How To Forward Your Cases to the Next review level

As a member of a review committee during the evaluation cycle, there are 2 methods to move submitted WPAFs to the next review level, by the annual deadline published in the FAR evaluation time tables:

**Method #1: Moving cases forward on an individual basis**

1) After logging in, click on an individual faculty name to open a case that has been assigned to you as a reviewer using the methods described in the tutorial for how to find assigned cases:
   a) Search for them on your “Home” page
   b) Search for them under “Cases” using either
      i) The search box
      ii) The filter options

**Process:**

1) Step 1: Find the case you want to forward
2) Step 2: Click the Faculty member’s name to open the case
3) Step 3: Click the blue “send case” button at the top right-hand corner of the screen
4) Step 4: Click the “Forward To Department Peer Review Committee Review” option from the drop-down menu
5) Step 5: After Clicking the “Forward to…” option keep the “send message” option checked and fill in the required parts of the message
6) Step 6: Click “Continue”
Method #2: Moving multiple cases forward at the same time

Please NOTE: this method for moving cases forward is very useful if the Interfolio server is slow in opening up individual cases or if the Send Case button is non-responsive

Process:
1) Step 1: Use the Filter options to find all cases that are assigned to you
2) Step 2: Check the checkboxes either next to the faculty names or check the check box at the top of the filtered results
   a) All required documents have to be fulfilled before this step can be completed for all cases selected
3) Step 3: Click “Send Forward”
4) Step 4: Make sure that the “send a message” option is checked and fill in the required parts of the message
5) Step 5: Click “Send”
Step #4, make sure this is checked

Fill this in

Edit message if you want

Step #5, click here to complete the forwarding process