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.
Click "Edit Packet"
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.
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.

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