

Our Unit Requests Queue

Requests for functional areas (not in priority order unless noted):

Search (prioritized within feature)

- Have letters of reference writers enter last name, initials and form filename; not ask them to name file.
- Get specs from Grad. Adm. for new file uploads for letters of reference and write integration programs
- Provide way for letter of reference writer to enter block of text for those who can't do PDF upload.
- Provide way for search committee member to view all communication logged with candidate.
- Provide way to give all unit members access to a search e.g. for dept. vote
- On 'Select criteria for graduate candidate report' page, add criteria, with selectable operator, for
 - undergrad and grad GPA,
 - GRE sub scores (Verbal, Quantitative, Writing) from most recent test only
 - a subject exam e.g. Psychology
 - multiple emphases
 - multiple ethnicities
 - multiple faculty members.

Offer a 'sort by up to three criteria' feature.

Allow faculty to save sets of criteria for themselves, for one-click searches.

Provide option to select having results displayed in wide table that could get copied/pasted into external software package e.g. excel, so committee members could then calculate Z scores or other weighted, custom rankings for graduate admissions searches in that external tool.

- On graduate Applicant information page, show faculty interests in order entered by student instead of alphabetically. (Grad. Admissions does not think the order entered reflects priority).
- Add an upload transcript feature near each graduate applicant school for staff, and a place to enter number of sets of transcripts received, default 1. Display a link to the uploaded transcripts on applicant material page.
- Give option to hide navigation bar/page header on Candidate material page, graduate Applicant info page
- For graduate applicants, show both the temporary or permanent address and the "use-until" date for the temporary address to search administrators only
- Build edit programs for adding graduate candidates, editing school attended, school applied, ethnicity, CBEST, TOEFL, past employment, SOP, PH, languages.
- Add purging tables for graduate candidate at delete.
- Add way to store note about candidate files that would display on self-registration page to candidate
- Provide way to select to which applicants an email .bcc list would include
- Provide way to merge multiple PDFs into single PDF for reviewer download convenience (would involve batch file merge periodically) or into zip file for download, with warning about properly encrypting such restricted data
- Find way to stage teaching eval gifs directly to prod layer from within Our Unit

Access to Our Unit

- If someone with 0 uid logs in, check LDAP and if find one name match, add uid.
- If > 1 person returned from People Finder as match when data loading, loop through list looking for name match vs. immediate error message (2 days) – release

Accounting/purchasing (listed in order of priority assigned by group 9/5/07)

- Let Purchasing combine orders with same chartstring, for same unit and use PI as requester.
- Allow accounting to make changes to chartstring after ordering, with email to person who assigned chartstring, placed order about change
- After travel or entertainment request gets queued for review, display view only with instructions to print
- Allow Send back for approved reimbursement request

- Let unit members search own lab's supply orders by catalog number, or description; see date, vendor, qty, actual price, total
- Allow optional tracking of date each individual item gets received, to record when some items part of the same line get delivered on different dates (pop-up)
- Allow delete vendors, setting replacement if in use.
- At time of vendor add, require phone or URL for vendor
- Allow sorting on List orders by column headings besides vendor default e.g. date requested, lab name
- Add filter to selAward for limiting chartstrings by flexfield of selected award, active end date, other criteria
- Show IdOrder next to comments in order detail, add search by this field to advanced search
- Allow entering date received/vouchered/status for each item
- Provide two vendor lists – UCB people, outside vendors – with option to toggle between lists when selecting vendors
- Provide search by person who placed the order
- When delete person, check for presence in orders and not actually remove
- Provide form signaling intent for grant submission (agency, budget, people, URL for submission or info re where to send, with ability to store PDFs of what was actually submitted)

Faculty and personal page tool

- Let user edit a 'short description' for listings of faculty/staff and pick from expertise keywords
- Add warning if detect Mozilla-heritage browser about not opening other personal pages due to poor session isolation across tabs/browser windows
- Suppress People link on faculty page if no one paid or linked to faculty member
- Allow PI or delegate to edit personal pages of lab members
- Add "Former unit members" feature to faculty page People page
- Add period after middle initial in demographics section
- Add a link for searchable pubs to faculty page - Pubmed or biosys?
- Let faculty edit on-campus guest lectures given
- Add links to My committees
- Let edit and display office hours
- Add way to upload PDFs of teaching evaluation summaries and summary data for courses that don't use ReMark compatible forms
- Add link within tool or on Our Unit page to information about people paid by, or linked to unit

Graduate Affairs

- Allow update of email address for graduate student by SAO on Edit graduate record page
- Generate fellowship form
- Let SAO update email address for graduate student, alumni/ae
- Rotation student evaluation form
- Support for post graduate employment/placement reporting/tracking (4 days)
- Allow SAO or committee chair to log dissertation committee progress meetings, students to view own committees (4 days)

Courses

- When add new section, copy faculty teaching, days/times met, units from most recent primary section then allow edit
- When validating request to delete a department, do not allow if referenced in any course or join of person to course with evaluation link
- Add comments for each section e.g. to handle sub-titles for seminar courses

Support requests

- Let support team members for a type of support configure what level of help requests generate emails to them e.g. Jason wants all, Harvey just urgent ones. Verify that email says 'don't reply to this email'.
- Add a delete note or edit note feature to help requests.

Human Resources

The following requests have been put on hold pending campus review of UC Riverside option for case support:

- Support an academic personnel case review calendar, sorted by date eligible, with sort by rank or alphabetical last name provided, showing date and type of most recent case
- Let HR view committee service for a person by academic year range.
- On Academic personnel case page, provide way to select Table nn for faculty member, date range
- Add 'date effective' to case completed
- Make teaching evaluation data load program accessible, with User Guide, and ability to edit question sets belonging to own department.

The following requests remain active:

- Give HR a way to see unpaid associations for a person
- Give HR a way to specify Step for a person's chartstring (add to HR_BAIRS extract?)
- Way for HR to post positions on page that may get linked to from public web site
- Online form for resignation/leaving - (emails HR)
- Online description of new hire process, forms needed
- Online request to add new employee, emails HR
- Online request for change in payroll distribution
- Online request for payroll transfer w. PI, Accountant notification/consent
- Online timesheet with chartstring info from appointment data in db
- Allow upload of PDFs containing seminar schedules

Our Unit setup

- Make UCB logo in header configurable option – release
- Make SMTP in valRequest configurable per Our Unit instance.