VCU School of Medicine – Technology Services
FARES Admin Tool FAQs

1. How to assign myself a “proxy submitter” access?

Use the “User Maintenance” tool located on the Configuration page and follow the steps below,

1. Select yourself in the user dropdown.
2. Make sure you are looking at the correct faculty group.
3. Make sure you are looking at the correct period.
4. Select appropriate "Proxy Submitter" role in the select role dropdown.
5. Select the faculty member for whom you would like to be a proxy in the select submitter dropdown.
6. Click on the "Assign Access" button.
7. You are done.
8. Now click on the "Home" navigation link located on the top right corner of the page.
9. You should now see a panel with a list of people for whom you are a proxy submitter.

2. How can I add a new or missing faculty member as submitter?

Use the “User Maintenance” tool located on the Configuration page and follow the steps below,

1. Try to find the faculty member in the user dropdown.
2. If the user does not exist then click on the "Add User" button located right beside the dropdown.
3. Enter the VCU eID for the faculty member you want to add to FARES.
4. Enter faculty members full name (Last, First)
5. Select faculty member's home department-division .
6. Select the role that you would like to assign to the faculty member. In your case its most probably "Submitter".
7. Click on the "Add" button to add the faculty member.
8. You are done. You can verify the addition of the faculty by looking into the user dropdown again. Once you select the user, you see the security and access details for that faculty member.

3. How can I remove/delete a faculty?

Use the “User Maintenance” tool located on the Configuration page and follow the steps below,

1. Select the user from the "Select User" dropdown.
2. Click on "Edit User" button.
3. Check the "Is Inactive?" checkbox.
4. Click "Save" button.
5. You are done. The user becomes inactive.

4. How can I activate a missing section?

Use the “User Section Maintenance” tool located on the Configuration page and follow the steps below,

1. Make sure you are looking at the correct faculty group.
2. Make sure you are looking at the correct activity period.
3. Select the faculty member in the user dropdown.
4. You will see the section maintenance grid.
5. Update the applicability for the desired section here.
6. Click on the "Save" button to apply the changes.
7. You are done. Faculty member will now see the effect of this change when they login next time.

5. How can I share faculty member's activity report with other system roles?

Use the "Activity Report Sharing" tool located on the Configuration page and follow the steps below,

1. Make sure you are looking at the correct faculty group.
2. Make sure you are looking at the correct activity period.
3. Select the faculty member in the submitter dropdown.
4. You will see the share grid by user role.
5. Click on the "Share" button to share the report for any displayed role.
6. You are done. All users in that role will now see the effect of this change when they login next time.

6. How can I move a faculty submitter from one org to another?

Use the "User Maintenance" tool located on the Configuration page and follow the steps below,

1. Select the faculty submitter from the "Select User" dropdown.
2. Locate the incorrect submitter record under "Current Access Details" panel.
3. Click on the "Remove" button to remove it.
4. Scroll up and look for "Edit Security.." panel to add the faculty into correct org.
5. Make sure you are looking at the correct faculty group.
6. Make sure you are looking at the correct activity period.
7. Make sure the submitter role is selected in "Select Role" dropdown.
8. Select the correct org for the faculty in "Select Dept/Div" dropdown.
9. Click on the "Assign Access" button to create the new record.
10. You are done. The faculty should now be placed in the correct org.

7. How do I unlock activity report for a faculty submitter?

Use the "Unlock Activity Report and Evaluation Forms" tool located on the Configuration page and follow the steps below,

1. Make sure you are looking at the correct faculty group.
2. Make sure you are looking at the correct activity period.
3. Select the faculty submitter in the "Select Submitter" dropdown.
4. Select one of the scenarios show below and apply the steps on the reset status grid.
    a. For 2 level reviews
        i. If the evaluation is already completed by the Reviewer (Indirect Supervisor)
            1. Click on the "Unlock" link against the "Unlock evaluation form for reviewer".
            2. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            3. Click on the "Unlock" link against the "Unlock activity report form for submitter".
            4. You are done. The faculty's activity report is now unlocked.
        ii. If the evaluation is already completed by the Evaluator (Direct Supervisor) but pending for a review by Reviewer
            1. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            2. Click on the "Unlock" link against the "Unlock activity report form for submitter".
            3. You are done. The faculty's activity report is now unlocked.
        iii. If the activity report is completed by faculty submitter but evaluation is pending by the Evaluator (Direct Supervisor)
            1. Click on the "Unlock" link against the "Unlock activity report form for submitter".

            2. You are done. The faculty's activity report is now unlocked.
    b. For 1 level review
        i. If the evaluation is completed by the Evaluator (Direct Supervisor)
            1. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            2. Click on the "Unlock" link against the "Unlock activity report form for submitter".
            3. You are done. The faculty's activity report is now unlocked.
        ii. If the activity report is completed by faculty submitter but evaluation is pending by the Evaluator (Direct Supervisor)
            1. Click on the "Unlock" link against the "Unlock activity report form for submitter".
            2. You are done. The faculty's activity report is now unlocked.

8. How do I unlock evaluation form for evaluator (direct supervisor)?

Use the "Unlock Activity Report and Evaluation Forms" tool located on the Configuration page and follow the steps below,

1. Make sure you are looking at the correct faculty group.
2. Make sure you are looking at the correct activity period.
3. Select the faculty submitter in the "Select Submitter" dropdown.
4. Select one of the scenarios show below and apply the steps on the reset status grid.
    a. For 2 level reviews
        i. If the evaluation is already completed by the Reviewer (Indirect Supervisor)
            1. Click on the "Unlock" link against the "Unlock evaluation form for reviewer".
            2. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            3. You are done. The evaluation form is now unlocked for evaluator.
        ii. If the evaluation is already completed by the Evaluator (Direct Supervisor) but pending for a review by Reviewer
            1. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            2. You are done. The evaluation form is now unlocked for evaluator.
    b. For 1 level review
        i. If the evaluation is already completed by the Evaluator (Direct Supervisor)
            1. Click on the "Unlock" link against the "Unlock evaluation form for evaluator".
            2. You are done. The evaluation form is now unlocked for evaluator.

9. How do I unlock evaluation form for reviewer (indirect supervisor)?

Use the "Unlock Activity Report and Evaluation Forms" tool located on the Configuration page and follow the steps below,

1. Make sure you are looking at the correct faculty group.
2. Make sure you are looking at the correct activity period.
3. Select the faculty submitter in the "Select Submitter" dropdown.
4. Select one of the scenarios show below and apply the steps on the reset status grid.
    a. For 2 level reviews
        i. If the evaluation is already completed by the Reviewer (Indirect Supervisor)
            1. Click on the "Unlock" link against the "Unlock evaluation form for reviewer".
            2. You are done. The evaluation form is now unlocked for evaluator.

10. How do I troubleshoot the "actual effort not adding up to 100%" issue?

It is important to understand that the actual time spent and actual effort percent are calculated by adding up hours/week entered in each section (list of items shown below) and dividing the total by average number of hours worked per week (item # 4) entered on the Appointment page.

Teaching: 9, 11, 13, 14
Research: 2, 8, 11
Clinical: 5, 7
Service: 1, 3, 7
Administration: 2
Professional Development: 5

You can use "Login As" tool to login as the faculty member to see his/her activity report and then make sure the total of actual time spent (hours/week) is same as the average number of hours entered on the appointment page. If not, then review the hours/week entered in the activity numbers listed above as well as the average number of hours worked per week (item # 4) on the appointment page.