

ONLINE APPLICATION SYSTEM USER MANUAL

STAFF MEMBERS AND ADMINISTRATORS

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ALL USERS

Logging into the system:

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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.

Any problems? [Contact Us](#)

Log in

Login

Please log in:

Note that passwords are case sensitive.

Username:

Password:

[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:

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:

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.

:: Quick Links ::

- [Staff Home](#)
- [Change Details](#)
- [Admin Only](#)

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You are logged in as admin.

Staff - Edit Details


Please amend your personal details in the form below and click on "Save Details" to save them.

Title:	<input type="text" value="Miss"/>	First Name:	<input type="text" value="Joanne"/>
Initials:	<input type="text" value="J.C."/>	Surname:	<input type="text" value="Carter"/>
Position:	<input type="text" value="Student"/>	Department:	<input type="text" value="CS and IT"/>
Email:	<input type="text" value="joanne.carter@nottingham.ac.uk"/>	Fax:	<input type="text" value=""/>
Telephone:	<input type="text" value=""/>	Ext:	<input type="text" value="47"/>

[Back](#) | [Change your password](#)

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).

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Contact Us

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.

Your name:	<input type="text"/>
Your email:	<input type="text"/>
Subject of your query:	<input type="text"/>
Your query:	<input type="text"/>

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

STAFF MEMBERS

Managing your Vacancies:

The screenshot shows the 'Staff Home Page' of the University of Nottingham's HR system. At the top, there's a navigation bar with links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below this, a message states 'You are logged in as admin.' The main content area is titled 'Staff Home Page' and indicates 'You are currently managing 4 vacancies.' It lists four vacancies with their titles and management links (View, Edit, Change Status, Report, Statistics, Manage Applications). A 'Log out' link is visible. On the right, there's a 'Login' sidebar with a 'Logout' button and a 'Quick Links' sidebar with links to Staff Home, Change Details, and Admin Only.

Home Browse Vacancies Applications Site Map Help || Staff

You are logged in as admin.

Staff Home Page

You are currently managing 4 vacancies.

(Deleted vacancies are ~~crossed-out~~ and vacancies whose closing dates have been passed are in *italics*)

> Add a new vacancy.

Vacancy 1 (Research Assistant): [View] [Edit] [Change Status] [Report] [Statistics] [Manage Applications]

Vacancy 2 (ZigZag Server Admin): [View] [Edit] [Change Status] [Report] [Statistics] [Manage Applications]

Vacancy 4 (Mickey Mouse): [View] [Edit] [Change Status] [Report] [Statistics] [Manage Applications]

Vacancy 7 (Cellular Phone Technology Researcher): [View] [Edit] [Change Status] [Report] [Statistics] [Manage Applications]

Log out

Login

You are logged in as admin.

[Logout]

Quick Links

- Staff Home
- Change Details
- 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 fields for Vacancy ID (Not yet allocated), Type (Select type), Job Title, Details, App Closing Date, Job Start Date, Duration, and Salary. A red arrow points to the 'Type' dropdown with the text 'Select either PhD or Post Doc'. At the bottom, there are 'Clear Fields' and 'Save Details' buttons.

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You are logged in as admin.

Staff - Add Vacancy

Please enter the details of your vacancy below. On submission the vacancy will be automatically set to visible, and potential applicants will be able to apply for it. 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.

Vacancy ID: Not yet allocated Type: Select type

Job Title: [Text Box]

Details: [Text Area]

App Closing Date: [Text Box] Job Start Date: (yy-mm-dd) [Text Box]

Duration: [Text Box] Salary: [Text Box]

Clear Fields Save Details

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).

View Vacancy Code 1

Vacancy Status: Open.

The screenshot shows the 'View Vacancy' page for Vacancy Code 1. It displays the following details: 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, there are links: 'Apply for Vacancy', 'Browse Open Vacancies', and 'Search'.

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

Contact: Miss Joanne Carter Email: [Redacted]

Apply for Vacancy | Browse Open Vacancies | Search

Edit Vacancy:

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

The screenshot shows the 'Staff - Edit Vacancy' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. A message indicates 'You are logged in as admin.' The page title is 'Staff - Edit Vacancy'. Below the title, there are instructions: '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.' and 'Please note that the day before the closing date is the last day that applications can be made for this vacancy.' Further instructions state: '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.'

The form contains the following fields:

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

At the bottom of the form are buttons: 'Clear Fields', 'Save Details', and a 'Back' link.

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.

The screenshot shows the 'Staff - Change Status' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. A message indicates 'You are logged in as admin.' The page title is 'Staff - Change Status'. Below the title, there are instructions: '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.'

The page shows 'Vacancy (1) Research Assistant.' Below this, there are three options with radio buttons:

- Delete Vacancy: (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: (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: (This changes any 'Vacancy Closed' applications to 'In Progress'. You will need to manually change the closing date on the Edit Vacancy page.)

At the bottom of the form are buttons: 'Clear Fields', 'Change Status', and a 'Back' link.

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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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):	99/99/99
Address:	[REDACTED]		
Country of Origin:	United Kingdom	Email:	joanne.l.carter@nottingham.ac.uk
Telephone:	[REDACTED]	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).

Gender:	Female	DOB (yyyy-mm-dd):	99/99/99
Address:	[REDACTED]		
Country of Origin:	United Kingdom	Email:	joanne.l.carter@nottingham.ac.uk
Telephone:	[REDACTED]	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

Referees:

Referee:
Name: Dr Tim Bedford
Address: [REDACTED]
Telephone: [REDACTED]
Fax: [REDACTED]

[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).

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Home Browse Vacancies Applications Site Map Help Staff

You are logged in as admin.

Staff - Manage Applications

This page allows you to view individual applications:

Vacancy (1) Research Assistant.

For this vacancy there are 2 Application(s):

- 2 Completed Application(s) (which you can view below)
- 0 Application(s) awaiting References
- 0 Application(s) that have not been submitted

Select an application to view:

Select an applicant: (2) Jo Carter (20) Naomi Wyatt

Reset View Application Back

only completed applications can be viewed

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Home Browse Vacancies Applications Site Map Help Staff

You are logged in as admin.

Staff - View Application ID 1

You can also [print](#) this application.

Applicant ID: 2	Vacancy Code: 1
Title: Miss	First Name: Jo
Initials:	Surname: Carter
Gender: Female	DOB (yyyy-mm-dd): 2000-01-01
Address: 2000-01-01	
Postcode: 2000-01-01	Email: 2000-01-01
Country of Origin: United Kingdom	Fax:
Telephone: 2000-01-01	Ext:
CV: testcv.txt	Letter: testletter.txt
Other Files: testother1.txt testother2.txt	
Reference:	
Title: Dr	First Name: Tim
Initials:	Surname: Brailsford
Address: University of Nottingham	
Postcode: NG7 1NW	Position: Lecturer

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

Reference: ~~2000-01-01~~

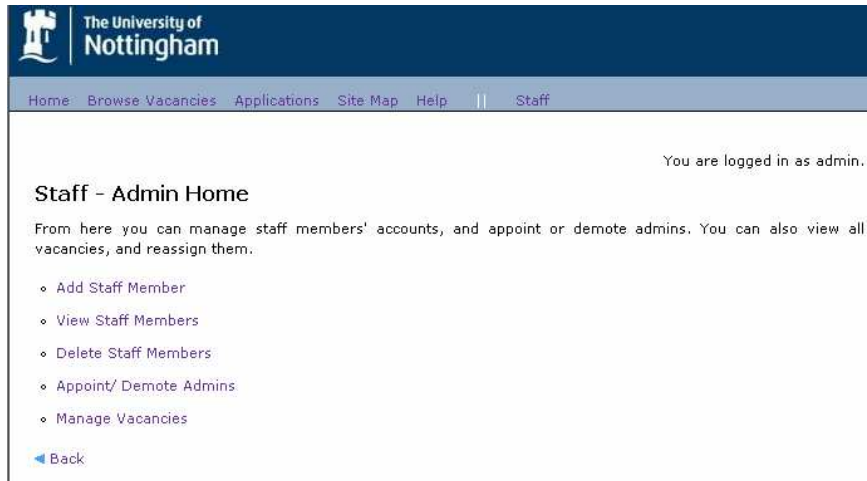
Title: Mr	First Name: Fred
Initials:	Surname: Clark
Address: 2000-01-01	
Postcode: NS11 5TK	Position:
Email: 2000-01-01	Fax:
Telephone:	Ext:
Reference: Test.doc	

Back

the reference for this referee

ADMINISTRATORS

Managing Staff Members:



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Home Browse Vacancies Applications Site Map Help || Staff

You are logged in as admin.

Staff - Admin Home

From here you can manage staff members' accounts, and appoint or demote admins. You can also view all vacancies, and reassign them.

- Add Staff Member
- View Staff Members
- Delete Staff Members
- Appoint/ Demote Admins
- Manage Vacancies

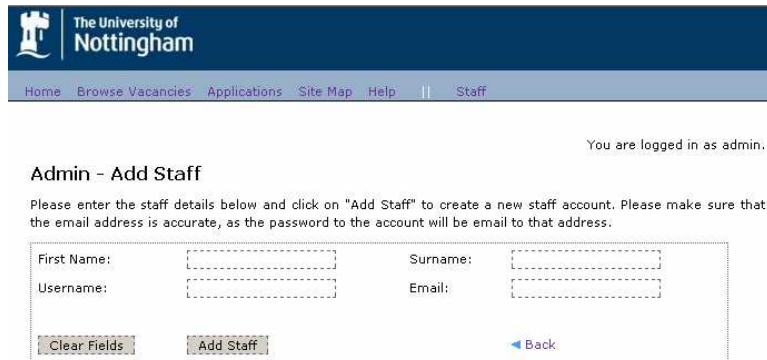
◀ Back

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.



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Home Browse Vacancies Applications Site Map Help || Staff

You are logged in as admin.

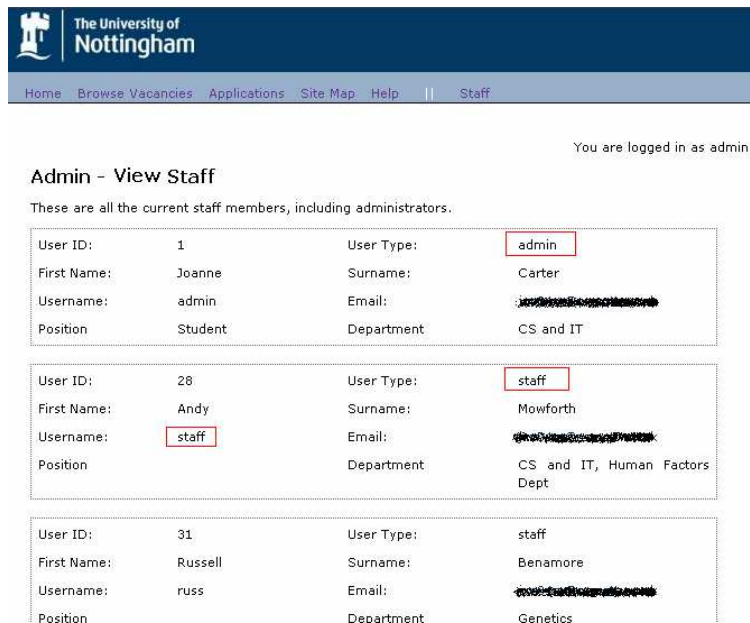
Admin - Add Staff

Please enter the staff details below and click on "Add Staff" to create a new staff account. Please make sure that the email address is accurate, as the password to the account will be email to that address.

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Username:	<input type="text"/>	Email:	<input type="text"/>

◀ Back

View Staff Members:



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Home Browse Vacancies Applications Site Map Help || Staff

You are logged in as admin.

Admin - View Staff

These are all the current staff members, including administrators.

User ID:	1	User Type:	admin
First Name:	Joanne	Surname:	Carter
Username:	admin	Email:	joanne.carter@nottingham.ac.uk
Position	Student	Department	CS and IT

User ID:	28	User Type:	staff
First Name:	Andy	Surname:	Mowforth
Username:	staff	Email:	andy.mowforth@nottingham.ac.uk
Position		Department	CS and IT, Human Factors Dept

User ID:	31	User Type:	staff
First Name:	Russell	Surname:	Benamore
Username:	russ	Email:	russell.benamore@nottingham.ac.uk
Position		Department	Genetics

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.

The screenshot shows the 'Admin - Delete Staff' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below the navigation bar, it says 'You are logged in as admin.' The main heading is 'Admin - Delete Staff'. A note states: 'When you delete a staff member, you need to assign the vacancies they manage to another staff member. Please note this operation CANNOT be reversed.' The form has two dropdown menus: 'Delete:' and 'Reassign vacancies to:'. The 'Delete:' dropdown is set to 'Select staff member'. The 'Reassign vacancies to:' dropdown is also set to 'Select staff member', with a list of options below it: '(1) Joanne Carter', '(28) Andy Mowforth', and '(31) Russell Benamore'. There are 'Clear Fields' and 'Delete' buttons at the bottom of the form.

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:

The screenshot shows the 'Admin - Change Usertype' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below the navigation bar, it says 'You are logged in as admin.' The main heading is 'Admin - Change Usertype'. A note states: 'You can promote or demote people to admin here. You cannot demote the system administrator (admin) or yourself.' The form has two dropdown menus: 'Staff Member:' and 'Usertype:'. The 'Staff Member:' dropdown is set to 'Select staff member'. The 'Usertype:' dropdown is set to 'Select usertype', with a list of options below it: 'Select usertype', 'staff', 'admin', and 'Back'. There are 'Clear Fields' and 'Change Usertype' buttons at the bottom of the form.

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:

The screenshot shows the 'Admin - Manage Vacancies' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below the navigation bar, it says 'You are logged in as admin.' The main heading is 'Admin - Manage Vacancies'. A note states: 'These are all the current vacancies, and who they are managed by. You can re-assign a vacancy to another staff member here.' Below this, a note in parentheses says: '(Deleted vacancies are ~~crossed-out~~ and vacancies whose closing dates have been passed are in *italics*)'. The page is divided into two columns: 'Vacancy Details' and 'Managed by'. The 'Vacancy Details' column lists seven vacancies: (1) Research Assistant, (2) ZigZag Server Admin, (3) Web Designer, (4) Mickey Mouse, (5) Server Maintainer, (6) Human Factors Analyst, and (7) Cellular Phone Technology Researcher. The 'Managed by' column shows '(1) Joanne Carter'. There are 'Clear Fields' and 'Reassign Vacancy' buttons at the bottom of the form.

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.

The screenshot shows the 'Admin - Reassign Vacancy' page. At the top is the University of Nottingham logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below the navigation bar, it says 'You are logged in as admin.' The main heading is 'Admin - Reassign Vacancy'. A note states: 'This is where you can re-assign a vacancy to another staff member.' The form has a dropdown menu: 'Assign Vacancy to:'. The dropdown is set to 'Select staff member', with a list of options below it: '(28) Andy Mowforth' and '(31) Russell Benamore'. There are 'Clear Fields' and 'Reassign Vacancy' buttons at the bottom of the form.