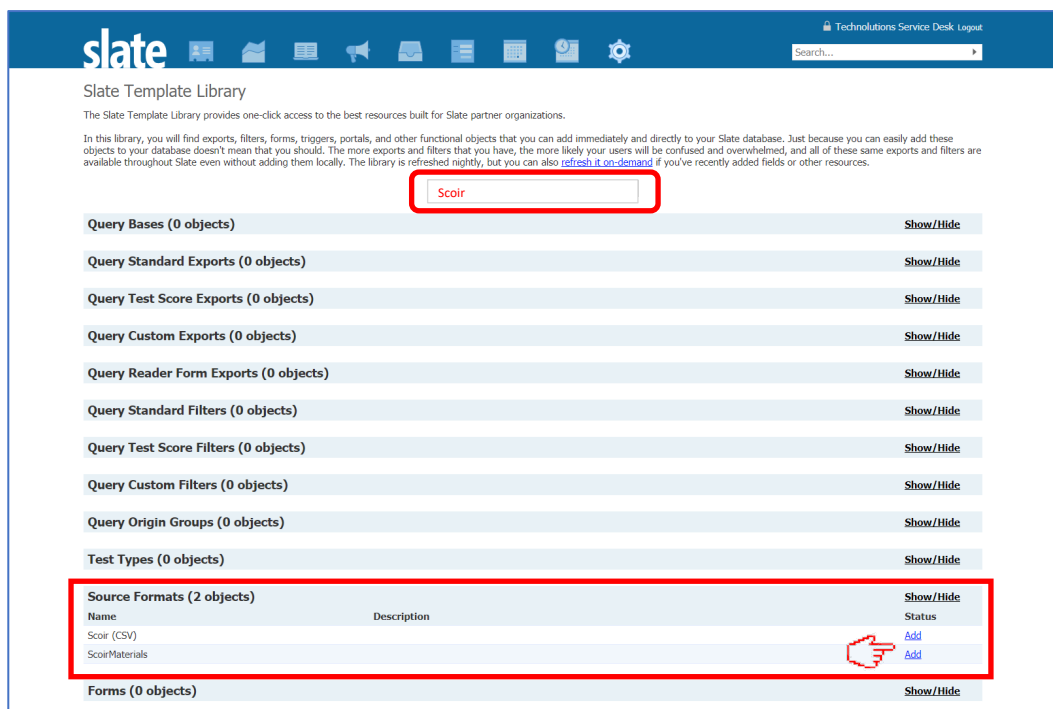


Scoir supports the delivery of document batches via SFTP, the approach recommended by Slate for integrations that include a need for document imports. To ease the burden on college admissions staff, TechnolutionsSM and Scoir have teamed to simplify the steps required to enable connectivity between systems.

Part 1: Connect Slate and Scoir

TechnolutionsSM has preconfigured templates for *Scoir User* and *Materials Source Format* so colleges can easily add these via the *Slate Template Library*. Once added, you simply need to login to Scoir (or create a free Scoir account) and enter the Slate domain associated with your Scoir Service Account to create an SFTP connection between these two systems.

STEP 1: In your *Slate Template Library*, go to *Source Formats* section and add both *Scoir CSV* and *ScoirMaterials*. (NOTE: If you already have a DIP import created for Scoir, you will need to inactivate the existing *Source Format* prior to using this standardized integration.)



The screenshot shows the Slate Template Library interface. At the top, there's a search bar and a "Technolutions Service Desk Logout" link. Below the header, the "Slate Template Library" section is visible, followed by a description of the library. A search bar contains the text "Scoir". Below this, a list of categories is shown, including "Query Bases", "Query Standard Exports", "Query Test Score Exports", "Query Custom Exports", "Query Reader Form Exports", "Query Standard Filters", "Query Test Score Filters", "Query Custom Filters", "Query Origin Groups", "Test Types", and "Source Formats (2 objects)". The "Source Formats" section is highlighted with a red box, showing a table with columns "Name", "Description", and "Status". Two items are listed: "Scoir (CSV)" and "ScoirMaterials", both with "Add" buttons. A red hand icon points to the "Add" button for "ScoirMaterials".

Name	Description	Status
Scoir (CSV)		Add
ScoirMaterials		Add

STEP 2: Scroll down to the *Users* section and add *Scoir Service Account* (you'll need to click "Add" a second time in the pop-up window)

objects to your database doesn't mean that you should. The more exports and filters that you have, the more likely your users will be confused and overwhelmed, and all of these same exports and filters are available throughout Slate even without adding them locally. The library is refreshed nightly, but you can also [refresh it on-demand](#) if you've recently added fields or other resources.

Scoir

Query Bases (0 objects)	Show/Hide						
Query Standard Exports (0 objects)	Show/Hide						
Query Test Score Exports (0 objects)	Show/Hide						
Query Custom Exports (0 objects)	Show/Hide						
Query Reader Form Exports (0 objects)	Show/Hide						
Query Standard Filters (0 objects)	Show/Hide						
Query Test Score Filters (0 objects)	Show/Hide						
Query Custom Filters (0 objects)	Show/Hide						
Query Origin Groups (0 objects)	Show/Hide						
Test Types (0 objects)	Show/Hide						
Source Formats (0 objects)	Show/Hide						
Forms (0 objects)	Show/Hide						
Queries (0 objects)	Show/Hide						
Reports (0 objects)	Show/Hide						
Users (1 objects)	Show/Hide						
<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Scoir Service Account</td> <td>Scoir SFTP account</td> <td>Add</td> </tr> </tbody> </table>	Name	Description	Status	Scoir Service Account	Scoir SFTP account	Add	
Name	Description	Status					
Scoir Service Account	Scoir SFTP account	Add					
Rules (0 objects)	Show/Hide						

STEP 3: Login to Scoir, go to the *Configure Integrations* tab, for *Username* enter the domain associated with your Slate system (see tips below), and test connectivity.

SCOIR Welcome

Recruit Review Message Center **Configure Integrations**

Overview

Document Integration Setup

Easy Slate Setup

Add the SCOIR Source Format and User in the Slate Template Library. Next, enter your user details below.

Username:
scoir@admission.myschool.edu

Confirm that we are able to connect.

[Test Connection](#)

Connection successful

Turn on Slate Integration
Inactive ☐ Active ☒

Or

Manual Setup

Manual integration using SFTP/API.

How would you like to receive documents?

[SFTP Setup](#)

[API Setup](#)

https://admission.myschool.edu/manage

slate
Welcome, Technolutions.

Your Slate domain is the portion of your Slate URL that remains constant on all pages. It immediately follows "https://".

**** Tip:** If you do not have a Scoir account, [CLICK HERE](#) to create your free account.
(www.scoir.com/colleges-vists-docs)

STEP 4: Activate your SFTP integration with Slate

SCOIR

Welcome

Recruit Review Message Center Configure Integrations

Overview

Document Integration Setup

Easy Slate Setup

Add the SCOIR Source Format and User in the Slate Template Library. Next, enter your user details below.

Username:

scoir@myschool.edu

Confirm that we are able to connect.

Test Connection

Connection successful

Turn on Slate Integration

Inactive ☒ Active

Or

Manual Setup

Manual integration using SFTP/API.

How would you like to receive documents?

SFTP Setup

API Setup

Part 2: Map Scoir fields & document types

When you receive your first batch file from Scoir, you will need to finalize mappings in order to complete the import setup process. These steps are completed by completing a Remap of each of the Format Definitions in Slate.

STEP 1: Remap Scoir CSV Field Destinations

slate

Technolutions Service Desk Logout

Search...

All Sources > Format Definitions

Scoir Fields

Search...

Source Field	Destinations
SCOIR ID =5bf458cd7874c5000131dfb8	
First Name =Joe	Record First Name
Last Name =Applicant	Record Last Name
DOB =2001-01-31	Record Birthdate
Class Year =2019	
Student Address =533 Ramone Ave	Address Address - Street
Student City =New York	Address Address - City
Student State =NY	Address Address - Region Address - Region Code
Student Zip =10009	Address Address - Postal
High School Name =SCOIR High School	Schools School: Name
CEEB Code =950005	Schools School: CEEB Code
Common App Id	
Email =brad+jsa@scoir.com	Record Email
BackupEmail	

Stage Fields

Field Fusions

Value Mappings

Static Mappings

Review

Retroactive Refresh

Filter

All Fields/Values

Only Mapped

Only Unmapped

**** Tip:** Most fields will be mapped based on the template. Scoir's source file also contains fields for *Common App ID*, *Backup Email*, and *Class Year*, which are not standard Slate fields. To use these fields, you will need to manually map them to corresponding Slate fields that you've created.

STEP 2: Remap the ScoirMaterials File

Scoir Document Types should be associated with your unique Material Codes in the Value Mappings Stage of the ScoirMaterials Format Definition.

The screenshot shows the 'Slate' application interface for 'ScoirMaterials' Value Mappings. The main area displays a table for mapping 'Source Value' to 'Destination Value'. The 'Source Value' column lists various document types, and the 'Destination Value' column has input fields for mapping them. A 'Guess Below' column is also present. The interface includes a search bar at the top, a sidebar with navigation links, and a 'Save' button at the bottom.

Scoir Document Type	Description
SchoolProfile	High school profile
TranscriptInitial	Initial transcript
TranscriptMid	Mid-year transcript
TranscriptFinal	Final transcript
TranscriptTransfer	Transfer transcript
TranscriptAdditional	Additional transcript
CounselorRecommendation	Counselor letter of recommendation
CounselorSpecificRecommendation	Counselor letter of recommendation
GenericRecommendation	Teacher letter of recommendation
SpecificRecommendation	Teacher letter of recommendation
OtherRecommendation	Other letter of recommendation
OtherSpecificRecommendation	Other letter of recommendation
OtherDocument	Miscellaneous supporting document
SecondarySchoolReport	Secondary school report
MidyearReport	Mid-year report
FinalReport	Final report
SeniorCourses	Senior year course selections
FerpaWaiver	FERPA waiver
FeeWaiver	Fee waiver
ACTScoreReport	ACT score report
SATScoreReport	SAT score report
EarlyDecisionContract	Early Decision contract

STEP 3: Once you've remapped both formats, edit both your *Scoir (CSV) Source Format* and *ScoirMaterials Source Format* and set *Remap Active* to "Active". Files will then be processed and added to the corresponding students' records.

The screenshot shows the 'Edit Record in Source Formats' dialog box. The 'Remap Active' checkbox is checked, and the 'Inactive' dropdown is highlighted with a red box and a red arrow pointing to it. The 'Format' is set to 'CSV' and the 'Remap As Of Date' is '2018-12-01'.

STEP 4: Confirm that incoming documents are saved to the *Materials* tab of the associated student records

Dashboard	Timeline	Profile	Materials	Details
Date ▲	Description	Record		
New Material				
08/07/2017	Counselor Recommendation - CR	Folio		
08/07/2017	Teacher Evaluation - TE	Folio		
08/07/2017	Teacher Evaluation - TE	Folio		
08/07/2017	Transcript - High School	Folio		
08/07/2017	School Profile	Folio		

**** Tip:** If the Scoir batch file contains documents for a student not in your system, Slate will create a new student record for that prospective applicant.