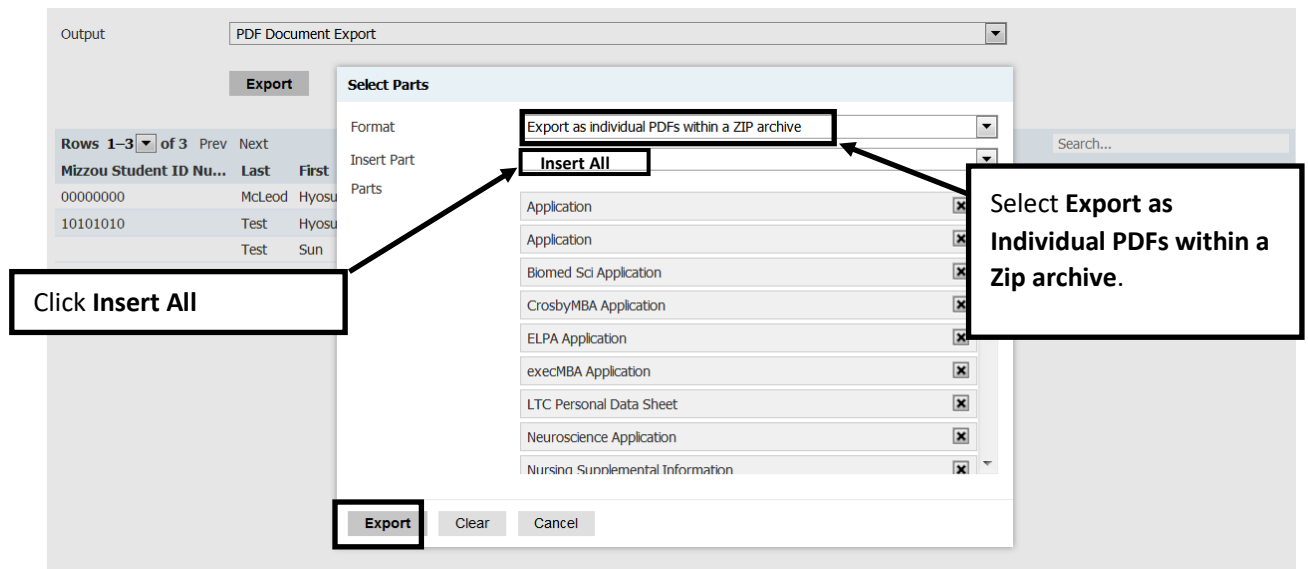
- 3) Click **Export**.



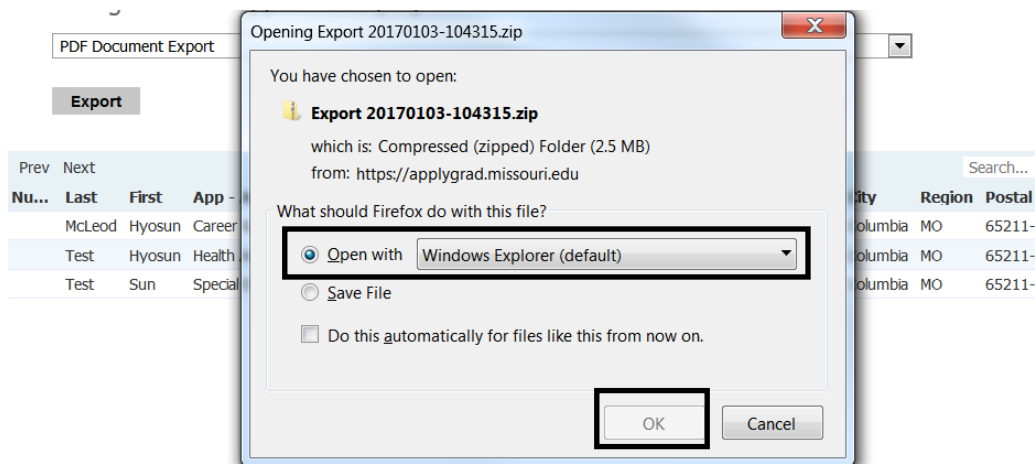
- 4) Select **Export as individual PDFs within a ZIP archive** and click the **Clear** button to remove all application parts.



- 5) Under **Format**, change to **Export as individual PDFs within a ZIP archive** if you would like to download individual applications at once. Once you download the compressed folder, you will have to unzip the folder in order to see the individual application PDFs.

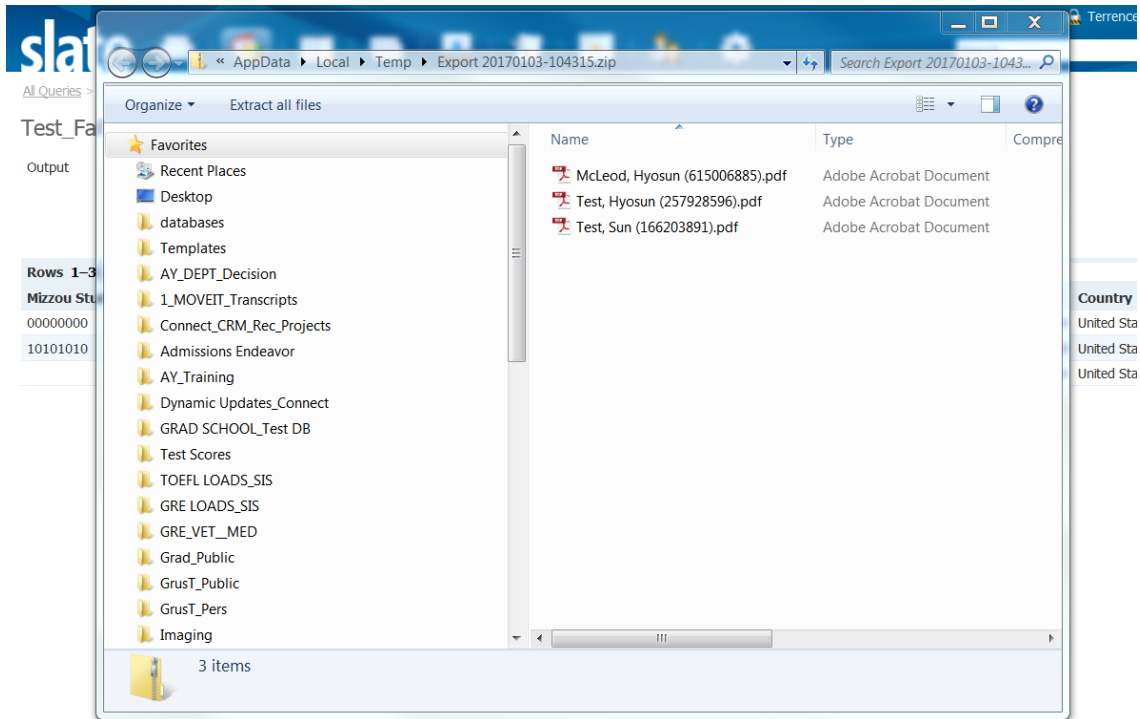


- 6) When the download dialogue box open, click **Open with Windows Explorer**, then **Okay**.





7) A zip file will open with all separate application files.



Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.