Uploaded Letter Troubleshooting / Edits

Adding a required letter to Case Details when it was initially loaded to Case Materials _

If letters were added to the case, but the Case Details tab still has a circled 1 or 2 next to it, the letters were likely loaded to Case Materials instead of Required Items in Case Details. The case cannot be moved forward until Case Details Required Items are complete.

Click on Case Details tab,



Scroll down to Required Items and + Add next to missing item.

✓ Required Items	1 missing
All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.	\smile
College Tenure Committee Initial Letter	🗢 Complete
Name	
College cmt initial Itr V Tiger 3rd yr	ø
College Tenure Committee Final Letter	Add
No files have been added to this section.	

"Select Files from Case," select the file, then + Add.

Add College Tenure Committee Final Letter	:
Upload a new file Select file from case	
Search for a file from the case	
O Dep cmt final recommendation V Tiger 22-23 test doc	
O V Tiger 22-23 dpt chair initial tenure ltr	
O V Tiger yr 3 dpt chair final ltr	
O College cmt initial ltr V Tiger 3rd yr	
O College cmt final ltr V Tiger 3rd yr	

Next, open the selected letter from Required Items to verify it is the correct document. This is especially important if any recommendation letters are not clearly titled with review level and initial/final.

Proceed with moving the case forward.

Correct loaded letter title or move letter to appropriate section _____

You can rename or move your uploaded letters any time you see "Edit" or the pencil icon \checkmark . This may be needed when, for example, the dean's letter was saved in the chair/department documents or the file name didn't include all required information. Simply select Edit or the pencil then Edit Details or Edit Settings to make corrections, and/or move letter to correct section, or delete the document.

Also see Reviewer FAQ section on resource page below.

Resources: <u>https://www.fhsu.edu/academic/provost/digital-portfolio-system</u> (guides, training, reviewer FAQ) 8/16/22 step-by-step instruction video <u>https://app.vidgrid.com/view/IQtHj1WJQHEd</u>.