What Is “Your Packet?”

1. Below the title “My Tasks”, you will see your list of tasks. This list includes your review packets.
2. On the left hand side, “Your Packets” will show all your packets that are completed and active

Things to Know

- **Home**: This will be a list of your action items, also known as Review Packets, which have been created for you to submit documents for your various types of reviews.

- **Review Committees**: They *will not* be able see any of your portfolio or evaluation materials until you have uploaded and submitted documents through one of the review packets.

- **Dossier**: Even if you have uploaded your documents into Interfolio’s corresponding product, the Review Committee *will not* have
access to those documents until you have submitted through one of the review packets.

3. Select “Your Packets” to view or add documents

**Things to Know**

- “Your Packets” is divided into two sections: Active and Completed
- **Active**: Indicates that you have not submitted the packet and are working on it
- **Completed**: Indicates that you have submitted the packet. You will be provided with a historical record of your evaluation submissions.

If the packet is **active**, the Status will indicate “In Progress”

If the packet is **completed**, a date of completion will be shown
4. Once you select a packet, select “View Instructions” to read any important information related to your packet.

5. Select “Preview Packet” to view an outline of the sections and documents submitted. Select a section to view documents. Select the “X” on the right hand corner to go back to the previous page.
6. The “Your Packets” page will show you a list of your packets. If the packet is “Locked”, then it is being reviewed by the Review Committee and you **CANNOT** add documents during this time.