

Downloading Instructions

From your “Candidate’s File View”

1. Select files by checking off the check box next to the file name. A green bar will appear with the download button.

The screenshot shows the San Francisco State University interface. At the top left is the university logo. To the right, the user's name 'Lizett Lopez' and a notification bell with '148' are displayed. Below this is a navigation bar with 'Back to Cases' and links for 'Administration', 'User & Group Management', and 'Reports'. The main header area includes the candidate's name 'Lizett Lopez' and 'College of Business', along with buttons for 'Send Forward', 'TEST', and a 'Case Materials' tab. Below the header, there is a search bar for 'Case Materials' and a 'Read' button. A green bar highlights the 'Select All' button and the 'Download' button. A blue arrow points to the 'Download' button. Below the green bar, there is a list of folders and files: 'Reviewer Documents', 'Candidate Form', 'Curriculum Vitae', 'CV-format-guide-F16.pdf' (with a checked checkbox), 'Narrative, Departmental Criteria, & Prior Retention Reports', and 'BioL_317_syllL_16S-2.pdf'.

2. Click on download button and you will receive an email with the download link.

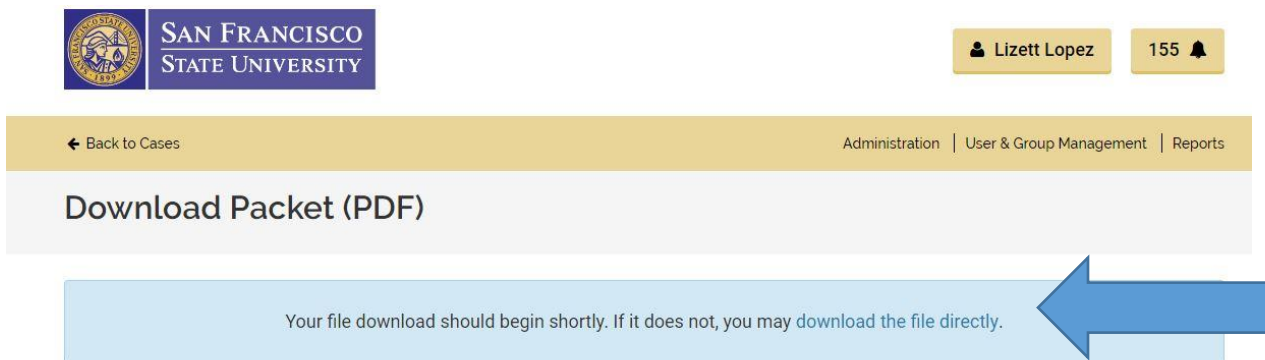
This screenshot is similar to the previous one, but the 'CV-format-guide-F16.pdf' file is no longer visible. The green bar highlights the 'Select All' button and the 'Download' button. A blue arrow points to the 'Download' button. The 'Reviewer Documents' and 'Candidate Form' folders are still visible.

3. Click on email link and Interfolio website will open to start the download process.

Mon 12/11/2017 9:42 AM
Interfolio <help@interfolio.com>
Your documents are ready
To: Lizett Lopez
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

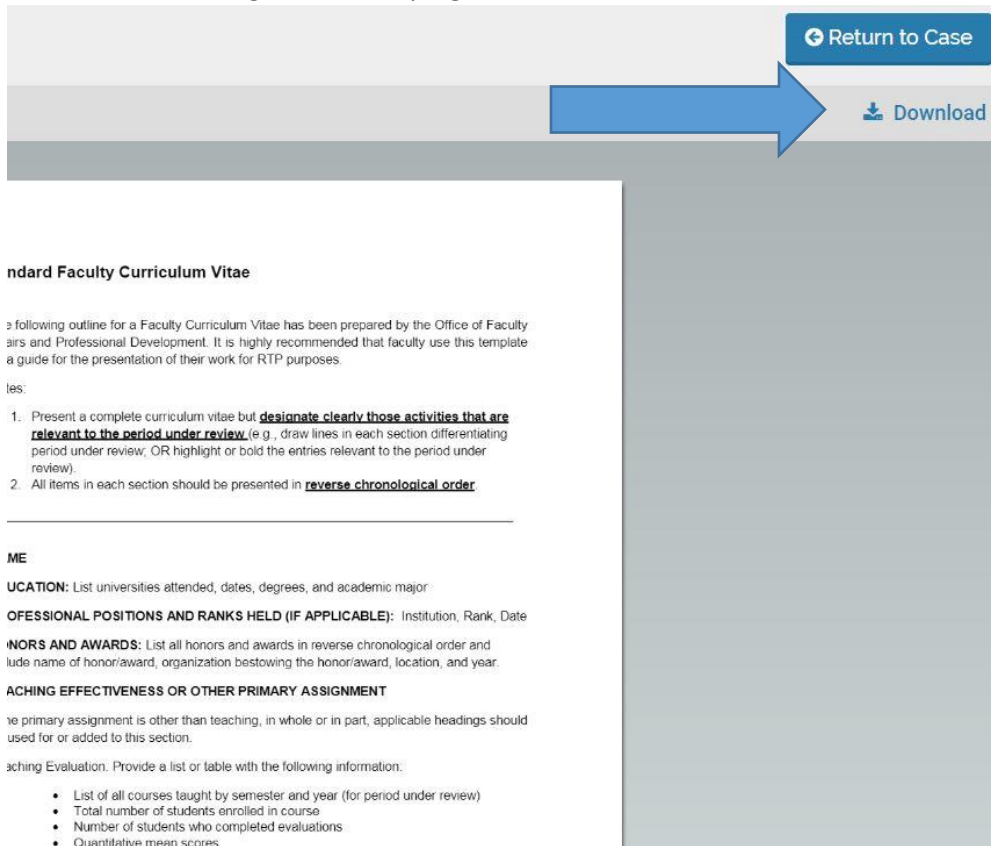


4. The PDF will download and open automatically. If it does not open, click on download the file directly, it will download automatically.



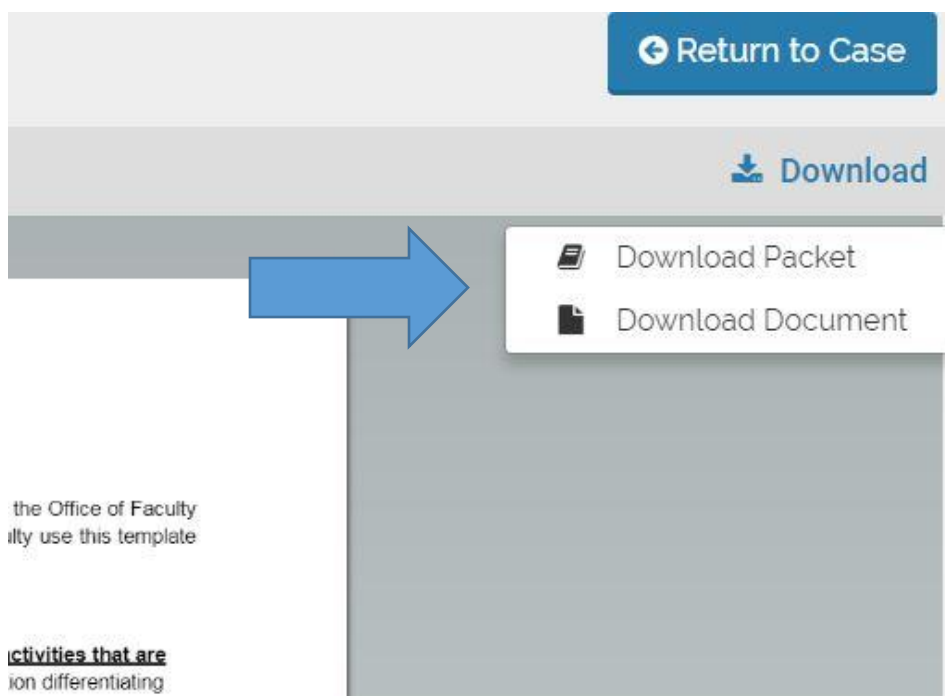
From your “Reader View”

1. Click on downloading button in top right corner.



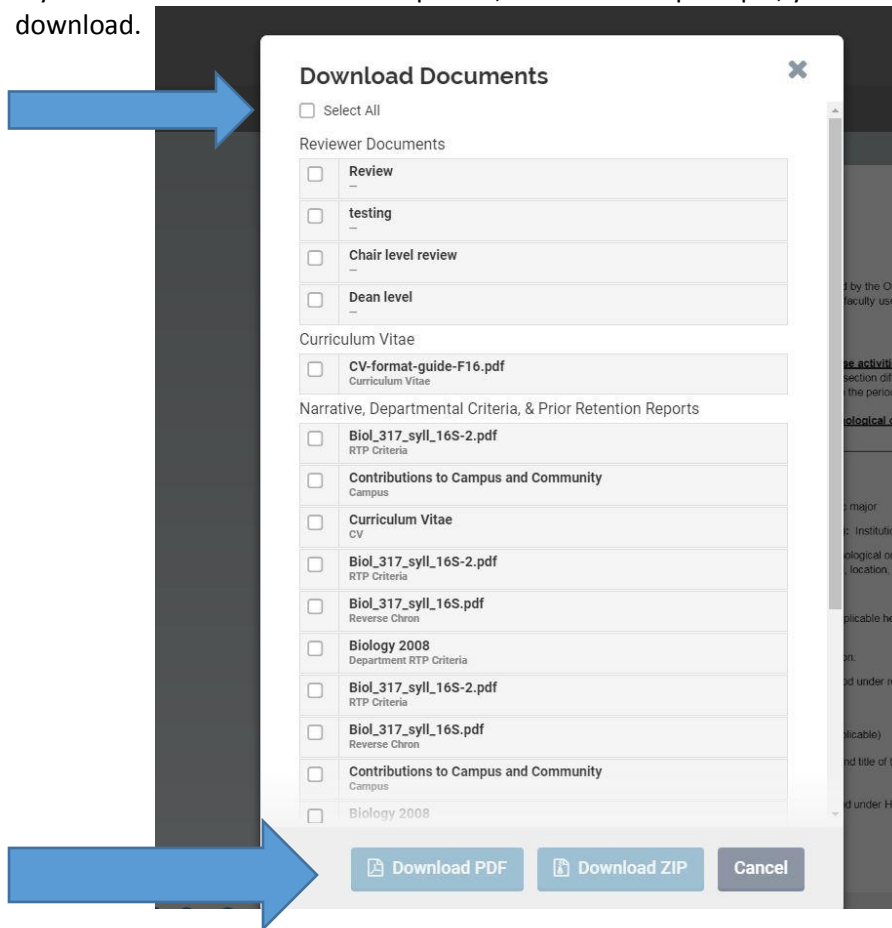
The screenshot shows a document viewer interface. At the top right, there is a blue button labeled "Return to Case" with a circular arrow icon. Below it is a grey bar containing a blue "Download" button with a download icon. A large blue arrow points from the left towards the "Download" button. The main content area of the document is visible, showing a section titled "Standard Faculty Curriculum Vitae" with introductory text and a list of instructions. The text includes: "The following outline for a Faculty Curriculum Vitae has been prepared by the Office of Faculty Affairs and Professional Development. It is highly recommended that faculty use this template as a guide for the presentation of their work for RTP purposes." and "Instructions: 1. Present a complete curriculum vitae but **designate clearly those activities that are relevant to the period under review** (e.g., draw lines in each section differentiating period under review, OR highlight or bold the entries relevant to the period under review). 2. All items in each section should be presented in **reverse chronological order**." Below this, there are sections for "EDUCATION", "PROFESSIONAL POSITIONS AND RANKS HELD (IF APPLICABLE)", "HONORS AND AWARDS", "TEACHING EFFECTIVENESS OR OTHER PRIMARY ASSIGNMENT", and "TEACHING EVALUATION".

2. Two options: Select “download packet” or “download document” a particular document.



The screenshot shows the same document viewer interface as above. The "Download" button is now open, displaying a dropdown menu with two options: "Download Packet" (with a folder icon) and "Download Document" (with a document icon). A large blue arrow points from the left towards the dropdown menu. The main content area of the document is visible, showing the same text as above, including the "Standard Faculty Curriculum Vitae" section and the list of instructions.

3. If you choose to download entire packet, follow screen prompts; you will receive an email link to download.



4. If you choose to download a particular document, document will appear on web browser immediately