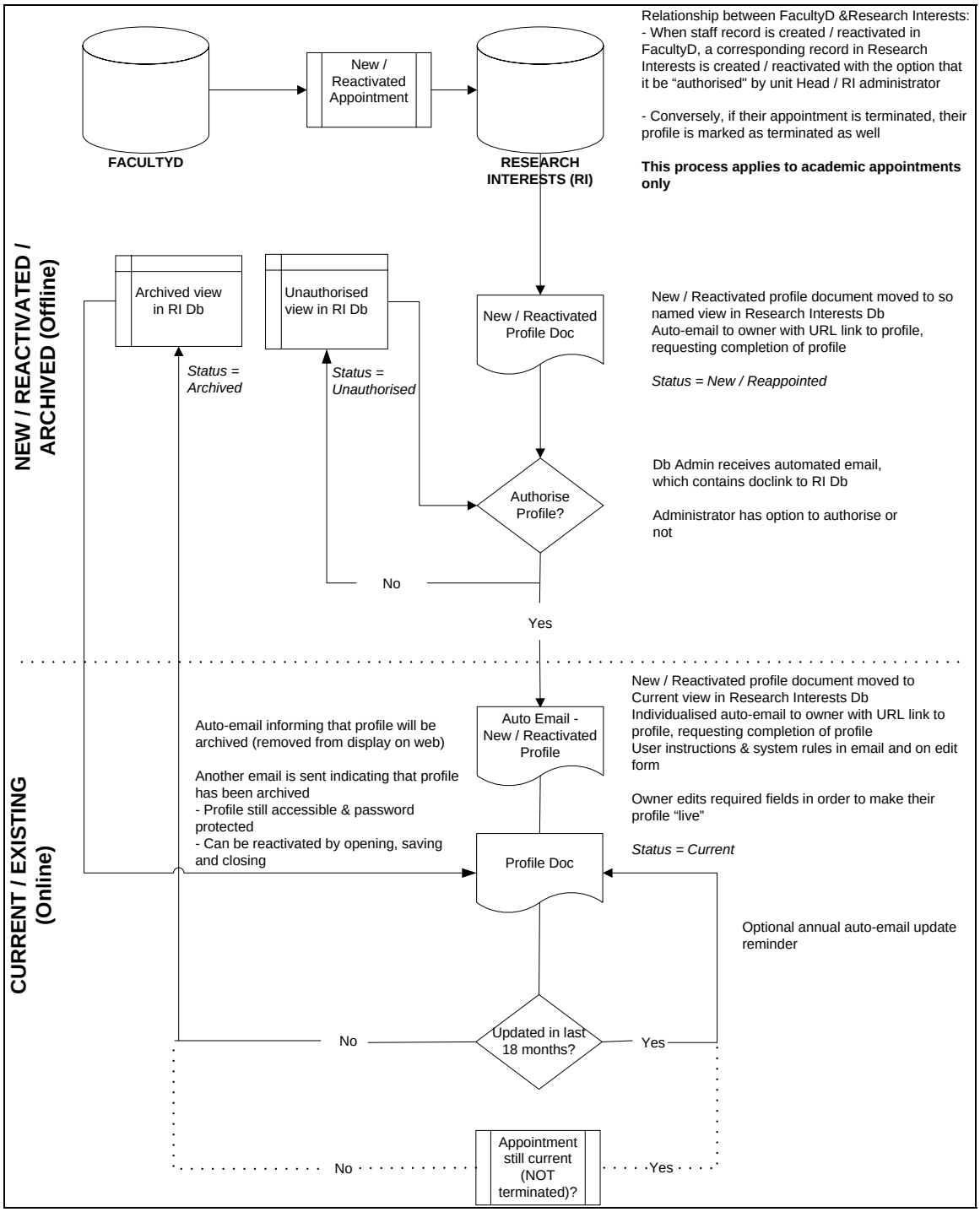
NEW / REACTIVATED / ARCHIVED (Offline)
CURRENT / EXISTING (Online)
FACULTYD
New / Reactivated Appointment
RESEARCH INTERESTS (RI)
Relationship between FacultyD &Research Interests:
- When staff record is created / reactivated in FacultyD, a corresponding record in Research Interests is created / reactivated with the option that it be "authorised" by unit Head / RI administrator
- Conversely, if their appointment is terminated, their profile is marked as terminated as well
This process applies to academic appointments only
Archived view in RI Db
Unauthorised view in RI Db
New / Reactivated Profile Doc
New / Reactivated profile document moved to so named view in Research Interests Db
Auto-email to owner with URL link to profile, requesting completion of profile
Status = New / Reappointed
Status = Archived
Status = Unauthorised
Authorise Profile?
Db Admin receives automated email, which contains doclink to RI Db
Administrator has option to authorise or not
No
Yes
Auto Email - New / Reactivated Profile
New / Reactivated profile document moved to Current view in Research Interests Db
Individualised auto-email to owner with URL link to profile, requesting completion of profile
User instructions & system rules in email and on edit form
Auto-email informing that profile will be archived (removed from display on web)
Another email is sent indicating that profile has been archived
- Profile still accessible & password protected
- Can be reactivated by opening, saving and closing
Owner edits required fields in order to make their profile "live"
Status = Current
Profile Doc
Optional annual auto-email update reminder
Updated in last 18 months?
No
Yes
Appointment still current (NOT terminated)?
No
Yes