Search for student (match on email)

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

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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

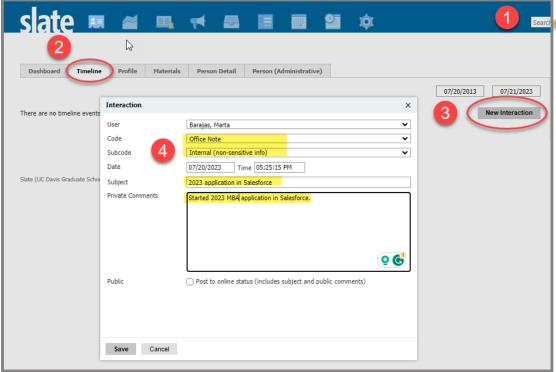
Slate Screenshots:

Step1: 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)



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

Thank you.