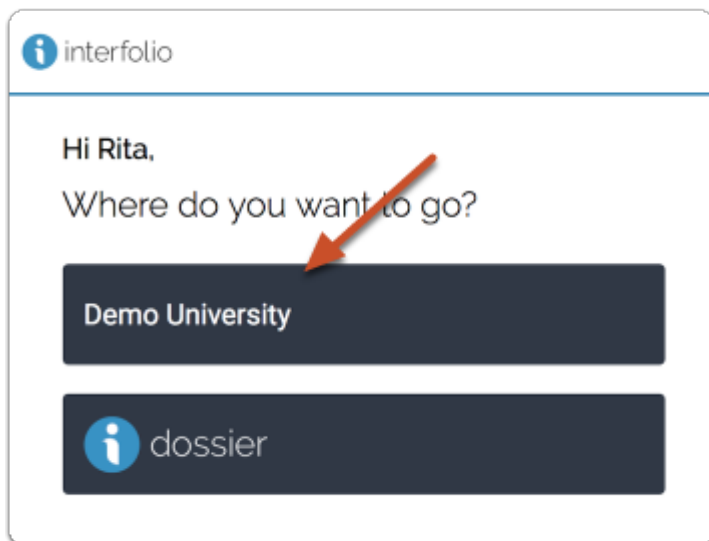


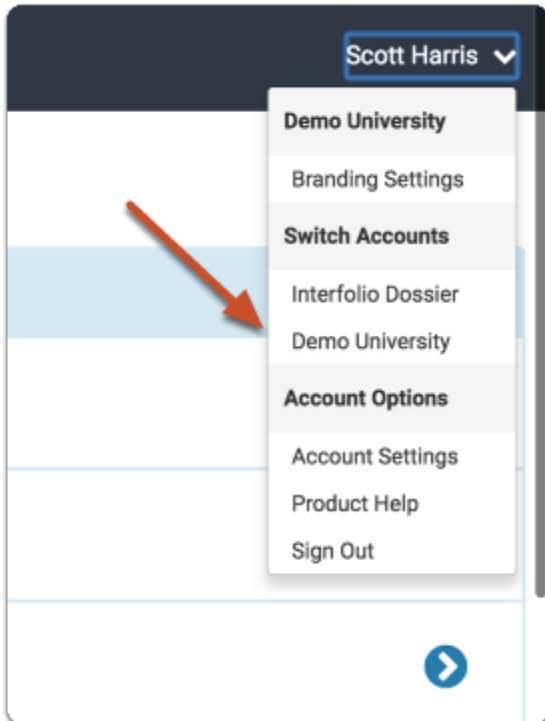
# Re-use Materials From Previous Packets in Current or Upcoming Reviews

! This feature is currently limited to users who are provided a subscription to Interfolio by their institution through a Dossier Institution account.

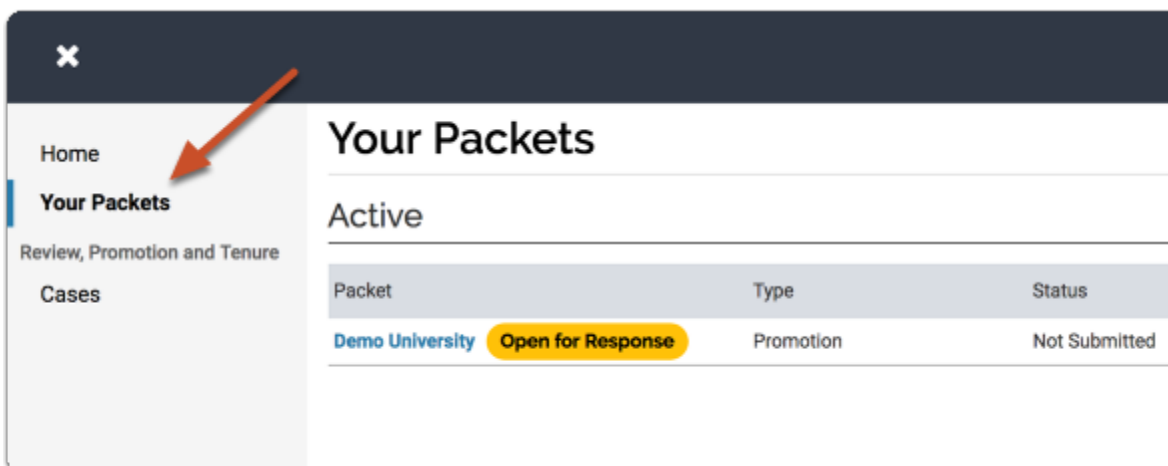
Log in to Interfolio and navigate to your institutional account



! You may need to open the account switcher in the right hand user menu and select to switch to your institutional account.



Select "Your packets" from the left hand navigation



## Open your packet

You will see a list of all packets with an indication of packet type, status, due date, or completion date.

## Active

Packet	Type	Status	Due Date	
<a href="#">Department of English Language and Literature</a> English Department Annual Review	Review	Submitted Oct 9, 2017	-	<a href="#">View</a>
<a href="#">Department of English Language and Literature</a> English Department Promotion Reviews	Promotion	Not Submitted	Case due Jun 17, 2018	<a href="#">View</a>



## Click "Edit Packet"

### Overview

Beverly Brown

Below you will find a review of the packet requirements outlined by your institution. This page will be updated as

[Edit Packet](#)

[Preview Packet](#)

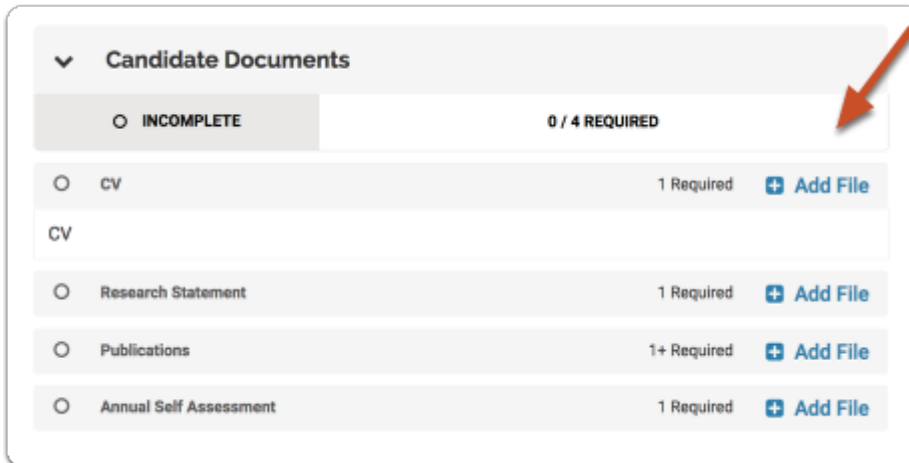


#### Candidate Documents

- CV, 1 Required | 0 Added
- Research Statement, 1 Required | 0 Added
- Publications, 1 Required | 0 Added
- Statement of Teaching Philosophy, 1 Required | 0 Added
- Promotion Review Application



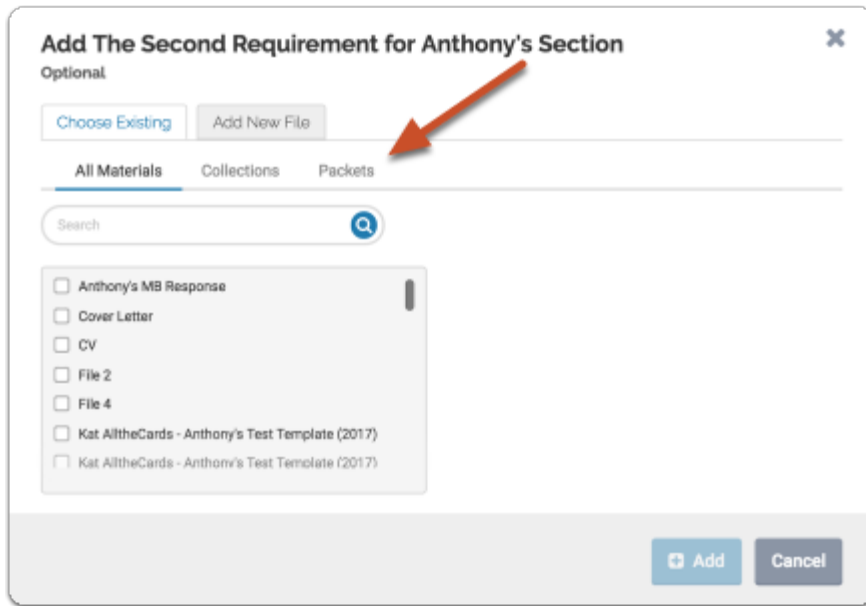
## Click to add files



Click "Add File" next to the requirement for which you want to re-use previous packet materials



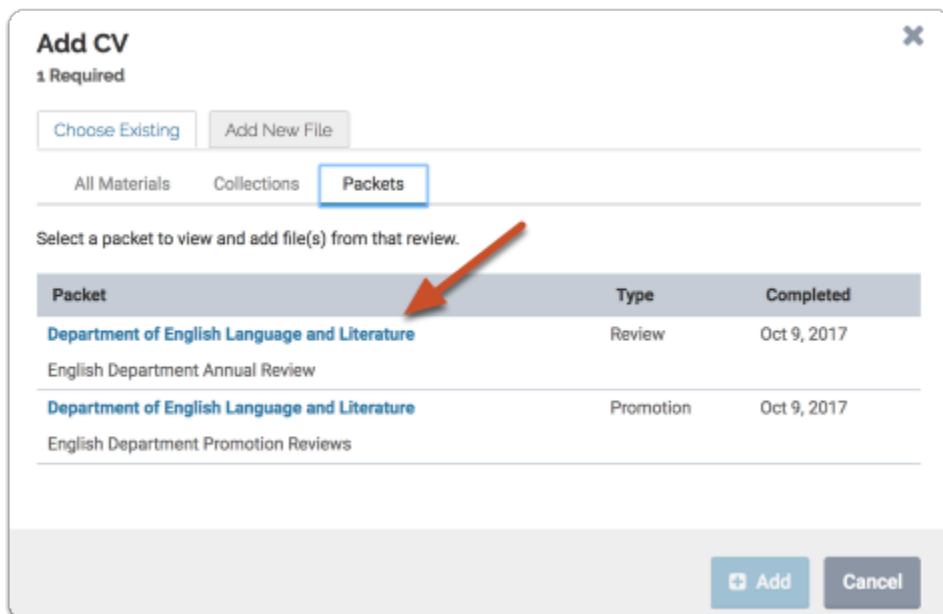
Click "Packets" on the "Choose Existing" tab



Select a packet from the list to view and add files from that review

If you have previously created a packet for a review, you will have the option to add materials from previous reviews to the new packet.

You will see a list of packets with packet type and date of completion displayed. Click the packet title to view and add files.



## Select the files you want to add

All the materials you uploaded for the review will appear listed, as shown below.

### Add CV ✕

1 Required

[Choose Existing](#) [Add New File](#)

[All Materials](#) [Collections](#) [Packets](#)

---


**English Department Annual Review** [Select a different review](#)

Department of English Language and Literature

Type: Review






Completed: Oct 9, 2017

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 All documents in this review in a single PDF

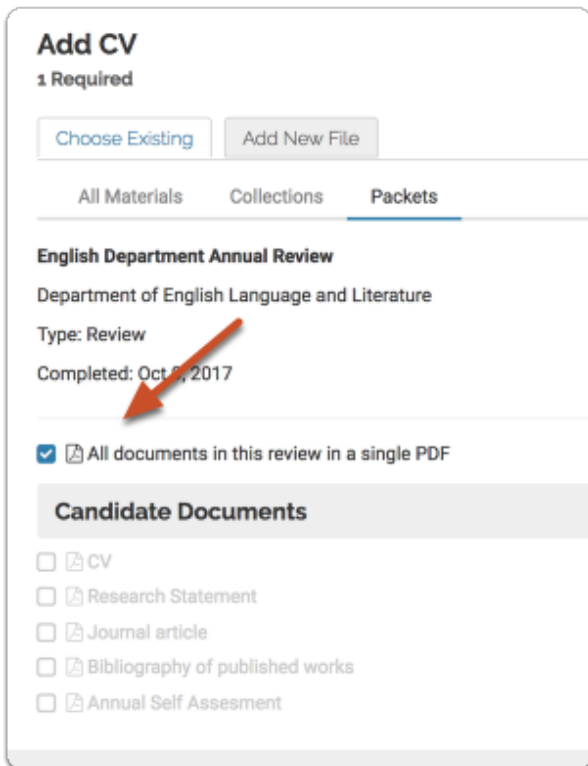
---

**Candidate Documents**

-  CV
-  Research Statement
-  Journal article
-  Bibliography of published works
-  Annual Self Assessment

[Add](#) [Cancel](#)

Check "All documents in this review in a single PDF" to add all files, or select the files you want to add to the new packet




**Add CV**  
1 Required






[Choose Existing](#) [Add New File](#)

All Materials Collections **Packets**

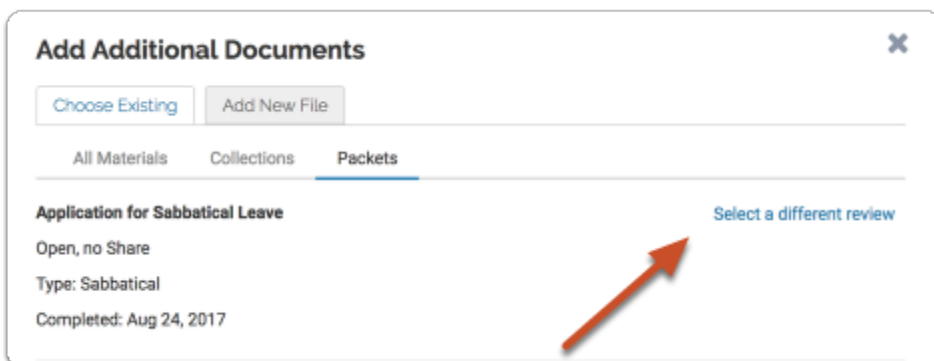
**English Department Annual Review**  
Department of English Language and Literature  
Type: Review  
Completed: Oct 6, 2017

 All documents in this review in a single PDF

**Candidate Documents**

-  CV
-  Research Statement
-  Journal article
-  Bibliography of published works
-  Annual Self Assessment

If necessary, you can click "Select a different review" to reopen the list of packets for previous reviews



**Add Additional Documents** ✕

[Choose Existing](#) [Add New File](#)

All Materials Collections **Packets**

**Application for Sabbatical Leave** [Select a different review](#)  
Open, no Share  
Type: Sabbatical  
Completed: Aug 24, 2017