



Online Academic Document Management (OADM) User Guide – External Reviewer

The Online Academic Document Management (OADM) has been developed to streamline various University processes by providing a secure and flexible online document sharing. External Reviewers are able to upload their recommendations directly into OADM.

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

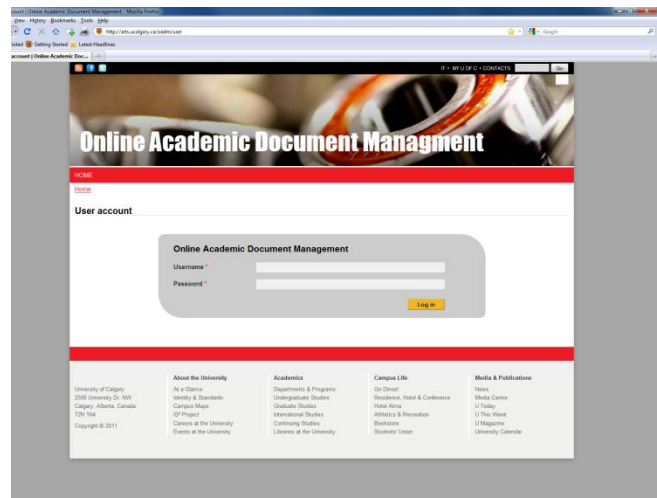
A profile has been set up for each individual requiring access. Each person has a unique set of access parameters that are determined by their role in the process. Only authorized areas will be shown.

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**.

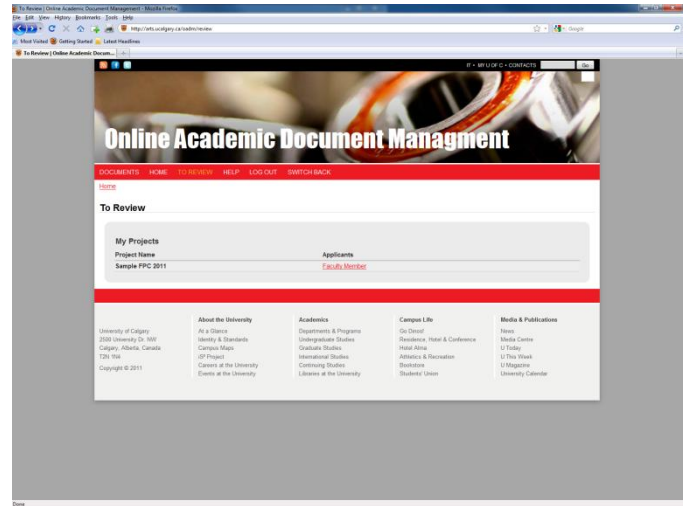
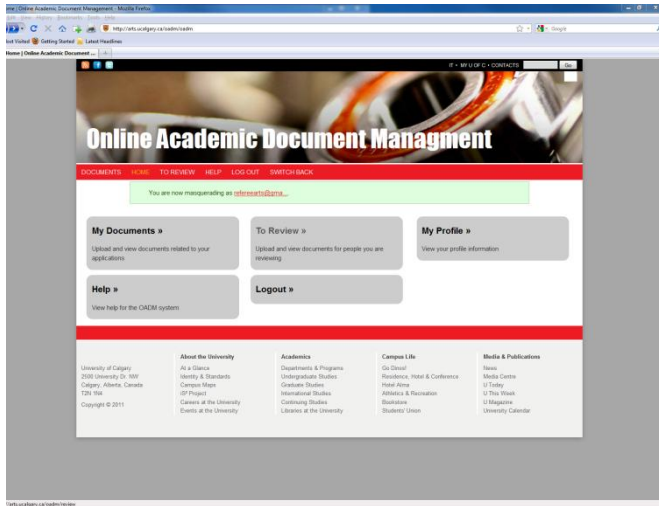
LOG-IN:

- **Username:** This will be your email address.
- **Password:** A password to access the site will be provided for you by email. This should be used the first time you sign in to OADM. Please note that your password is **case sensitive**. You may modify your password at any time through the **My Profile** page.



REVIEWING SUBMISSIONS

Select **To Review** either on the top menu bar or the grey box.

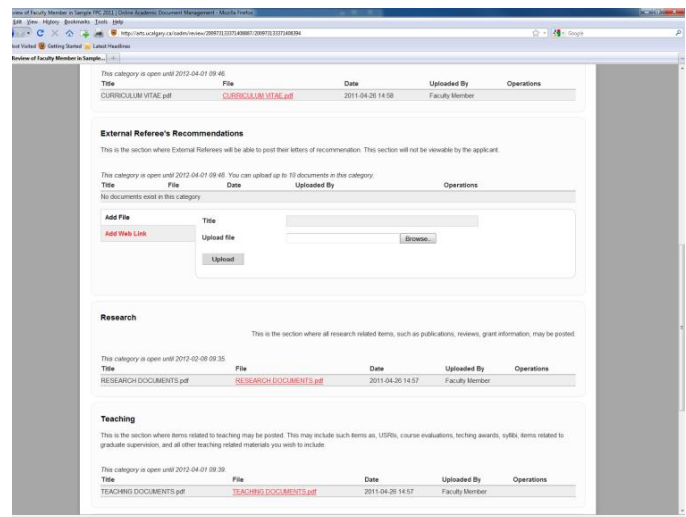


The individual(s) you will be reviewing are listed on the next screen. Select the individual.

The new page shows the submission categories and uploaded items submitted for your review, including CV and Research. The External Referee's Recommendations category is accessible for you to upload your completed review.

Documents that have been submitted will be listed under each category. Click on the **document title** to open the item for review.

UPLOADING DOCUMENTS:



We ask that your recommendation be completed on letterhead and signed. A **PDF** of the document should be uploaded to OADM. 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 **External Referee's Recommendations**.
 - **Search** for and **select** the document 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 REVIEW

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.

EXITING REVIEW

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

- **Save Review** – Clicking here will save your work but you can return to add, edit or delete documents.
- **Complete Review** - This action indicates you have completed your review and uploaded the final review document. You will no longer have access.

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**.

LOGGING OUT

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

Thank you so much for participating in this review. We hope this process works smoothly for you. Feel free to contact **Marilynne** at mgsmit@ucalgary.ca or **403-220-7319** with any questions you may have.

