

When a Snapshot is ready for review, you will receive an email notification from the eFilePlus system. Login to the eFilePlus system by clicking on the link provided or by navigating to <https://efileplus.ucr.edu>.

**Log in and Open a Snapshot**

1. Once logged in, you will see an “Awaiting Review” icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.



2. In the Candidate Reviews screen, click the  icon to open the menu and choose “Open Review”.

**Candidate Reviews**

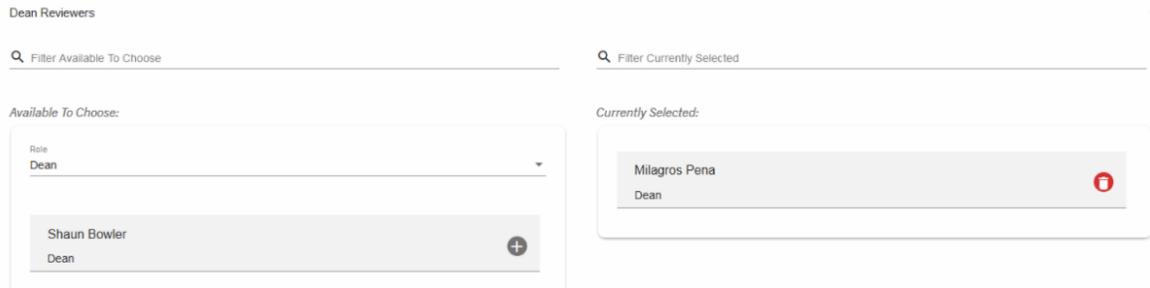
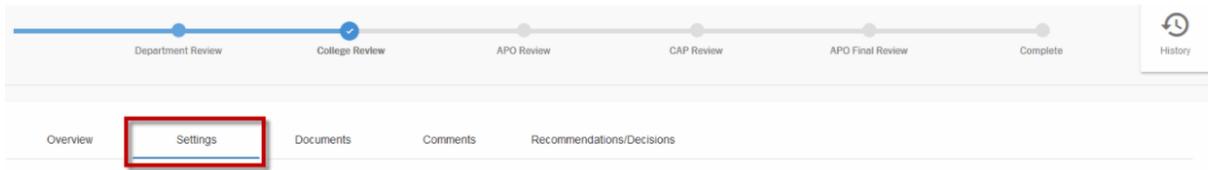
Filter

Work in Progress Reviews (Snapshots awaiting your review)

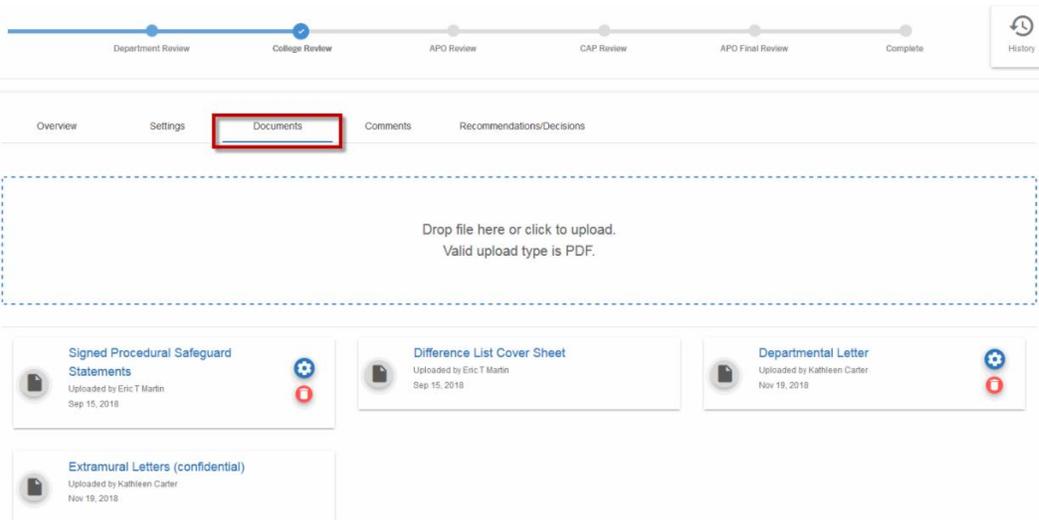
Date Received	Name	Department	Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department Re	 Open Review  Edit Tags
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	 Edit Tags

**Reviewing a Snapshot as Dean’s Analyst**

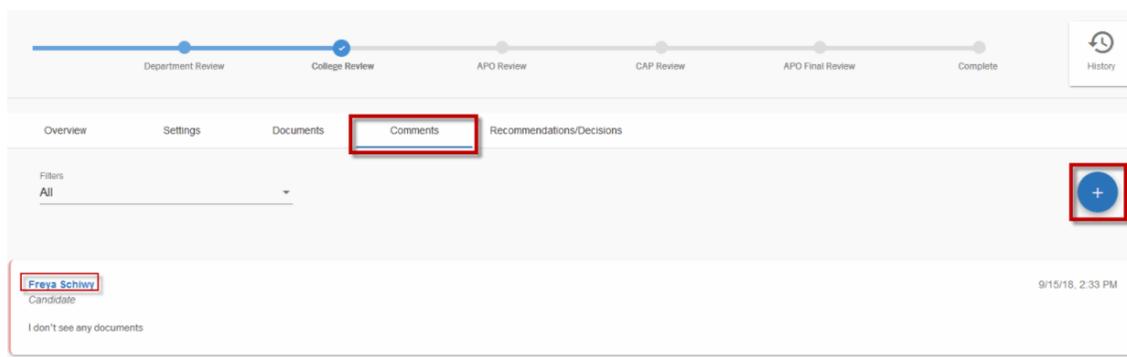
1. The Overview tab contains the electronic file.
2. Use the Settings tab to designate the Dean and/or Associate Dean.
  - a. Click on “Dean Reviewers”. This list is based on the users in EACS that have the “Dean” role. Users with the Dean role can be assigned to Snapshots as Dean, Associate Dean Lead, or Associate Dean Reviewer.
  - b. Use the Roles drop-down menu to choose a role, then click the plus symbol next to a Dean Reviewer to add the role to the chosen person.



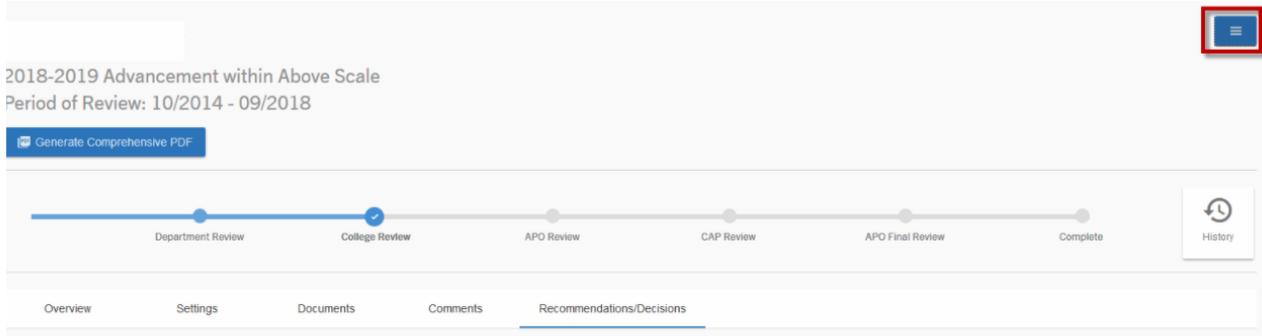
3. Use the Documents tab to add documents and review existing documents.



4. Use the Comments tab to add or review existing Comments. To enter a comment, click on the plus sign. To designate who sees the comments click the checkbox(es) and then click the Save button.

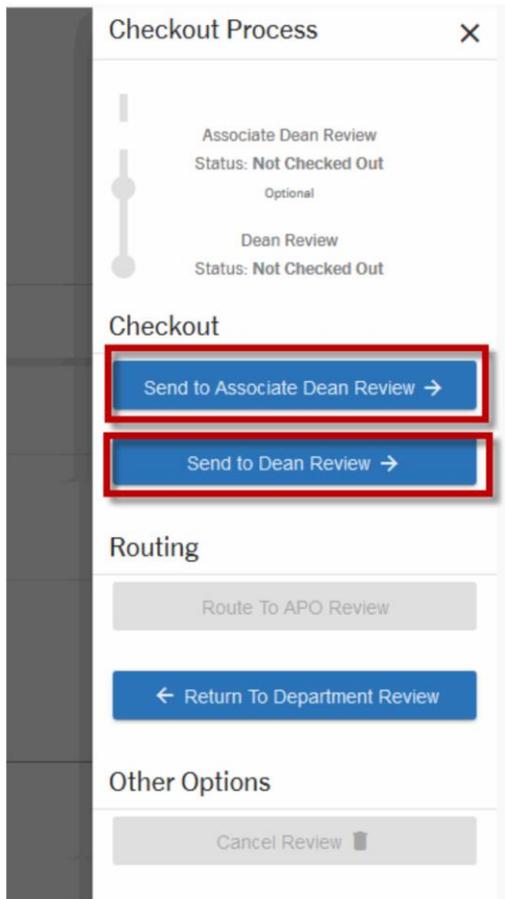


- When the Snapshot is ready to be reviewed by the Dean or Associate Dean, open the Checkout Panel.



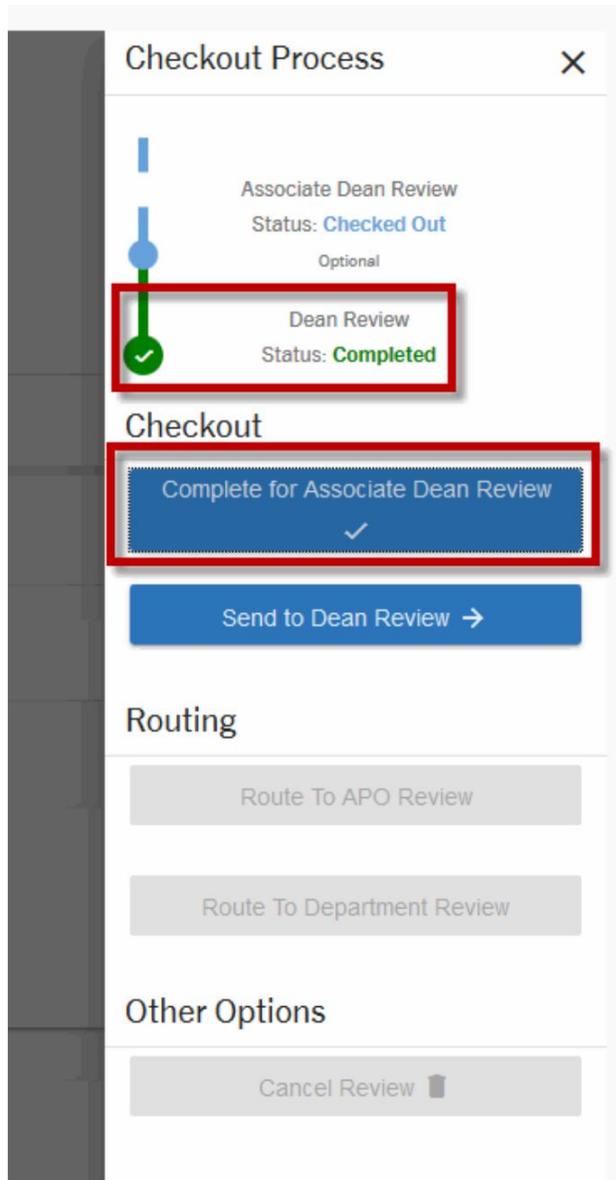
- In the Checkout Panel, use the blue buttons to send the Snapshot out for review.
  - Click “Send to Associate Dean Review” to send the Snapshot to the Associate Dean.
  - Click “Send to Dean Review” to send the Snapshot to the Dean.

*Note:* Deans and Associate Deans can review Snapshots simultaneously or at different times.



7. When the Dean has submitted his/her recommendation, the Snapshot is automatically routed back to the Dean’s Analyst. The Checkout panel will indicate this with a green checkmark and status of Completed.

The Associate Dean Lead and Associate Dean Reviewers do not have a recommendation to make. Therefore, when they have completed their review, you must click the blue button labeled “Complete for Associate Dean Review” to check the Snapshot back in and close the review to the Associate Dean.



These are general system guidelines and this document is not meant to replace policy. Please refer to the CALL for the most current policy information: <https://academicpersonnel.ucr.edu/the-call>.