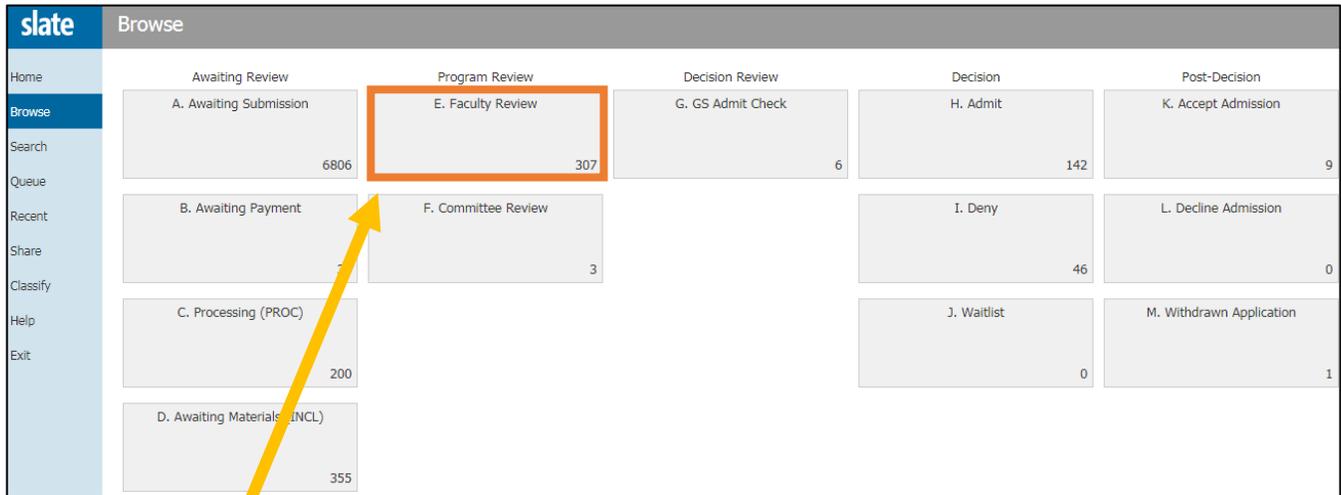


A Quick Reference Guide to Processing Denies

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

From the Reader (<https://grad.apply.colorado.edu/reader>), 'Browse' from the menu on the left hand side to see Slate's bin structure.



Click on the **E. Faculty Review** to view applications within this bin. In order to deny applicants, we need to move their files into the **I. Deny** bin before we can send letters.

You will see a menu bar in the upper right corner of the page. Click on 'Build Query':



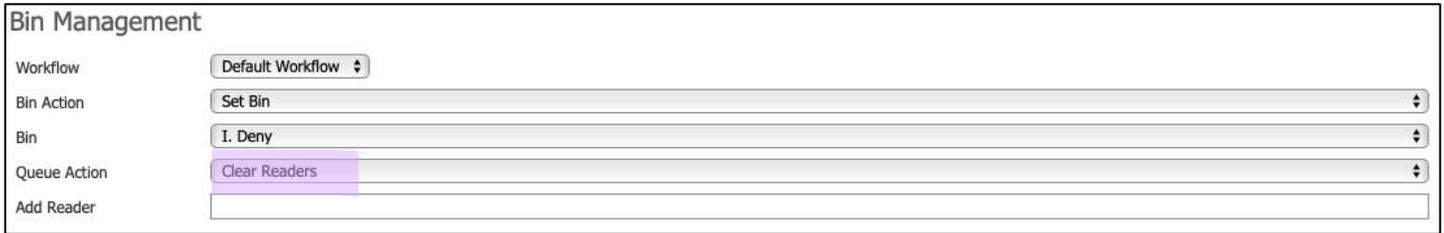
This will take you to the quick query screen, where a number of exports and filters for the **E. Faculty Review** bin are already built into the query. If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click 'Run Query' in the upper right corner.



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 or remove readers, and move these applications to the next bin in batch:



Bin Management

Workflow: Default Workflow

Bin Action: Set Bin

Bin: I. Deny

Queue Action: Clear Readers

Add Reader: []

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.

Sending Letters

To process multiple denials at once, follow these steps:

From the Reader, in Browse, select the **I. Deny** bin. This will show a list of all applications in the bin.

You will see a menu bar in the upper right corner of the page. Click on 'Build Query':



This will take you to the quick query screen, where a number of exports and filters for the **I. Deny** bin are already built into the query.



Quick Query

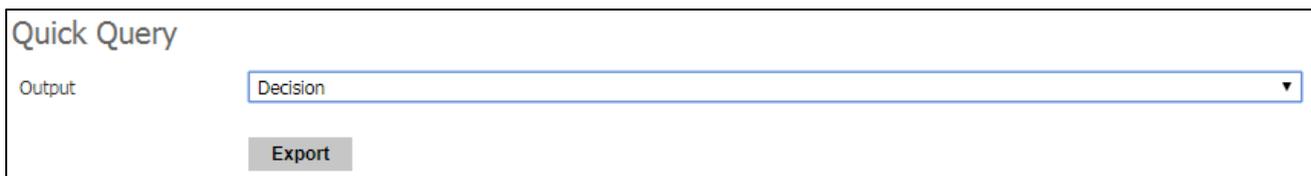
User: Allison Metzger

Base: Applications by Population

Run Query | Preview Results | Display SQL | Save Copy

Select 'Run Query'.

In 'Output' select 'Decision' and then hit 'Export':

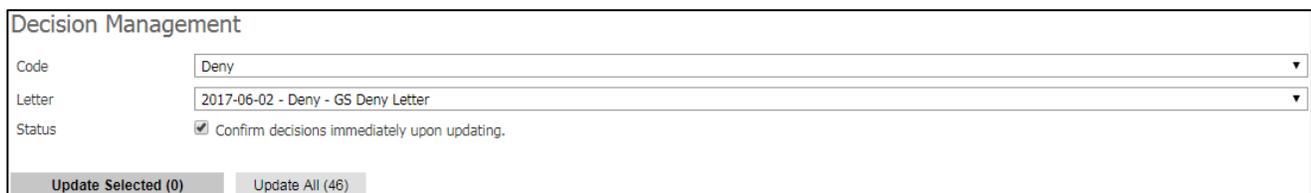


Quick Query

Output: Decision

Export

This will open the Decision Management screen:



Decision Management

Code: Deny

Letter: 2017-06-02 - Deny - GS Deny Letter

Status: Confirm decisions immediately upon updating.

Update Selected (0) | Update All (46)

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, please send it to us:

Allison Metzger	allison.metzger@colorado.edu
Patty Stanfield	patricia.stanfield@colorado.edu

Check the 'Status' box to confirm the decision immediately upon updating, then select 'Update All' or 'Update Selected'.

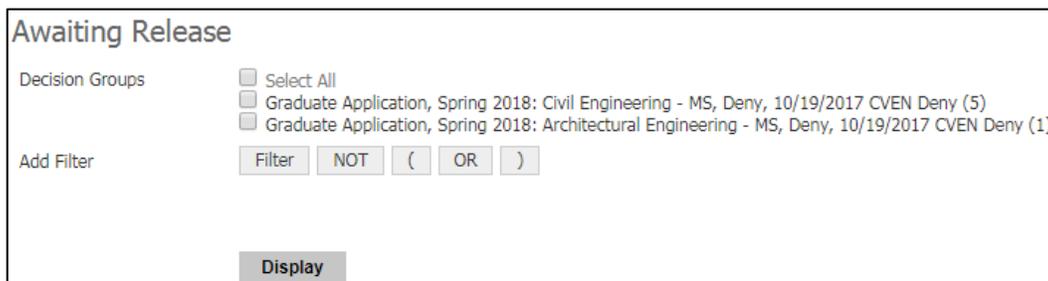
After this, **YOU STILL NEED TO RELEASE THE LETTER(S)**! You'll need to go to the main Slate Database for this at grad.apply.colorado.edu/manage. Select the database button from the top menu:



Then, select 'Release Decisions' under the Decisions column:



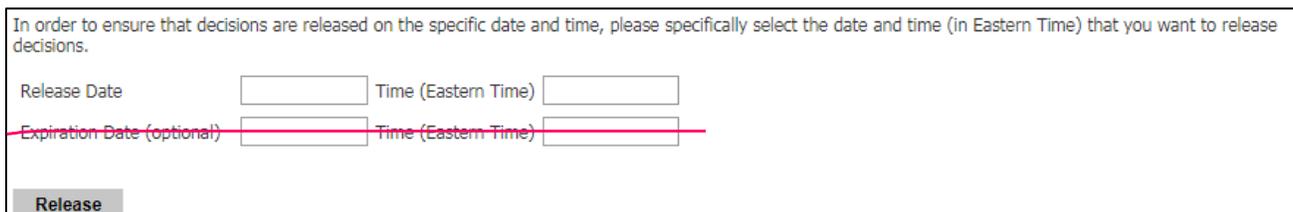
From the right-hand side menu, select 'Awaiting Release':



Select your decision group by checking the box and hit 'Display' to bring up a list of all the denials you just processed. Select the checkbox next to 'Applicant' to select all files:



Then, at the bottom of the page set the 'Release Date' and hit the 'Release' button to make these decision letters available to the applicants:



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!