Quick Reference Guide to Processing Denies

Tip: If you process your Admits and Waitlisted applicants first, anyone left in the E. Review bin can be batch denied.

Select the Query tool in the main Slate view, then click on the department folder on the right side menu, then click on GRAD.

Click on the Applications Ready for Faculty Review – Copy Me query. Hit Edit Query, and then save a copy to your folder. Change the degree level filter as needed. Note: You only have to do this step once! Then this query will always be ready for you in your folder!

If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

Then hit the ‘Run Query’ button.

Since we are moving files to a new bin, set the ‘Output’ to ‘Bin’ as shown below, and then hit ‘Export’:

This Bin Management screen is where the GPA can add/remove readers, and move these applications to a new bin:

It’s a good idea to select ‘Clear Readers’ for ‘Queue Action’ here to remove these files from faculty member queues.

Select either ‘Update Selected’ or ‘Update All’ as needed to move the applications to the I. Deny bin.
To process multiple denials at once, follow these steps:

From the Query tool, navigate to the Department > GRAD folder and select the Applications Ready to Deny query. This will show a list of all applications in the bin. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**

If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

Select ‘Run Query’.

In ‘Output’ select ‘Decision’ and then hit ‘Export’:

Select ‘Deny’ for the code, and select a letter using the ‘Letter’ dropdown menu – if your department does not have a specific letter loaded, the GS Deny Letter shown in the example above is available as a generic deny letter.

If you would like a specific department deny letter uploaded/updated, please send it to us:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Metzger</td>
<td><a href="mailto:allison.metzger@colorado.edu">allison.metzger@colorado.edu</a></td>
</tr>
<tr>
<td>Jennifer Shurley</td>
<td><a href="mailto:Jennifer.shurley@colorado.edu">Jennifer.shurley@colorado.edu</a></td>
</tr>
<tr>
<td>Patty Stanfield</td>
<td><a href="mailto:patricia.stanfield@colorado.edu">patricia.stanfield@colorado.edu</a></td>
</tr>
</tbody>
</table>
Check the ‘Status’ box to confirm the decision immediately upon updating, then select ‘Update All’ or ‘Update Selected’.

After this, **YOU STILL NEED TO RELEASE THE LETTER(S)!!** You’ll need to go to the main Slate Database for this at [grad.apply.colorado.edu/manage](http://grad.apply.colorado.edu/manage). Select the database button from the top menu:

![Slate Database](image)

Then, select ‘Release Decisions’ under the Reader and Decisions column:

```
Reader and Decisions
Decision Codes
Decision Reasons
Letter Templates
Merge Fields
Release Decisions
```

From the right-hand side menu, select ‘Release’ to show the list of decisions ready to be released:

**Release Decisions**

![Release Decisions](image)

Select all files in your decision group by checking the blue box. The list will highlight in yellow, the box will have a checkmark, and a set of gears will appear with the count of your decision group:

Click on the gears. This opens a pop-up where you can enter the ‘Release Date’ and hit the ‘Release’ button to make these decision letters available to the applicants:

**Release Decisions**

```
Records Affected 1 Note: Decision Release permissions are enforced.
Sample Records Shurley (Campbell), Jen (test record) C (Jenny)
Release Date
Expires Date (optional)
```

![Release Date](image) **Do NOT enter an ‘Expires Date’!!**

The applicants will then get a notification that their status has been updated, prompting them to log into their Status Portal. The Deny letter will be shown on the decision page under a ‘Status Update’ link.

**ALL DONE!!**