

March 2018 - The New Dossier Interface

This article will highlight only some of the significant changes or functional differences within the Dossier Interface.

- For a breakdown of the changes in other Interfolio modules, please see our separate articles on [Faculty180](#), [Faculty Search](#), or [Review, Promotion & Tenure](#).

 Click one of the links below to jump right to the relevant section of this help article:

For All Interfolio Institutions

- [The New Login Experience for Dossier](#)
- [The New Dossier Interface for Dossier](#)
- [Logging in with Personal Credentials to an Email Associated with an Institutional Account](#)
- [The New Dossier Interface](#)
- [The New User Menu](#)
- [The New Navigation Bar](#)
- [The New Collections Page](#)
- [The New Letters Page](#)
- [The New Shared with Me](#)

 Some content in this article may only be relevant for Dossier Deliver and/or Dossier institution users and not Dossier free accounts.

Coming in March, Interfolio Dossier will be undergoing a makeover. In short, all Dossier users will have their own homepage to work from to store and maintain their materials for job search, review, promotion, tenure, or other evaluation and activity reporting. We believe that this new experience will help users take advantage of every tool at their dispense.

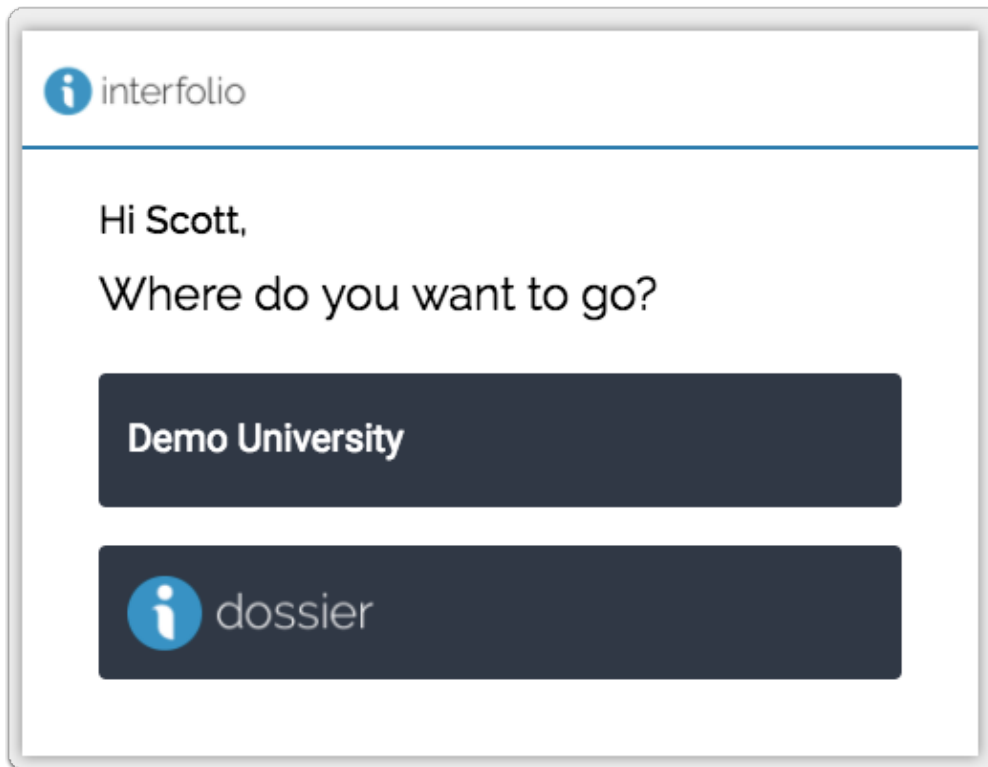
The New Login Experience for Users with an Institutional Account and a Dossier Account

 [What is Interfolio Dossier?](#)

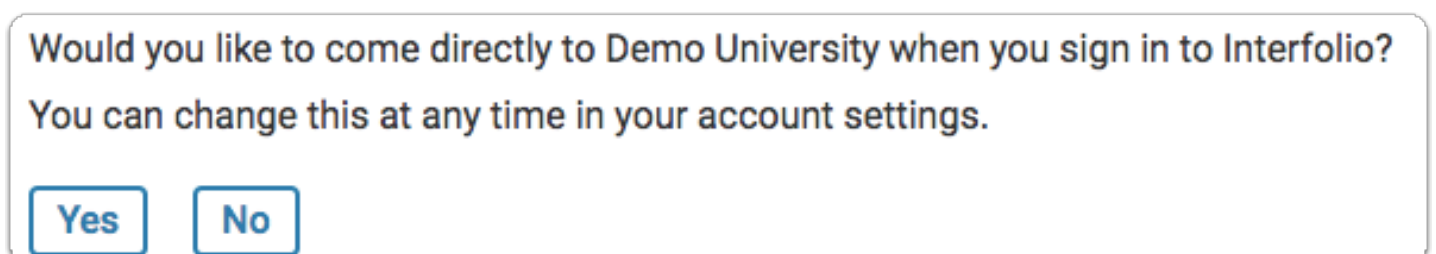
After logging in, users with two or more accounts associated with their email address will be prompted to choose a homepage.

The homepage options are:

- **The Personal Interfolio Dossier Homepage** - Where Faculty users can upload, organize, and manage their materials in a personal account.
- **The Institutional Homepage [More than one can be featured]** - Where Institutional users can access institutional processes through Interfolio, such as hiring for positions, review/promotion cases, or faculty activity reporting. If users are part of more than one, than more than one institution will display.



After choosing an option, this pane will appear at the top of the page to save the selection.



Simply navigate to the User Menu in the top right corner to change to the other accounts. To switch the default, navigate to the Account Settings option within the User Menu.

Logging in With Personal Credentials with an Account Associate with an Institution or Multiple Institutions.

Users with an SSO enabled account, can authenticate using their own credentials, as set on their own personal Interfolio account of the same email address.

When said user selects an institutional account that requires SSO authentication, they see a message on the account selection screen showing that they will be redirected to SSO.

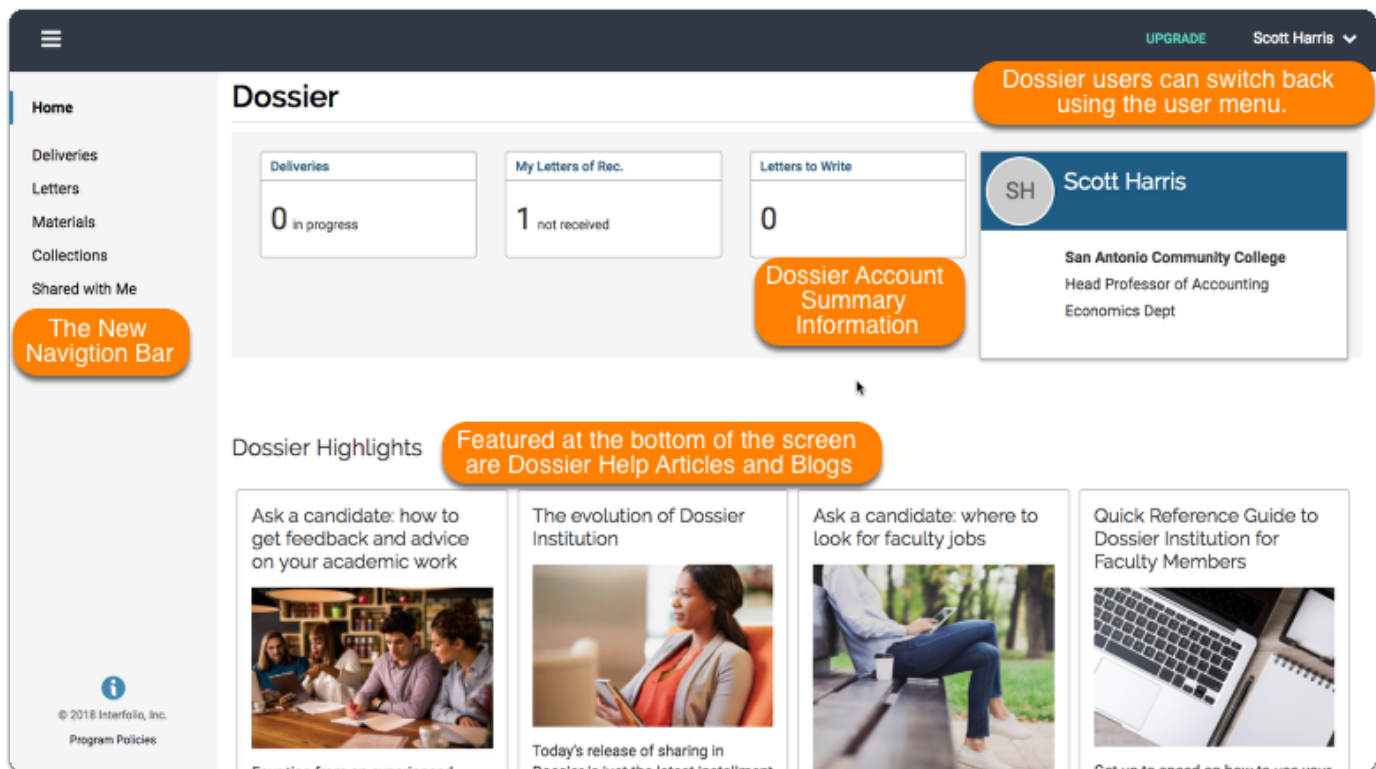
Then they click “Continue” button, and are taken to the SSO authentication page for the account they selected, after successfully logging in, they can access institutional specific data.

The New Dossier Interface

💡 To learn more about everything that you can do in Interfolio Dossier, take a look at our relevant help articles:

- [Help Content for Dossier Institution Users](#)
- [Help Content for Free Dossier](#)

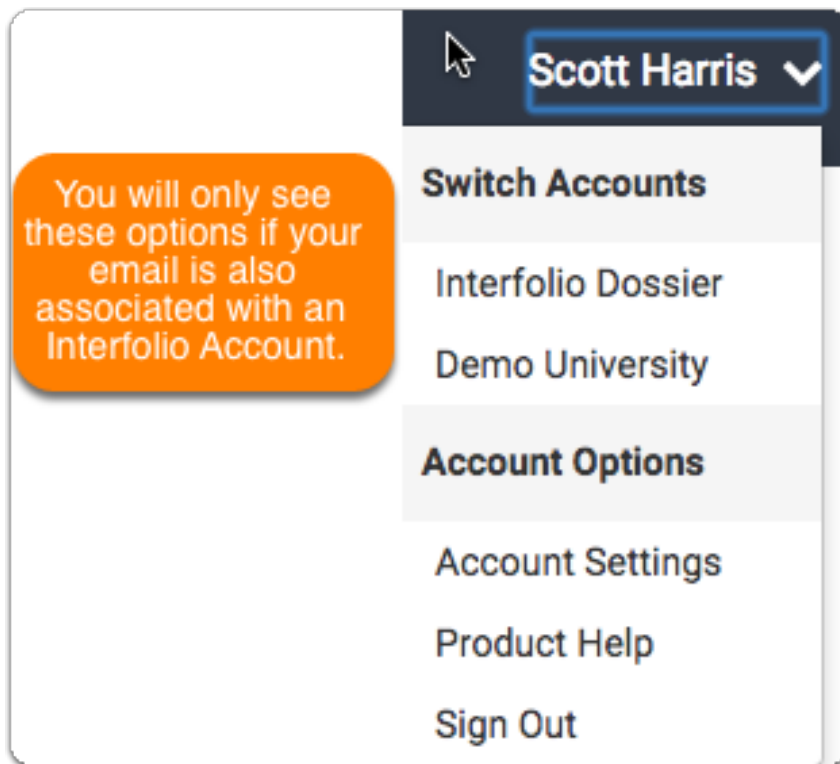
Below is an example of the new Dossier interface that will be available for all Dossier users when the release occurs.



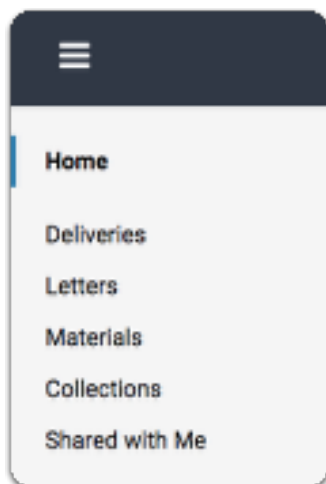
The New Dossier Homepage

- The New "Dossier Highlights"
 - At the bottom of a user's Dossier Homepage, there is one featured Interfolio controlled help article and three featured blog posts on Interfolio article content for quick and easy reference.
- The User Menu
 - Available in the top right corner, select the button with the user's name.
 - **Interfolio Help**
 - Access our Interfolio helpsite located here at product-help.interfolio.com.
 - **Account Settings**
 - Access your personal Dossier settings and update your basic information.
 - **Switch to Institutional Account Homepage**
 - Easily switch to and from your institutional homepage and your personal Dossier. Only available if your email is also connected to an institutional Interfolio account.
 - **Sign Out**
 - Sign out of all Interfolio products
- The Interfolio Card
 - An account card tied directly to your Interfolio account information (located in the Account Settings), that displays a summary of information along with how many documents/applications/materials you have stored within Interfolio.

The New User Menu



The New Navigation Bar

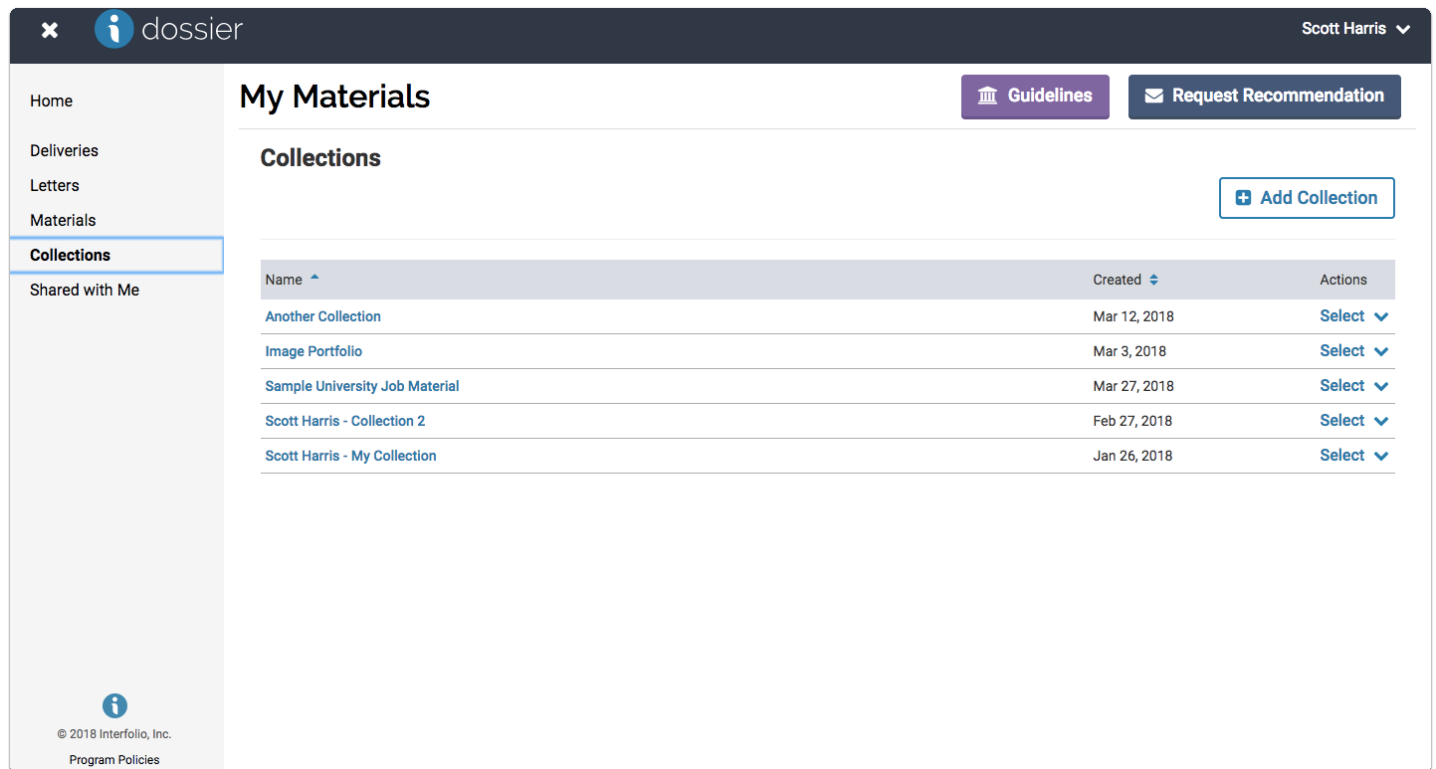


- Home
 - Navigate back to your Dossier Homepage
- Deliveries
 - All current and past, deliveries and applications, both inside and outside of Interfolio, are available from the Deliveries link in the sidebar.

- **Letters**
 - All letters of recommendation within your Dossier will be available in the Letters link. Whether you are a letter writer or an applicant, all letters will be available there for update or use. Confidential letters are always uploaded by the letter writer, and never viewable to the applicant.
- **Materials**
 - Materials that have been uploaded as part of a candidate packet, application to a position, or imported from Faculty180 will be available in the Materials section of your personal Dossier. Packet guidelines for candidates through the Review, Promotion & Tenure module will also display on this page.
- **Collections**
 - Materials within your personal dossier can be put into groups called 'collections'. These collections can be used in deliveries or other applications to allow you to create different packs of materials depending on the relevant use.
- **Shared with Me**
 - If a user has Dossier Deliver or Dossier Institution, they can share documents with other Interfolio users, you can find all of them easily with the "Shared with Me" tab if the user has requested your feedback.

The New Collections Page

We have broken the collections page out of the materials page so you can easily access the materials in the organizations that you've created yourself and best understand.



The screenshot shows the 'My Materials' page in the Dossier interface. The left sidebar contains navigation links: Home, Deliveries, Letters, Materials, Collections (highlighted), and Shared with Me. The main content area is titled 'My Materials' and includes buttons for 'Guidelines' and 'Request Recommendation'. Below this is the 'Collections' section, which features an 'Add Collection' button and a table of existing collections.

Name	Created	Actions
Another Collection	Mar 12, 2018	Select
Image Portfolio	Mar 3, 2018	Select
Sample University Job Material	Mar 27, 2018	Select
Scott Harris - Collection 2	Feb 27, 2018	Select
Scott Harris - My Collection	Jan 26, 2018	Select

At the bottom of the sidebar, there is a copyright notice: © 2018 Interfolio, Inc. and a link to Program Policies.

The New Letters Page

The letters page will contain all of the letters that have been written for you, as well as the letters that you have been asked to write. The [quality check status](#) displays in the table below.

Letters

[My Letters of Recommendation](#)

Letters to Write 1

Request a Letter

These are letters of recommendation that you have asked others to write.

Status

All

Letter Title

Enter keywords

Letter Title	Quality Check	Status	Type	Actions
Recommendation from A. N	Pending	Completed Mar 23, 2018 at 10:52 AM	Confidential Letter of Recommendation or Evaluation	View Details ID: B1657152F2
Recommendation from D. Schenirer	Pending	Requested Feb 28, 2018 at 2:08 PM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details ID: 4EB2A702E9
Recommendation from M. Moreno	Pending	Requested Feb 2, 2018 at 11:07 AM Reminder sent Feb 28, 2018 at 1:16 PM	Confidential Letter of Recommendation or Evaluation	Re-send Request View Details ID: C433054E57

The New Shared with Me

All documents that have been shared with you, are located here on the Shared with Me page

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dossier

Scott Harris

Home

Deliveries

Letters

Materials

Collections

Shared with Me

My Materials

Guidelines

Request Recommendation

Shared with Me

Search

Enter keywords

Name

Type

Shared by

Nothing has been shared with you yet. Once someone shares items or collections with you, they will appear here.

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Program Policies