# MyInfoVault

*V3 MIV Send Dossier To My Dept. Prototype*
Version 3.0, 7/23/09

## Prototype Access to Send Dossier To My Department

- "Send Dossier To My Dept." page will replace the former "Finalize My Packet" and "Send Packet To My Dept." pages.
- "Send Dossier To My Dept." page will be available in the top navigation menu of every MIV page and the MIV Main page for Candidates.
- All MIV Roles can view the "Send Dossier To My Dept." page.

# Prototype for Send Dossier To My Department

- "Send Dossier To My Dept." page will replace the former "Finalize My Packet" and "Send Packet To My Dept." pages. Now the dossier can be sent directly to the department without having to "finalize" it.
- A preview of the dossier is provided so that the user can verify that the dossier is the most up-to-date version.
- A custom description of the dossier (action) is required.

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🏠 Home > Send Dossier To My Dept.                                    👤 Select A User's Account

## Send Dossier To My Dept.

**Candidate:** Lisa O'Johnston
View My Dossier as One PDF File (Last created: 01/21/09, 11:36 AM)

Please review your dossier via the link above for completeness. If your dossier is missing data that you have added since its last created date, create your dossier again to include the new data. Be sure that the dossier does not contain recently added data that should not be included in this review. For example, if the dossier was returned to the candidate for updates and then recreated, all recently added data would appear in this dossier. Uncheck the print options in the design my dossier page for the data you do not want to appear in this dossier.

When you send your dossier to your department it will be transfered to a secured location, and will no longer be available for changes.

**Select an Action Type:** [ Merit ▾ ]   **Effective Date:** July 1, [_____]

[ Send Dossier To My Dept. ]   [ Cancel ]

If you have problems creating or viewing your dossier, please contact the MIV Project Team at miv-help@ucdavis.edu.

**Prototype for Send Dossier To My Department: Confirmation**

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## Send Dossier To My Dept.: Confirmation

The following dossier has been sent to: **Engineering - Mechanical and Aeronautical.**

**Candidate:** Lisa O'Johnston
**Dossier:** Merit 2009 (Submitted 01/23/09, 3:48 PM)