

**Subject:** Tagging 2023 applicants in Slate  
**Date:** Thursday, July 20, 2023 at 2:36:10 PM Pacific Daylight Time  
**From:** Marta Barajas  
**To:** Anna Palmer Hessabi  
**CC:** Alex M Svensson, Gloria N Navarro  
**Attachments:** image001.png

Hi Anna,

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>

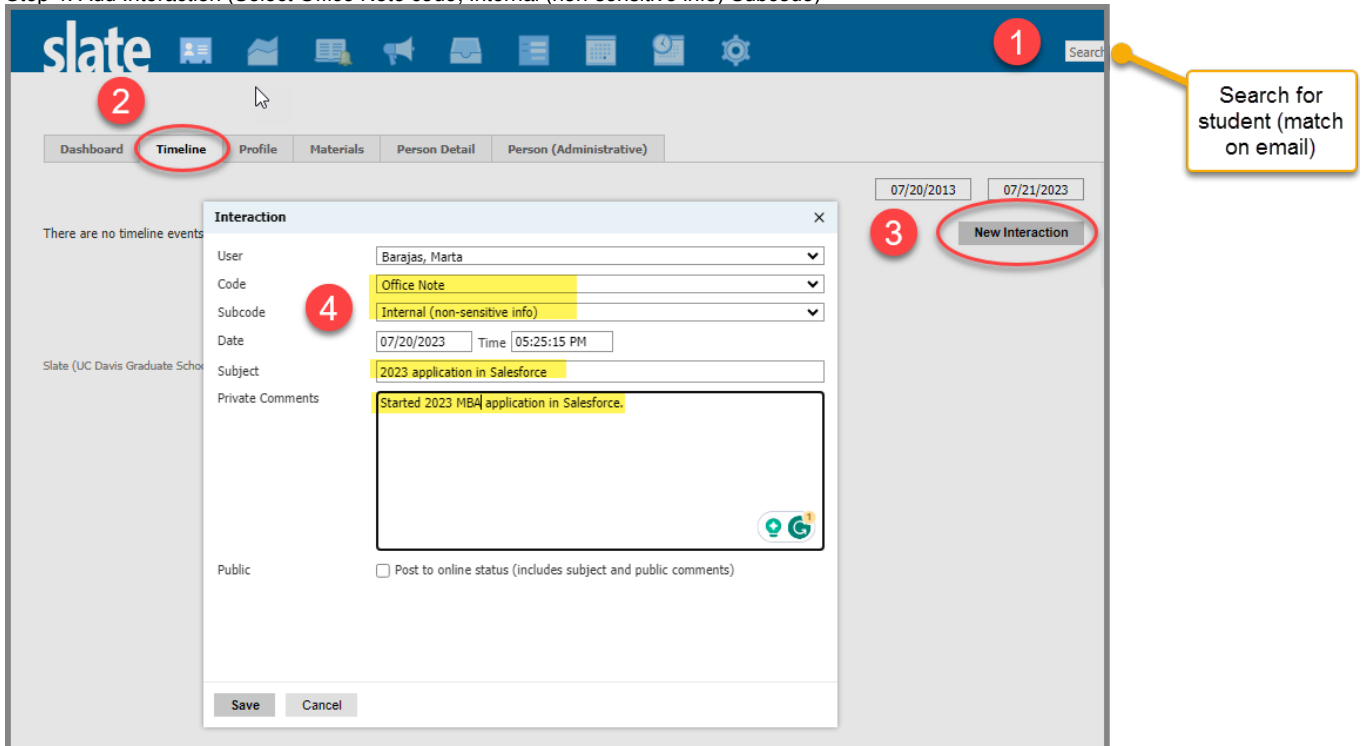
**Slate Screenshots:**

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)



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

Thank you,  
Marta Barajas