KENT STATE
U N I V E R S I T Y

FlashFolio

External Review Letter Upload for Administrators

External Reviewer Emulation

1. Click the Administration tab on the left-hand side of the FlashFolio dashboard.

Forms & Reports

Vitas & Biosketches ⌄

➡️ Administration ⌄

2. Click Administration and scroll down to the Tools section.

3. Click Support Accounts within the Tools section.

▼ Tools

Emulate User
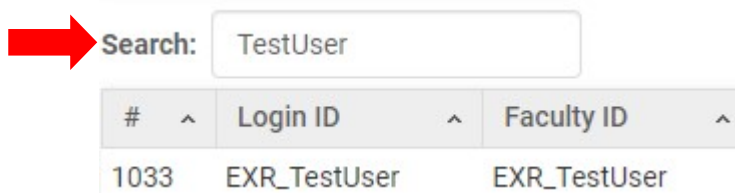
➡️ Support Accounts

4. Click the top number in the Total column

Unit ☐	Total
⊟ Univ	2054 ⬅️
⊞ KC	2006
⊞ RC	40

5. In the search box, type in the First and/or the Last name to locate the External Evaluator.

➡️ Search: TestUser

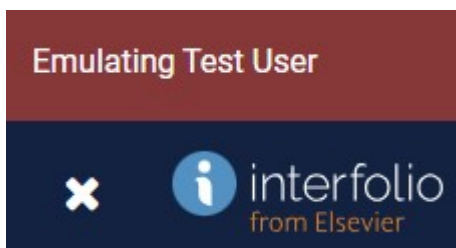| # ^	Login ID ^	Faculty ID ^
1033	EXR_TestUser	EXR_TestUser

External Reviewer Emulation

6. Click **Emulate** under the Emulate column for the External Reviewer.

7. There will be a message at the top of the screen that says you are emulating the External Reviewer.


8. Click Evaluations on the left hand side of the FlashFolio dashboard.

9. Click the Evaluate button under the Actions column.

10. Click the Evaluate button to the right of the faculty members name under the Actions column to begin the uploading process.

11. In the Evaluations pop-up screen, scroll down to Section C, Attachments. Click the Upload File button to attach the first document. Click the Add Another button and repeat the Upload File process to attach another document. Click the Save button when finished uploading documents.
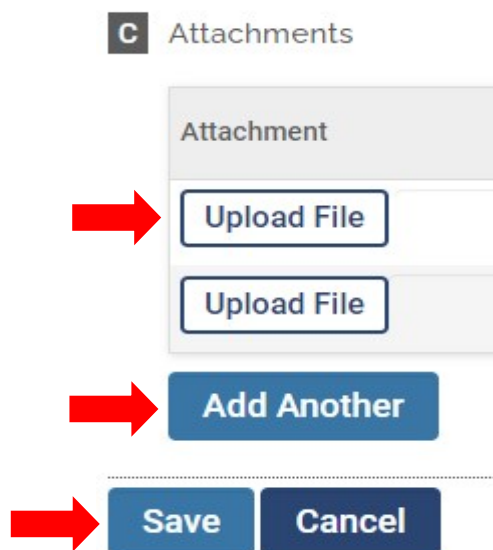
External Reviewer Emulation

12. Click the box to the left of the faculty members name and then click Submit Selected Evaluations.

Listing of Faculty Being Evaluated

☐	# ^	Faculty Being Evaluated
☐	1	Williams, Lucas

* Note: Saved Evaluations must be Submitted before the dea

Submit Selected Evaluations | **Cancel**

13. Click the Exit Emulation button on the upper right hand corner of the screen when finished submitting evaluations.

Emulation Details | **Exit Emulation**