After you have selected a name from your list of assigned cases, your evaluation begins. Interfolio comes pre-populated with several buttons, tools, and functions to both streamline and ease what can be a time-consuming process.

1. There are several functionalities available to the reviewer on this screen

   a. The "Read Case" button which allows the reviewer to read the materials submitted by the candidate

   ii. This is the screen the "Read Case" button redirects you to
b. The "Case Details" option

ii. This is the screen the "Case Details" option redirects you to. Here you will have instructions on what to do for a review step, as well as other functions.

i. Scroll down to see all options when you are on this screen

**CONTINUE TO NEXT PAGE**
c. The “Send Case” Button

i. Click this button to see your options for moving cases along in the cycle process.

ii. These are the options under "Send Case"

To get out of this screen, click “Case Materials”
a. These options will be different for every review level but this is one of the methods that can be used to send cases to the next review level, or backward to a previous review level.
   i. However this method can only be used for one case at a time.

d. The "Case Options" button

   ii. These are the options listed under the "case options" button.
2. Please don’t click "Close case" or “Edit case”

3. **Internal sections** of the submitted Interfolio packet are sections that only Review Committee Members can see
   a. Any, all, or none of these will be populated with documents by FAR, but Reviewers should be able to add documents if needed to any of these sections

4. In the sections containing the portfolio materials, you can click on the arrow next to the section name to expand the list of materials contained in that section
   a. Each item or document title in that section list should be hyperlinked and by clicking on it you will be redirected to the same screen that you get to by clicking the **Read Case** button
      i. Un-expanded Review Packet section

**CONTINUE TO NEXT PAGE**
1. The “Unlock” feature may only be used during the “declaring the portfolio complete review stage” to allow faculty to add missing material. Once the portfolio is declared complete, DO NOT use this function.

iii. Expanded Review Packet Section

1. As the reviewer you will be able to add files to sections of your assigned Faculty portfolios by clicking the “Add File” button.
   a. If you do so, the details section will list that it was added by you, the reviewer, rather than the candidate, and when the document was uploaded.

v. Screen redirect as a result of clicking the Hyperlinked document title or section list item

1. As you can see, this is the exact same screen you are redirected to when you click the "read case" button on the Case Materials page for each Portfolio.
   a. All functionalities on this screen remain the same.

**END OF TUTORIAL**