**ByCommittee Hints and Tips**

**Browser Requirements**: ByCommittee is not supported by Internet Explorer! But Firefox and Chrome work fine.

**Launching cases:** Please do not launch cases yourselves; these should be launched by OAA, and you should request launches in exactly the same way as before.

**Clinical Evaluation (CES) section in Templates**: All the templates have been built with a section for CES’s and also a request to the candidate to provide names for CES’s. If we know at launch that CES’s are not needed for your candidate, we will delete these. However, we may not always know. If you have a case launched and CES’s are not relevant, here is what to do:

* Open your case and click on the grey button with a pencil at the top right, to edit the case.
* Click on “edit” next to Candidate Requirements and scroll to “Colleagues for Clinical Excellence Survey.” Click on the pencil icon in that pane. This will open a window for that requirement.
* Scroll to the bottom of that window and click on “Delete.”
* Scroll further down to the section called “Clinical Evaluations.” Click on the edit pencil, scroll to the bottom of the Clinical Evaluations window and click on “Delete.”
* Click on “Save and Continue” at the bottom.

If you have any problems with this, just contact, me, Rebecca or Audrey.

**ByCommittee Webinar:** We sent out a link to this earlier. It is here: <http://learn.interfolio.com/webinar-2017-PT-creating-managing-closing-case>

In this webinar:

* The first four minutes are background and description of Interfolio products,
* Minutes 4:00-14:10 show the Candidate experience (Note: that it talks about Dossier, which is not the product we are using. Once candidates upload materials they automatically have a Dossier account)
* Minutes 14:10-40:00 show Administrator experience. Note—do not add sections to the file without checking with OAA. All required sections are already there.
* Minutes 35:00-40:00 tells how to request external letters. Note to admins: do not set deadline for letters, only specify in your request letter because the deadline in this module is a hard one that will shut letter writers out if they are late.
* Beginning 40:00-45:00 the reading pane is described. Note that Comments are turned off institutionally. However, you may wish to use Annotations for your own notes. Downloads will be allowed.