

How to Customize the School-Specific Tab

The School-Specific tab is a feature that allows administrators to track information needed for processes and reporting, or to include data specific to that school.

First: Add Options in Reference Tables

Select **Reference Tables** ▾ **Academic** ▾ **School Specific** from the Navigation Menu on the left.

1. Click **[+Add new record]** to add a new entry

School Specific							
Hide Menu Administration Faculty Details ▸ Form and Letters ▸ Reference Tables ▸ Reporting ▸ Activity Reporting ▸ Ad-hoc Reporting ▸ Academic Analytics ▸ OIEX ▸ My Information Annual Review ▸ My Activities ▸ My Details ▸ Forms and Letters	+ Add new record Export to Excel Export to PDF						
	ID	School ▾	Field Type ▾	Name	Active ▾	Edit	Delete
	1	SODM	Date	Ohio License Expiration Date	Yes	Edit	Delete
	2	SODM	Date	BLS/CPR Expiration Date	Yes	Edit	Delete
	3	SODM	Date	Hepatitis B	Yes	Edit	Delete
	4	SODM	Yes/No	CWRU Voting	No	Edit	Delete
	5	SODM	Yes/No	SODM Voting	No	Edit	Delete
	6	SODM	Date	Anesthesiologist Assistant -CAAHEP	Yes	Edit	Delete
	7	SODM	Text	American Dental Association	No	Edit	Delete
	8	LAW	Date	State of Ohio Bar Exam	Yes	Edit	Delete
	9	LAW	Date	MBE (Multistate Bar Exam)	Yes	Edit	Delete

2. (ID is automatically assigned by FIS)
3. Select the **School** from the drop-down
4. The **Field Type** determines what kind of data is collected. The options are:
 - Yes/No – a checkbox to make a selection
 - Date – MM/DD/YYYY, good for expiration dates
 - Number – 0-9
 - Text – Alphanumeric, similar to an Open Field
5. The **Name** is what will appear on the School-Specific tab
6. Check **Active** to add the option to the School-Specific tab (if not, it won't appear in the drop-down menu on the School-Specific tab)
7. Click **[Save]**

School Specific							
Hide Menu Administration Faculty Details ▸ Form and Letters ▸ Reference Tables ▸ Other Action ▸ Reporting ▸ Activity Reporting ▸ Annual Review - Delegate	+ Add new record Export to Excel Export to PDF						
	ID	School ▾	Field Type ▾	Name	Active ▾	Edit	Delete
	New	LAW	Yes/No	Legal Actions - Test	☒	Save Cancel	Delete
	1	SODM	Date	Ohio License Expiration Date	Yes	Edit	Delete
	2	SODM	Date	BLS/CPR Expiration Date	Yes	Edit	Delete
	3	SODM	Date	Hepatitis B	Yes	Edit	Delete
	4	SODM	Yes/No	CWRU Voting	No	Edit	Delete
	5	SODM	Yes/No	SODM Voting	No	Edit	Delete
	6	SODM	Date	Anesthesiologist Assistant -CAAHEP	Yes	Edit	Delete
	7	SODM	Text	American Dental Association	No	Edit	Delete

Second: Record data on the School-Specific Tab

1. Select the **School-Specific** tab
2. Click **[Edit]** to add a **Response**

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

3. Click [Save]

Administration

Faculty Details

Form and Letters

Reference Tables

Other Action

Reporting

Activity Reporting

Annual Review - Delegate

My Information

Annual Review

My Details

My Activities

Forms and Letters

My Faculty

Faculty Details

SCHOOL: CSE

ACADEMIC YEAR: 2018-2019

STATUS: Active

FACULTY: Timothy, Andy M.

Load

SCHOOL: School of Engineering

CASE EMPID: 477102

HOME DEPARTMENT: Mechanical & Aerospace Engineering (396100)

JOINT HOME DEPARTMENT: N/A

FACULTY ID: 201774

CWRU ID: amt113

YEARS AT SCHOOL: 0

YEARS AT CWRU: 0

FACULTY NAME: Andy Matthew Timothy

HIRE DATE AT CWRU: 07/01/2018

AGE: 43

JOINT APPOINTMENT: N/A

Email Tab. Address Tab. Phone Tab. - Missing information.

PERSONAL

APPOINTMENT

CITIZENSHIP

DEGREE

ADDRESS

PHONE

EMAIL

ADMINISTRATION

SALARY

PROMOTION

CHANGE OF STATUS

LEAVE

SCHOOL-SPECIFIC

HISTORY

ANNUAL REVIEW

EXTERNAL

AACSB

SCHOOL SPECIFIC	ALLOWED VALUES	RESPONSE/EXPIRATION DATE	EDIT
CWRU DISTINGUISHED UNIVERSITY PROFESSOR	DATE	N/A	Save Cancel