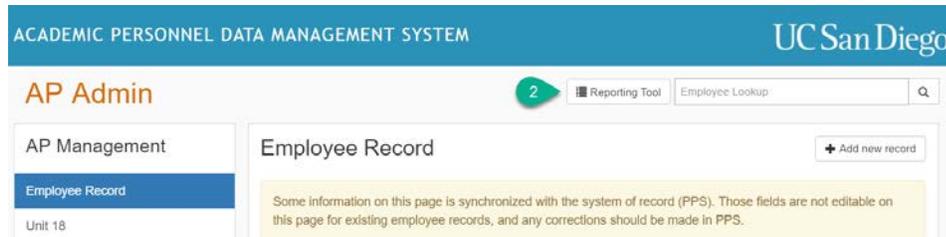
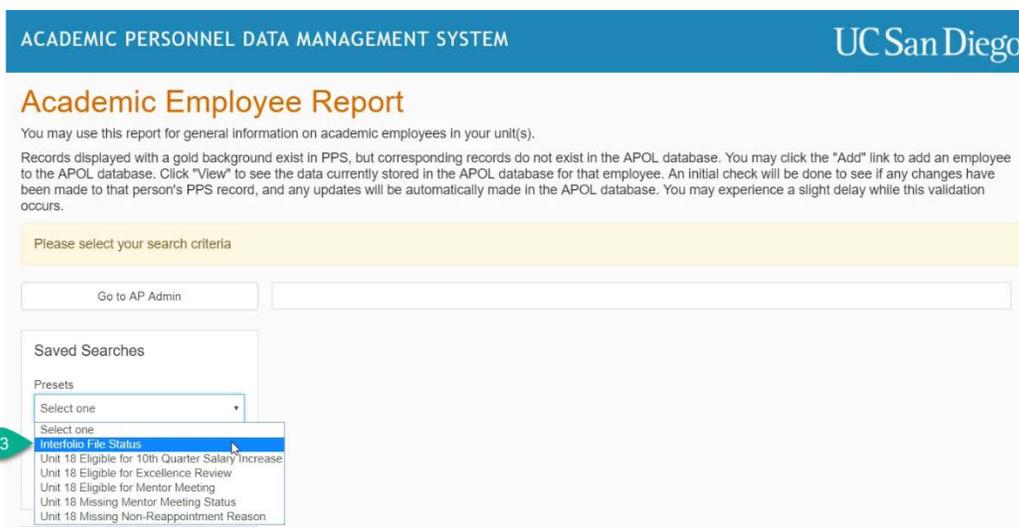


Interfolio File Status Report

1. Access AP Data by clicking the AP Data tab in APOL Review or directly at the following link: <https://academicaffairs.ucsd.edu/Modules/APS/Admin/Input.aspx>
2. Click on the “Reporting Tool” button located to the left of the employee lookup search bar.



3. Select “Interfolio File Status” from the Presets menu.



4. The default report will contain a list of all files currently in progress within the units that you have an assigned role in. You may refine the report by filtering the results based on template type, workflow step, and status. Results can also be exported into an excel worksheet for further manipulation.

