How to find an application that's not in your queue

1. Starting point: Your queue
   This is your Queue screen. You may have some names listed here – these are applications that have been assigned to you and are ready for review. If the applicant you are looking for is not here, follow these steps:

   a. Navigate to the list highlighted in blue on the left of this screen and click “Exit” (circled above). When asked if you are sure you want to exit, click YES.
   b. You will find yourself at this screen. This is the Slate home screen. From here, you will be searching for the applicant using their first and/or last name.
   c. Place your cursor in the Search bar at the top right and click.
d. When you begin typing, a list of names will populate. **DO NOT HIT THE “ENTER” BUTTON ON YOUR KEYBOARD! YOUR SEARCH WILL NOT RETURN ANY RESULTS.**

Look for the applicant you are trying to find in this list and click on their name when you find it.
e. Voila – you’ve reached the student’s record! Now, you’ll want to get to Reader View.

f. Navigate to the indicated middle tab that shows the applicant’s term. Click here.

g. Click “Read Application” – circled on the right above. This will take you to the Reader View.