

## Managing Applicant Documents in RAPS

You may remove and replace or add documents to any applicant file in an active posting in RAPS. This capacity is useful in a number of circumstances, including the following:

1. An applicant sends supplementary materials via another means that you want to include in the online record.
2. An applicant wants to provide a new or updated version of a document that s/he previously uploaded in the system. (Applicants may not edit their materials online once they have submitted their applications, so the willingness to accommodate these requests is at the discretion of individual departments.)
3. A reference provider is unable or unwilling to use the online system to upload his/her reference letter for the applicant.
4. The department solicits reference letters outside the system and wants to include them in the online record.

Please follow these steps to manage applicant documents.

1. In the left-hand column in RAPS, click on "Search Applicants"
2. Enter the name of the applicant
3. In the answer table, under the "Actions" column next to the applicant's name, click on "View Job History"
4. For documents (such as CV, cover letter), click on "Manage Documents" next to the correct posting; for reference letters, click on "Manage References"
5. If you want to remove a document, click on "Remove" next to the name of that document. Confirm your selection.
6. If you want to add a document, click on "Attach" next to the name of that document. Under the heading "Upload a new document", click on "Browse...". Find the document you want to upload on your hard drive, and click "Open" and then "Attach". Confirm your selection. You may then view the document by clicking on "View" to ensure that it has uploaded correctly.
7. When you're finished, click on "Finished Attaching Documents" (or "Finished Providing Reference Information" for reference letters) and confirm your choice.