

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

- 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".

UCR eFilePlus Academic Pers	onnel System		
HOME CANDIDATE REVIEWS VIEW CANDIDATE REVIEW			
Candidate Open eFile ≥ 2018-2019 Career Review Period of Review: 10/2015 - 09/2018	3		
Department Review	College Review	APO Review	CAP Review

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

Generate Comprehensive PDF	×
Include the following in the PDF:	
Teaching Evaluations	
✓ Snapshot Documents	
	🕑 Generate Comprehensive PDF



3. 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.



4. 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.

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	Department Review	College Raview	\checkmark	APO Final Review	Complete	Histo
Overview	Settings	Documents	Comprehensive PDF Ready The comprehensive PDF has been successfully			
Overview	-	Documents	generated. You can find a link to the PDF at the top of this page.			
eFile Update		rds have been updated in th	Open Comprehensive PDF Dismiss			G