

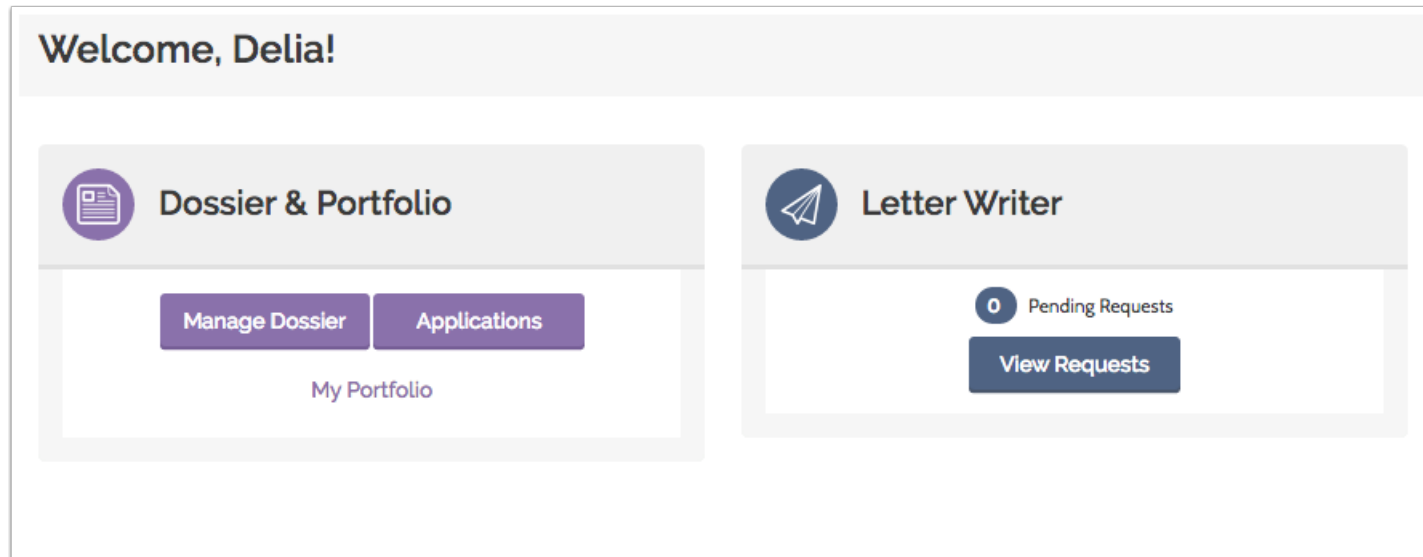
# Create Collections of Your Materials

You can organize the materials in your Dossier by creating "Collections" of related materials. A "Collection" is simply a group of materials gathered into one place to make them easier to find.

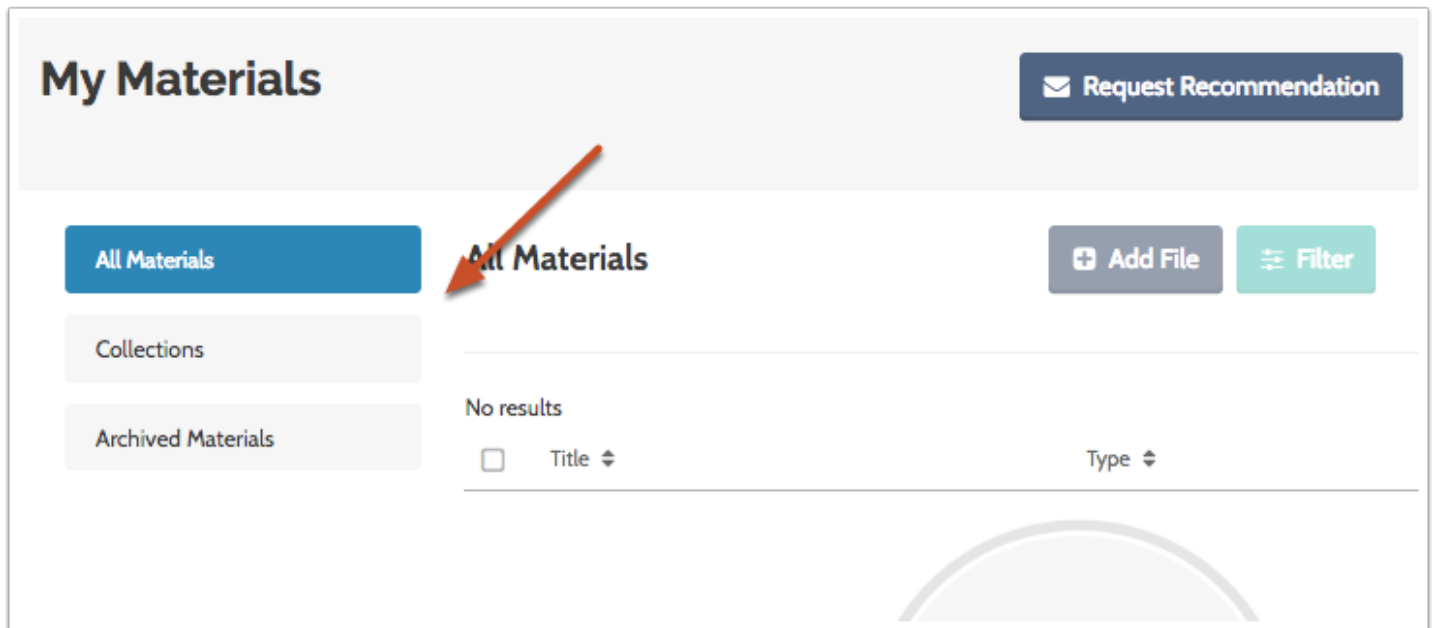
💡 Use our Collections feature to gather together materials for any purpose. For example, create a collection of materials you are going to use for a specific job application. You could also create a collection that gathers together materials you typically use for applying to particular types of positions or fellowships.

## 1. To access the Collections feature, navigate to the Materials page of your Dossier:

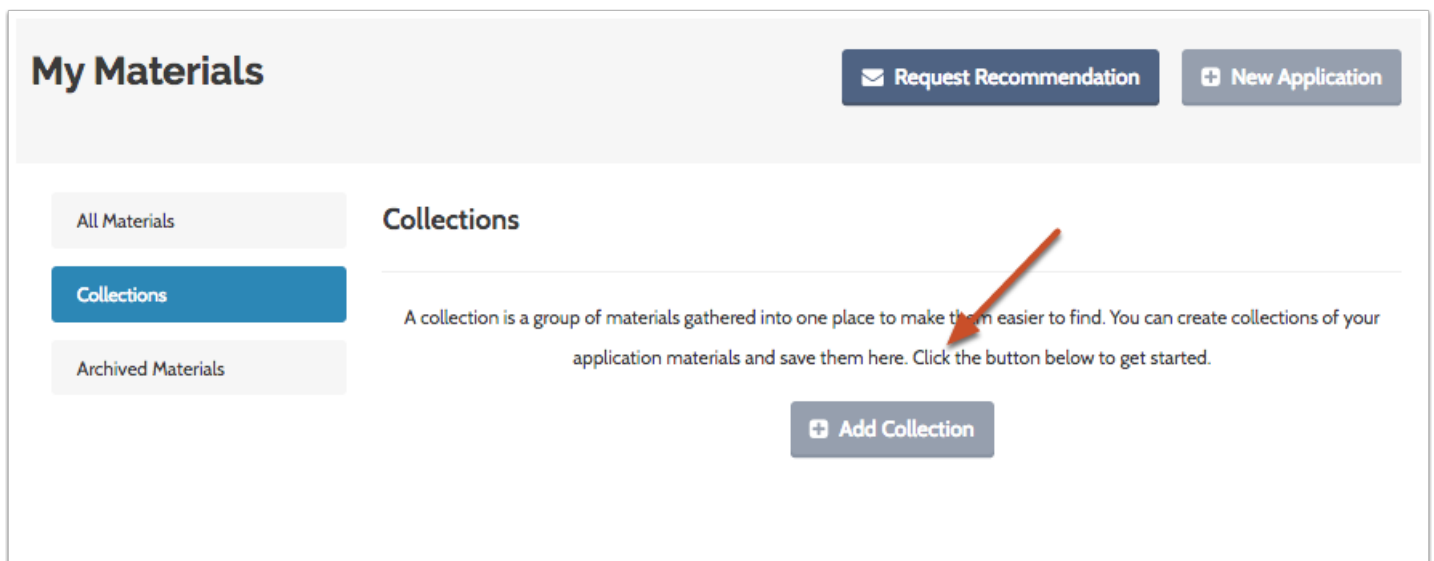
Click "Manage Dossier" from your Account screen



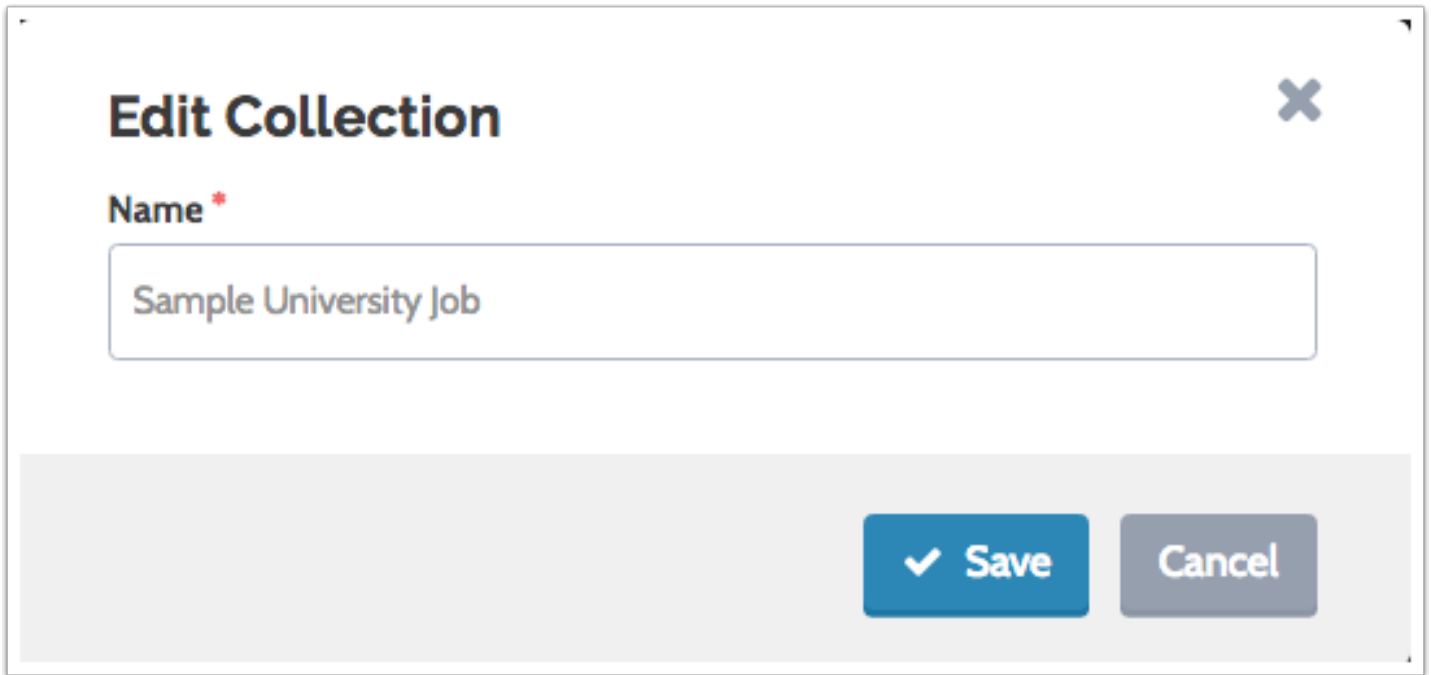
## 2. Click the "Collections" tab



## 3. Click "Add Collection"

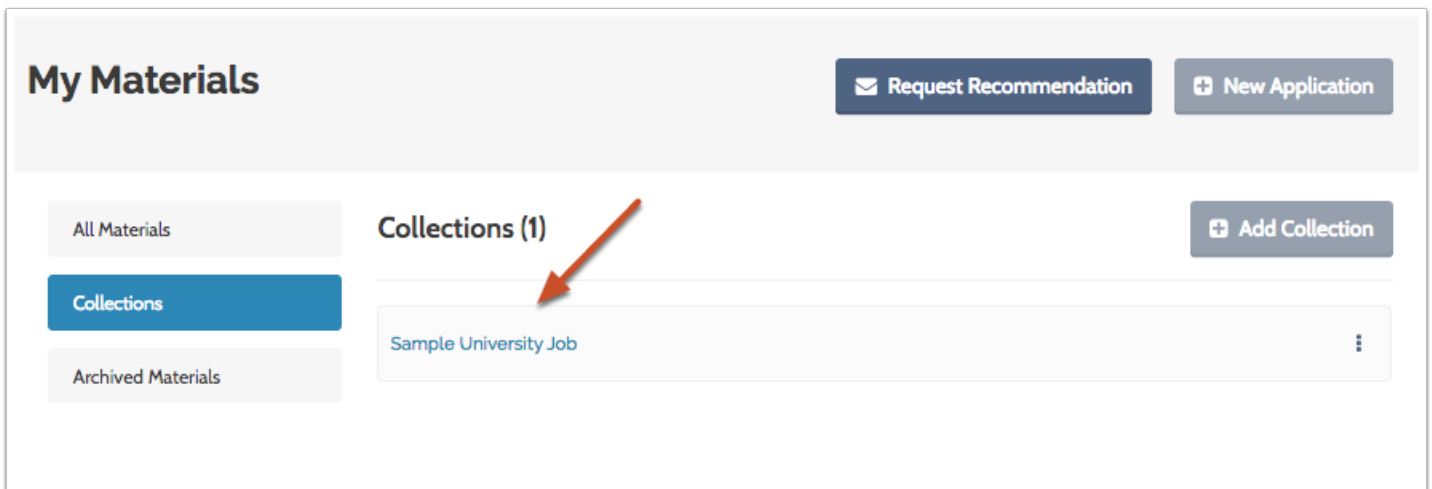


## 4. Name your collection



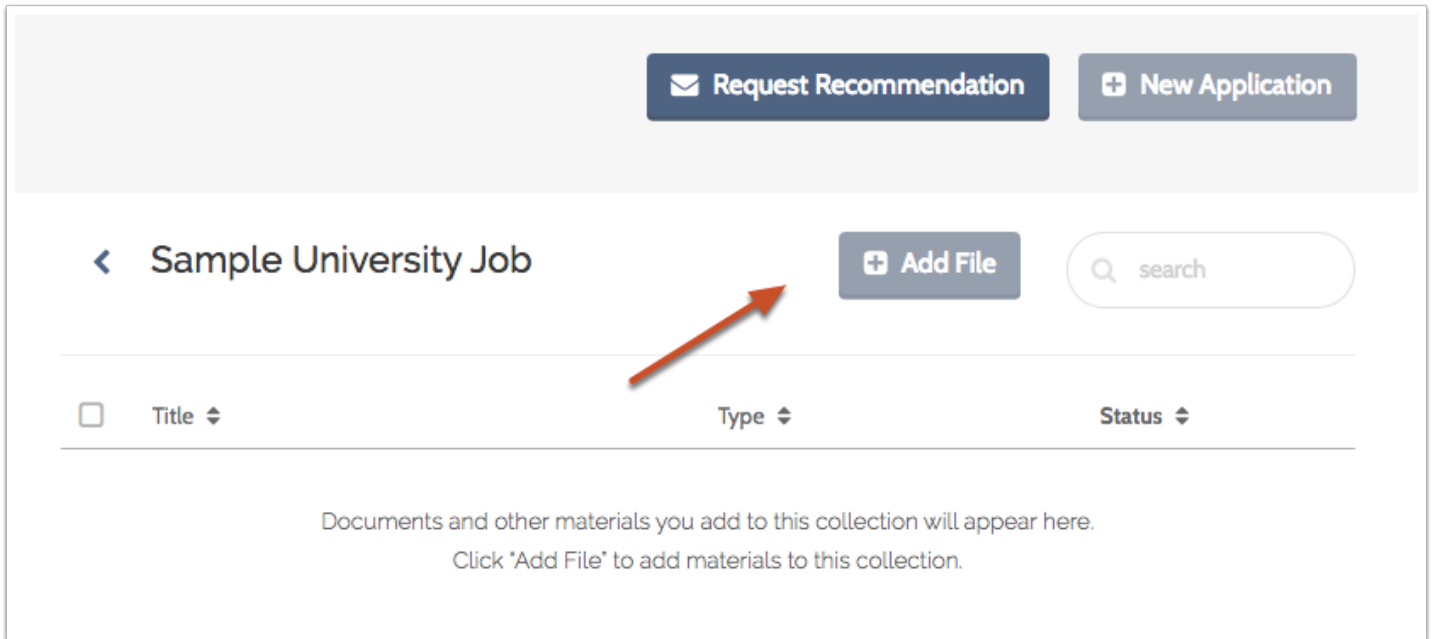
The screenshot shows a modal dialog titled "Edit Collection" with a close button (X) in the top right corner. Below the title, the label "Name\*" is followed by a text input field containing the text "Sample University Job". At the bottom right of the dialog, there are two buttons: a blue "Save" button with a checkmark icon and a grey "Cancel" button.

## 5. Click the name of your collection to begin adding materials



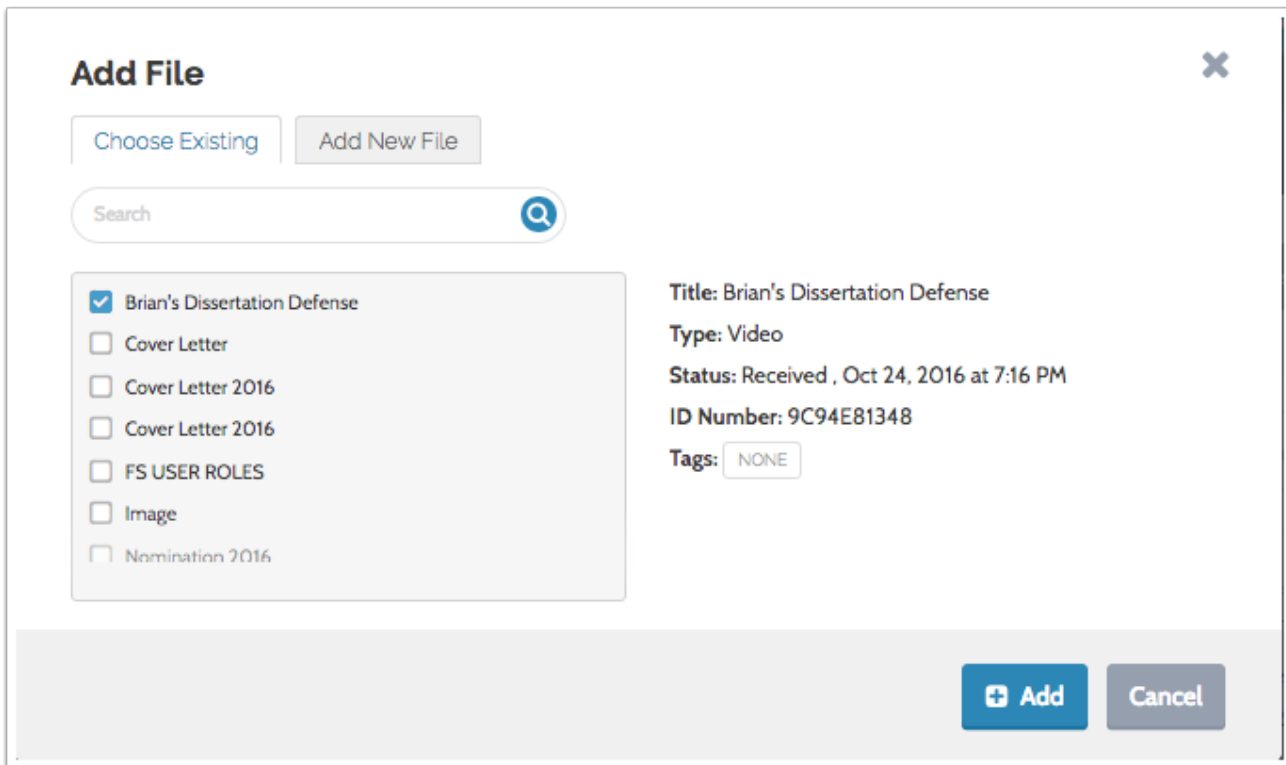
The screenshot shows the "My Materials" page. At the top left is the heading "My Materials". To the right are two buttons: "Request Recommendation" (with an envelope icon) and "New Application" (with a plus icon). Below this is a sidebar with three tabs: "All Materials", "Collections" (which is highlighted in blue), and "Archived Materials". To the right of the sidebar, the heading "Collections (1)" is displayed, with a red arrow pointing to the text "Sample University Job" in the list below. To the right of the list is a button "Add Collection" (with a plus icon). A vertical ellipsis menu icon is visible at the end of the "Sample University Job" list item.

## 6. Click "Add File"



The screenshot shows a user interface for a job collection. At the top, there are two buttons: "Request Recommendation" and "New Application". Below these, the page title is "Sample University Job". To the right of the title is an "Add File" button, which is highlighted with a red arrow. Further right is a search bar with the text "search". Below the title and search bar, there are three columns: "Title", "Type", and "Status", each with a dropdown arrow. Below these columns, there is a message: "Documents and other materials you add to this collection will appear here. Click 'Add File' to add materials to this collection."

## 7. Add existing materials from your Dossier, or upload new materials to add to the collection



The screenshot shows the "Add File" dialog box. It has a title "Add File" and a close button (X). There are two buttons: "Choose Existing" and "Add New File". Below these is a search bar with the text "Search" and a magnifying glass icon. A list of materials is shown with checkboxes: "Brian's Dissertation Defense" (checked), "Cover Letter", "Cover Letter 2016", "Cover Letter 2016", "FS USER ROLES", "Image", and "Nomination 2016". To the right of the list, the details for the selected material are shown: "Title: Brian's Dissertation Defense", "Type: Video", "Status: Received , Oct 24, 2016 at 7:16 PM", "ID Number: 9C94E81348", and "Tags: NONE". At the bottom right, there are two buttons: "Add" and "Cancel".

# The materials you add are gathered into the collection

The screenshot shows a collection titled "Sample University Job" with 3 items. The interface includes a left sidebar with "All Materials", "Collections", and "Archived Materials" tabs. The main content area has a table with columns for Title, Type, and Status. Each row includes a checkbox, a "NONE +" button, and a search icon.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	Recommendation from D. Borgue for Associate Professor of Music and Composition NONE +	Confidential Letter of Recommendation or Evaluation	Requested Jun 29, 2016 at 6:58 PM
<input type="checkbox"/>	Cover Letter 2016 NONE +	Cover Letter	Converting
<input type="checkbox"/>	Teaching Philosophy NONE +	Teaching Statement	Received Mar 15, 2016 at 4:21 PM

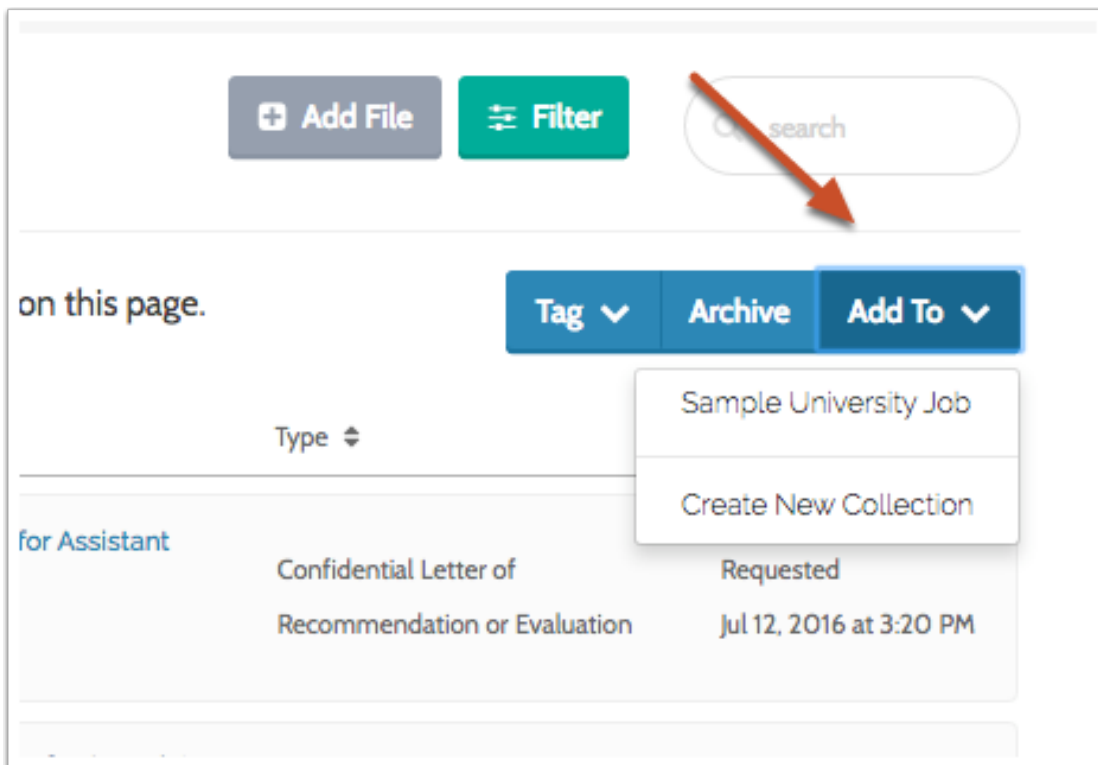
You can also create and add materials to a collection from the "All Materials" tab

7.1. Select one or more files in the list to add them to a collection. A new button will appear to the right of the page.

The screenshot shows the "My Materials" page with the "All Materials" tab selected. It displays a list of 19 materials. A message states "You have selected all 19 materials on this page." A search bar and a "Filter" button are visible. A new "Add To" button has appeared in the top right corner of the material list area. Red arrows point to the search bar and the "Add To" button.

<input checked="" type="checkbox"/>	Title	Type	Status
<input checked="" type="checkbox"/>	Recommendation from D. Little for Assistant Professor of 20th Century Music NONE +	Confidential Letter of Recommendation or Evaluation	Requested Jul 12, 2016 at 3:20 PM

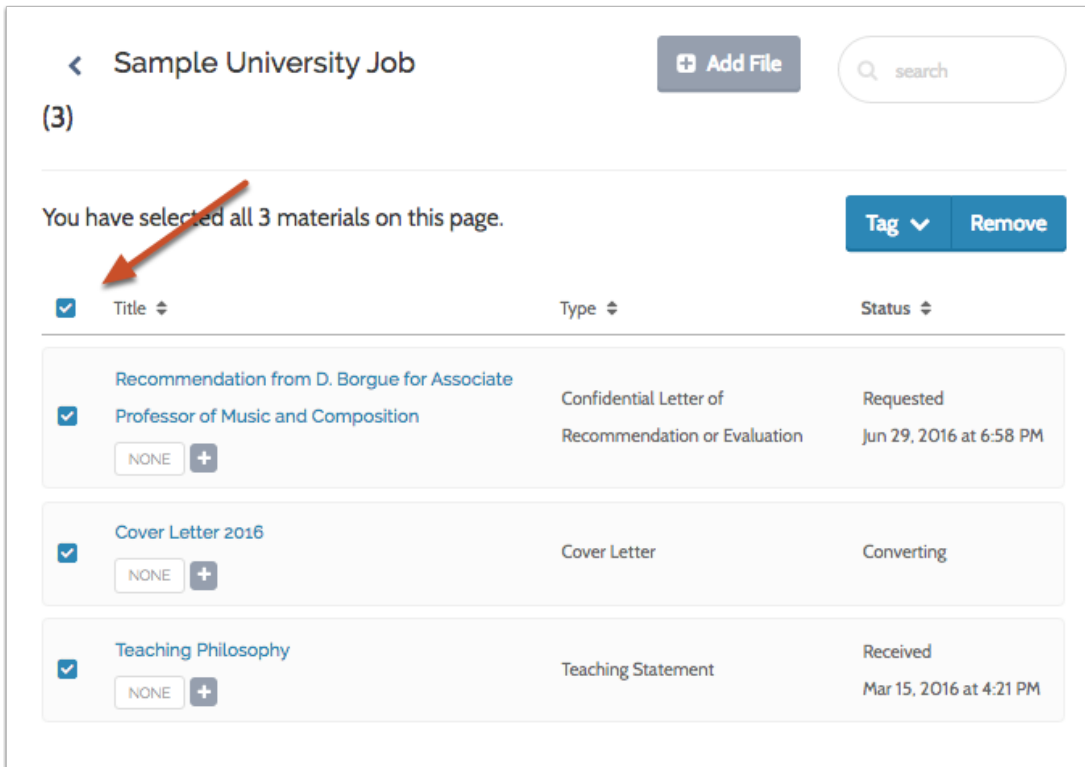
## 7.2. Click "Add To" and either select an existing collection or create a new one



### To add tags to materials in a collection:

- 💡 It may be useful to create and add tags to your materials so they are easy to find, to create reminders for yourself, or for any purpose you choose.

## Select the materials you want to tag



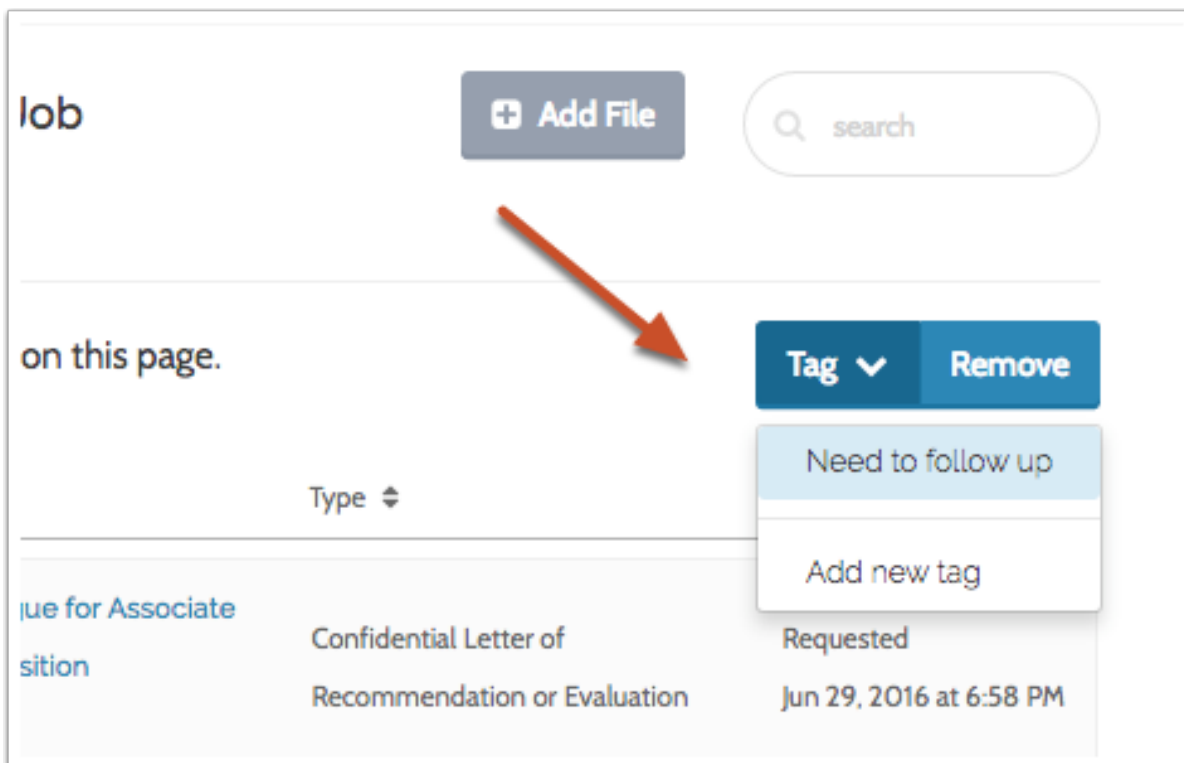
Sample University Job (3)

You have selected all 3 materials on this page.

Title  Type  Status

Title	Type	Status
<input checked="" type="checkbox"/> Recommendation from D. Borgue for Associate Professor of Music and Composition <input type="text" value="NONE"/> +	Confidential Letter of Recommendation or Evaluation	Requested Jun 29, 2016 at 6:58 PM
<input checked="" type="checkbox"/> Cover Letter 2016 <input type="text" value="NONE"/> +	Cover Letter	Converting
<input checked="" type="checkbox"/> Teaching Philosophy <input type="text" value="NONE"/> +	Teaching Statement	Received Mar 15, 2016 at 4:21 PM

## Click "Tag" to add or create a tag to add to the selected materials



job

Add File

on this page.

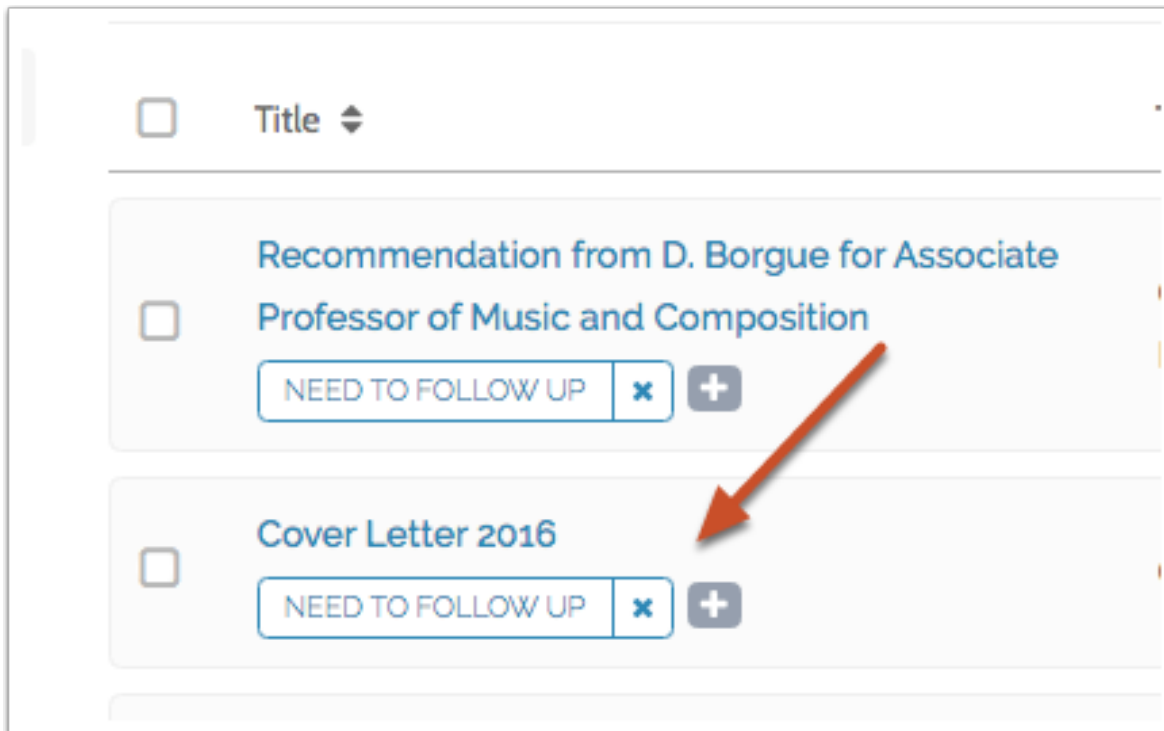
Type  Status

Title	Type	Status
<input checked="" type="checkbox"/> Recommendation from D. Borgue for Associate Professor of Music and Composition <input type="text" value="NONE"/> +	Confidential Letter of Recommendation or Evaluation	Requested Jun 29, 2016 at 6:58 PM

Tag  Remove

- Need to follow up
- Add new tag

## Click the X to remove a tag



## To remove materials from a collection:

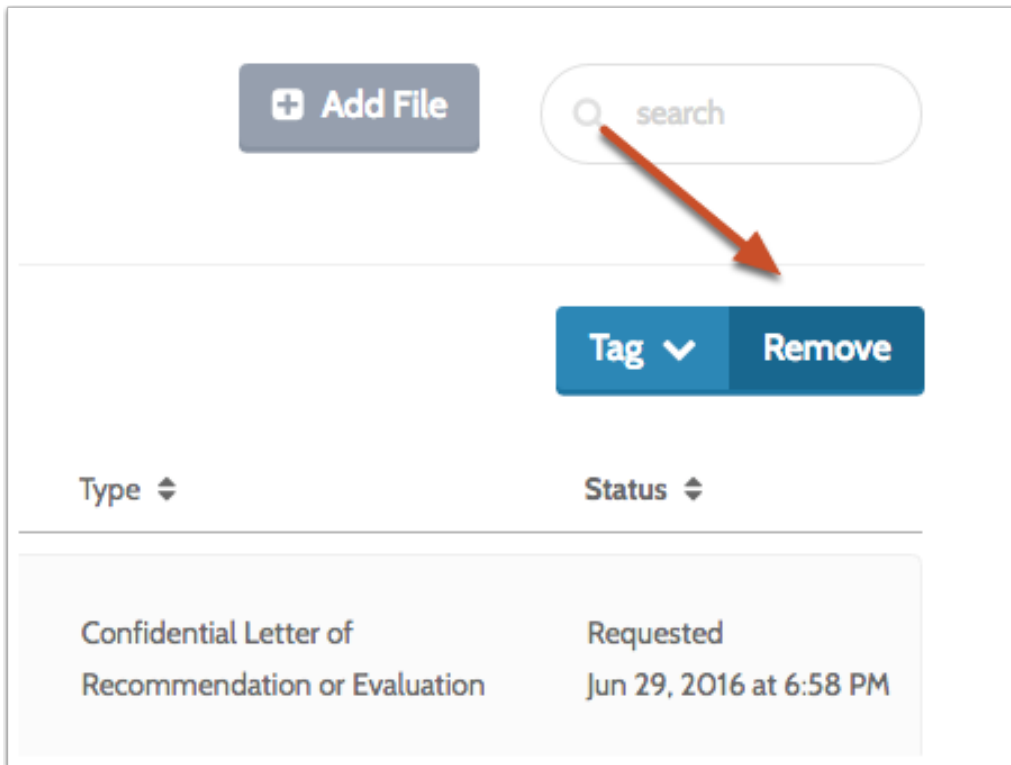
### Select the materials you want to remove

The screenshot shows a collection titled 'Sample University Job' with 3 items. A message at the top says 'You have selected all 3 materials on this page.' There are 'Tag' and 'Remove' buttons. A table lists the materials with checkboxes, titles, types, and statuses. A red arrow points to the checkbox of the first material, 'Recommendation from D. Borgue for Associate Professor of Music and Composition'.

<input checked="" type="checkbox"/>	Title	Type	Status
<input checked="" type="checkbox"/>	Recommendation from D. Borgue for Associate Professor of Music and Composition	Confidential Letter of Recommendation or Evaluation	Requested Jun 29, 2016 at 6:58 PM
<input checked="" type="checkbox"/>	Cover Letter 2016	Cover Letter	Converting
<input checked="" type="checkbox"/>	Teaching Philosophy	Teaching Statement	Received Mar 15, 2016 at 4:21 PM




## Click "Remove"



The screenshot shows a file management interface. At the top left is a grey button with a plus icon and the text "Add File". To its right is a search bar with a magnifying glass icon and the text "search". A red arrow points from the search bar down to a blue button labeled "Remove". To the left of the "Remove" button is another blue button labeled "Tag" with a downward arrow. Below these buttons are two columns of headers: "Type" and "Status", each with a double-headed arrow. Under "Type" is the text "Confidential Letter of Recommendation or Evaluation". Under "Status" is the text "Requested Jun 29, 2016 at 6:58 PM".

## Confirm that you want to remove the materials

-  When you remove materials from a collection, you are not removing them from Dossier. The materials will remain in the list under "My Materials," and will remain in other collections.

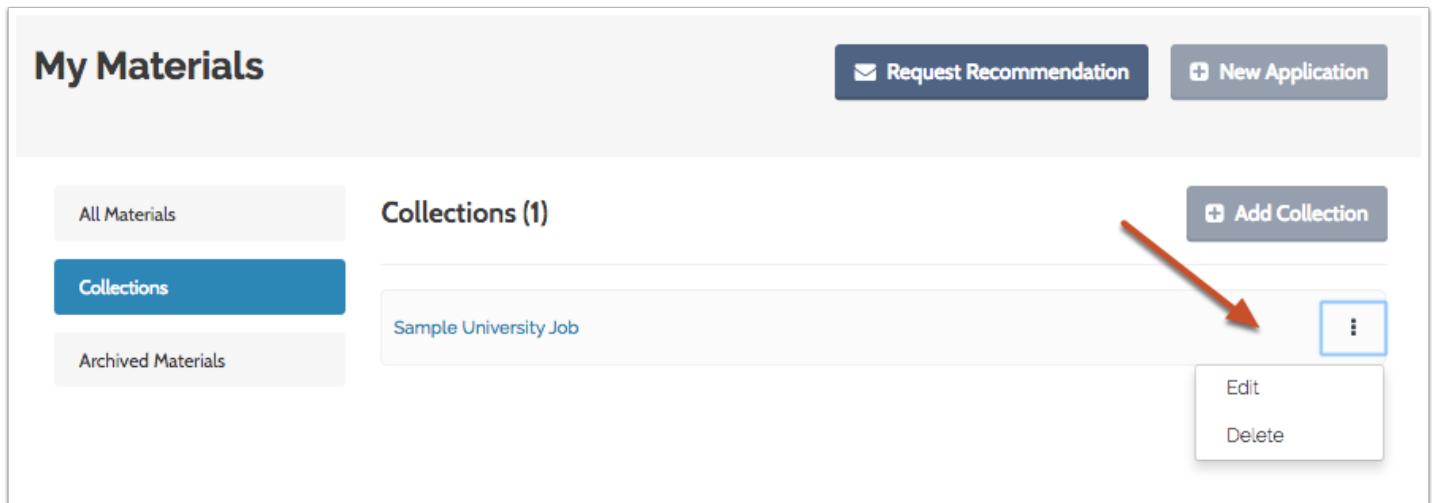
Are you sure you want to remove these 3 documents from this collection?  
They will remain in your materials list and in other collections.

Yes


No

## To edit the name, or delete a collection:

Click "Additional Options" to the right of the page where you collections are listed, and select "Edit" or "Delete"



The screenshot shows the 'My Materials' dashboard. At the top, there are buttons for 'Request Recommendation' and 'New Application'. Below this, there are tabs for 'All Materials', 'Collections', and 'Archived Materials'. The 'Collections' tab is active, showing a list of collections under the heading 'Collections (1)'. A red arrow points to the 'Additional Options' menu (three vertical dots) for the collection 'Sample University Job'. The menu is open, showing 'Edit' and 'Delete' options. There is also an 'Add Collection' button in the top right corner of the collection list area.

 Deleting a collection will not remove the materials it contains from your Dossier.