


How to: Share and Receive Feedback on Dossier Materials

 This premium feature is only available to users with [Dossier Deliver](#) accounts or users who have [Dossier accounts through their institution](#).


This Interfolio Dossier feature allows users to collect feedback on academic materials and plans for self-presentation of your academic work, research, creative production, teaching, and service to the academic community.

FAQ about Feedback and Sharing

- Comments are restricted to be viewed only between the document owner and also the owner of said comment. You cannot have commenters collaborate.
- If you want to receive feedback on a new version of a document, you must upload it and share that new document with the reviewer.
- Users do not need an Interfolio account to review a document. If the reviewer/commenter does not have an Interfolio account, they must login via the link provided in their email.
- Updating a document (such as a Non-Confidential Letter of Recommendation or a CV) will remove all previous feedback on the old version of the document.

Who Can Use the Sharing and Feedback Feature?


1. Dossier users who pay for Dossier Deliver

 This section is for users who have paid for their Dossier Deliver account to request, manage, and send their materials and confidential letters.

If your account is through your institution, see the section below.


With an active Dossier Deliver account, you can share your Dossier materials (with the exception of the letter of recommendation) and your collections of materials with anyone regardless of whether that person has an Interfolio account.

2. Dossier users whose account is provided by their institution

 This section applies to users who have had their account provided directly by an Interfolio client institution.

If you are a Dossier Deliver user who paid for their personal account, see the section above.

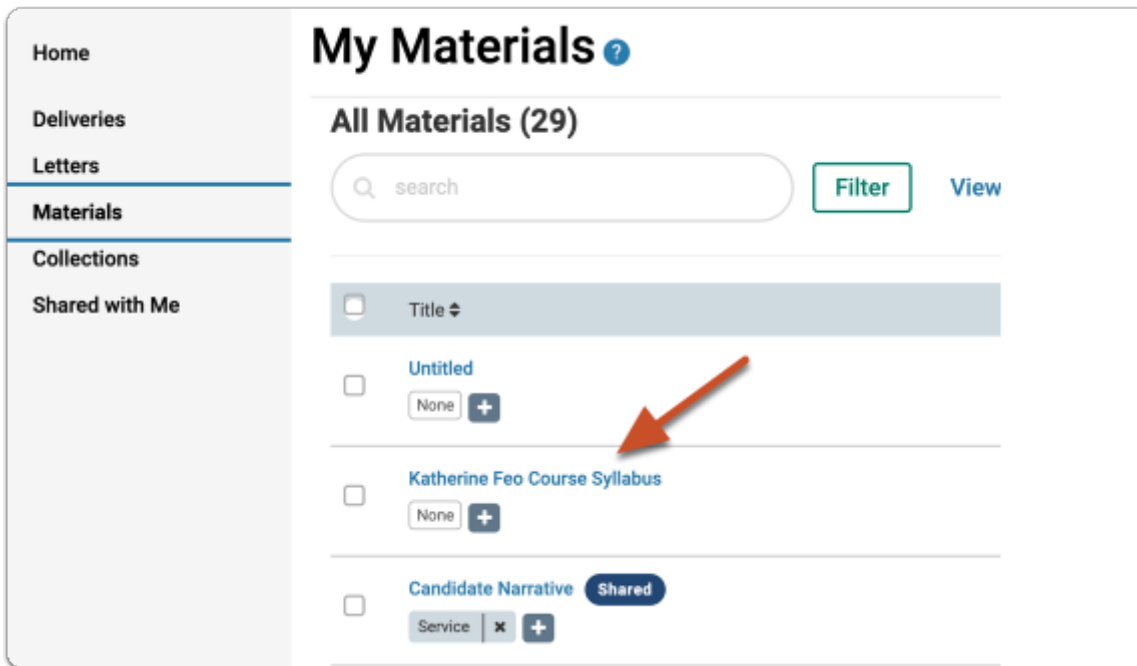
With your Dossier account provided by your institution you can share individual items and collections of materials stored in your Dossier with other Dossier users at your institution. The person you share with will be able to view those materials online through their browser, within an Interfolio environment, and write comments on them. In order to access the shared document/collection, current Interfolio users will have to sign into their own Dossier account.

 You can hold an account of both user types: by having a Dossier account provided by your institution AND a Dossier Deliver account.

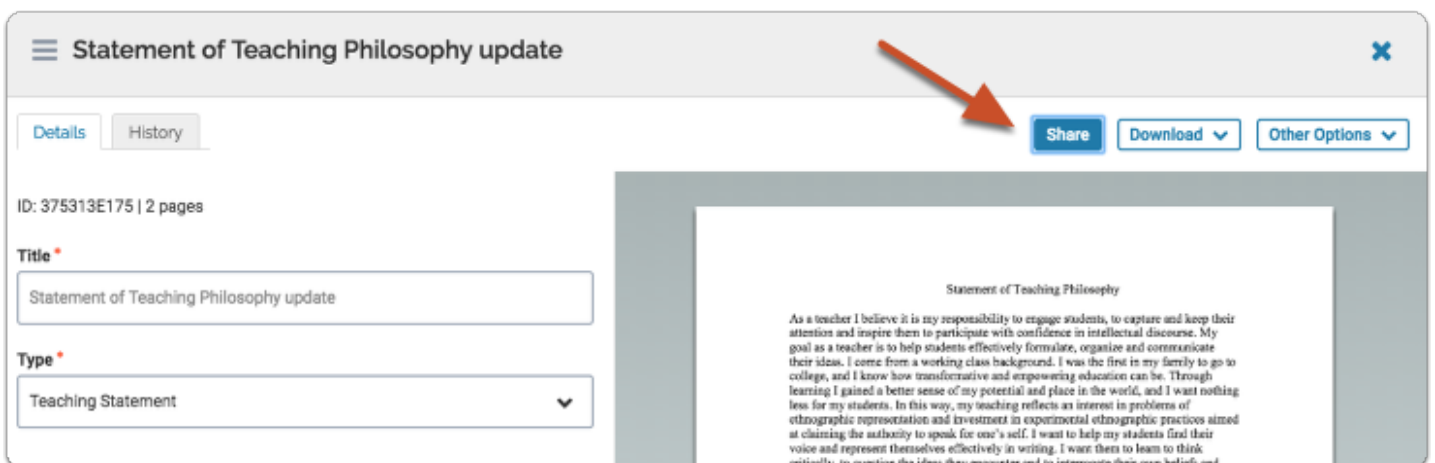
Sharing your Materials for Feedback

Sharing an individual item from your Dossier materials:

Navigate to Materials section and click to open the item in the materials viewer:



From the document viewer page, click the "Share" button



Add the emails of the person or persons from your list of contacts with whom you want to share the item from your Dossier, enter a message if

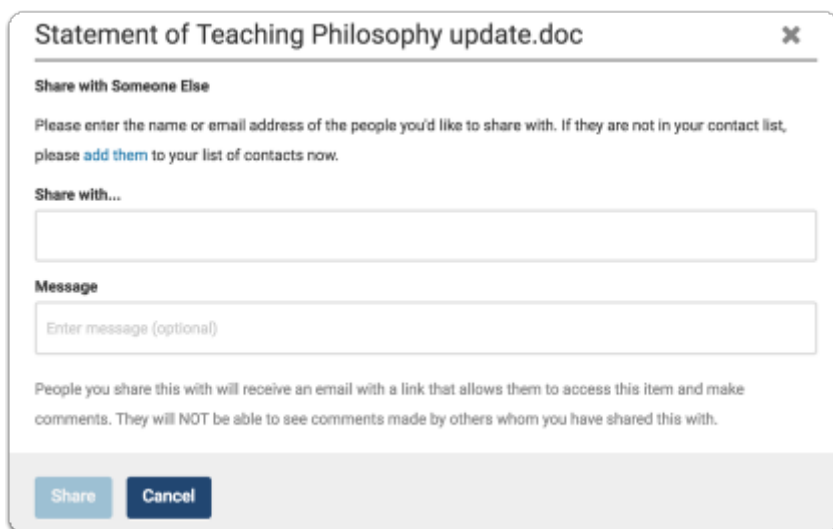
necessary, and click "Share"

Note that you will need to have the person in your contact list. You can easily add them from here by clicking "Add Them."

For more information on adding contacts see [How to: Create Your List of Contacts and Send Letter Requests to Multiple Writers.](#)

Document owners have the option to include a message that will appear in the email notifying the reviewer/collaborator and giving them access to the shared materials.

i When sharing with multiple people, reviewers will NOT be able to see the comments made by others with whom the document owner have shared the item.



Statement of Teaching Philosophy update.doc

Share with Someone Else

Please enter the name or email address of the people you'd like to share with. If they are not in your contact list, please [add them](#) to your list of contacts now.

Share with...

Message

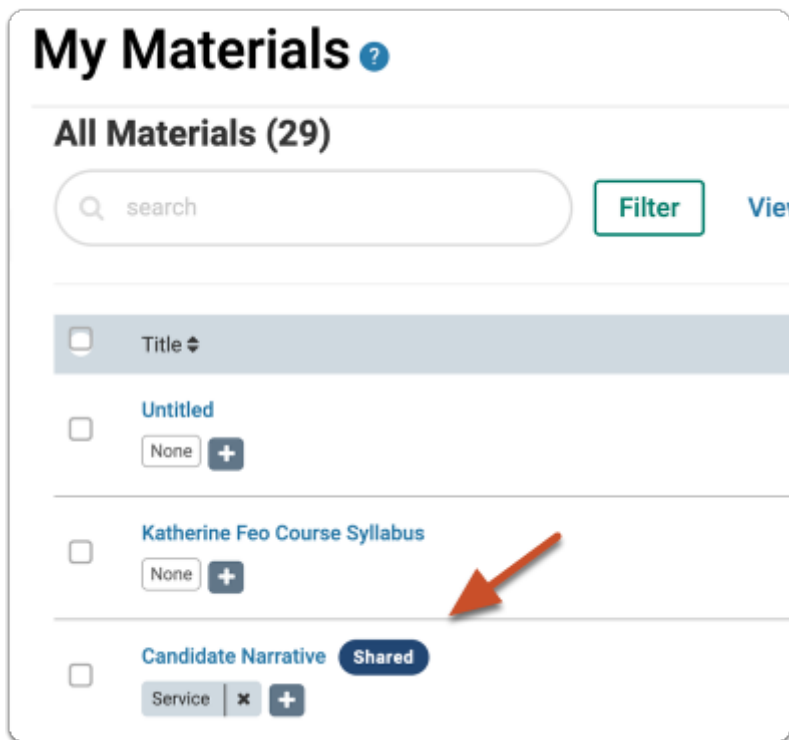
Enter message (optional)

People you share this with will receive an email with a link that allows them to access this item and make comments. They will NOT be able to see comments made by others whom you have shared this with.

Share Cancel

! In the image above, the account is using a Dossier Deliver profile. If you have a Dossier account provided by your institution (and not Dossier Deliver), you can only search for users **within** your institution.

i Note that when an item is shared, it will appear marked as "shared" in the list of materials in your Dossier




Accessing documents and providing feedback via Interfolio Dossier

Reviewers and collaborators will receive an email with a link allowing them to access the shared item

 If reviewers cannot find the email, they should check their spam filter.

This from the email links directly opens to the shared item.

If the reviewer/collaborator are not logged in to their Interfolio Dossier account, the only way they can access the item or collection is through the link included in the notification email.



interfolio

Peter Jones (peter.jones@acme.edu) has shared an item with you:

Research Proposal - Draft

[View Item](#)

Note from Peter Jones:

Hi Dr. Aufderheide,

Here's the first draft of my research proposal. Can you please review and provide your feedback?

Thanks,
Peter

Questions? Check out our [Help Center](#).

Get in Touch
help@interfolio.com | (877) 997-8807 | interfolio.com

Each person that has been requested to review and provide feedback, can view the material in their browser



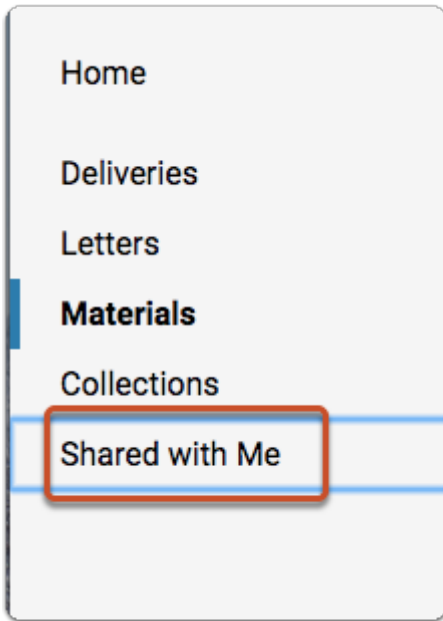
The screenshot shows the Interfolio interface for a shared item titled "Prostaglandin Inhibition (1993)". At the top right, there are "SIGN UP" and "Sign in" buttons. The main header includes a search bar, "View Unresolved Comments", "Add Comments", and "Shared by Peter Jones".

On the left side, there are two comment threads from Jessica Smith, dated Sep 3, 3:39 PM. The first comment says: "Since you are interested in looking at effects of NSAIDs when taken perioperatively, I suggest you find additional research on this topic on the effects in humans." It includes an attachment: [bibliography2017.pdf](#). The second comment says: "You may also want to look into usage of the IV tylenol. Costs have increased significantly and its use is almost routine prior to most cases." (With 1 reply).

The main content area displays a document titled "Differential Inhibition of Prostaglandin Endoperoxide Synthase (Cyclooxygenase) Isozymes by Aspirin and Other Non-steroidal Anti-inflammatory Drugs*" by Elisabeth A. Meade, William L. Smith, and David L. DeWitt. The document is from "The Journal of Biological Chemistry" (Vol. 265, No. 8, Issue of March 20, pp. 4822-4824, 1990). The authors are from the Department of Biochemistry, Michigan State University, East Lansing, Michigan 48824. The document is dated (Received for publication, November 9, 1989).

At the bottom of the document preview, there is a yellow circular icon and a snippet of text: "urine prostaglandin endoperoxide (PGIE) synthase- and PGE synthase-2 expressed in cos-1 cells were found to be differentially sensitive to inhibition by common nonsteroidal anti-inflammatory drugs (NSAIDs). Aspirin completely inhibited the expression of cytosolic prostaglandin in ovarian follicles (13, 14), and by lipopolysaccharide in monocyte/macrophages (15, 16). The observations that expression of PGHS-2 is stimulated by mediators of inflammation and in immune cells and that

Recipient view: If the reviewer/collaborator shared the item **has an active Dossier account**, the shared item will also appear on the "Shared with Me" tab from the navigation bar.



The table will display all documents shared with you.

Shared with Me

Search

[Filter](#)

Name	Type	Shared by
Annual Review - Clinical Faculty (2016) Based on Cape College guidelines	Collection	Ada Smith
Annual Review - Clinical Faculty (2017) Based on Cape College guidelines	Collection	Mary Dupont
Research Proposals - 2016-2017	Document	Martin Jones

The reviewer/collaborator can leave comments with feedback on the shared material for the document owner to view.

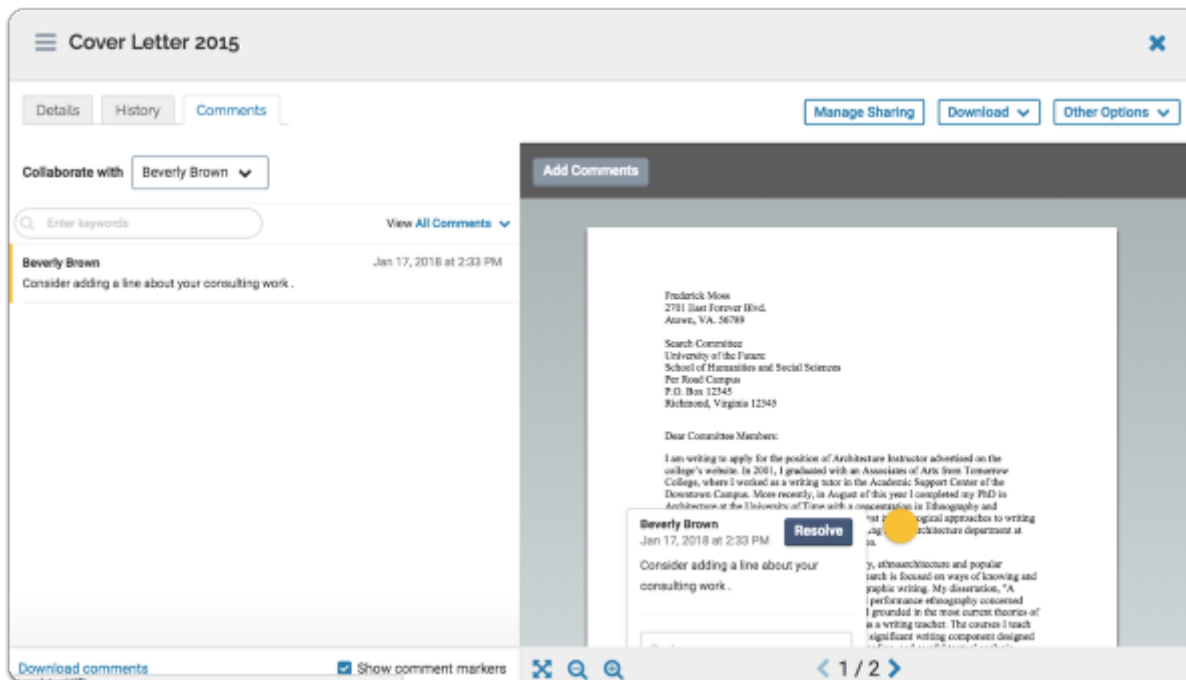
The screenshot shows the Interfolio interface for a document titled "Prostaglandin Inhibition (1993)". The document is a scientific paper with a comment box overlaid. The comment box shows a comment from Jessica Smith dated Sep 3, 3:39 PM. The document text includes the title "Differential Inhibition of Prostaglandin Endoperoxide Synthase (Cyclooxygenase) Isozymes by Aspirin and Other Non-steroidal Anti-inflammatory Drugs*" and the authors "Elizabeth A. Masch, William L. Smith". The comment box has a "Comment" button and a "Cancel" button.

The document owner will receive an email notification when new comments are left by the person with whom they shared the item

The screenshot shows an email notification from Interfolio. The email is titled "New Comments" and is addressed to Peter Jones. It states that Peter Jones added comments to a document titled "Research Proposal - Draft". There is a "View Comments" button. Below the button, there are three placeholder comments from Peter Jones, Sarah Dupont, and Peter Jones, each with a brief description of the comment content.

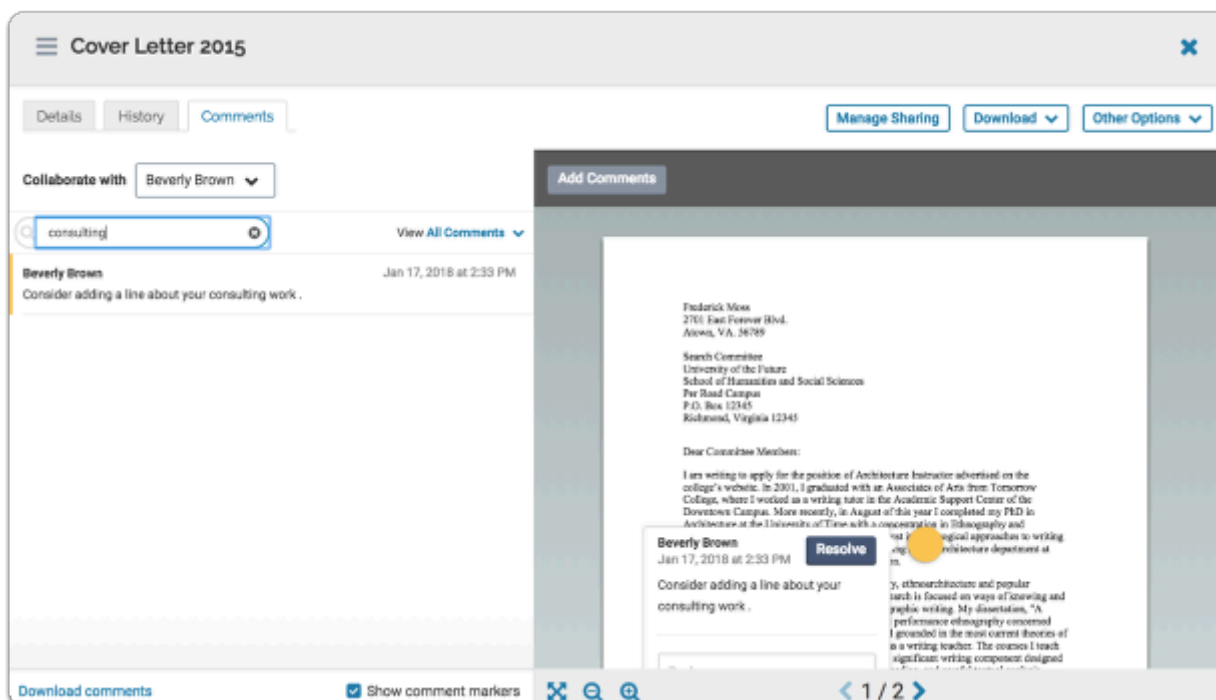
The document owner can review, respond to, and resolve comments left

by the reviewer



Users can search for keywords in comments from the left pane of the viewer

In the example below, the user has searched for "consulting." The list of results displays in bold text in the list of comments, and in the comments as they appear on the document.

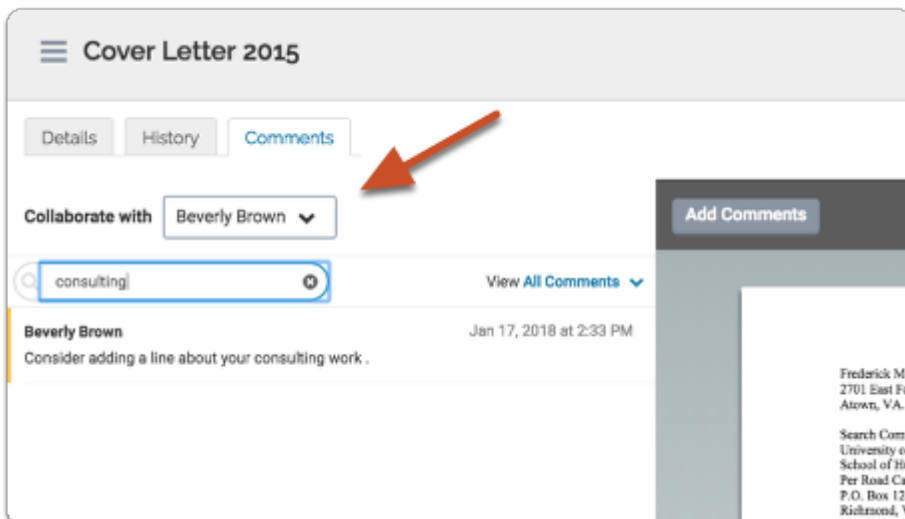


Click "Download comments" at the bottom left of the viewer to download a pdf of the comments on an item, the document owner can also set whether or not to display comment markers on the displayed document

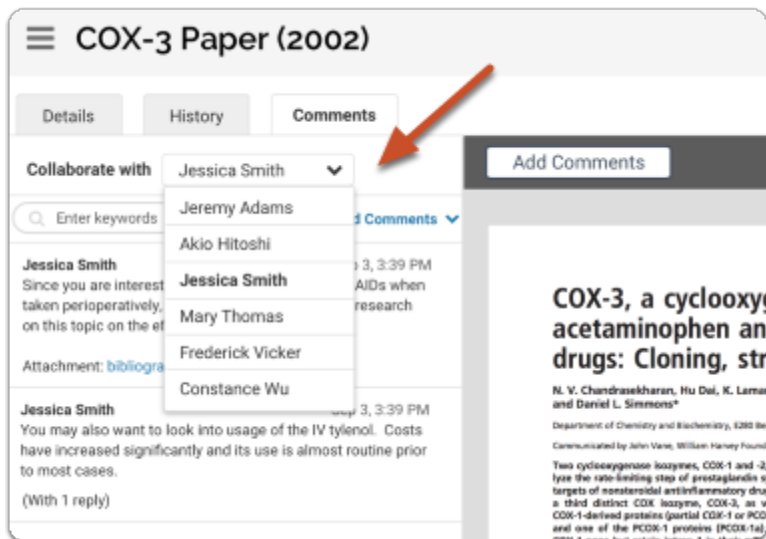



Working with Multiple Reviewers/Collaborators using Sharing and Feedback in your Dossier

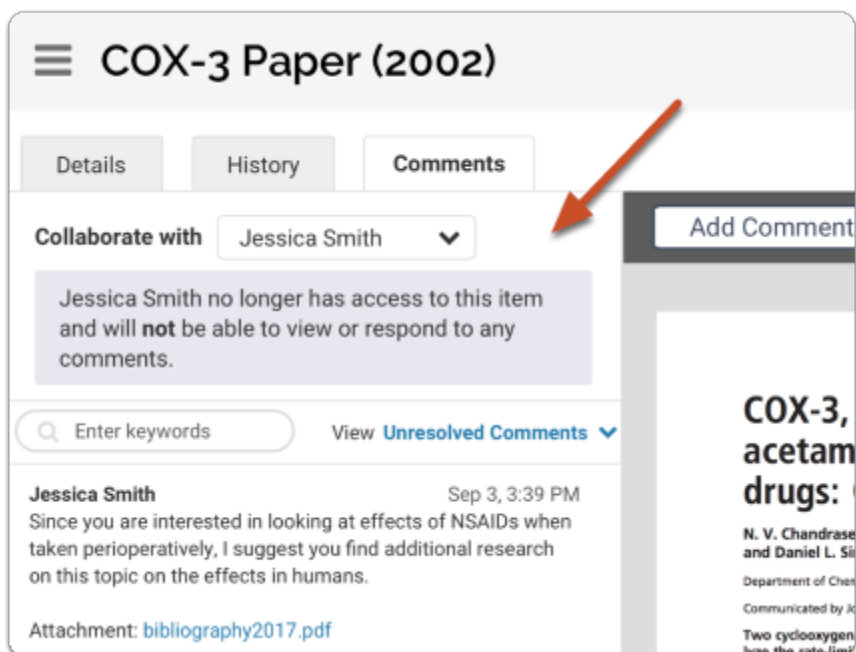
If the document owner has shared with multiple collaborators, they can only view and respond to the comments of one reviewer at a time, and all threads are restricted to both reviewers.



Document owners can switch between collaborators from the dropdown list labeled "Collaborate with..."



-  If you choose a collaborator for whom you have revoked access to a particular document, document owners will be notified that the collaborator no longer has access to the item

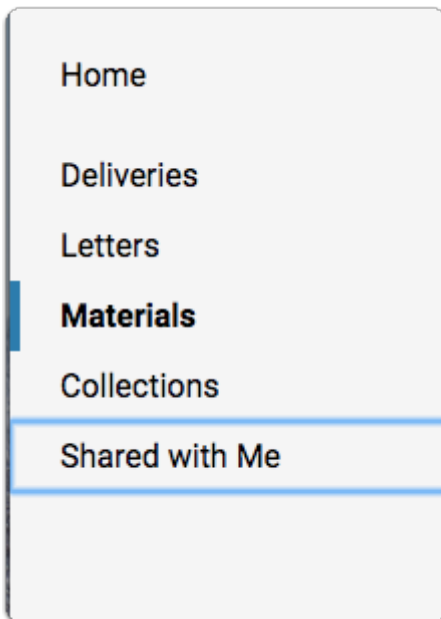


Sharing collections of items from your Dossier materials:

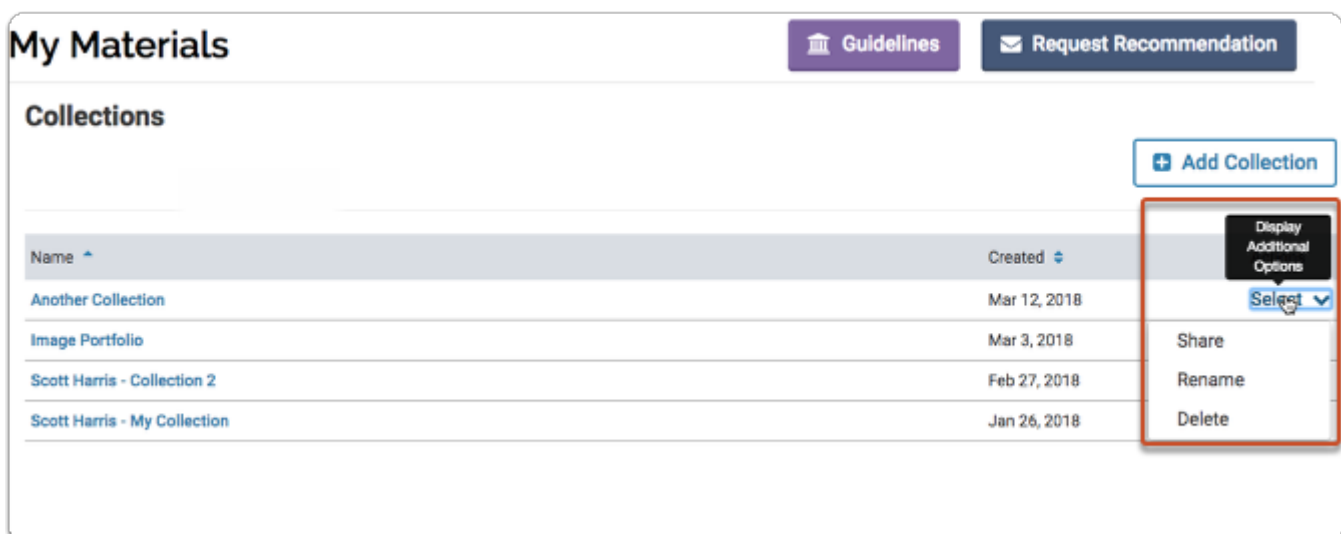
Collections of materials can be shared from the Collections tab of your Materials page. You can also share a collection of materials from the home page of the collection.

Sharing a Collection of Materials from your Dossier

From the Collections page, located on the navigation bar



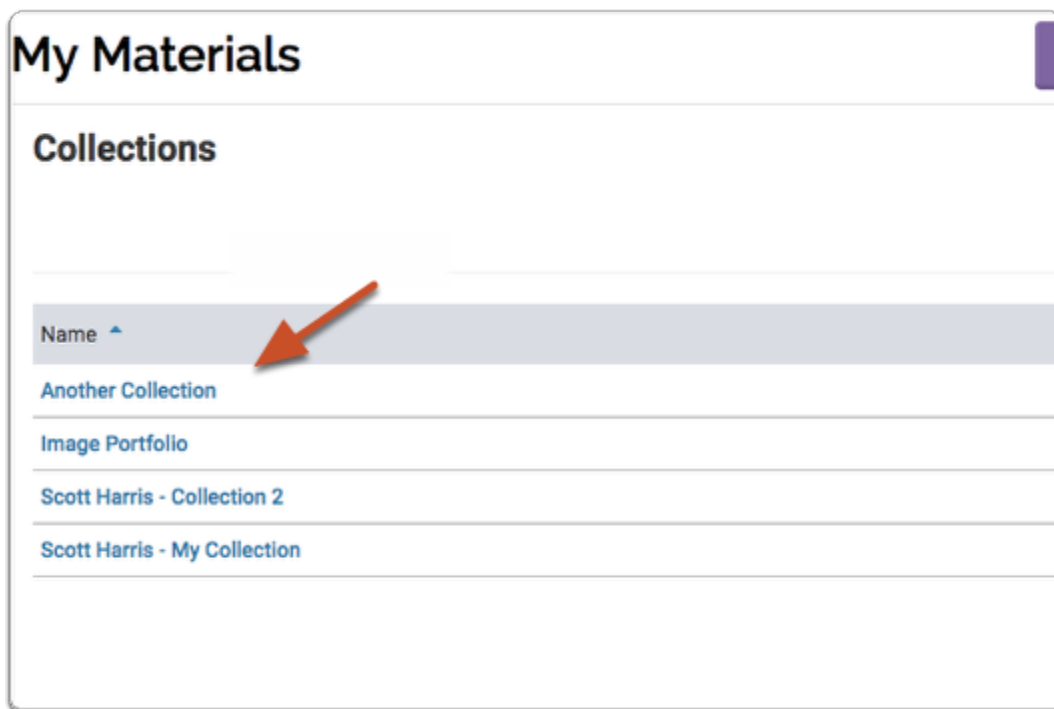
In the desired row, click on the 'Select' button, then click 'Share' from the options



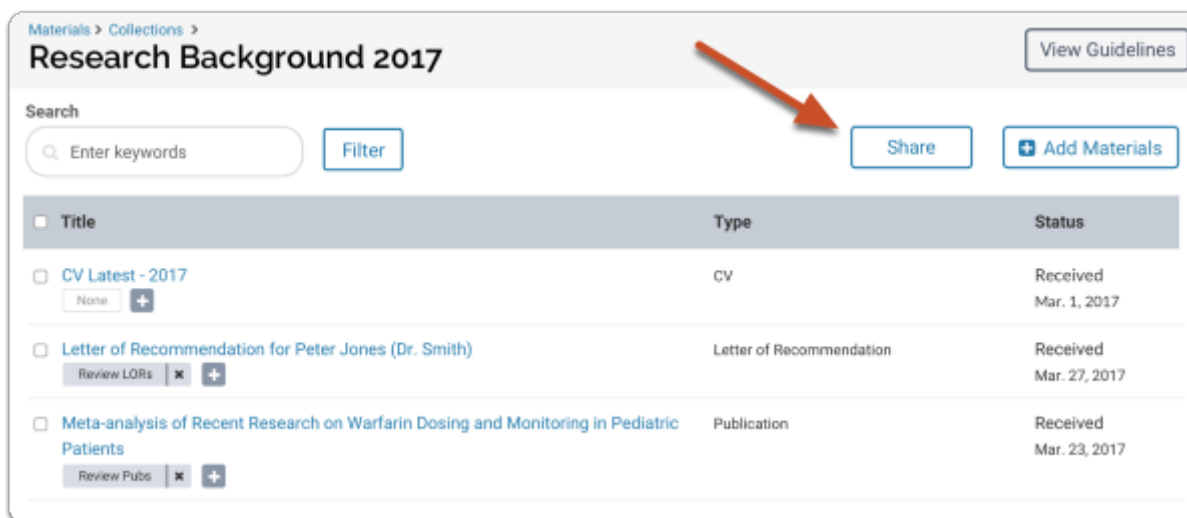
The screenshot shows the 'My Materials' page. At the top right, there are two buttons: 'Guidelines' (with a building icon) and 'Request Recommendation' (with an envelope icon). Below these is the 'Collections' section, which includes an 'Add Collection' button. A table lists four collections with columns for 'Name' and 'Created'. A context menu is open over the first row, showing options: 'Display Additional Options', 'Select', 'Share', 'Rename', and 'Delete'. The 'Select' option is highlighted with a mouse cursor.

Name	Created
Another Collection	Mar 12, 2018
Image Portfolio	Mar 3, 2018
Scott Harris - Collection 2	Feb 27, 2018
Scott Harris - My Collection	Jan 26, 2018

To share from the home page of a collection, open the Collections page and click the name of a collection to open it



Then, click the "Share" button



Add the name and email of the person or persons with whom you want to share the collection

Sharing collections of materials works the same as sharing individual items from your Dossier. Enter the name and emails of the people you want to share with. You have the option to

include a message to the person that will appear in the email notifying them and giving them access to the shared materials.

Share Research Background 2017 ✕

Share with
Please enter the name or email of the person you'd like to share this with.

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Message
Enter message (optional)

People you share this with will receive an email with a link that allows them to access this item and make comments. They will NOT be able to see comments made by others whom you have shared this with.

You can share with multiple people

Note: When sharing collections with multiple people, reviewers will NOT be able to see the comments made by others with whom you have shared the items within the collection.

Share Research Background 2017 ✕

Share with
Please enter the name or email of the person you'd like to share this with.

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mary Dupont, mdupont@institution.edu ✕ James Smith, js392@inst.edu ✕

Message
Enter message (optional)

People you share this with will receive an email with a link that allows them to access this item and make comments. They will NOT be able to see comments made by others whom you have shared this with.

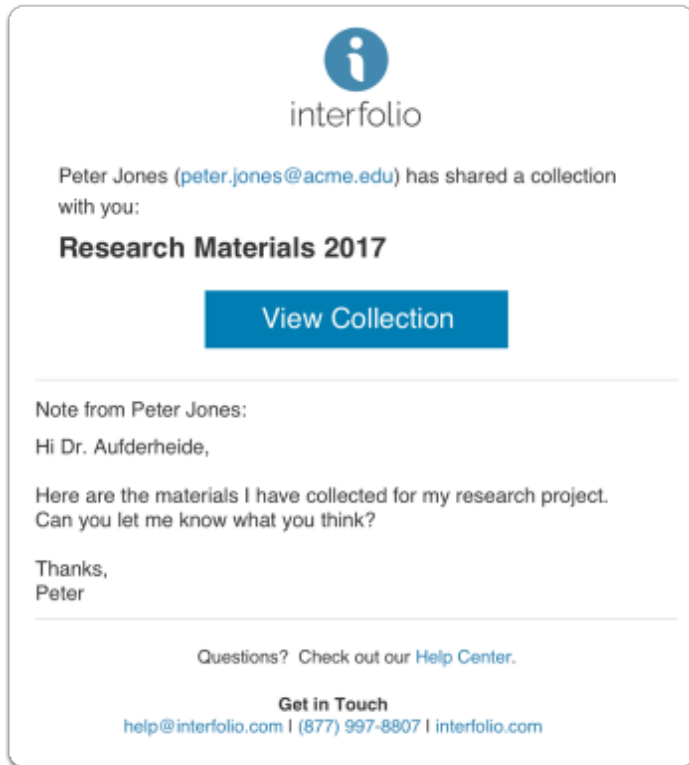
Reviewer/Collaborator Experience

People with whom you share will receive an email with a link allowing them to access the shared collection

Each person listed will receive an email with a link that allows them to view the collection.

The link in the above email opens the collection.

If the person with whom you have shared the collection does not have an account, or are not logged in to their Interfolio Dossier account, the only way they can access the collection is through the link included in the notification email.



Recipient view: Recipients of shared collections will be taken to the collection page where they can select materials from the collection to review

If the person with whom you share the collection **does not have an Interfolio account**, the link in the email will take them to a page that looks like the one below, where they can choose items to review from the list of materials in the collection.

Search

Enter keywords

Shared by Peter Jones

Title	Type	Status
CV Latest - 2017	CV	Received Mar. 1, 2017
Letter of Recommendation for Peter Jones (Dr. Smith)	Letter of Recommendation	Received Mar. 27, 2017
Meta-analysis of Recent Research on Warfarin Dosing and Monitoring in Pediatric Patients	Publication	Received Mar. 23, 2017

If the reviewer/collaborator **does have an account**, the shared collection will open in their Dossier:

Materials > Shared with Me >

Research Background 2017

Search

Enter keywords

Shared by Peter Jones

Title	Type	Status
CV Latest - 2017	CV	Received Mar. 1, 2017
Letter of Recommendation for Peter Jones (Dr. Smith)	Letter of Recommendation	Received Mar. 27, 2017
Meta-analysis of Recent Research on Warfarin Dosing and Monitoring in Pediatric Patients	Publication	Received Mar. 23, 2017

If reviewer/collaborator has an Interfolio account, the shared collection will also appear on the "Shared with Me" tab of the Materials section of their Dossier:

dossier Scott Harris

Home Deliveries Letters Materials Collections **Shared with Me**

My Materials

Guidelines Request Recommendation

Shared with Me

Search

Enter keywords

Name Type Shared by

For more information on the collaborator experience, [click here](#).

Managing Already Shared Materials:

Document owners can manage their shared materials, including revoking access to individual items and collections and sharing their materials with others by adding to the list of collaborators.

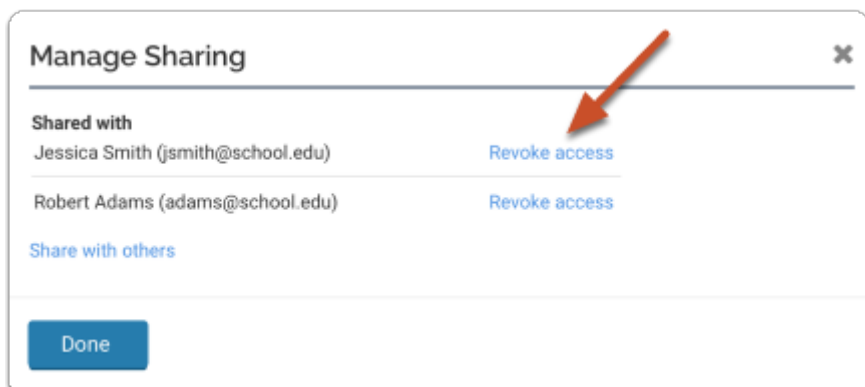
How to Remove Reviewers and Collaborators Viewing Privileges of a Document

To manage sharing of an item, open the item, and click "Manage Sharing" at the top right of the viewer

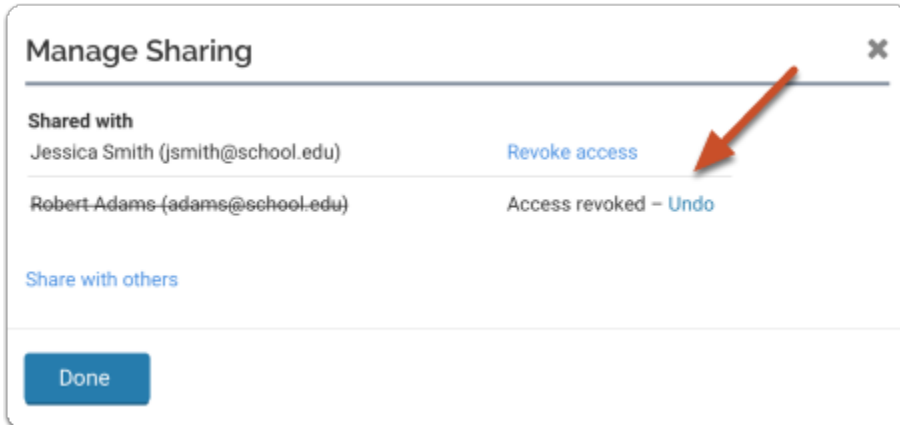
This button will only appear on items that are shared. Otherwise, the "Share" button, will appear here.



Click "Revoke access" to take away access from a reviewer/collaborator with whom you have previously shared the item

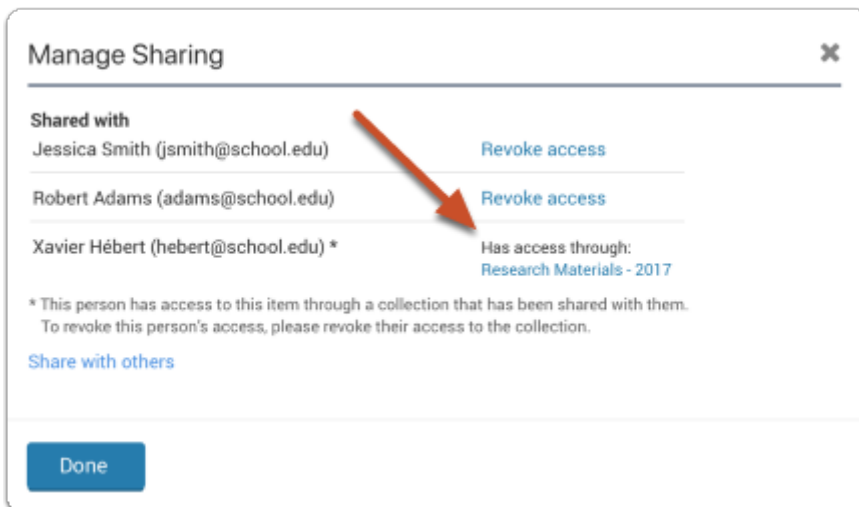


Click "Undo" to reverse this action and restore a person's access to the item



When managing the sharing of an item that is part of a collection, the document owner must revoke the access to the collection of the reviewer/ collaborator whom has access to the item through a shared collection,

This will be noted when you open the "Manage Sharing" window, and will include a link to the shared collection.



When access to a document is revoked for a collaborator, the document owner can still see their comments if you select them as a collaborator in the document, but the document owner will see this notice that they no longer have access to the item

The screenshot shows a document viewer interface for a document titled "Prostaglandin Inhibition (1993)". The interface includes tabs for "Details", "History", and "Comments". A "Collaborate with" dropdown menu is set to "Jessica Smith". A message box states: "Jessica Smith no longer has access to this item and will not be able to view or respond to any comments." Below this, a list of comments is visible, including one from Jessica Smith dated Sep 3, 3:39 PM and one from Peter Jones dated Sep 3, 3:39 PM. The main content area displays a scientific paper titled "Differential Inhibition of Prostaglandin Endoperoxide Synthase (Cyclooxygenase) Isozymes by Aspirin and Other Non-steroidal Anti-inflammatory Drugs".

Collaborator/Reviewer view: When the collaborator tries to open the item, they will see a message explaining that they have lost access

The screenshot shows a "No access" error message. The text reads: "No access" followed by a message box that says: "You do not have access to this item. If you believe this is an error, please contact the person who shared it with you."

Viewing a Document's Share History as the Document Owner

Sample of the History Tab Information

Details	History
Share access revoked: Kevin Adams (kadams@acme.edu)	Apr 16, 2017
Shared with: Kevin Adams (kadams@acme.edu)	Apr 12, 2017
Shared with: Mary Dupont (mdupont@acme.edu)	Apr 12, 2017
Added to evaluation Smith School of Pharmacy, Bright University	Apr 10, 2017
Added to packet School of Medicine, Bright University	Apr 10, 2017
Document added	Apr 3, 2017

Only the document owner can view the history of a shared item to see with whom and when it has been shared and when access has been revoked. With the materials viewer open, open the "History" tab

The "History" includes a record of when and with whom the item has been shared, when and for whom access was revoked, when an item was added to a packet, or sent to an opportunity, and when the item was added to Dossier

Prostaglandin Inhibition (1993)

Details | **History** | Comments

Export comments | Add Comments

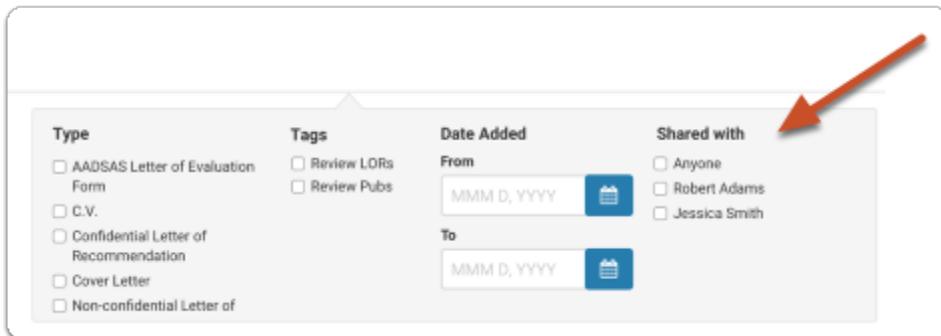
Jessica Smith Sep 3, 3:39 PM
Since you are interested in looking at effects of NSAIDs when taken perioperatively, I suggest you find additional research on this topic on the effects in humans.
Attachment: [bibliography2017.pdf](#)

Jessica Smith Sep 3, 3:39 PM
You may also want to look into usage of the IV tylenol. Costs have increased significantly and its use is almost routine prior to most cases.

Peter Jones
Yes. The cost of Ofirmev has increased significantly. Has been a Has been a challenge with anesthesia.

Differential Inhibition of (Cyclooxygenase) Isozymes in Inflammatory Drugs*
Elizabeth A. Meade, William
From the Department of Biochemistry

Searching for specific documents that you have shared is easy using the filtering tools available in your Dossier




Type


- AADSAS Letter of Evaluation Form
- C.V.
- Confidential Letter of Recommendation
- Cover Letter
- Non-confidential Letter of

Tags

- Review LDRs
- Review Pubs

Date Added

From: 

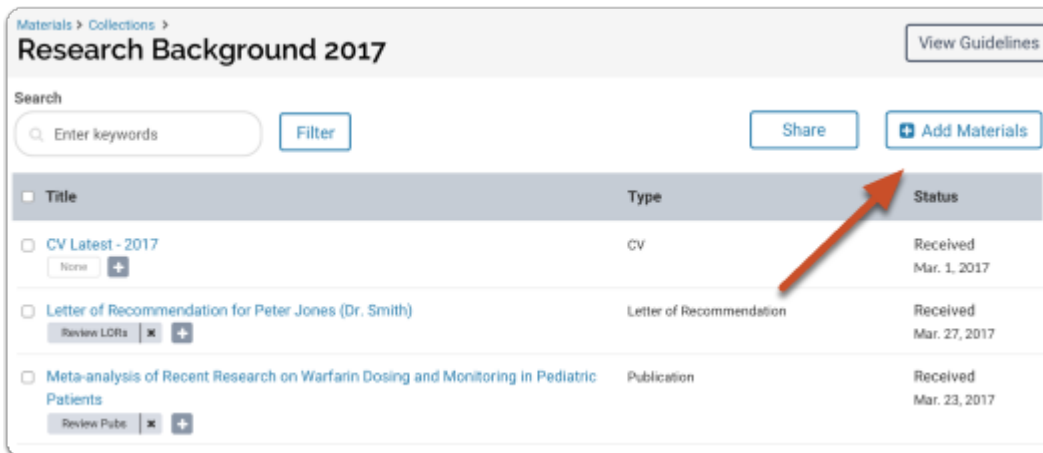
To: 

Shared with

- Anyone
- Robert Adams
- Jessica Smith

Note that document owners can also share and unshare items by adding or removing items from collections of shared materials

When adding materials to a shared collection...

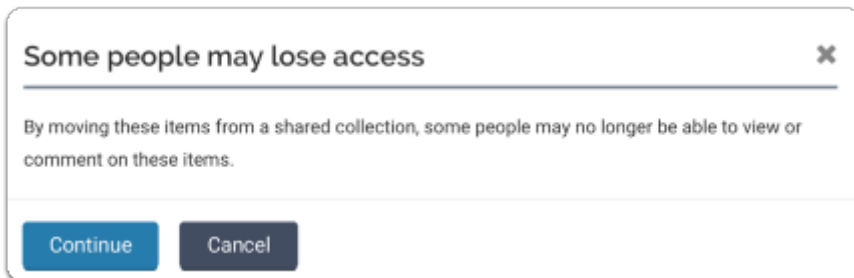


Materials > Collections > **Research Background 2017** [View Guidelines](#)

Search: [Filter](#) [Share](#) [Add Materials](#)

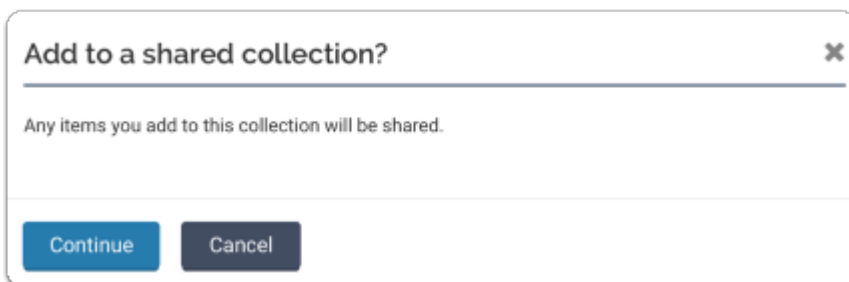
Title	Type	Status
<input type="checkbox"/> CV Latest - 2017 <small>None +</small>	CV	Received Mar. 1, 2017
<input type="checkbox"/> Letter of Recommendation for Peter Jones (Dr. Smith) <small>Review LDRs x +</small>	Letter of Recommendation	Received Mar. 27, 2017
<input type="checkbox"/> Meta-analysis of Recent Research on Warfarin Dosing and Monitoring in Pediatric Patients <small>Review Pubs x +</small>	Publication	Received Mar. 23, 2017

Likewise, when removing an item from a shared collection, document owner's are warned that some people with whom the item is shared may no longer be able to view or comment on these items



[Return to Top of the Article](#)

Sample of the confirmation message that is displayed





Providing and Responding to Feedback on Shared Documents in Dossier

 Comments made can only be viewed by the reviewer and the commenter.

When a user has been invited to review and provide feedback on a scholar's materials, they will receive an email as displayed below.

Click the View Item Button

 Users that do not have an Interfolio account should either bookmark the link or save the received email to be able to navigate back to the document easily.



interfolio

Peter Jones (peter.jones@acme.edu) has shared an item with you:

Research Proposal - Draft

[View Item](#)

Note from Peter Jones:

Hi Dr. Aufderheide,

Here's the first draft of my research proposal. Can you please review and provide your feedback?

Thanks,
Peter

Questions? Check out our [Help Center](#).

Get in Touch
help@interfolio.com | (877) 997-8807 | interfolio.com

An Interfolio document viewer page will display and allow users to review and comment on the provided materials.

Users will be able to view the document on the right and any comments made will populate on the right and also the location of said comment will display on the document on the right.

Prostaglandin Inhibition (1993)

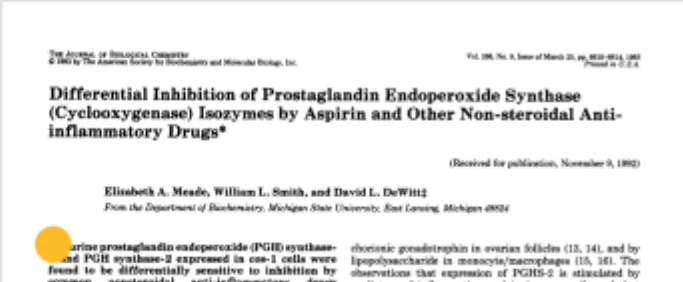
Enter keywords View **Unresolved Comments** ▼ [Add Comments](#) Shared by Peter Jones

Jessica Smith Sep 3, 3:39 PM
 Since you are interested in looking at effects of NSAIDs when taken perioperatively, I suggest you find additional research on this topic on the effects in humans.

Attachment: [bibliography2017.pdf](#)

Jessica Smith Sep 3, 3:39 PM
 You may also want to look into usage of the IV tylenol. Costs have increased significantly and its use is almost routine prior to most cases.

(With 1 reply)



The Journal of Biological Chemistry
 © 1993 by The American Society for Biochemistry and Molecular Biology, Inc. Vol. 268, No. 9, Issue of March 23, pp. 6222-6224, 1993
 Printed in U.S.A.

Differential Inhibition of Prostaglandin Endoperoxide Synthase (Cyclooxygenase) Isozymes by Aspirin and Other Non-steroidal Anti-inflammatory Drugs*

(Received for publication, November 9, 1992)

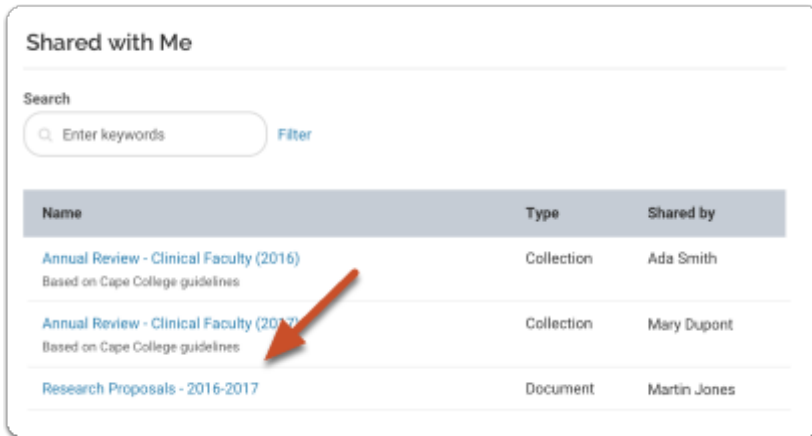
Elizabeth A. Meade, William L. Smith, and David L. DeWitt
 From the Department of Biochemistry, Michigan State University, East Lansing, Michigan 48824

urine prostaglandin endoperoxide (PGHE) synthase- and PGHE synthase-2 expressed in cos-1 cells were found to be differentially sensitive to inhibition by common nonsteroidal anti-inflammatory drugs (NSAIDs). Aspirin completely inhibited the enzyme...

chronic gonadotropin in ovarian follicles (13, 14), and by lipopolysaccharide in monocyte/macrophages (15, 16). The observations that expression of PGHS-2 is stimulated by mediators of inflammation and in immune cells and that

With an active dossier account, reviewers/collaborators can navigate back to this document easily from their Dossier Materials page.


If the reviewer/collaborator shared the item **has an active Dossier account**, the shared item will also appear on the "Shared with Me" tab of the Materials section of their Dossier:



Click the Add Comment Button to leave a comment in a specific location on the document.



The participating user will receive an email notification when new comments are left the reviewer/collaborator



interfolio

New Comments

Peter Jones (peter.jones@acme.edu) added comments to:
Research Proposal - Draft

[View Comments](#)

Peter Jones
This is a new comment that Peter added. Comment text here. This is a comment on an item in the document.

Sarah Dupont
This is the comment that Peter replied to. This is the comment directly above Peter's reply in the thread. It may or may not be to the first comment in the thread.

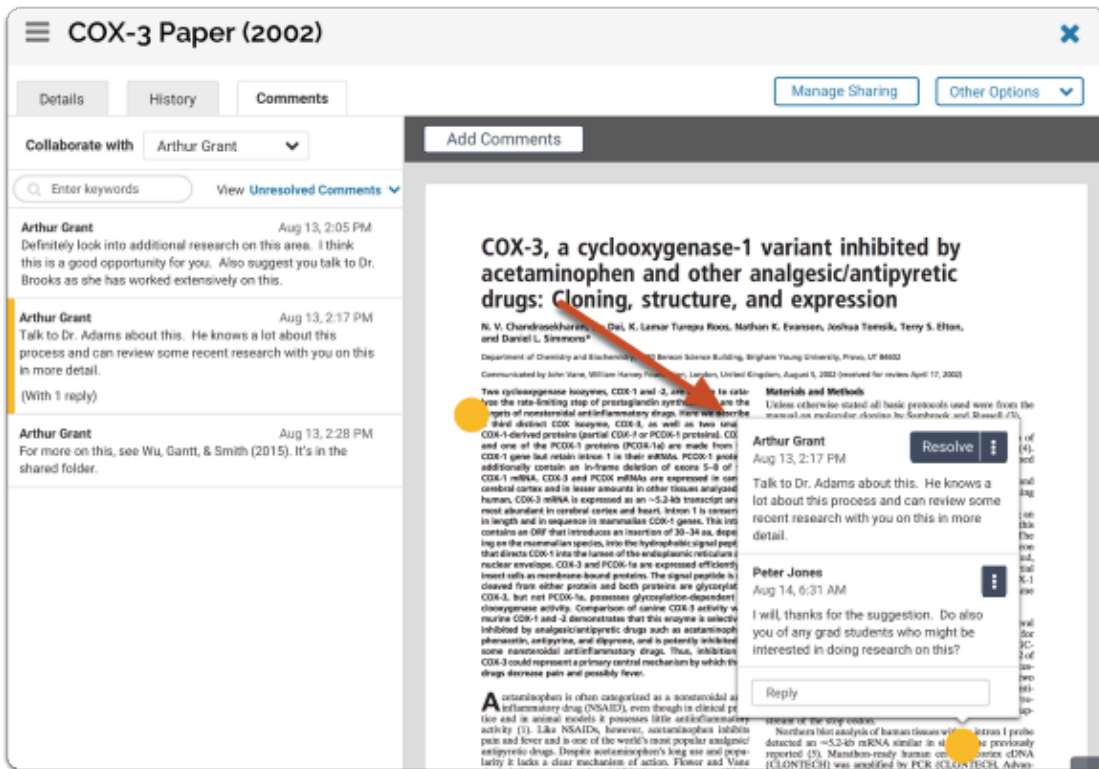
Peter Jones
This is Peter's reply to Sarah's comment.

Peter Jones
This is another, additional new comment that Peter added. Comment text here. This is a comment on an item in the document.

Questions? Check out our [Help Center](#).

Get in Touch
help@interfolio.com | (877) 997-8807 | interfolio.com

The documenter owner can review, respond to, and resolve comments left by the reviewer



Users can search for keywords in comments from the left pane of the viewer

In the example below, the user has searched for "research." The list of results displays in bold text in the list of comments, and in the comments as they appear on the document.

Click "Download comments" at the bottom left of the viewer to download a pdf of the comments on an item, users can also set whether or not to display comment markers on the displayed document

Why can't I comment on the document that was shared with me?

If you find that you are able to view, but no longer able to make comments (aka Read-Only), on a document that was once shared through Interfolio's Dossier, this is because of one (or more) of the following situations:

For users with a Dossier account provided by their institution:

- The document owner's Dossier account is no longer provided by an Interfolio Client Institution.
- The account of either user's Dossier account is no longer provided by an Interfolio Client Institution.

For Dossier Deliver users who purchased their own personal account:

- The document owner's account is no longer a [Dossier Deliver](#) account due to its expiration.