

In eFilePlus, a PDF of the Snapshot can be generated and saved. This functionality allows for the following:

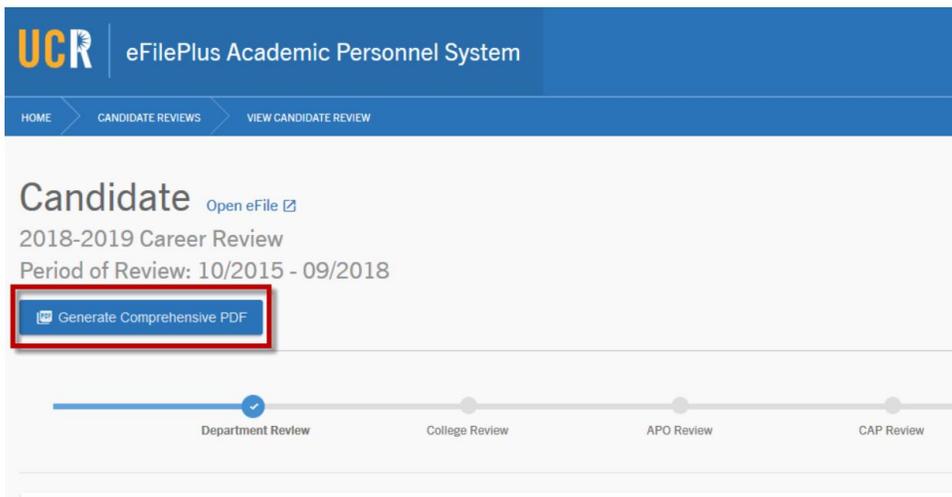
1. A PDF containing the CV Overview, Teaching Evaluations, Self-Statement, Non-Confidential Documents, Letters from Other Departments/Programs, Institutes and Centers, and Documents uploaded to the Snapshot Documents tab.
2. A PDF containing the CV Overview, Self-Statement, and Documents uploaded to the Snapshot Documents tab (no evaluations).
3. A PDF containing the CV Overview, Teaching Evaluations, and Self-Statement (no additional documents from the Documents tab).

This functionality is available to ALL ROLES, except:

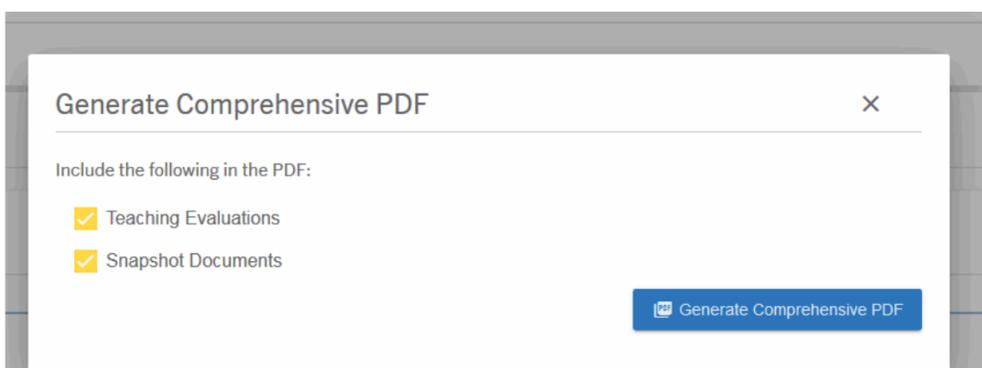
- Faculty Reviewer (departmental)

How to Generate a Comprehensive PDF of a Snapshot

1. In the CV Overview page, click the button “Generate Comprehensive PDF”.



2. In the window that appears, choose which documents to include and then click the Generate Comprehensive PDF button.



- The status of the PDF will be displayed while the PDF is generating. This process may take a few minutes depending on the amount of data and number of documents included.



- When the PDF generation is complete, a notification will be displayed (see screenshot below). Click the “Open Comprehensive PDF” button to view the PDF. Depending on your browser settings, the PDF may open in a new window or a new tab.

