

When a Snapshot is ready for review, you will receive an email notification from the eFilePlus system. Login to the eFilePlus system by clicking on the link provided or by navigating to <u>https://efileplus.ucr.edu</u>.

Log in and Open a Snapshot

1. Once logged in, you will see an "Awaiting Review" icon (called a tile). Click this icon to proceed to the Snapshot(s) waiting for your review.

UCR eFilePlus Academic Personnel System	
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Welcome	
Welcome to eFilePlus Academic Personnel System	
Awaiting Review	

2. In the Candidate Reviews screen, click the

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icon to open the menu and choose "Open Review".

Candidate Reviews

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Work in Progress	Reviews (Sn Name	apshots awaiting your revi Department	ew) Title	Action Type	Review Year	Status	Tags
10/17/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Appraisal	2018-2019	Department R	Open Review
9/20/18		Botany and Plant Sciences	Assoc Specialist in Cooperative Ext. & Assoc Horticulturist	Merit	2018-2019	Department Re	Edit Tags

Reviewing a Snapshot as Dean's Analyst

- 1. The Overview tab contains the electronic file.
- 2. Use the Settings tab to designate the Dean and/or Associate Dean.
 - a. Click on "Dean Reviewers". This list is based on the users in EACS that have the "Dean" role. Users with the Dean role can be assigned to Snapshots as Dean, Associate Dean Lead, or Associate Dean Reviewer.
 - b. Use the Roles drop-down menu to choose a role, then click the plus symbol next to a Dean Reviewer to add the role to the chosen person.

EFILEPLUS – DEAN'S ANALYST REVIEWERS



Creation Date: 12-03-2018 Revision Date(s): 12-08-2020

	Department Review	College Review	APO Review	CAP Review	APO Final Review	Complete	History
Overview	Settings	Documents Cor	nments Recommenda	tions/Decisions			
Q Filter Availab	le To Choose			Q Filter Currently Selected			^
Available To Cho	ose:			Currently Selected:			
Role Dean			*	Milagros Pena Dean			Ð
Shaun B Dean	owler		Φ				

3. Use the Documents tab to add documents and review existing documents.

	Department Review	College Review	APO Review	CAP Review	APO Final Review	Complete	H
Overview	Settings	Documents Co	nments Recommendatio	ns/Decisions			
			Drop file here or c Valid upload ty	lick to upload. pe is PDF.			
Sigr Stat Uploa Sep 1	ned Procedural Safeguard tements aded by Eric T Martin 15, 2018	0 0	Difference List Cover Uploaded by Eric T Martin Sep 15, 2018	Sheet	Departmental L Uploaded by Kathleen Nov 19, 2018	.etter Carter	0

4. Use the Comments tab to add or review existing Comments. To enter a comment, click on the plus sign. To designate who sees the comments click the checkbox(es) and then click the Save button.

	Department Review	College Review	APO Review	CAP Review	APO Final Review	Complete	History
Overview	Settings	Documents	Recommendations/C	Decisions			
All		*					+
Freya Schiwy Candidate I don't see any docum	ents						9/15/18, 2:33 PM



5. When the Snapshot is ready to be reviewed by the Dean or Associate Dean, open the Checkout Panel.

2018-2019 Ad	lvancement within	Above Scale						
Period of Revie	ew: 10/2014 - 09/2	2018						
Generate Compre	ehensive PDF							
								Ð
	Department Review	College Review		APO Review	CAP Review	APO Final Review	Complete	History
Overview	Settings	Documents	Comments	Recommendation	s/Decisions			

- 6. In the Checkout Panel, use the blue buttons to send the Snapshot out for review.
 - a. Click "Send to Associate Dean Review" to send the Snapshot to the Associate Dean.
 - b. Click "Send to Dean Review" to send the Snapshot to the Dean.

Note: Deans and Associate Deans can review Snapshots simultaneously or at different times.

1	Checkout Process X	
	Associate Dean Review Status: Not Checked Out Optional Dean Review Status: Not Checked Out	
	Checkout	
	Send to Associate Dean Review \rightarrow	
-1	Send to Dean Review →	Ì
	Routing	
	Route To APO Review	
	← Return To Department Review	
	Other Options	
	Cancel Review 📋	



7. When the Dean has submitted his/her recommendation, the Snapshot is automatically routed back to the Dean's Analyst. The Checkout panel will indicate this with a green checkmark and status of Completed.

The Associate Dean Lead and Associate Dean Reviewers do not have a recommendation to make. Therefore, when they have completed their review, you must click the blue button labeled "Complete for Associate Dean Review" to check the Snapshot back in and close the review to the Associate Dean.

(Checkout Process ×	5
	Associate Dean Review Status: Checked Out Optional Dean Review Status: Completed	
	Checkout	
	Complete for Associate Dean Review	
	Send to Dean Review	
	Routing	
	Route To APO Review	
	Route To Department Review	
	Other Options	
	Cancel Review	

These are general system guidelines and this document is not meant to replace policy. Please refer to the CALL for the most current policy information: <u>https://academicpersonnel.ucr.edu/the-call</u>.