



Online Academic Document Management (OADM) User Guide – Applicant

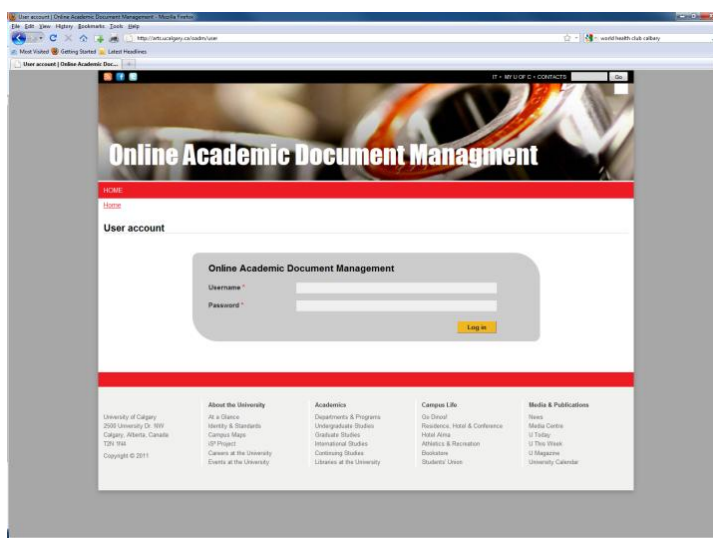
The Online Academic Document Management (OADM) has been developed to streamline various University processes by providing a secure and flexible online document sharing system. For example, candidates will upload the required and relevant materials to support their applications and external reviewers are able to review the application and submit reviews online. Department Heads review documents and upload their recommendation letters directly to OADM.

Access OADM at <http://arts.ucalgary.ca/oadm>

A profile will be set up for each individual user. Access is determined by the role of the individual and pertinent Faculty Guidelines.

User Guides and links to the **APT Manual** and **Faculty Guidelines** can be found on the Help page of OADM.

For program assistance, contact **Marilynne Smith** at mgsmit@ucalgary.ca or **403-220-7319**.



LOG-IN:

Log in using your IT account user name (the first part of your U of C email address) or EID and password.

UPLOADING DOCUMENTS:

NOTE: Documents should be uploaded individually as separate PDF's. Please check quality of the document and that all pages scanned properly prior to uploading.

Select the **My Documents** box or **Documents** tab.

You may be assigned to **more than one Project** at a time. Select the **Project** you wish to work in. If you only have one project, you will go directly to the **Documents** page.

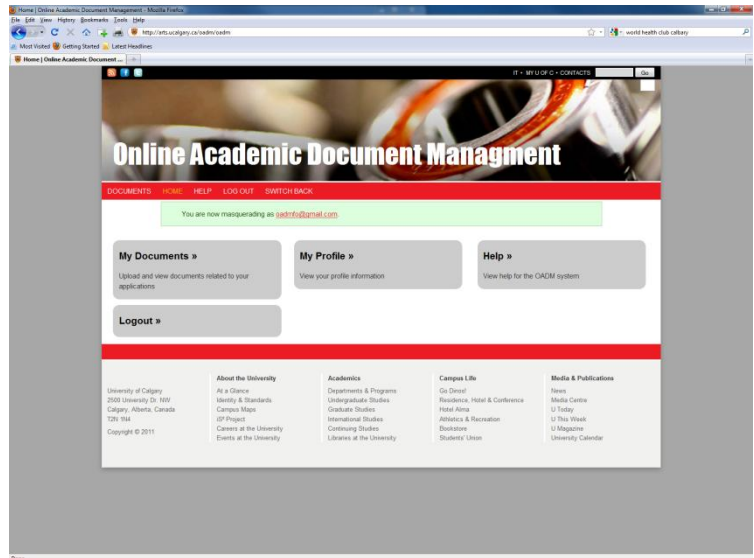
The **Documents** page shows a number of categories to which information can be uploaded. These may include CV, Research, Teaching, Service, etc. Please note that you will only see categories that you have access to.

Each category has a space for documents. If no documents have been uploaded, the message will say **“No documents exist in this category.”** Some categories allow for any number of documents to be uploaded while others have a cap. This can be changed if more documents are required.

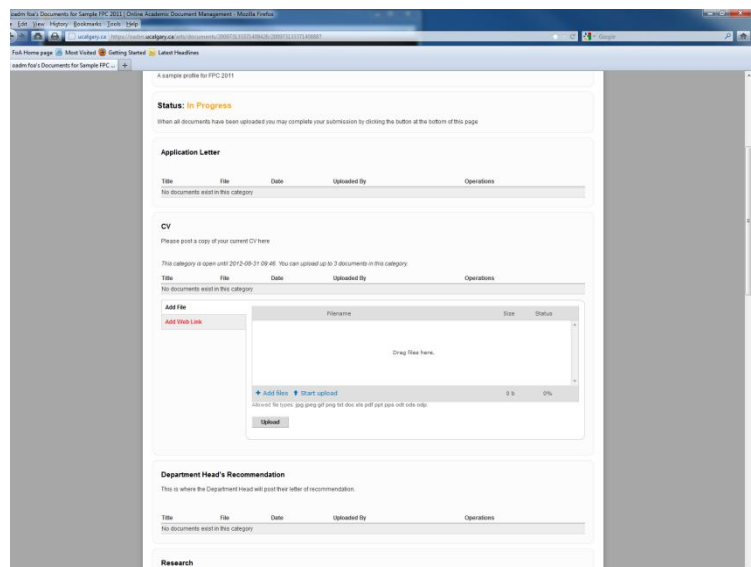
Below that is the area for uploading files or web links. Uploading files can be done in two ways:

- Browse and Attach** - Similar to attaching a document to an email.
 - Click on the **Add files** link.
 - Search** for and **select** the document(s) you wish to attach.
 - Click the **Open** button. The document will be listed in the box.
- Drag and drop** from your desktop
 - Open your documents browser to the location you have stored your documents.
 - Select document(s) you wish to upload and drag it/them into the box showing **“Drag files here”**. Release the mouse button to drop.

Files may be removed prior to uploading by



We ask that you save your document in **PDF format** whenever possible. This prevents changes from being made without your consent and speeds up retrieval time.



clicking on the red circle on the right hand side of the line for that file. Alternately, they may be removed after uploading by clicking on the red 'remove' link on the right hand side of the line.

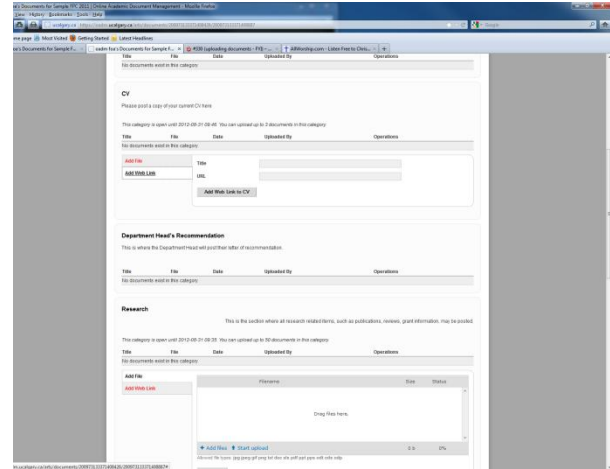
Click **Upload** or **Save Changes** at the bottom of the page to complete the upload. Successfully loaded documents will populate the document list. A screen will show at the top of the page telling you that the document was successfully loaded.

Note: You may copy multiple files into the various categories before uploading.

ADDING A WEB LINK:

To add a web link, click on **Add Web Link**. The options will change.

- Name your web link.
- Copy the **URL** from your internet browser and paste it into the appropriate box.
- Click on **Add Web Link**.
- The link will now show in your list.



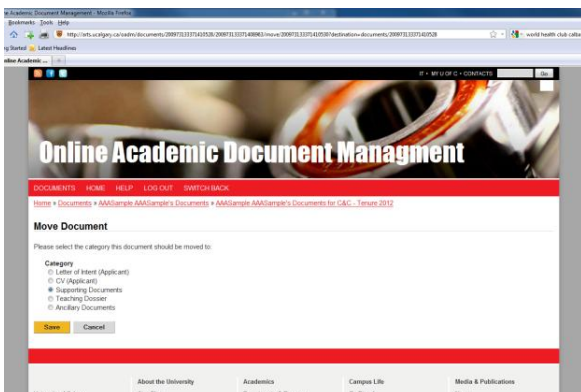
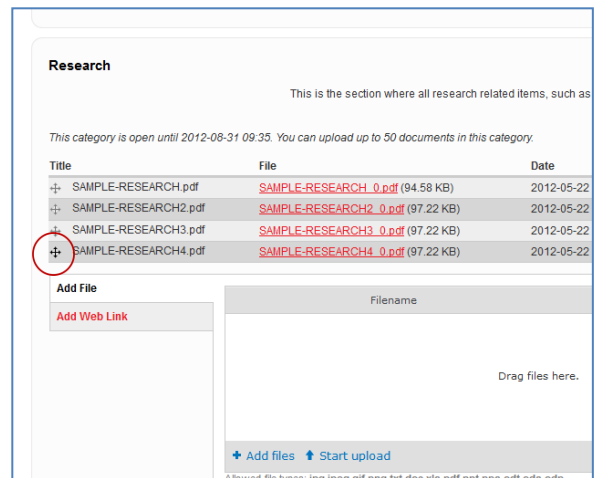
ORGANIZING DOCUMENTS

The order of documents in a category can be changed using the icon on the left side of the document line (looks like a "+" with arrows at all four ends).

Click on the icon; drag it up or down until the document is in the preferred position. Release.

REMOVING DOCUMENTS

Should you want to remove a document, click **Remove** on the right hand side of the document you wish to remove. You will be asked to **Confirm** this action before the process is complete.



REPLACING UPLOADED FILES

Should you upload a document and then desire to make changes, the original document should be removed prior to uploading the new document. You can then upload the revised document.

MOVING DOCUMENTS BETWEEN CATEGORIES

Documents may be moved between categories by clicking

move on the right hand side of the document you wish to move. A new screen will be opened which lists all available categories. Select the new location and click **save**. The document should now be in the new location.

ACCEPTABLE FORMATS:

OADM has been designed to accept all common digital formats; however, PDF format is the most functional. Please contact **Marilynne** at mgsmit@ucalgary.ca or **403-220-7319** if you require a special format that is not currently accepted.

USER TIP

One tip before you go: **Use the forward and back arrows on the top left hand side of your screen** or select the location you want to go to from the red bar at the top of the OADM page for switching between screens when working within OADM. If you close the tab, you will be logged out of the system and need to sign in again.

BEFORE YOU CLOSE

Scroll down to the bottom of the page where there are two buttons.

- **Save Changes** – Clicking here will save your work but you can return to add, edit or delete documents.
- **Complete Submission** – only use this function when all documents have been uploaded and you no longer require access to make changes to documents.

LOG OUT

- Click on **Log Out** in the red menu bar.

Please contact **Marilynne** at mgsmit@ucalgary.ca or **403-220-7319** if you encounter any problems or require other technical assistance.