

# GRADUATE PROGRAM APPLICATION

## ADMIN GUIDE



SAN DIEGO STATE  
UNIVERSITY

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# 1.1 Getting Started: Logging In

1. Go to [account.interfolio.com/sso](https://account.interfolio.com/sso) (bookmark link)
2. Select 'San Diego State University - Graduate' and click 'Sign In'
3. Use your **SDSUid** (eg jsmith@sdsu.edu) and password to sign in.

If you are not a **SDSU faculty member** or do not have an SDSUid, do the following:

1. Go to [account.interfolio.com/login](https://account.interfolio.com/login) (bookmark link)
2. Use 'Forgot your password?' & create password (if not created already)

If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below.

San Diego State University - Graduate ▼

**Sign In**

[Sign in with an Interfolio account >](#)

**Sign in with email**

Email \*

Enter Email

Password \*

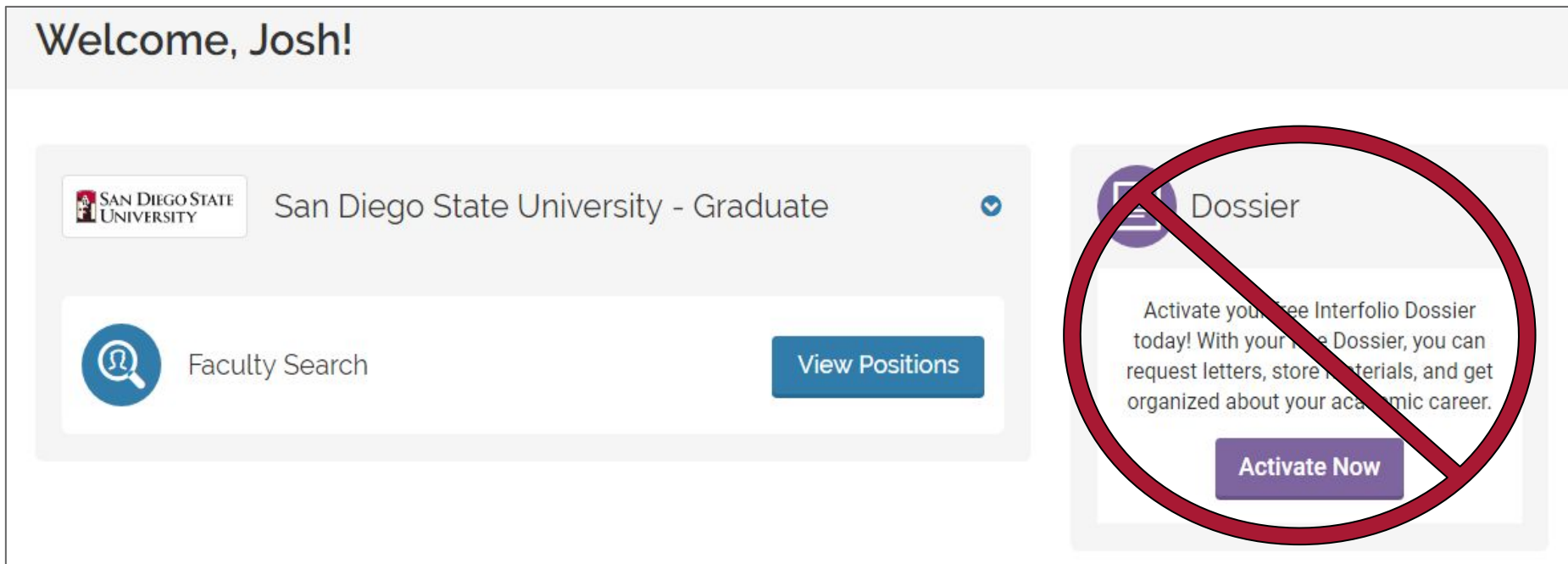
Enter Password

**Sign In**

[Forgot your password?](#)

## 1.2 Getting Started: Interfolio Home Page

- Once logged into Interfolio, select '**View Positions**' under '**San Diego State University - Graduate**'



- Note:** It is not necessary to activate or use the Dossier. This is for creating your own applications in the system.

# 1.3 Getting Started: Position Dashboard

Administration | User & Group Management | Reports

## Positions

San Diego State University - Graduate

+ New Position

Search Positions Filter Sort by Date

Name	Status	Type	Opens	Closes	Applications
SDSU/UCSD Joint Doctoral Program i... Clinical Psychology (PhD)	REVIEWING APPLICATIONS	Fellowship	Oct 23, 2017	Dec 2, 2017	382
Social Work (MSW): Direct Practice & ... School of Social Work	REVIEWING APPLICATIONS	Fellowship	Oct 24, 2017	Jan 12, 2018	37
Postsecondary Ed Leadership: Studen... Administration, Rehabilitation, and Postsecondary Education (ARPE)	ACCEPTING APPLICATIONS	Fellowship	Oct 26, 2017	Jan 12, 2018	6

Select desired application

- Note:** Please do not change administration settings, create new users or new positions in the system. Contact us if your admin settings or users need to be adjusted.

# 2.1 Application Dashboard

The Applicant Dashboard is where you can view all applicants who have **submitted** applications.

- **NOTE: In-progress applications DO NOT appear in interfolio until they are submitted by the applicant**

Example Program

San Diego State University - Graduate

Opens: Nov 6, 2017 | Closes: Apr 1, 2018

Take a Tour

Accepting Applications ▼

APPLICANTS (2 of 2)

Filter

Keyword Search

Saved Views ▼

Columns ▼

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating	Question 1
<input type="checkbox"/>	<div>Stephanie Stocking</div> <div>M.A. - Master of Arts, San Diego State University</div> <div>COMPLETE</div>	Nov 6, 2017		<div>test tag</div> <div>+</div>	<div>☆ ☆ ☆ ☆ ☆</div>	1
<input type="checkbox"/>	<div>Josh Test</div> <div>A.A. - Associate in Arts, SDSU</div> <div>COMPLETE: PENDING LETTERS</div>	Dec 1, 2017		<div>+</div>	<div>☆ ☆ ☆ ☆ ☆</div>	1

## 2.2 Application Dashboard:

### Change Position Status

Changing the overall application status cuts off or makes available the application to applicants or reviewers.

The screenshot displays the 'Example Program' dashboard for San Diego State University - Graduate, which opens on Nov 6, 2017, and closes on Apr 1, 2018. The 'APPLICANTS' section shows 2 of 2 applicants, with 'Add' and 'Filter' buttons. A red callout box points to the 'Accepting Applications' dropdown menu, which includes options: 'Reviewing Applications', 'Interviewing Finalists', 'Decision Finalized', and 'Close Position'. Another red callout box points to the 'Change Status' modal, which prompts the user to confirm changing the status to 'Interviewing Finalists' and lists the effects: applicants cannot view the status or update materials, while evaluators can review applications. A checkbox for 'Send a message to all applicants with this change' is also present.

**Example Program**  
San Diego State University - Graduate  
Opens: Nov 6, 2017 | Closes: Apr 1, 2018

**APPLICANTS** (2 of 2) **Add** **Filter**

**Select Overall Application status here**

**Accepting Applications** ▼

- Reviewing Applications
- Interviewing Finalists
- Decision Finalized
- Close Position

**Change Status**

Please confirm you wish to change the status of this position to **Interviewing Finalists**.

WITH THIS STATUS ACTIVE:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **can** review applications to this position.

☐ Send a message to all applicants with this change

**See effect on applicant and reviewer access here**

**Note:** Contact us if you do not see a status that suites your purpose

## 2.3 Application Dashboard: Filters

Filters can be based on application status, tags, ratings or Form Responses (Program choice, etc).

- Note: Saved filters are not shared with other admin/reviewers

The screenshot shows the 'APPLICANTS' dashboard with a filter overlay. Annotations include:

- A red box labeled 'Click 'Filter'' with an arrow pointing to the 'Filter' button in the top right.
- A red box labeled 'Filter by tags here' with an arrow pointing to the 'TAGS' section, where 'Test tag 3' is selected.
- A red box labeled 'Save filter here' with an arrow pointing to the 'Save' button at the bottom of the filter overlay.
- A red oval around the 'Filter by Form Responses' link in the bottom right of the filter overlay.
- A red oval around the 'Add' button in the 'Filter by Form Response' modal.

The filter overlay contains the following sections:

- HIGHEST DEGREE EARNED:** ☐ A.A. - Associate in Arts, ☐ M.A. - Master of Arts
- APPLICATION STATUS:** No choices available.
- TAGS:** ☐ Tag, ☐ Test tag 2, ☒ Test tag 3
- PROGRESS:** ☐ Complete, ☐ Complete: Pending Letters
- RATINGS:** ☒ My Rating, ☐ Overall, 5 stars, No Rating
- ARCHIVED:** ☐ Yes, ☒ No

The 'Filter by Form Response' modal has three sections:

- 1. Form:** Program Questions
- 2. Question:** Please select the program t
- 3. Response:** Nutritional Scienc

The 'Add' button is located next to the 'Response' section.



## 2.4 Application Dashboard: Columns

Columns are configurable by application status and form responses

- The max number of columns that will display are ~6 at a time

The screenshot displays the 'APPLICANTS (2 of 2)' dashboard. At the top, there are buttons for 'Add +', 'Filter', and a 'Keyword Search' bar. A red callout box with the text 'Click 'Columns'' and an arrow points to the 'Columns' button in the top right corner. Below the buttons, a table lists two applicants: Stephanie Stocking (M.A. - Master of Arts, San Diego State University, Nov 6, 2017, status: COMPLETE) and Josh Test (A.A. - Associate in Arts, SDSU, Dec 1, 2017, status: COMPLETE: PENDING LETTERS). A 'Columns' dropdown menu is open on the right, showing a search bar and two sections: 'SELECTED' and 'AVAILABLE'. The 'SELECTED' section includes 'Applicant Status', 'Date of Initial Submission', and 'SDSU Red ID', all of which are checked. The 'AVAILABLE' section includes 'Complete', 'Date Updated', and 'Highest Degree Date', all of which are unchecked. A 'Done' button at the bottom of the menu is circled in red.

**APPLICANTS** (2 of 2) **Add +** **Filter**  **Columns**

<input type="checkbox"/>	Applicant Name	Date of Initial Submission	
<input type="checkbox"/>	<b>Stephanie Stocking</b> M.A. - Master of Arts, San Diego State University <b>COMPLETE</b>	Nov 6, 2017	
<input type="checkbox"/>	<b>Josh Test</b> A.A. - Associate in Arts, SDSU <b>COMPLETE: PENDING LETTERS</b>	Dec 1, 2017	

25 ▼

**Columns** [Restore Default](#)

**SELECTED**

- ☒ Applicant Status
- ☒ Date of Initial Submission
- ☒ SDSU Red ID

**AVAILABLE**

- ☐ Complete
- ☐ Date Updated
- ☐ Highest Degree Date

**Done**

## 2.5 Application Dashboard:

### App Action Options

Click on checkbox next to applicant name to view actions:

- Read (review and rate) application - see later section in guide
- Email Applicant
- Change status
- Tag Application
- Download or Archive

The screenshot shows the 'APPLICANTS' section of a dashboard. At the top, there are buttons for 'Add' and 'Filter', a 'Keyword Search' bar, and 'Saved Views' and 'Columns' dropdowns. Below these is a table of applicants. The table has columns for 'Applicant Name', 'Complete', and 'Tags'. Two applicants are listed: 'Stephanie Stocking' and 'Josh Test'. The 'Josh Test' row has a checked checkbox in the 'Applicant Name' column. A red circle highlights the action buttons for each applicant: 'Read', 'Email', 'Status' (with a dropdown arrow), 'Tag' (with a dropdown arrow), and a menu icon (three vertical dots). A red arrow points to the checkbox next to 'Josh Test' with the text 'Click checkbox'.

Applicant Name	Complete	Tags
Stephanie Stocking M.A. - Master of Arts, San Diego State University	Yes	Test tag 3
Josh Test A.A. - Associate in Arts, SDSU <b>COMPLETE: PENDING LETTERS</b>	Yes	Tag

## 2.6 Application Dashboard: Email Applicants

**Email Applicants**

To: Josh Test

---

Select a Message Template

No Template

From Name *	Reply to email address *
Josh Admin	jljones+admin@mail.sdsu.edu

Subject \*

Body \*

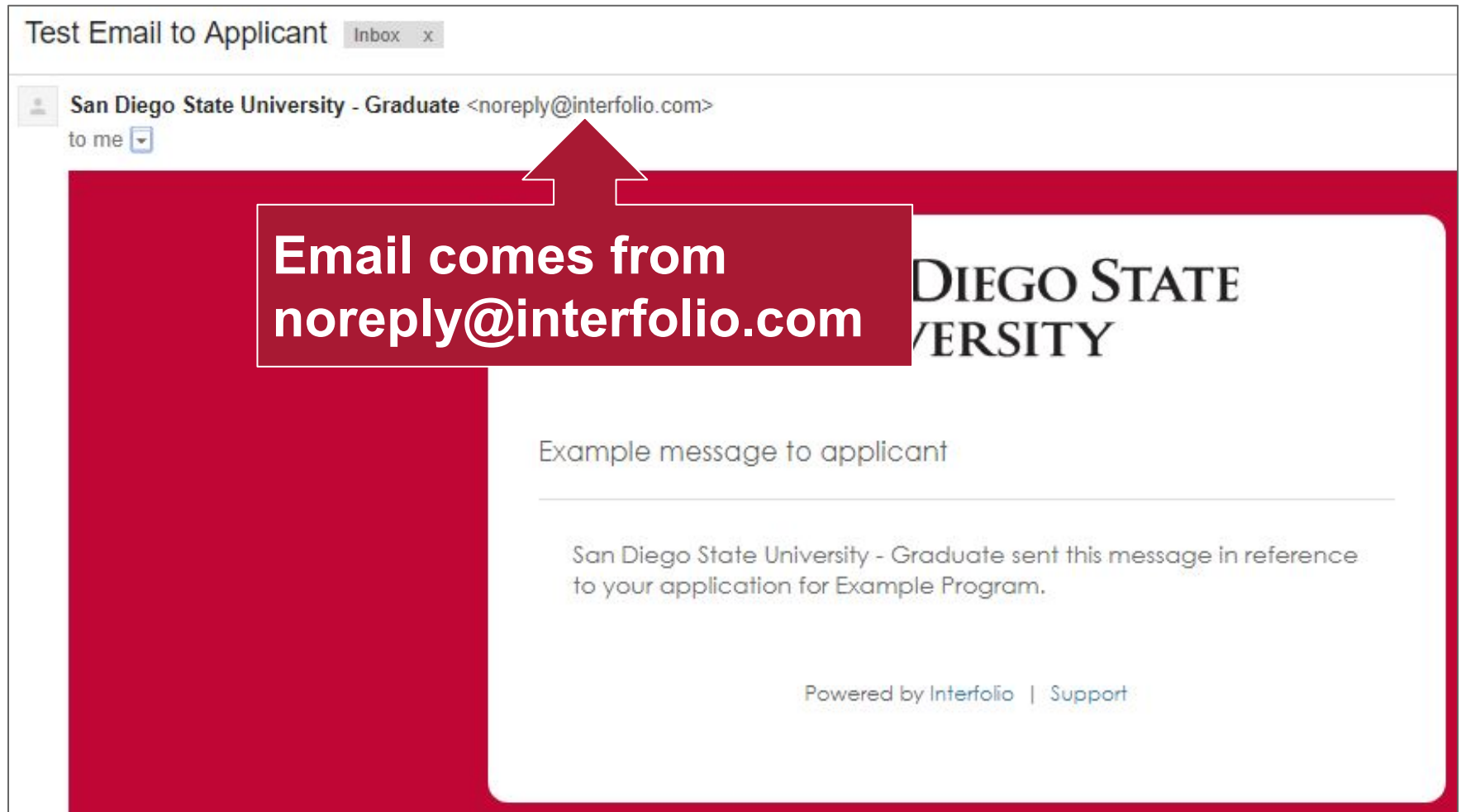
Insert placeholder

Enter Custom Text

You must provide a message.

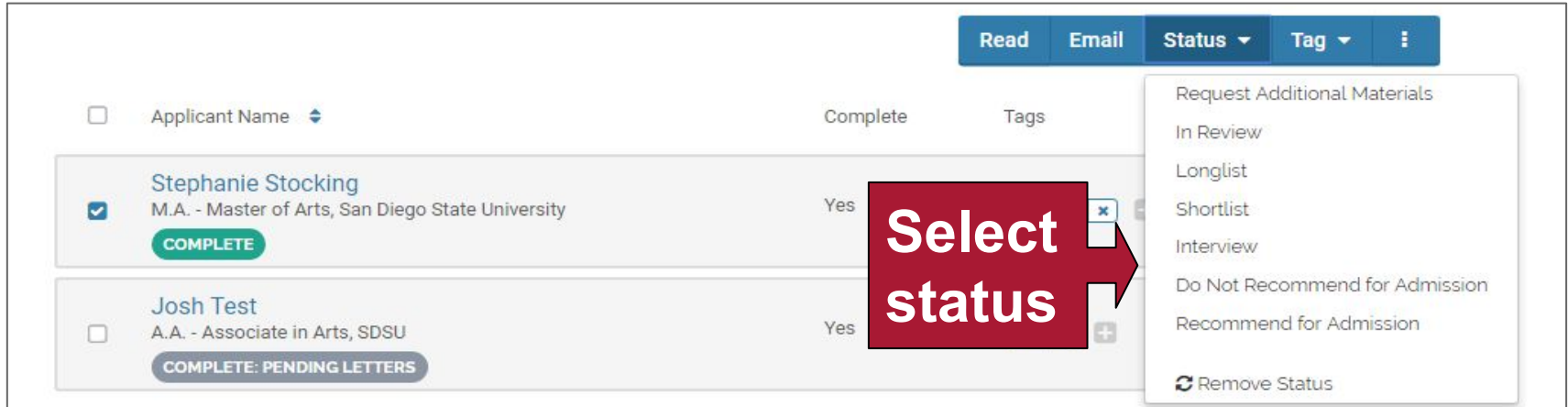
Preview
Send
Cancel

## 2.7 Application Dashboard: Email Example



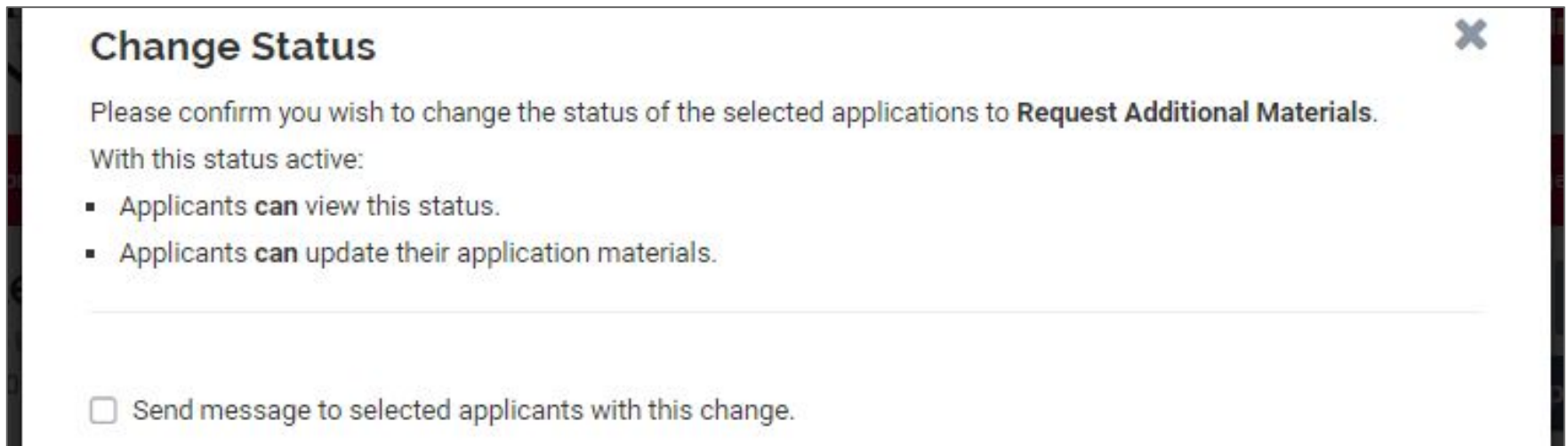
**Note:** If you would like applicants to be able to reply to your email, export the list of applicant emails and send from your email account.

## 2.8 Application Dashboard: Change Application Status



The screenshot shows an application dashboard with a table of applicants. The table has columns for 'Applicant Name', 'Complete', and 'Tags'. A red arrow points to the 'Status' dropdown menu, which is open and shows options: 'Request Additional Materials', 'In Review', 'Longlist', 'Shortlist', 'Interview', 'Do Not Recommend for Admission', 'Recommend for Admission', and 'Remove Status'.

<input type="checkbox"/>	Applicant Name	Complete	Tags
<input checked="" type="checkbox"/>	Stephanie Stocking M.A. - Master of Arts, San Diego State University <b>COMPLETE</b>	Yes	
<input type="checkbox"/>	Josh Test A.A. - Associate in Arts, SDSU <b>COMPLETE: PENDING LETTERS</b>	Yes	



**Change Status**

Please confirm you wish to change the status of the selected applications to **Request Additional Materials**.

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.

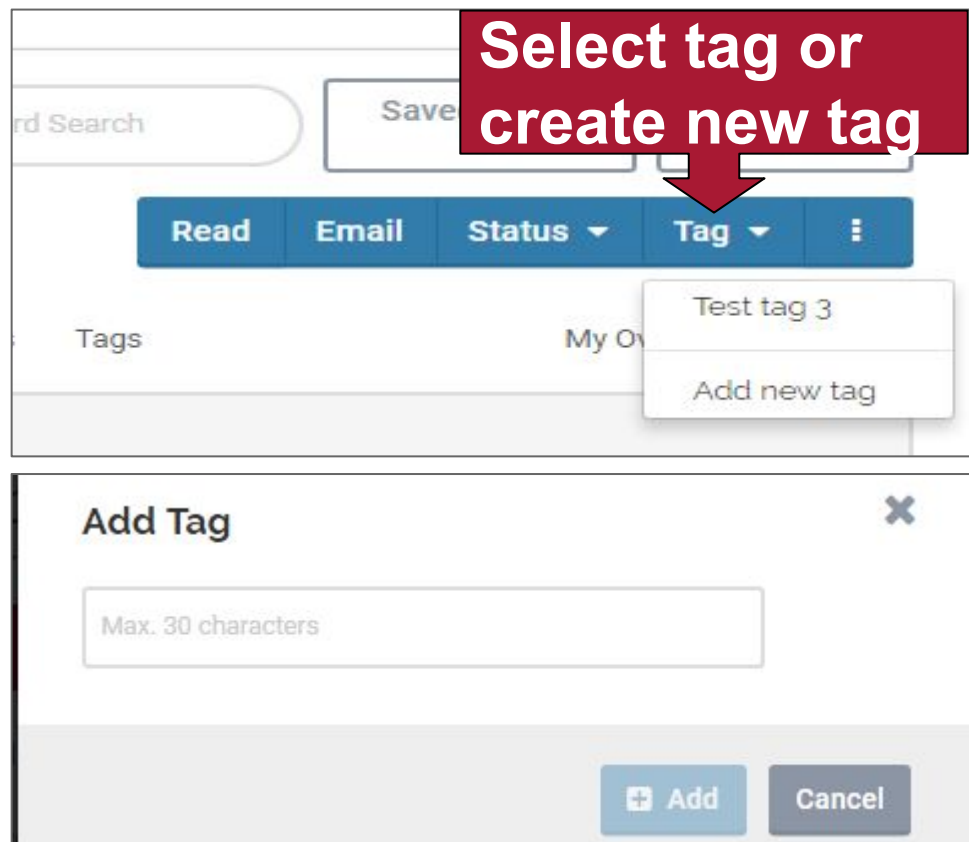
☐ Send message to selected applicants with this change.

**Note:** Contact us if you do not see a status that suits your purpose

## 2.9 Application Dashboard: Tags

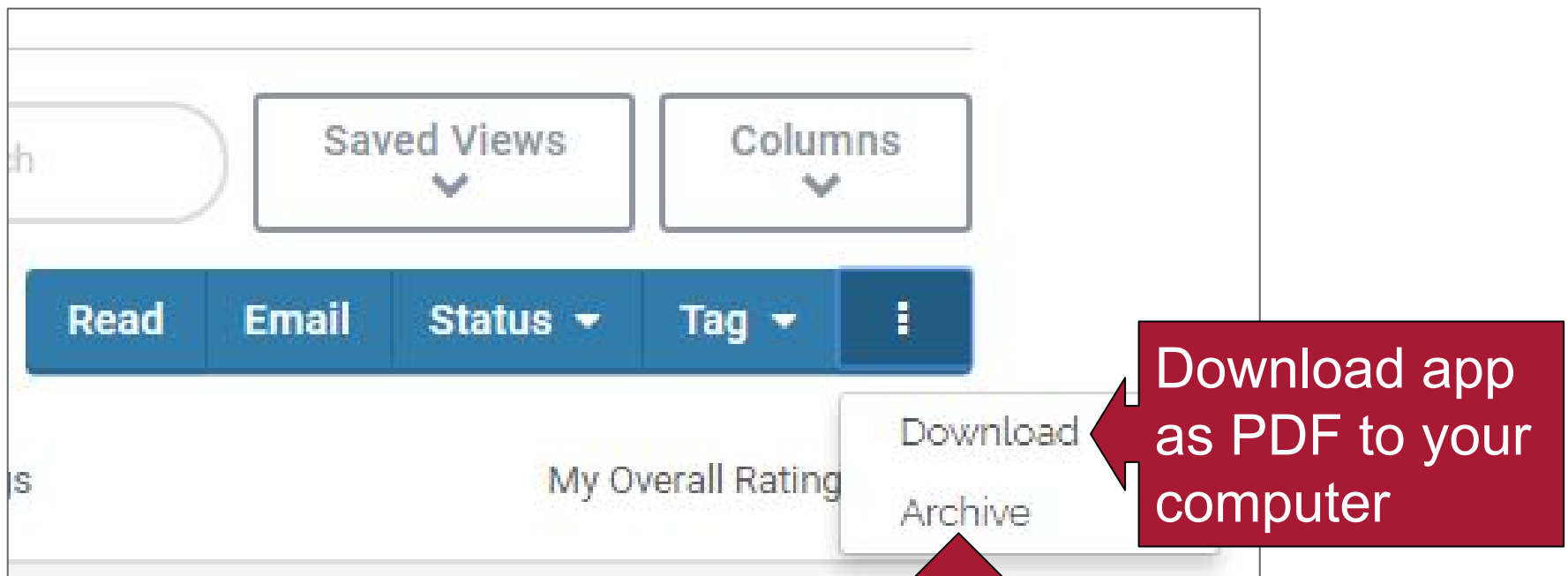
Tags can be used to organize and sort application.

- NOTE: All admin and reviewers will see tags you place on an application. Although, they do not have access to your list of tags (they will have to create their own tags)



## 2.10 Application Dashboard: Download or Archive

Click on the 'hamburger' menu to download or archive application



Download app  
as PDF to your  
computer

Archiving removes application from  
dashboard. You still access archived  
applications via the Filter function

## 2.11 Application Dashboard:Admin View of App

The screenshot displays the 'Admin View of App' for a user named 'Josh Test'. At the top, a list of applications shows 'Josh Test' with a checkbox, the role 'A.A. - Associate', a status of 'COMPLETE: PENDING', a plus icon, five stars, and a count of '1'. A red callout box with an arrow pointing to the name 'Josh Test' contains the text 'Click on name to view app'.

Below this is the detailed view of the application. The header shows 'Josh Test' and 'Application for Example Program', with a 'Return to Application List' button. The user's name 'A.A., SDSU' and a 'Tags' section are visible. The 'Documents' section lists several items: 'Recommendation from T. Recommender for Engineering Sciences (PhD) - Fall 20...', 'Confidential Letter of Recommendation or Evaluation', 'Personal Statement C.V.', and 'Resume Example.pdf C.V.'. A red callout box with an arrow pointing to the 'Add File' button in the 'Documents' section contains the text 'Add document'.

On the right side of the 'Documents' section, there is an 'Additional Options' menu with a dropdown arrow. The dropdown menu is open, showing options: 'Add File', 'Read', 'Download', 'Mark Application Incomplete', and 'Request Recommendation'. A red callout box with an arrow pointing to the 'Request Recommendation' option contains the text 'Request LOR here'.

At the bottom, the 'Application Forms' section is visible, showing 'Test - Document Checklist' with '0 Questions'. A red callout box with an arrow pointing to this section contains the text 'Note: Forms are only editable by applicant'.



# 3.1 Review: Reading Environment

In Interfolio, applications are reviewed in the **Reading Environment**. To get there, do the following:

1. Click on the individual application checkboxes you'd like to view or click on the top checkbox in the header to view all
2. Then, select the '**Read**' button that appears above the header

APPLICANTS (2 of 2)

Filter

Keyword Search

Saved Views

Columns

Read Tag

<input checked="" type="checkbox"/> Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating	Question 1
<input checked="" type="checkbox"/> Stephanie Stocking M.A. - Master of Arts, San Diego State University COMPLETE	Nov 6, 2017		test tag +	☆☆☆☆☆	1
<input checked="" type="checkbox"/> Josh Test A.A. - Associate in Arts, SDSU COMPLETE: PENDING LETTERS	Dec 1, 2017		+	☆☆☆☆☆	1

## 3.2 Review: Navigation

Navigate the Reading Environment via the following ways:

1. Use arrow buttons to switch between applications
2. Navigate between major sections by clicking on each section
3. Navigate within a section with bottom arrows or the scroll bar

The screenshot displays a digital reading environment interface. At the top, a header bar shows '1 of 2 Applicants' with left and right arrow buttons, and links for 'Comments', 'Tags', 'Ratings', and 'Download'. Below the header, a left sidebar contains a list of applications under the heading 'APPLICATION'. The applications listed are: 'Recommendation from D. Davila for SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall 2018', 'SDSU\_ClinPsy\_SOP', 'Stocking\_Resume\_Feb2017', and 'Form Responses' (which is highlighted). A red arrow labeled '1' points to the right arrow button in the header. A red arrow labeled '2' points to the 'Form Responses' application in the sidebar. The main content area is titled 'Application Forms' and contains a section for 'GRE Test Scores'. This section includes input fields for 'GRE 1: Date Taken', 'GRE 1: Verbal Score', 'GRE 1: Verbal Percentile', 'GRE 1: Quantitative Score', and 'GRE 1: Quantitative Percentile', each with a 'test' label. A red arrow labeled '3' points to the bottom navigation bar. The bottom navigation bar includes zoom controls (crosshair, minus, plus) and buttons for 'Previous Material', '1 / 7', and 'Next Material'. Another red arrow labeled '3' points to the right arrow button in the top header.

## 3.3 Review: Reading Environment Functions

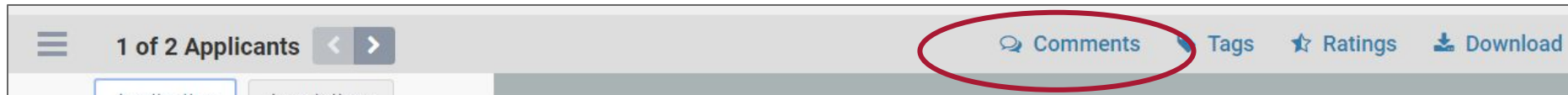
There are 5 functions available to you in the Reading Environment:

1. Leave comments
2. Place tags
3. Enter Ratings
4. Download entire application as a PDF
5. Add Annotations

The screenshot displays the Reading Environment interface. At the top, a navigation bar includes a hamburger menu, '1 of 2 Applicants', and navigation arrows. To the right of this bar are five icons with corresponding labels: a speech bubble for 'Comments', a tag for 'Tags', a star for 'Ratings', a download arrow for 'Download', and a pencil for 'Annotations'. Red numbered callouts (1-5) point to these icons. Below the navigation bar, there are two tabs: 'Application' (selected) and 'Annotations'. The left sidebar shows a list of documents under the 'APPLICATION' section: 'Recommendation from D. Davila for SDSU/UCSD Joint Doctoral Program in Clinical Psychology - Fall 2018', 'SDSU\_ClinPsy\_SOP', 'Stocking\_Resume\_Feb2017', and 'Form Responses'. The main content area displays the text 'Test confidential letter of recommendation.' At the bottom, a footer bar contains zoom controls, 'Previous Material', page navigation '1 / 1', 'Next Material', and icons for annotation, deletion, and viewing.

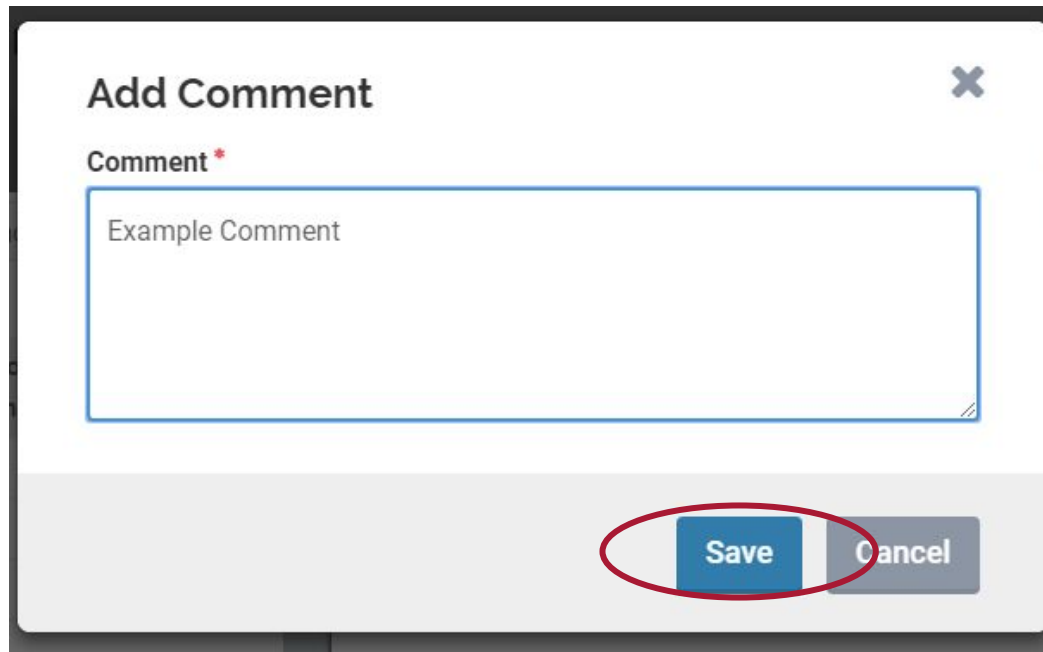
## 3.4 Review: Leaving Comments

1. Click on 'Comments'



2 . Provide comment and click 'Save'.

NOTE: Comments are visible to other reviewers (unless function turned off by department administrator)

A screenshot of a modal dialog box titled 'Add Comment'. It has a close button (X) in the top right corner. Below the title, there is a label 'Comment' with a red asterisk. Underneath is a large text input area containing the placeholder text 'Example Comment'. At the bottom of the dialog, there are two buttons: 'Save' (highlighted with a red oval) and 'Cancel'.

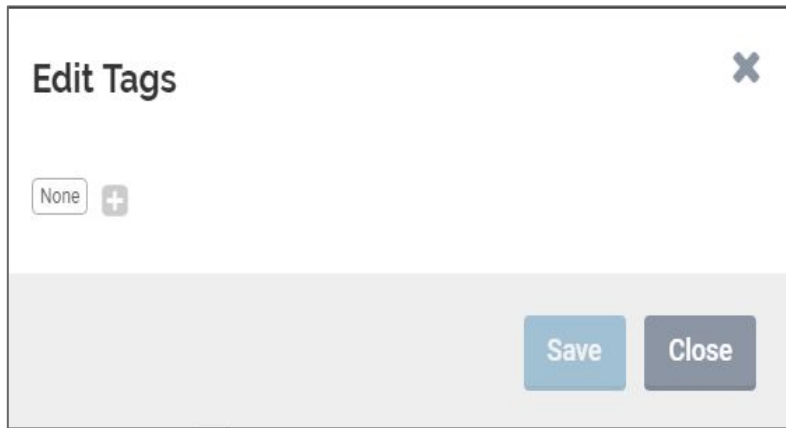
## 3.5 Review: Placing Tags

**Only place tags if directed to do so by your department administrator.** If directed to do so, you can place a tag on an application as follows.

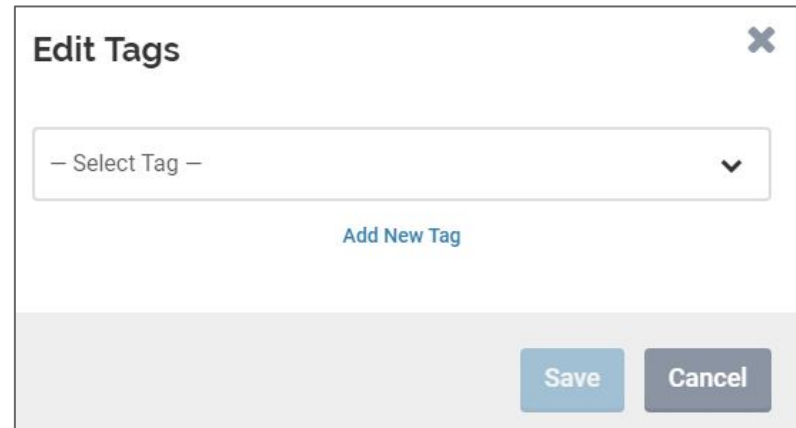
1. Click on 'Tags'



2. Click on '+' button



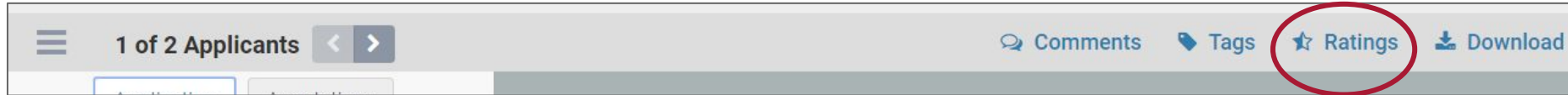
3. Select one of your tags or create a new tag.



**NOTE:** Other reviewers will see the tags placed on an application.

## 3.6 Review: Enter Ratings

### 1. Click on 'Ratings'



2. Provide individual ratings. The overall rating is automatically calculated and cannot be edited.

Note: Individual ratings **can be** edited after they are completed.

### Edit Ratings

OVERALL	<div><div>★</div><div>★</div><div>★</div><div>☆</div><div>☆</div></div>
Academic Standing	<div><div>★</div><div>★</div><div>☆</div><div>☆</div><div>☆</div><div>✕</div></div>
Test Scores	<div><div>★</div><div>★</div><div>★</div><div>★</div><div>☆</div><div>✕</div></div>
Recommendations	<div><div>★</div><div>★</div><div>★</div><div>☆</div><div>☆</div><div>✕</div></div>

## 3.7 Review: Download Application

1. Click on 'Download'



2. A PDF version of the entire application will be automatically downloaded to your computer

## 3.8 Review: Add Annotations

**Only place tags if directed to do so by your department administrator. If directed, do so as follows:**

1. Click on annotation Icon at the bottom of the page



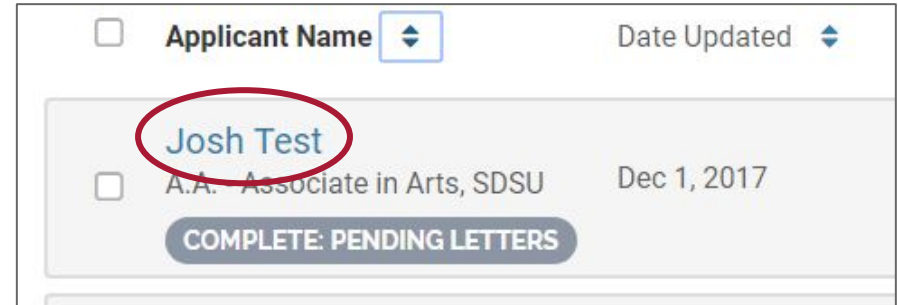
2. Indicate where you would like to place your annotation by either pointing, selecting an area or highlighting text.





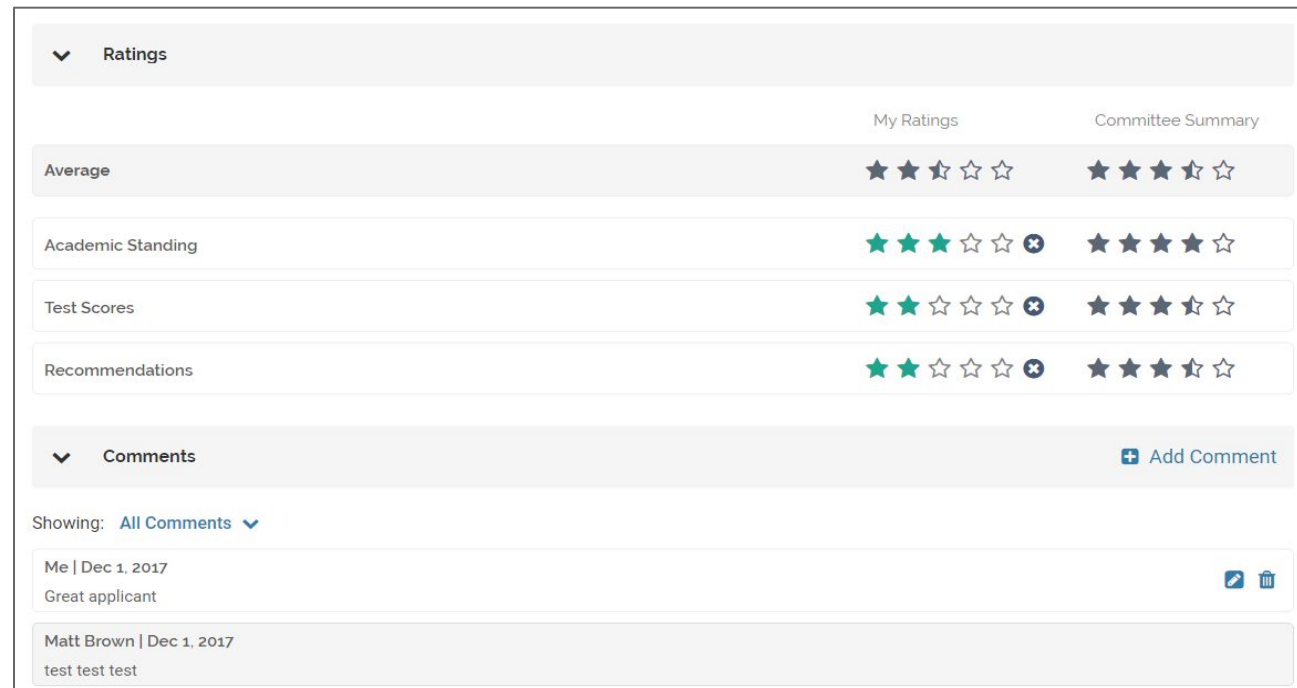
## 3.9 Review: View Others' Comments/Ratings

1. Navigate back to the Applicant Dashboard and click on applicants name.



2. Scroll down to the rating and comments section.

**Note:** if your program's review is blind, you will not see others' comments/ratings  
Setting determined by department administrator.



# 4.1 Position Settings

The screenshot shows the 'Example Program' position settings page. At the top, there is a navigation bar with 'Back to Positions', 'Administration', 'User & Group Management', and 'Reports'. Below this, the 'Example Program' title is displayed, followed by 'San Diego State University - Graduate' and 'Opens: Nov 6, 2017 | Closes: Apr 1, 2018'. On the right, there is an 'Edit Position' button circled in red, and two buttons: 'Take a Tour' and 'Accepting Applications'. Below the header, the 'Review Position' section is visible, with a 'Return to Application List' button. The main content area is divided into three columns: 'THIS POSITION IS:', 'POSITION STATUS:', and 'EDIT POSITION...'. The 'THIS POSITION IS:' column shows 'Open to new applicants' and a link to 'http://apply.interfolio.com/46931'. The 'POSITION STATUS:' column shows 'Accepting Applications' and a list of active positions. The 'EDIT POSITION...' column shows a list of sections: '1. Description & Dates', '2. Required Documents', '3. Evaluation Settings', '4. Application Forms', '5. Search Committee', and '6. Internal Notes'. Annotations include a red box with 'View application as applicant here' pointing to the link, a red box with 'Edit Ratings' and 'Edit Search Committee' pointing to '3. Evaluation Settings' and '5. Search Committee', and a red box with 'Do edit other sections of application' pointing to the other sections. A red circle with a diagonal line is drawn around '1. Description & Dates'.

← Back to Positions Administration | User & Group Management | Reports

## Example Program

San Diego State University - Graduate  
Opens: Nov 6, 2017 | Closes: Apr 1, 2018

Take a Tour Accepting Applications ▼

### Review Position

Example Program

← Return to Application List

THIS POSITION IS: ?  
Open to new applicants

POSITION STATUS: ?  
Accepting Applications

EDIT POSITION...

1. Description & Dates  
2. Required Documents  
3. Evaluation Settings  
4. Application Forms  
5. Search Committee  
6. Internal Notes

View application as applicant here

Edit Ratings  
Edit Search Committee

Do edit other sections of application

Position Information

**NOTE:** Editing sections other than 'Evaluation Settings' and 'Search Committee' can cause **major issues**. Contact us if you need changes to app.

## 4.2 Position Settings: Evaluation Settings

### Evaluation Settings

Example Program

---

3 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

**Note:** at least one criterion must be created in order to rate candidates.

Academic Standing

Test Scores

Recommendations

+ Add Criterion

**Blind Review**

☐ Evaluators should not see others' comments and ratings

✓ Update

Return to Overview

**Add rating criteria**

**Turn on/off blind review (whether reviewers can see each others' comments / overall ratings)**

**NOTE:** All evaluation criteria are rated on a 5 star scale. A total (average) star rating is automatically calculated in the system and is viewable by admin and reviewers (if blind review turned off). See Review section.

## 4.3 Position Settings: Search Committee

### Search Committee

Example Program

Add Member

+ Add Member

+ Add Manager

2 Committee Members

Reviewer Example

Matt Brown

Search for reviewer

Evaluator

Evaluator

✓ Update

Return to Overview

### Add Member

Search

Sort By Name ▼

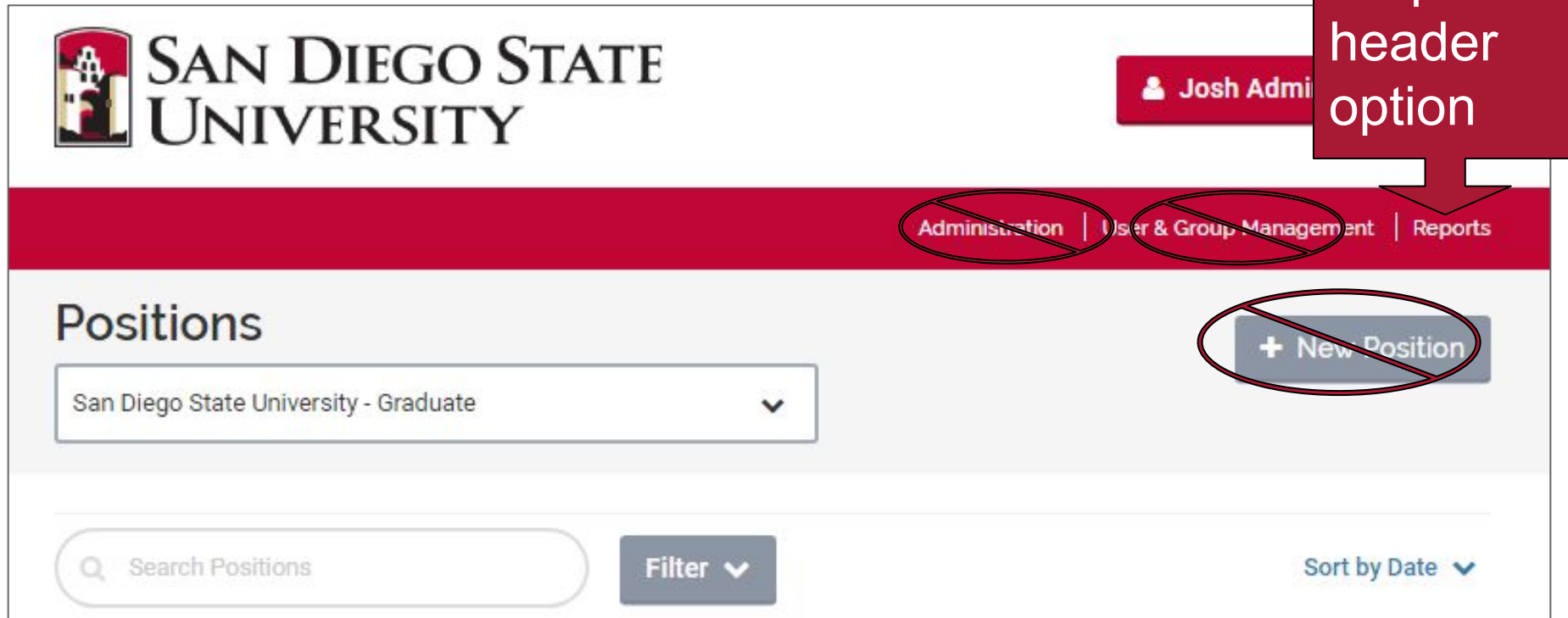
First Name	Last Name	Email	
Linda	Abarbanell	labarbanell@sdsu.edu	+ Add
Mounah	Abdel-Samad	msamad@sdsu.edu	+ Add
Alyson	Abel	alyson.abel@sdsu.edu	+ Add
Patricia	Abella	pabella@sdsu.edu	+ Add
Farrell	Ackerman	fackerman@ucsd.edu	+ Add
Josh	Admin	jljones+admin@mail.sdsu.edu	+ Add
ENS Graduate	Advisor	ensgrad@sdsu.edu	+ Add
Duncan	Agnew	dagnew@ucsd.edu	+ Add
Edward	Aguado	aguado@sdsu.edu	+ Add
Stuart C.	Aitken	saitken@sdsu.edu	+ Add

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Close

Once you are ready for reviewers to begin, distribute this [Reviewer Guide](#). It contains instructions on how to sign in and conduct their reviews. **NOTE:** If you do not see a reviewer in the system after searching, contact us and we will add them to the system.

# 5 Reports



The screenshot shows the San Diego State University administration interface. At the top left is the university logo and name. At the top right, a user profile for 'Josh Admin' is visible. Below the header is a red navigation bar with three links: 'Administration', 'User & Group Management', and 'Reports'. The 'Reports' link is circled in red. A red callout box with an arrow points to the 'Reports' link, containing the text 'Select 'Reports' header option'. Below the navigation bar is a section titled 'Positions'. On the right side of this section is a button labeled '+ New Position', which is also circled in red. Below the 'Positions' section is a search bar with the placeholder text 'Search Positions', a 'Filter' button with a dropdown arrow, and a 'Sort by Date' button with a dropdown arrow. The search bar contains the text 'San Diego State University - Graduate'.

SAN DIEGO STATE UNIVERSITY

Josh Admin

Administration | User & Group Management | Reports

Positions

+ New Position

San Diego State University - Graduate

Search Positions Filter Sort by Date

- **Note: Please do not change administration settings, create new users or new positions in the system.** Contact us if your admin settings or users need to be adjusted.

# 5 Reports (Cont)

**Reports**

Applications Report   Positions Report   **Form Report**   Logs

**Applications** (25 of 38)   Search   Saved Reports   Columns

**UNIT**

- ☐ College of Health an... 38
- ☐ San Diego State Uni... 38
- ☒ School of Social Work 38

**HIGHEST DEGREE**

- ☐ B.A. - Bachelor of ... 22
- ☐ B.Sc. - Bachelor o... 9
- ☐ A.A. - Associate in... 1
- ☐ Bachelor in Social... 1
- ☐ High School/GED 1
- ☐ J.D. - Juris Doctor 1

**DATE OF FINAL SUBMISSION**

From   To

**POSITION LABEL**

- ☐ Accepting Applicatio... 38
- No choices available.

**POSITION NAMES**

- ☐ Social Work (MSW): ... 37
- ☐ Social Work (MSW): ...

**APPLICATION STATUS**

**OVERALL APPLICATION RATING**

Filtered by No Rating   Clear

**COMPLETENESS**

- ☐ Complete 21
- ☐ Complete: Pending Letters 15

**SELECTED**

☐ Yes   ☐ No   ☒ All

**ARCHIVED**

☐ Yes   ☐ No   ☒ All

**WITHDRAWN**

☐ Yes   ☐ No   ☒ All

Filter by Form Responses

School of Social Work   Save   Clear Filters   Download CSV

**Select if form only data needed**

**1) Select dept**

**2) Select position**



# 5 Reports (Cont)

The screenshot shows the 'Applications' report interface. At the top, there are tabs for 'Applications Report', 'Positions Report', 'Form Report', and 'Logs'. Below the tabs, the 'Applications' section shows '(25 of 37)' results. A green 'Filter' button is visible. To the right, there are buttons for 'Search', 'Saved Reports', and 'Columns'. The main table has columns for 'UNIT', 'POSITION STATUS', 'APPLICATION LABEL', and 'OVERALL'. The 'UNIT' column has a dropdown menu open, showing options like 'College of Health an...', 'San Diego State Uni...', and 'School of Social Work' (which is selected). The 'POSITION STATUS' column has a dropdown menu open, showing 'Accepting Applicatio...'. The 'APPLICATION LABEL' column has a dropdown menu open, showing 'No choices available.'. The 'OVERALL' column has a dropdown menu open, showing 'Filter by Form Responses'. A red arrow points from the 'Filter' button to a red box containing the text '3) If desired, filter by other criteria'. Another red arrow points from this box to a red box containing the text '4) Select columns to display (email, form responses etc)'. A third red arrow points from this box to a red box containing the text '5) Download CSV file'. A 'Download CSV' button is visible at the bottom right.

Applications Report Positions Report Form Report Logs

Applications (25 of 37) Filter Search Saved Reports Columns

UNIT POSITION STATUS APPLICATION LABEL OVERALL

3) If desired, filter by other criteria

4) Select columns to display (email, form responses etc)

5) Download CSV file

Download CSV

# 6 Help Resources

## Interfolio Technical Support

- Contact Interfolio directly for any **technical issues** (e.g., logging in to the system): [help@interfolio.com](mailto:help@interfolio.com) or **(877) 997-8807**.

## Graduate Admissions

- For **questions about Cal State Apply, RedID, Webportal and sending official documents**, applicants should contact Graduate Admission: [admissions@sdsu.edu](mailto:admissions@sdsu.edu) or **619-594-6336**

## Graduate and Research Affairs Technology Team

**Program advisers, coordinators and reviewers, we're here to help!**

- Contact us at: [grahelpdesk@sdsu.edu](mailto:grahelpdesk@sdsu.edu)