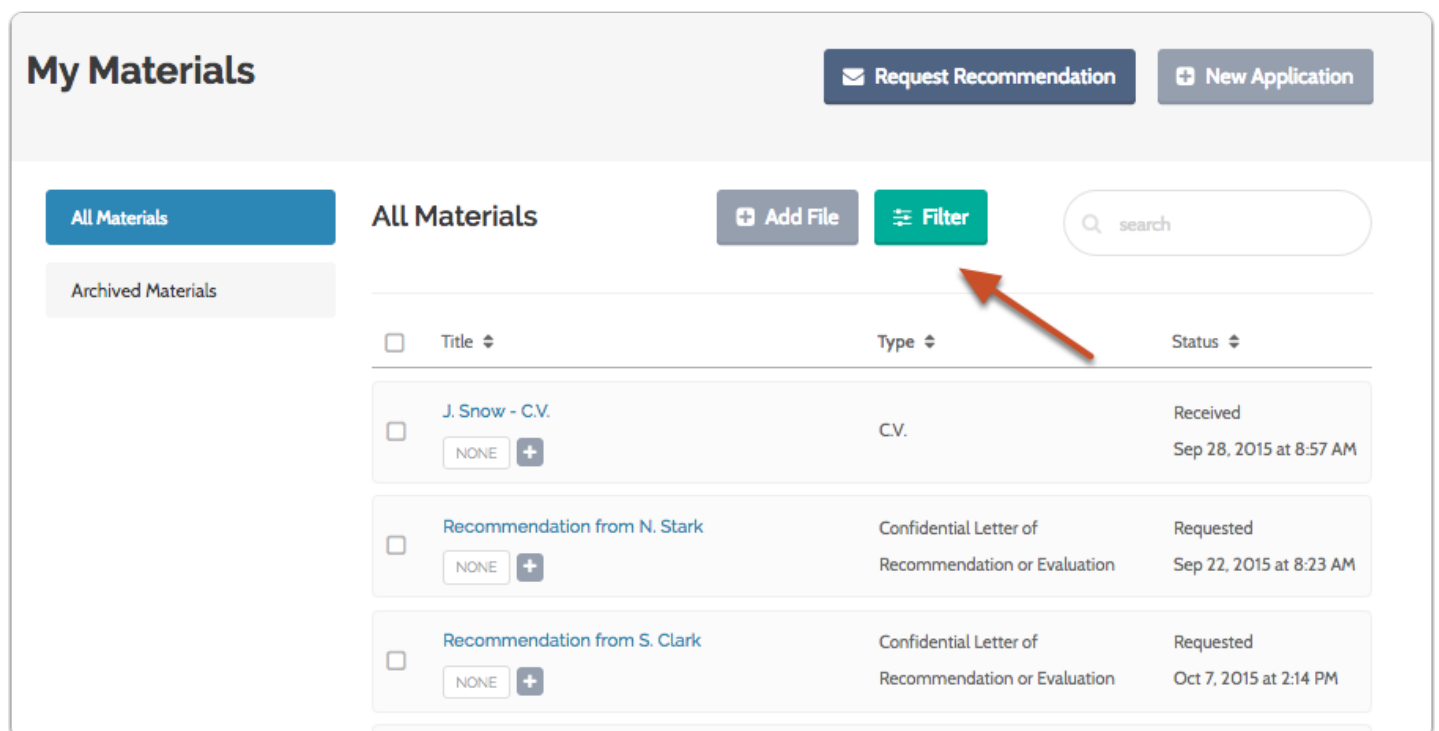


Use Filters to Quickly Find Materials in Your Dossier

The list of materials in your Dossier can get quite long, but you can filter the list to help you find documents quickly.

Click the "Filter" button at the top of your list of Dossier materials



The screenshot shows the 'My Materials' interface. At the top right, there are two buttons: 'Request Recommendation' and 'New Application'. Below these, on the left, are two tabs: 'All Materials' (active) and 'Archived Materials'. In the center, there are two buttons: 'Add File' and 'Filter'. A red arrow points to the 'Filter' button. To the right of the 'Filter' button is a search bar with a magnifying glass icon and the word 'search'. Below the buttons is a table with three columns: 'Title', 'Type', and 'Status'. Each row in the table has a checkbox on the left and a 'NONE +' button below the title. The table contains three rows of material entries.

<input type="checkbox"/>	Title ↕	Type ↕	Status ↕
<input type="checkbox"/>	J. Snow - C.V. NONE +	CV.	Received Sep 28, 2015 at 8:57 AM
<input type="checkbox"/>	Recommendation from N. Stark NONE +	Confidential Letter of Recommendation or Evaluation	Requested Sep 22, 2015 at 8:23 AM
<input type="checkbox"/>	Recommendation from S. Clark NONE +	Confidential Letter of Recommendation or Evaluation	Requested Oct 7, 2015 at 2:14 PM

Choose to filter the list by type, tags, or date added

All Materials + Add File Filter

TYPE

- C.V.
- Confidential Letter of Recommendation or Evaluation
- Cover Letter
- Research Statement
- Teaching Statement
- Transcript

TAGS

- Call Registrar
- Out of Date
- Resend

DATE ADDED

FROM

TO

The filtered list will display

The selected filters appear across the top of the list. You can dismiss filters by clicking the "x."

All Materials + Add File Filter

TYPE

- C.V.
- Confidential Letter of Recommendation or Evaluation
- Cover Letter
- Research Statement
- Teaching Statement
- Transcript

TAGS

- Call Registrar
- Out of Date
- Resend

DATE ADDED

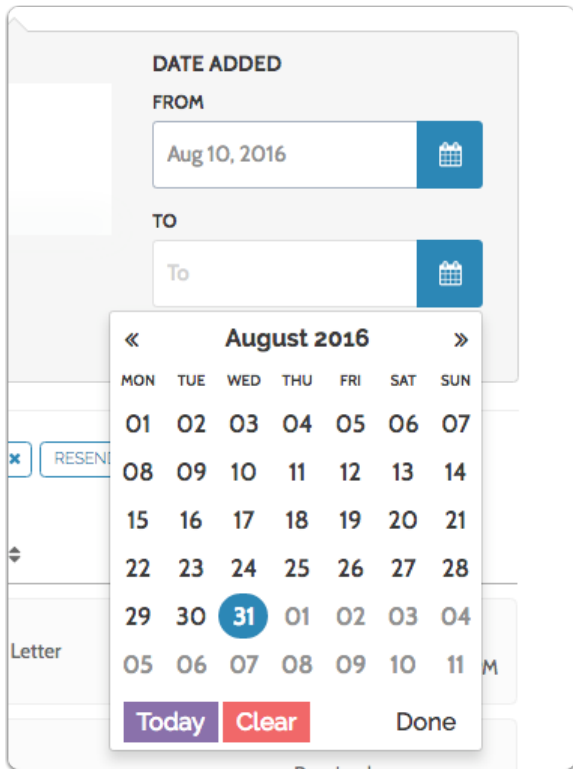
FROM

TO

3 results: COVER LETTER x TRANSCRIPT x CALL REGISTRAR x RESEND x Clear All

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	Cover Letter 2016 RESEND x +	Cover Letter	Received Aug 31, 2016 at 4:43 PM
<input type="checkbox"/>	Undergraduate Transcript CALL REGISTRAR x OUT OF DATE x + RESEND x	Transcript	Received Aug 31, 2016 at 6:17 PM

To filter by date added, simply select a date range using the calendar



Only materials added in that range will display

