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| TheCheriton School of Computer Science: SACA System V.2.4. User Guide--------SCHOOL VIEW |

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# Introduction

This system is designed for users to review interviewed candidates files, post comments, and read comments submitted by other users within the Cheriton School of Computer Science. This guide is divided into three sections: system specifications, system functionality, and troubleshooting.

# System Specifications

cs-info has been tested on Firefox 3.6, Firefox 4, Safari 5, and Internet Explorer 8.

Firefox has been tested on:

* Linux (Ubuntu 10.04, 10.10 & 11.04)
* Macintosh (OS 10.5 and 10.6)
* Windows (XP and 7)

Internet Explorer has been tested on:

* Windows (XP and 7)

Safari has been tested on:

* Macintosh (OS 10.5 and 10.6)

# Logging In

To enter the CS-Info website open your web browser and enter: <https://www.cs.uwaterloo.ca/faculty-recruiting>-discuss.

Press *Enter*.

This will take you to a login screen.

Enter your *WATIAM* user ID in the **Username** field and your *WATIAM* password in the **Password** field.

Click *Login*.

This will bring you to the *cs-info Home* page.

# Logging Out

There are three ways to logout:

1. Click *Home/Logout* on the left of the screen.

Click *Logout*.

1. If you close your browser you will remain logged in for *5 minutes*. After this you will be automatically logged out.
2. You will be automatically signed out if you are logged in and inactive for *60 minutes*.

\*NOTE\* There is a *3000 minute* timeout for system security; if you start a review please hit *SAVE* before the timeout elapses, or your changes will be lost.

# Viewing Open Positions and Descriptions

To find out what position(s) is/are open and their description(s):

Click *View Job Descriptions* in left-hand side menu.

You will be automatically redirected to the *Job Descriptions* page.

View the table:

* **Type**: lists the open position(s).
* **Description**: lists the corresponding description(s).

# Reviewing and Commenting on Candidates

To review candidates and submit feedback:

Click *School Review Candidates* in the left main menu.

This will bring you to the *School Review Candidates* page.

Choose the position you would like to view candidates for from the **Position** drop down menu.



Use the drop down menu under **Sort By** to sort the applicants in alphabetical order by Last Name or by Application Date.

# Using the Table of Candidates

The table shows information about each candidate.

## The Table Headings

The column headings are as follows:

* ***Name***:Provides name of candidate
* ***Submit Comments***:(See ***1.5.2*** ***Submit Comments***)
* ***PhD Institution***:Provides name of candidate’s PhD institution
* ***Files Uploaded***:(See***1.5.3 Viewing Files Uploaded***)
* ***M/F***:Provides candidate’s gender
* ***CPR***:Dictates whether or not candidate is a Canadian permanent resident
* ***Rank Sought***:Rank that the candidate is seeking.
* ***App Status***:The stage of the application process that the candidate’s file is in.
* ***Comments Submitted***:Review comments from other School members. (See ***1.5.4 Reviewing Comments***)

## Submit Comments

This feature is used to submit feedback on candidates.

Click the pencil icon from the **Submit Comments** column.



 You will be taken to the candidate’s comment page.

Enter your feedback in the text box next to Comments.

To return to the chart without submitting, click the circular red button to the left of the *Submit* button.



 To submit a comment, click *Submit*.

You will see the message below before being automatically redirected to the ***Table of Candidates*** page.



### Updating or Changing a Submitted Comment

The follow steps will guide you to updating or changing a comment you have previously made.

Click the pencil icon from the **Submit Comments** column.



You will be taken to the candidate’s comment page.

You will see your previously entered feedback in the text box next to **Comments.**

Click in the text box and update your feedback.

To return to the chart without submitting your new comment, click the circular red button to the left of the *Submit* button.

\*NOTE\* The previous form of your comments will not be saved, so you will need to include ­all comments that you intent to submit before clicking *Submit*.



To submit the new comment, click *Submit*.

You will see the message below before being automatically redirected to the ***Table of Candidates*** page.



## Viewing Uploaded Files

**Files Uploaded** is used to view a candidate’s uploaded documents.

Click the underlined links next to each heading (i.e. **Rch**, **Teach** etc.) to view the document.

## Reviewing Comments

This column is used to view comments submitted by all School members. The numbers represent how many comments have been submitted.

Click the underlined links in this column to view comments submitted.

The comments page will be opened in a new tab and will be ordered with the most recent comments at the top of the page.

# About the Software

Click *About* from the left-hand menu to learn about the faculty application system.

# Troubleshooting

1.
2.

## Logging In

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| **PROBLEM** | **POSSIBLE SOLUTION(S)** |
| My WatIAM user information is not valid. | 1. You may need to activate your account. Follow this URL to activate your account: https://watiam.uwaterloo.ca/idm/user/login.jsp 2. Contact Daniel Allen from CSCF to ensure you have proper permissions. |

## Finding a Position and Applicants

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| **PROBLEM** | **POSSIBLE SOLUTION(S)** |
| How can I find out what positions are available? | Click **View Job Description**s in the left hand side menu. You will be taken to the **Job Descriptions** page. This page lists all available positions. |
| How do I sort the applicants in the table by date applied? | Ensure that you have selected the correct position by choosing it from the drop down menu under **Position**. Then click on the drop down menu under **Sort By** at the top of the table and choose *Application Date* to sort applicants by date they applied. |

## Applicant Documents

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| **PROBLEM** | **POSSIBLE SOLUTION(S)** |
| How can I view an applicant’s CV | Locate the applicant that you would like to view. To open their CV in the same browser window, click on the link located beside **CV** in the **Files Uploaded** column. You will be redirected to the applicant’s CV. To open their CV in a new tab, right-click on the link located beside **CV** and click “Open link in new tab”.  |
| How can I view an applicant’s cover letter? | Locate the applicant that you would like to view. To open their cover letter in the same browser window, click on the link located beside **Cover** in the **Files Uploaded** column. You will be redirected to the applicant’s cover letter. To open their cover letter in a new tab, right-click on the link located beside **Cover Letter** and click “Open link in new tab”. |
| How can I view an applicant’s teaching statement? | Locate the applicant that you would like to view. To open their teaching statement in the same browser window, click on the link located beside **Teach** in the **Files Uploaded** column. You will be redirected to the applicant’s teaching statement. To open their teaching statement in a new tab, right-click on the link located beside **Teach** and click “Open link in new tab”. |
| How can I view an applicant’s research statement? | Locate the applicant that you would like to view. To open the research statement in the same browser window, click on the link located beside **Rch** in the **Files Uploaded** column. You will be redirected to the applicant’s research statement. To open their research statement in a new tab, right-click on the link located beside **Rch** and click “Open link in new tab”. |
| How can I view publications uploaded by an applicant? | Locate the applicant that you would like to view. To open their publication documents in the same browser window, click on the links located beside **Papers** in the **Files Uploaded** column. You will be redirected to the applicant’s other work. To open their publications in a new tab, right-click on the links located beside **Papers** and click “Open link in new tab”.\*NOTE\* These are not mandatory documents therefore some applicants may not have any links located in this section of their profile.  |
| When trying to open an applicant's document, it opens to page that reads, “Failed to load PDF document.” | This is because the applicant has not uploaded a ".PDF" file. You will not be able to view the document.  |

## Commenting

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| **PROBLEM** | **POSSIBLE SOLUTION(S)** |
| Can I read any feedback on an applicant’s profile left by other cs-info users? | Yes. Locate the applicant you would like to view. If users have left comments you can find them by clicking on the linked number of comments in the **Comments Submitted** column. All comments will open in a new tab. |
| Can I submit comments? | Yes. Click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. Enter your feedback in the text box then click Submit. |
| How can I edit a comment I have previously entered? | Click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. You will see your previously entered comments in the text box. It is recommended that you input, “\*Update\*” and a break line to separate your old comment from your new one. Enter your updated comment and click Submit.  |
| How can I delete my comment? | Click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. You will see your previously entered comments in the text box. To remove your comment, simply delete the text in the text box then click Submit.\*NOTE\* If this is done, your comment will be left blank but still appear in the comment thread. |
| Why does my comment have an "&amp" in it? | It represents an error either in your browser or the faculty system. Refresh the page or restart your browser. Attempt loading the page with a different browser and if the problem persists, contact cs-recruiting@cs.uwaterloo.ca. |
| I cannot view any comments. | If the numbered link in the **Comments Submitted** column is 0, or there is no link in the column, no comments have been submitted. Try refreshing your browser or loading the page in a different browser. If the problem persists contact, cs-recruiting@cs.uwaterloo.ca |
| I have made a comment and clicked submit. I was also shown the “Record successfully updated,” message. However, my comment cannot be seen in the thread.  | Try refreshing your browser or loading the page in a different browser. If the problem persists contact, cs-recruiting@cs.uwaterloo.ca |
| An error occurred while I was creating my comment. I do not know if I need to resubmit my comment or not. What do I do? | You will need to check if your comment was posted or not. Locate the applicant you were reviewing before the error occurred.If there is a numbered link in the **Comments Submitted** column, click on it. Check the comments thread to see if your comment has been posted.If it has been posted and you would like to update it, click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. Click in the text box beside **Comments**.If you would like to keep your previously entered feedback and wish to add more, it is recommended that you input, “\*Update\*” and a break line to separate your old comment from your new one. Enter your updated comment and click Submit.If you wish to remove your comment, simply delete the text in the text box then click Submit. Note: this will not remove your entire comment from the thread. |
| I was timed out while creating my comment. | You will need to check if your comment was posted or not. Locate the applicant you were reviewing before you were timed out.If there is a numbered link in the **Comments Submitted** column, click on it. Check the comments thread to see if your comment has been posted.If it has been posted and you would like to update it, click on the pencil icon in the **Submit Comments** column. You will be redirected to the **School Review Candidates** page. Click in the text box beside **Comments**.If you would like to keep your previously entered feedback and wish to add more, it is recommended that you input, “\*Update\*” and a break line to separate your old comment from your new one. Enter your updated comment and click Submit.If you wish to remove your comment, simply delete the text in the text box then click Submit. If you do not see your comment, enter it again and click Submit. Note: this will not remove your entire comment from the thread. |
| When I click to view a file nothing happens. | You may need to download Adobe Acrobat or check your browser for updates. If you have any further issues contact cs-recruiting@cs.uwaterloo.ca. |
| How do I go back to the table of candidates when I am submitting or have finished submitting a comment? | If you have clicked submit you will be automatically be brought back to the table of candidates. If you have not clicked submit, click on red button at the bottom of the comment section. |
| How can I cancel posting a comment? | If this is your first post, do not click Submit. Click the red button at the bottom of the comment section; you will be redirected to the **School Review Candidates** page.If you have already posted the comment and would like to delete it, return to the **Comments** text box, delete the text shown, and click Submit. Note: this will leave a blank comment with your name attached. |

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