

In eFilePlus, faculty may grant access to their eFile, typically to allow a student, graduate student, or staff to assist in the addition of data. The Data Entry Assistant can help with the addition of publications, creative activities, presentations, talks, grants, and more.

Note: This functionality is available only to the FACULTY role (all candidates).

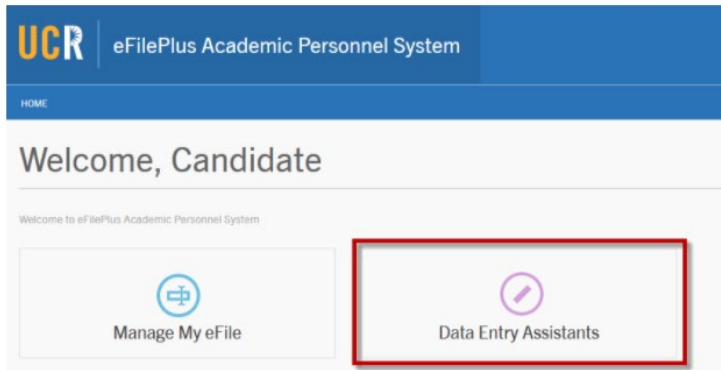
What does this feature do? Why use this feature?

1. This feature is for candidates only.
2. Candidates (faculty) use this feature to grant someone access to their eFile to assist in data entry (update eFile data).
3. The person being granted access must have a valid UCR NetID and be faculty, staff, or student.
4. When this access is granted, the person is referred to as a “Data Entry Assistant”.
5. The Data Entry Assistant can add and modify data in the eFile (publications, creative activities, presentations, talks, grants, and more).
6. Only eFile data can be accessed. No access is provided to Snapshots.
7. More than one data entry assistant can be granted access at a time.

Add and Remove Data Entry Assistants

To create a Data Entry Assistant and grant access to your eFile:

1. From the main menu screen, click on the Data Entry Assistants tile.



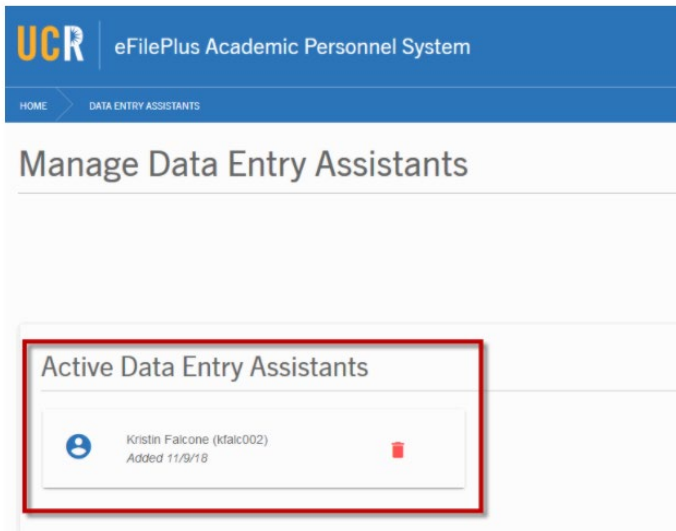
2. Click into the “Add assistant” area and type a name or NetID.



3. Click the yellow plus button to add the Data Entry Assistant.

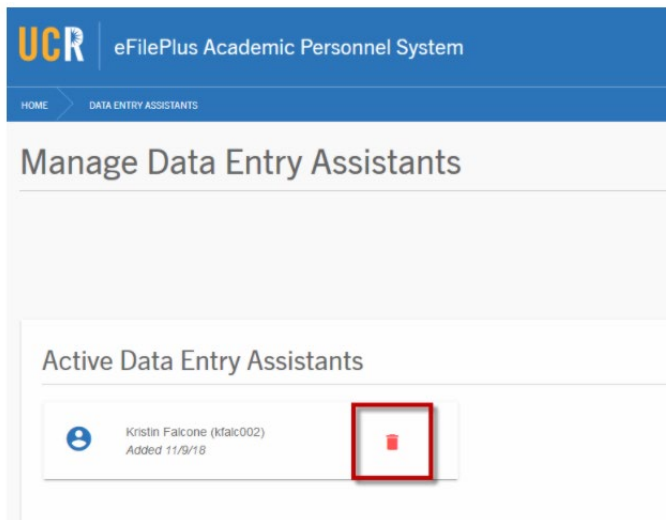


4. The Data Entry Assistant name will be displayed along with the date added.



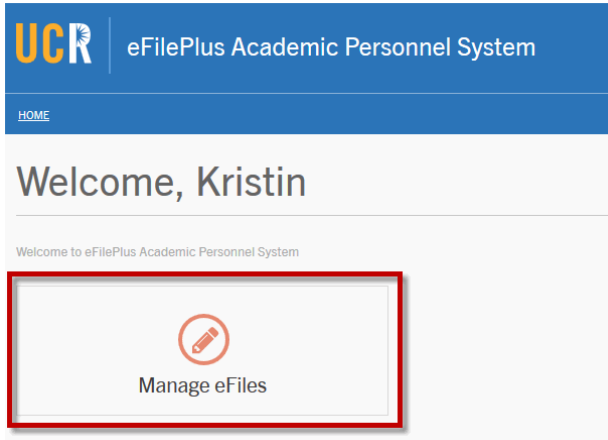
To remove a Data Entry Assistant and revoke access to your eFile:


1. Click on the “trashcan” icon to remove the Data Entry Assistant. This will disable all access to your eFile for that person.



For the Data Entry Assistant:

1. Login to eFilePlus and click on “Manage eFiles”.



2. The eFiles that you have been granted access to will be displayed.
3. Click the  menu and choose “Edit” to open the eFile.

