

Subject: Tagging 2023 applicants in Slate
Date: Thursday, July 20, 2023 at 2:36:10 PM Pacific Daylight Time
From:
To:
CC:
Attachments: image001.png

Hi,
Here are the steps that your student assistant can take to tag Salesforce applicants in Slate.

Salesforce report:
<https://ucd-gsm.my.salesforce.com/00O7V000006h9rr>

- Slate Screenshots:**
Step 1: Search for student name (match to email address)
Step 2: Select the Timeline tab
Step 3: Select the New Interaction button
Step 4: Add Interaction (Select Office Note code; Internal (non-sensitive info) Subcode)

The screenshot displays the Slate user interface. At the top, there is a search bar (1) and a navigation menu (2) with the 'Timeline' tab selected. A 'New Interaction' button (3) is visible on the right. The 'Interaction' form (4) is open, showing the following details: User: Barajas, Marta; Code: Office Note; Subcode: Internal (non-sensitive info); Date: 07/20/2023; Time: 05:25:15 PM; Subject: 2023 application in Salesforce; Private Comments: Started 2023 MBA application in Salesforce. A yellow callout box points to the search bar with the text 'Search for student (match on email)'.

I will tag the initial 17 records. Your student assistant can tag any others.
Thank you.