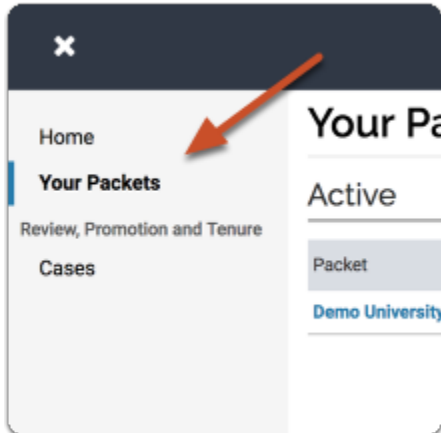
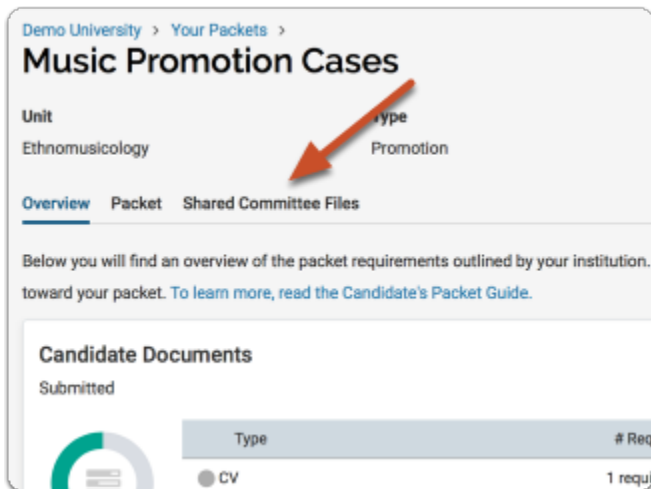


How to download Committee Reports & submit a Rebuttal/Response

1. Click on "Your Packets" in the left hand navigation and select the case



2. Open the "Shared Committee Files" tab of the case packet



3. Files shared with you will appear listed

You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.

Demo University > Your Packets >

Music Promotion Cases

[Preview Packet](#)

Unit: Ethnomusicology Type: Promotion Candidate Instructions: [View Instructions](#)

Overview Packet Shared Committee Files

Below you will see files that have been sent to you by committee members. [Actions](#)

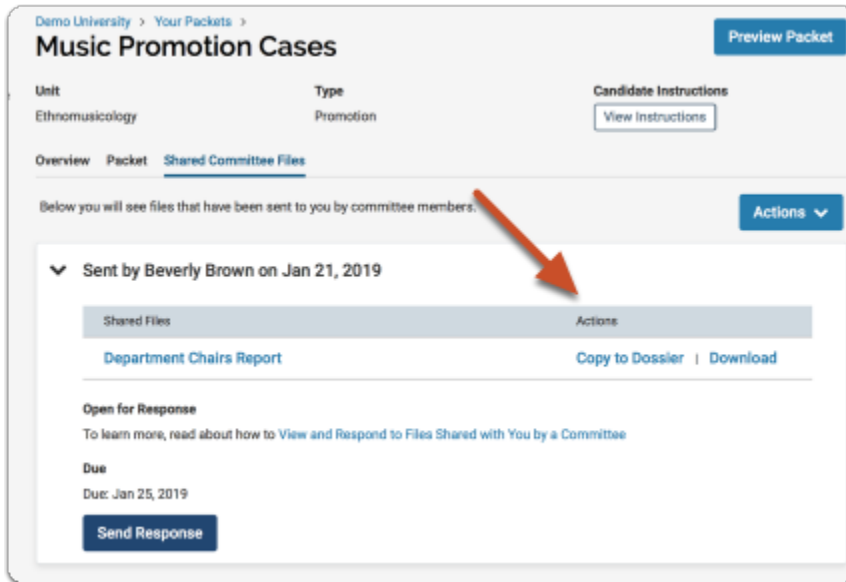
▼ Sent by Beverly Brown on Jan 21, 2019

| Shared Files | Actions |
|--|--|
| Department Chairs Report | Copy to Dossier Download |

Open for Response
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due
Due: Jan 25, 2019

[Send Response](#)



If you click "Copy to Dossier," you will have the option to add the file directly to a collection of materials (if you have any collections available).

Copy 1 File To My Dossier Account ✕

Copying To
My Dossier Account (xxjrrrrr@demo.edu)

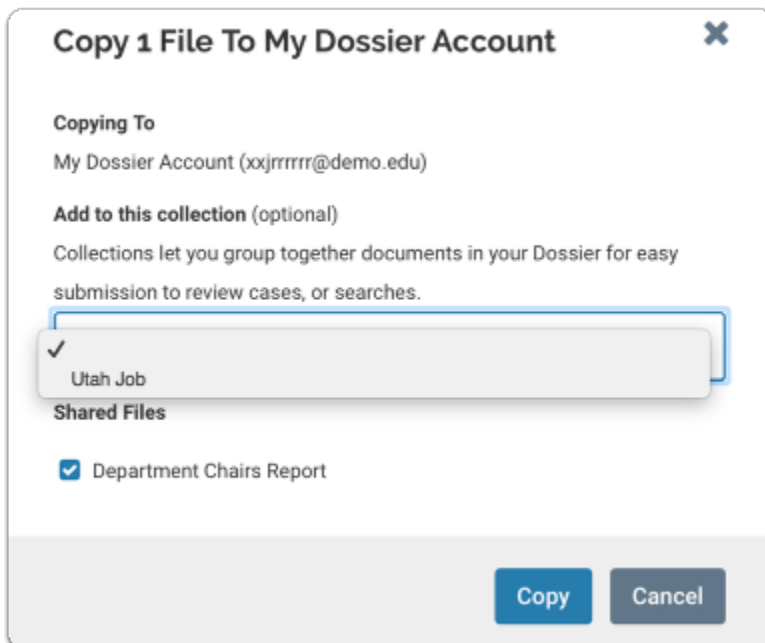
Add to this collection (optional)
Collections let you group together documents in your Dossier for easy submission to review cases, or searches.

Utah Job

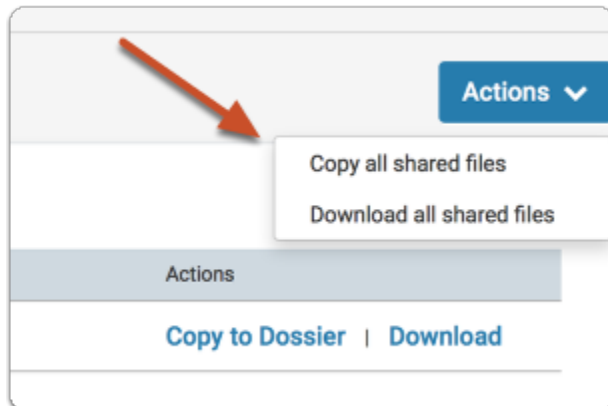
Shared Files

Department Chairs Report

[Copy](#) [Cancel](#)



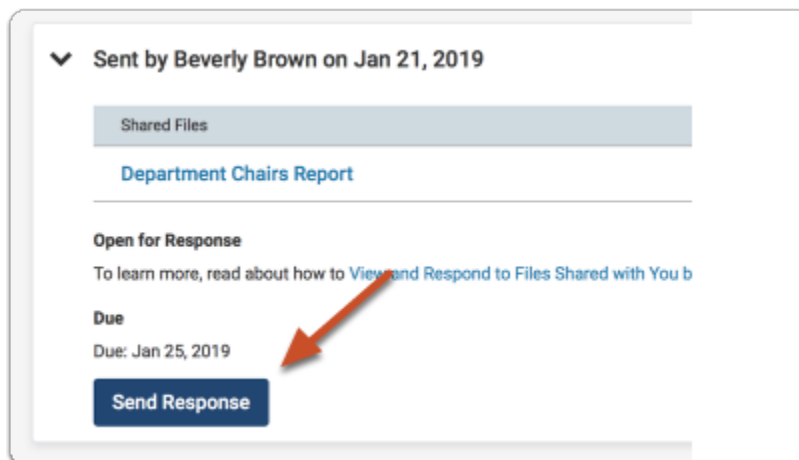
You can also click the "Actions" button to the right of the page to copy or download all shared files.



4. Click "Send Response" to respond to the file

If you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due.

Please Note: This is a hard deadline, and you cannot respond to shared files after the due date.




5. Give your response a title and upload the document file

Response ✕

You can respond with a document for the committee to review.

Title *



Drag & Drop your files anywhere or

Browse To Upload

[Send](#) [Cancel](#)

6. Your response will appear in the list of shared files

▼ Sent by Beverly Brown on Jan 21, 2019

| Shared Files | Actions |
|--|--|
| Department Chairs Report | Copy to Dossier Download |

Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

| Shared | Details |
|--|--------------------|
| Rebuttal to Chair's Report | Sent: Jan 20, 2019 |