Surrogate Letter Writer: Dashboard

Acting as letter writer: Rotz, David

* To Letter Writer List

Candidates
Select the candidate for which you would like to manage reference letter requests:

Filter candidates by activity date:

Last 6 Months

No results found.
Surrogate Letter Writer: Dashboard

Acting as letter writer: Kotz, David

« To Letter Writer List

Candidates
Select the candidate for which you would like to manage reference letter requests:

Filter candidates by activity date:

Last 6 Months

No results found.
Surrogate Letter Writer: Dashboard

Acting as letter writer: Kotz, David

Settings and preferences

- To Candidate List

- Change how often you want to be contacted. (email preferences)

- Designate and manage your surrogates.

- Make a request to update your name and/or email.

- Search for and add candidates to the list of candidates you manage.
Surrogate Letter Writer: Dashboard

Acting as letter writer: Kotz, David

Add Candidates

Use the form below to search for the candidate(s) you want to add.

First Name: Jackson
Last Name: Allison

Search
Surrogate Letter Writer: Dashboard

Acting as letter writer: Kotz, David

Add Candidates

Use the form below to search for the candidate(s) you want to add.

First Name  Last Name  Email
Jackson      Allison

Search

Name: Allison, Jackson
Email: jallison@umass.edu

Actions (?)

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Candidate added to your list successfully!

Surrogate Letter Writer: Dashboard
Acting as letter writer: Kotz, David  Candidate: Jackson, Allison  Manual fulfill: Change fulfillment Settings

* Back
Add Candidates
Use the form below to search for the candidate(s) you want to add.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson</td>
<td>Allison</td>
<td></td>
</tr>
</tbody>
</table>

Search

Name Email Actions
### Surrogate Letter Writer: Dashboard

**Acting as letter writer:** Katz, David  **Candidate:** Jackson, Allison  **Manual fulfill:** Change fulfillment Settings

#### Add Candidates

Use the form below to search for the candidate(s) you want to add.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson</td>
<td>Allison</td>
<td></td>
</tr>
</tbody>
</table>

**Name**

Allison, Jackson  

**Email**

jalison@umass.edu
Surrogate Letter Writer: Dashboard

**Acting as letter writer:** Kotz, David

**Settings and preferences**

- To Candidate List

- Change how often you want to be contacted. (email preferences)

- Designate and manage your surrogates.

- Make a request to update your name and/or email.

- Search for and add candidates to the list of candidates you manage.
Surrogate Letter Writer: Dashboard

Acting as letter writer: Kotz, David

« To Letter Writer List

Candidates
Select the candidate for which you would like to manage reference letter requests:

Filter candidates by activity date:

- Last 6 Months

No results found.
Surrogate Letter Writer: Dashboard

Acting as letter writer: Ketz, David

Candidates
Select the candidate for which you would like to manage reference letter requests:

Filter candidates by activity date:
- Last 6 Months
- Previous 6 Months
- All

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## Surrogate Letter Writer: Dashboard

**Acting as letter writer:** Kotz, David

### Candidates

Select the candidate for which you would like to manage reference letter requests:

<table>
<thead>
<tr>
<th>Name</th>
<th>Requests Pending</th>
<th>Fullfilled Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuentes-Ramirez, Ricardo (Expired Files)</td>
<td>0</td>
<td>1/1 (100%)</td>
</tr>
<tr>
<td>Chen, Ying (Expired Files)</td>
<td>0</td>
<td>15/15 (100%)</td>
</tr>
</tbody>
</table>