



ONLINE APPLICATION SYSTEM USER MANUAL

STAFF MEMBERS AND ADMINISTRATORS

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ALL USERS

Logging into the system:

The University of Nottingham

Home Browse Vacancies Applications Site Map Help || Staff

On-line PHD and post-doctoral application service
Please select an option to continue.

- Browse Vacancies - choose from either PHD or post-doctoral positions.
- Applications - register to make an application, or log in to view an existing application. References can be added here too.
- Site Map - Can't find the page you are looking for, then go here for a complete map of the site.
- Help - Use our on-line help facilities.
- Staff - Staff-only: add/ edit vacancies or view applications made.

Log in →

Any problems? Contact Us

:: Login ::

Please log in:
Note that passwords are case sensitive.

Username:
Password:

Login Clear

Forgotten details?

:: Quick Links ::

- University Main Site
- Computer Science
- ASAP Research Group

If you already have an account on the Application System, then you can either log in through the login form on the Index page, or by clicking on 'Applications' and then 'Log in'.

You must take care when you enter your username and password, because your password is case sensitive. If you are having problems logging, you may want to check that you do not have CAPS lock on, and then try again.

If this still does not work, then you can request a new password from the system via the 'Forgot Details' link in the login box.

Dealing with usernames and passwords:

If you have lost or forgotten your password or username, then you can request them through the 'Forgot Details' link in the Login box, provided you still have access to the email account that you registered with.

You can then fill in either your username, email or both and a new password will be generated by the system and emailed to you.

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Forgot Username or Password

Please enter the details that you remember, and then click Submit to email yourself your username and a newly generated password (passwords are encrypted so your previous password cannot be retrieved).

Please note that passwords are case sensitive.

Username:
Email:

Clear Fields Submit

The system cannot retrieve your original password, as it is encrypted in the database for security.

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Change Password

Please enter your old password, then your new one twice and click "Submit" to change it.

Please note that passwords are case sensitive.

Old Password:
New Password:
Retype Password:

Clear Fields Change Password

If at any point you wish to change your password, you can do so through the 'Quick Links' box from the Staff index page, via Change Details.

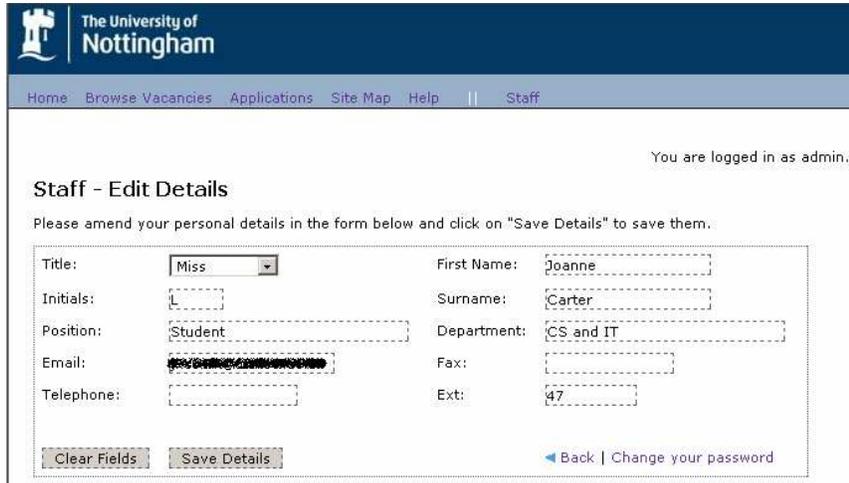
You must enter your old password correctly, and your new password twice to change it. Please note that passwords are case sensitive, so do check that your CAPS lock is not on if you are having problems with your password.

Change Details:

All staff users can update their user details, and change their password via the 'Change Details' option in the Quick Links box.



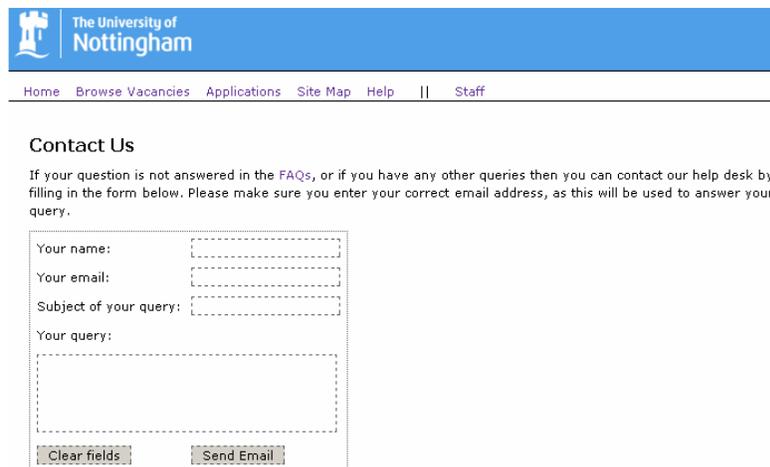
The screenshot shows a 'Quick Links' menu with three items: 'Staff Home', 'Change Details', and 'Admin Only'. The 'Change Details' link is highlighted in blue.



The screenshot shows the 'Staff - Edit Details' form on the University of Nottingham website. The form is titled 'Staff - Edit Details' and includes a message: 'Please amend your personal details in the form below and click on "Save Details" to save them.' The form fields are: Title (Miss), First Name (Joanne), Initials (empty), Surname (Carter), Position (Student), Department (CS and IT), Email (redacted), Fax (empty), Telephone (empty), and Ext (47). There are buttons for 'Clear Fields', 'Save Details', and a link for 'Back | Change your password'. The user is logged in as 'admin'.

Getting Help:

If at point you need help, then there is a Frequently Asked Questions (FAQ) page accessible from the 'Help' link on the site bar. If those do not answer your question, then you can contact the Support Team, via the Contact Form (a link to this is also available on the Index page).



The screenshot shows the 'Contact Us' form on the University of Nottingham website. The form is titled 'Contact Us' and includes a message: 'If your question is not answered in the FAQs, or if you have any other queries then you can contact our help desk by filling in the form below. Please make sure you enter your correct email address, as this will be used to answer your query.' The form fields are: Your name, Your email, Subject of your query, and Your query. There are buttons for 'Clear fields' and 'Send Email'.

Depending on your problem, you should receive a response within 48 hours.

STAFF MEMBERS

Managing your Vacancies:

The screenshot shows the 'Staff Home Page' interface. At the top, there is a navigation bar with 'Home', 'Browse Vacancies', 'Applications', 'Site Map', 'Help', and 'Staff'. Below this, a message states 'You are logged in as admin.' The main content area includes a 'Staff Home Page' section with a message 'You are currently managing 4 vacancies.' and a link '> Add a new vacancy.'. Below this is a list of vacancies with columns for 'Vacancy ID', 'Title', and 'Actions'. The actions for each vacancy include '[View]', '[Edit]', '[Change Status]', '[Report]', '[Statistics]', and '[Manage Applications]'. A 'Log out' link is visible. On the right side, there is a 'Login' sidebar with a 'Logout' button and a 'Quick Links' sidebar with links to 'Staff Home', 'Change Details', and 'Admin Only'.

When you log into the system as a staff member, you will be presented with a page that will allow you to deal with the vacancies that you manage. You will have various options available to you.

Adding a Vacancy:

The screenshot shows the 'Staff - Add Vacancy' form. It includes a navigation bar at the top with 'Home', 'Browse Vacancies', 'Applications', 'Site Map', 'Help', and 'Staff'. Below this, a message states 'You are logged in as admin.' The form contains several input fields: 'Vacancy ID' (Not yet allocated), 'Job Title', 'Details', 'App Closing Date', 'Job Start Date', 'Duration', and 'Salary'. A 'Type' dropdown menu is present with a red arrow pointing to it and the text 'Select either PhD or Post Doc'. At the bottom of the form, there are 'Clear Fields' and 'Save Details' buttons.

You can select to add either a PhD or a Post Doctoral position. Once you have filled in all the details about the vacancy, click on 'Save Details' to add the vacancy to the system and begin accepting applications for it.

Once you have added a vacancy to the system it will be added to the list of vacancies that you manage and be available from the Staff Home Page.

View Vacancy:

[View] will take you to the view vacancy page, where you can view the details and current status of a vacancy (the same page that everyone else sees).

The screenshot shows the 'View Vacancy Code 1' page. It includes a navigation bar at the top with 'Home', 'Browse Vacancies', 'Applications', 'Site Map', 'Help', and 'Staff'. Below this, a message states 'You are logged in as admin.' The main content area displays the details for 'Vacancy Code 1'. The details include: 'Vacancy Code: 1', 'Type: PhD', 'Title: Research Assistant', 'Details: This is a test vacancy', 'Salary: £12,000 tbn', 'Start Date: 2005-05-16', 'Duration: 2 years', 'Application Closing Date: 2005-04-30', and 'Contact: Miss Joanne Carter'. At the bottom of the page, there are three buttons: 'Apply for Vacancy', 'Browse Open Vacancies', and 'Search'.

Edit Vacancy:

[Edit] will allow you to alter the details of a particular vacancy.

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Home Browse Vacancies Applications Site Map Help Staff

You are logged in as admin.

Staff - Edit Vacancy

Please edit the details of your vacancy below. If you want to change the status (open/closed/deleted) of your vacancy, you can do this from the staff page.

Please note that the day before the closing date is the last day that applications can be made for this vacancy.

If you have closed the vacancy then changing the closing date will allow new applications, but will not re-open old half-completed applications. If you wish to re-open a vacancy then please first do this on the "Change Visibility" page. If you have deleted a vacancy, it is deleted, any changes you then make on here are superfluous.

Vacancy ID:	1	Type:	PhD
Job Title:	Research Assistant		
Details:	This is a test vacancy		
App Closing Date: (yyyy-mm-dd)	2005-04-30	Job Start Date: (yyyy-mm-dd)	2005-05-16
Duration:	2 years	Salary:	£12,000 tbn

Clear Fields Save Details Back

Change Vacancy Status:

[Change Status] allows you to change the status of the Vacancy.

You have the option of deleting the vacancy. This means that no one else will be able to apply for the vacancy, and all the existing applications made to the vacancy are marked 'Vacancy Deleted'. This operation is irreversible.

You can also close the vacancy. This changes the closing date of the vacancy, sets all 'In Progress' applications to 'Vacancy Closed'; in addition, no further applications can be made for the vacancy.

This operation can be reversed, by re-opening the vacancy, reversing the status changes of partially completed applications. Once the closing date has been altered via [Edit], applications can begin to be made again to the vacancy.

Reports and Statistics:

[Report] enables you to view and print a formatted report on the vacancy. It provides details about the vacancy, statistics, and then provides details of applicants who have completed their applications for the vacancy.

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Home Browse Vacancies Applications Site Map Help Staff

You are logged in as admin.

Staff - Change Status

Please change the status of your vacancy below. If you want to change the details of your vacancy, you can do this from the staff page. You can see the status of your application on the Staff page.

Vacancy (1) Research Assistant.

Delete Vacancy:	<input type="radio"/>	(This sets the visibility of the vacancy to 0, changes all applications status' to 'Vacancy Deleted', and prevents any more applications being made for the vacancy. This operation CANNOT be reversed.)
Close Vacancy:	<input type="radio"/>	(This sets the closing date for the vacancy to today, changes any 'In Progress' applications to 'Vacancy Closed', and prevents any more applications being made for the vacancy.)
Re-Open Vacancy:	<input type="radio"/>	(This changes any 'Vacancy Closed' applications to 'In Progress'. You will need to manually change the closing date on the Edit Vacancy page.)

Clear Fields Change Status Back

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Back [Print Page](#)

can print the reports

Report for Vacancy code: 1

Report generated on 2005-04-28.

Vacancy Details

Type:	PhD	Job title:	Research Assistant
Start date:	2005-05-16	Duration:	2 years
Details:	This is a test vacancy		
Salary:	£12,000 tbn	Staff contact:	Miss Joanne L Carter

Vacancy Statistics

Number of Applicants: 2.

Breakdown of applicants by Age:

Age	Number of Applicants
Over 60	
51 - 60	
41 - 50	
31 - 40	
21 - 30	2

Applicant Details:

Number of Applications: 2.
Number of Completed Applications: 2.

only gives information about completed applications

Information about Applicant -> User ID: 2

Name:	Miss Jo Carter		
Gender:	Female	DOB (yyyy-mm-dd):	██████████
Address:	██████████		
Country of Origin:	United Kingdom	Email:	joanne.l.carter@nottingham.ac.uk
Telephone:	██████████	Extension:	
Fax:			

Files uploaded:

File (letter):	testletter.txt
File (cv):	testcv.txt
File (other):	testother1.txt
File (other):	testother2.txt
File (ref):	Test.doc
File (ref):	Test.doc
File (ref):	Test.doc

It also links to files that they have uploaded (which can be opened and printed also).

The file "36_Test.doc" is of type application/msword (Microsoft Word Document), and Mozilla does not know how to handle this file type. This file is located at: http://scarlet.cs.nottingham.ac.uk/~jxc04m/CW3/application_files/

What should Mozilla do with this file?

- Open it with the default application (Word)
- Open it with [Choose...]
- Save it to disk
- Always perform this action when handling files of this type

Buttons: OK, Cancel

[Statistics] provides statistics about the distribution of males/ females, country of origin and age of the applicants who have applied for a particular vacancy.

Statistics for Vacancy code: 1

Number of Applicants: [2](#) - gives stats for all applications

Breakdown of applicants by Age:

Age	Number of Applicants
Over 60	
51 - 60	
41 - 50	
31 - 40	
21 - 30	2
20 or under	

Average age = 23.00.

Breakdown of applicants by Gender:

Gender	Number of Applicants
Female	2
Male	

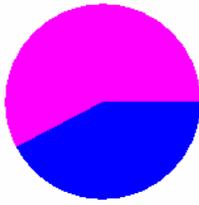
Breakdown of applicants by Country of Origin:

Country	Number of Applicants
Sweden	1
United Kingdom	1

These statistics can also be printed out, via the handy link at the top of the page.

You can also view a graphical representation of these statistics by clicking on the link from the [Statistics] page. You will then be able to view the statistics as a series of pie charts.

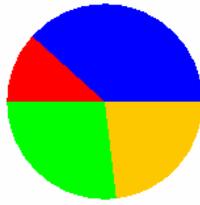
Breakdown by Gender



Key:

- Female (57.7%)
- Male (42.3%)

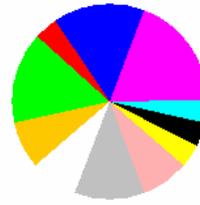
Breakdown by Age



Key:

- 20 or under (0.0%)
- 21 - 30 (38.5%)
- 31 - 40 (11.5%)
- 41 - 50 (26.9%)
- 51 - 60 (23.1%)
- Over 60 (0.0%)

Breakdown by Country



Key:

- United Kingdom (19.2%)
- United States (15.4%)
- France (3.8%)
- Germany (15.4%)
- China (7.7%)
- India (7.7%)
- Greece (11.5%)
- Japan (7.7%)
- Turkey (3.8%)
- Marshall Islands (3.8%)
- Republic of Ireland (3.8%)

Manage Applications:

[Manage Applications] allows you to view how many applications have been made to a particular vacancy and what their status is (i.e: awaiting references, completed and not yet submitted).

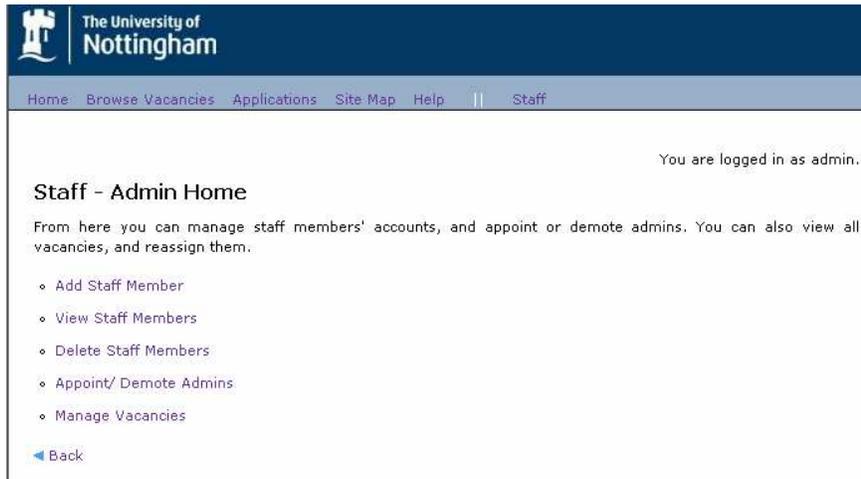
The screenshot shows the 'Staff - Manage Applications' interface. It includes a navigation bar with 'Home', 'Browse Vacancies', 'Applications', 'Site Map', 'Help', and 'Staff'. A message states 'You are logged in as admin.' The main heading is 'Staff - Manage Applications' with a sub-heading 'This page allows you to view individual applications:'. Below this, it shows 'Vacancy (1) Research Assistant.' and 'For this vacancy there are 2 Application(s):'. A list shows '2 Completed Application(s) (which you can view below)', '0 Application(s) awaiting References', and '0 Application(s) that have not been submitted'. A dropdown menu is open, showing 'Select an applicant' with options '(2) Jo Carter' and '(20) Naomi Wyatt'. A red box highlights the dropdown and a note says 'only completed applications can be viewed'. Buttons for 'Reset', 'View Application', and 'Back' are visible.

The screenshot shows the 'Staff - View Application ID 1' interface. It includes the same navigation bar. A message states 'You are logged in as admin.' The heading is 'Staff - View Application ID 1' with a sub-heading 'You can also print this application.' Below this, there are two columns of application details. The first column shows 'Applicant ID: 2', 'Vacancy Code: 1', 'Title: Miss', 'First Name: Jo', 'Initials: Carter', 'Surname: Carter', 'Gender: Female', 'DOB (yyyy-mm-dd): [redacted]', 'Address: [redacted]', 'Postcode: [redacted]', 'Email: [redacted]', 'Country of Origin: United Kingdom', 'Fax: [redacted]', 'Telephone: [redacted]', 'Ext: [redacted]', 'CV: testcv.txt', 'Letter: testletter.txt', 'Other Files: testother1.txt testother2.txt'. The second column shows 'Reference: [redacted]', 'Title: Dr', 'First Name: Tim', 'Initials: Brailsford', 'Surname: Brailsford', 'Address: University of Nottingham', 'Postcode: NG7 1NW', 'Position: Lecturer'. A 'Reference:' section is also visible, showing 'Reference: Test.doc' with a red box and a note 'the reference for this referee'.

It also allows you to view all the details of each completed application, and also 'print' them out.

ADMINISTRATORS

Managing Staff Members:

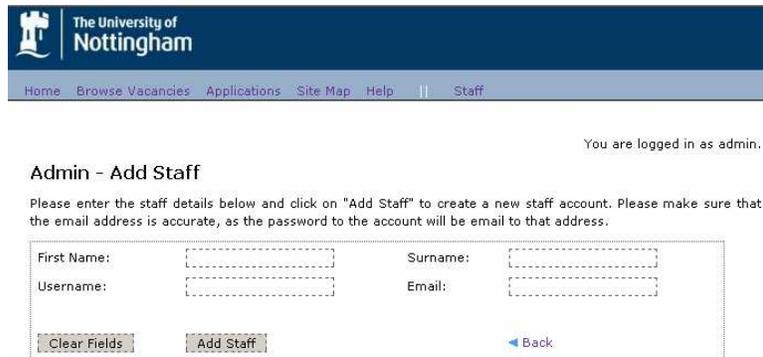


Once you log in as an administrator, you have many options to do with managing staff members and vacancies.

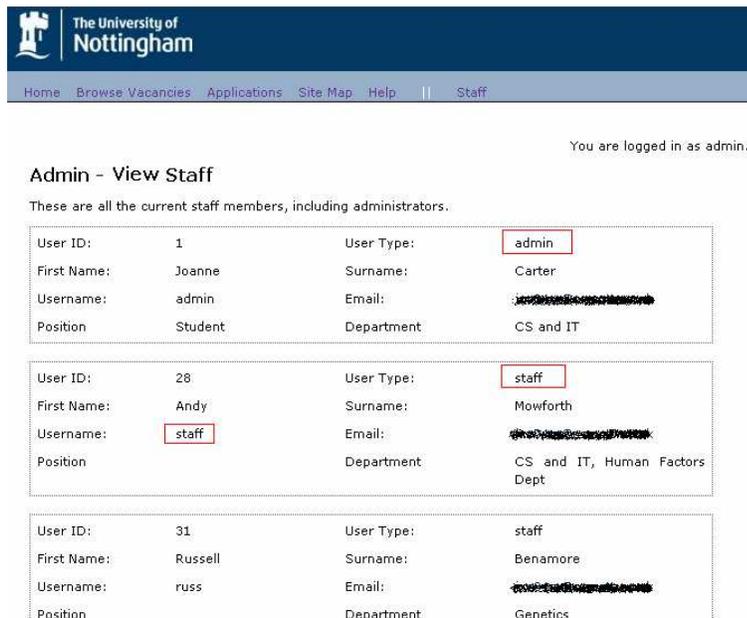
Add Staff Member:

Any administrator can add a staff member.

This can also be used to add other administrators in conjunctions with the status change page.



View Staff Members:



This page allows you to view all current staff members, and administrators.

It shows their usernames and staff details.

Delete Staff Members:

If a staff member leaves the department, then you need to have a way to delete them from the system.

If a staff member is deleted from the system, then their vacancies will need to be reassigned to someone else so that they are not lost in the system.



Pick the staff member to delete and the one who you want to assign their vacancies too, and then click on 'Delete'. Please note that this operation cannot be reversed.

Change Staff Status:

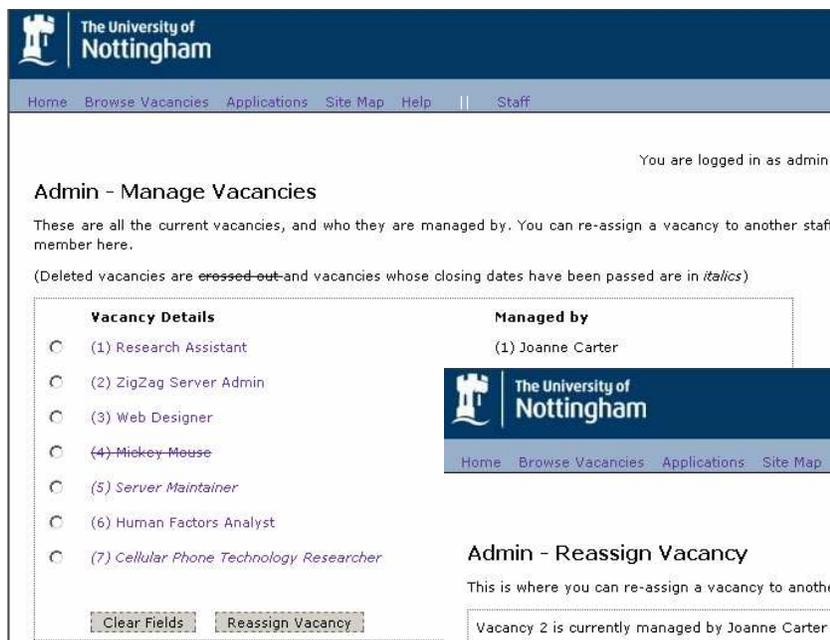


This page allows you to promote staff members to or demote them from an administrative position.

The only exceptions are that you cannot demote yourself, and you cannot demote 'admin' the primary administrator account.

Once a staff member has been granted the administrative privilege, they will be able to do all the actions set out in this manual.

Manage Vacancies:



As an administrator you are able to view (but not alter) all the vacancies currently on the system, their status and who is currently managing them.

You can also reassign a particular vacancy to a different staff member if the need arises.

