



UNIVERSITY OF
CALGARY
FACULTY OF ARTS

Online Academic Document Management (OADM) User Guide - Department Head

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 requiring access. Each person has a unique set of access parameters that are determined by their role in the process. Only authorized areas will be shown.

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**.

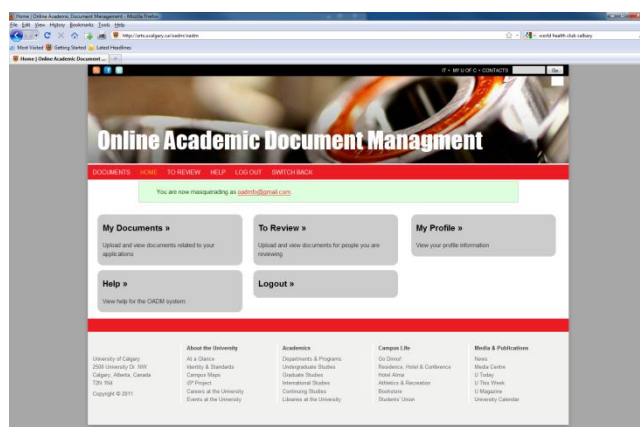
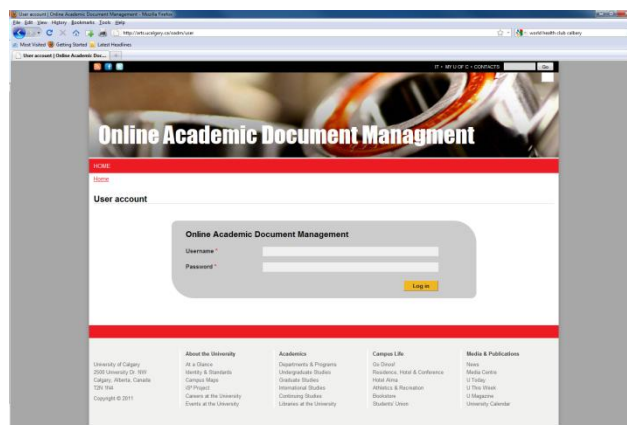
LOG-IN:

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

SELECTING PROJECTS AND PEOPLE

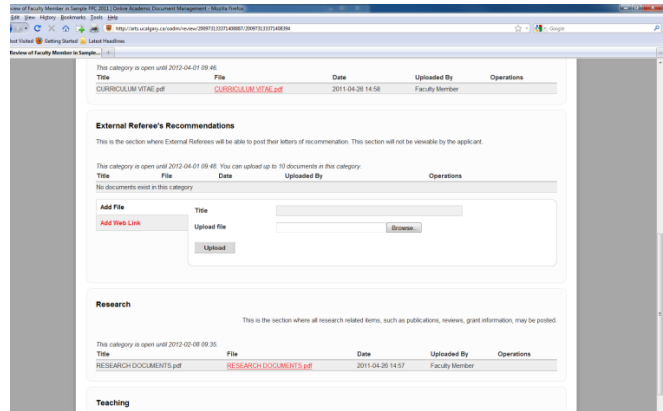
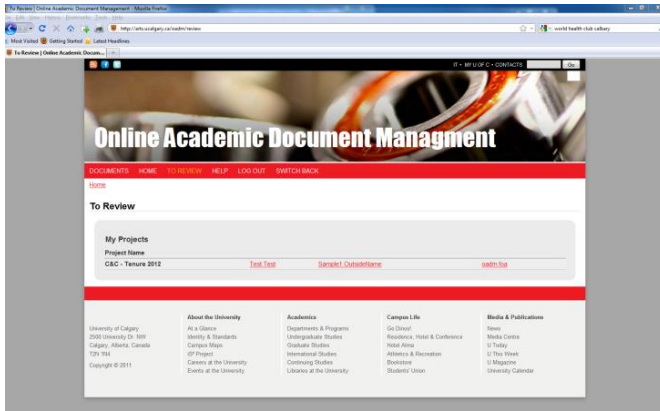
- Click on the **To Review** tab or box to view list of projects and candidates you will be reviewing.

NOTE: The **My Documents** tab will show if you are involved in more than one level. You may access those profiles here as well.



The new screen lists the projects on the left hand side and the individuals to be reviewed in subsequent columns.

- Click on the person you would like to review. You will now be in the individual's profile.



MOVING TO A DIFFERENT PERSON

Use the **arrow key** on the top left hand corner of your browser or click on **To Review** on the red toolbar to return to the **To Review** page.

REVIEWING SUBMISSIONS

This page shows submission categories and uploaded items submitted. Items in each category vary depending on the process being undertaken as shown below

Tenure (by Department by person)	Promotions (by Department by Rank)	Merit Assessments (by Department by person)	Emeritus (by Department)	Appeals (by Faculty)
Applicant's Letter CV Head's Recommendation External Referee Letters Research Documents Teaching Documents Ancillary Documents	Applicant's Letter CV Head's Recommendation External Referee Letters Research Documents Teaching Documents Service Documents USRI's	Academic Performance Report Head's Recommendation	Head's Recommendation CV	Academic Performance Report Head's Recommendation Letter of Appeal Supporting Materials

Click on the **document title** to open the item for review.

UPLOADING DOCUMENTS:

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

Uploading files can be done in two ways:

- a) Similar to attaching a document to an email.
 - Click on the **Add files** link under **Department Head's Recommendations**.
 - **Search** for and **select** the document(s) you wish to attach.

- Click the **Open** button. The document will be listed in the box.

b) **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.

REPLACING UPLOADED DOCUMENTS

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

To remove original 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.
- **Re-submit** your review.

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.

Note: Should you wish to make changes to your review after clicking on **Complete Review**, please contact **Marilynne** at mgsmit@ucalgary.ca or **403-220-7319**.

LOG OUT

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

Please contact **Marilynne** at mgsmit@ucalgary.ca or **403-220-7319** with any questions.

