

10/5/2011

Advance Faculty Information System

At this point you are fully engaged in the packet process and are becoming more familiar with Advance each day. The Advance team is still working on new functionality as well as enhancements and bug fixes as bugs are reported. This issue of Advance EXTRA! will give you an update on issues we are seeing, list some new features, and let you know what is coming soon.

Metrics

- 2,304 packets with effective dates in the 2011 cycle (7/2/10-7/1/11) were routed in Advance
- As of 9/26, 1,309 packets with effective dates in 2012 cycle (7/2/11-7/1/12) are in Advance

New functionality

We released 2.8 last month which gives the ability to generate a PDF of a **completed** electronic packet. APAs in the Vice Provost's office can create PDFs of a full unredacted packet and APAs in Dean's Offices and Departments can create PDFs of a redacted packet. We do not recommend that you do this unless requested as the system records who created the PDF and why, but it's nice to know that you can get to this information if asked for it.

Enhancements to My CV

User Interface (how it acts when you are in Advance working on My CV)

1. Campus directory (<http://directory.ucsf.edu>) address fields are now part of the CV
2. Dollar sign is now visible in the Pending Grants section
3. Line and paragraph spacing in the text block fields (Summary and Narrative fields) has been normalized

Export UCSF CV features (changes to the resulting Word document)

1. Campus directory (<http://directory.ucsf.edu>) address fields are now part of the CV
2. Pending Grants are now aligned with the Current and Past grants sections
3. Export from Invited Presentations now includes the Role field, which enables re-import from the exported doc
4. Export of Summary of Teaching and Mentoring Hours is in separate cells which enables re-import
5. Export of Summary of Teaching and Mentoring Hours does not include the extra "hours" when that line is not used
6. Export of Patent section does not include status field
7. Headers will no longer display if they don't have any contents

Import features (changes to the way Advance imports – near-perfect export/import process)

1. Import no longer adds "Professional Organizations" to the end of Summary of Clinical Activities
2. "School of" sections are imported from the UCSF CV exported by Advance without modification

3. Grant sections can be imported from the exported UCSF CV without modification
4. Import no longer adds “Mentoring” to the end of Teaching Narrative
5. Import no longer adds “Mentoring Narrative” header and text to the end of Other Visiting Faculty Supervised
6. Mentoring Narrative is now imported
7. Import includes items under the header: Teaching and Mentoring Aids
8. Import includes items under the header: Teaching and Mentoring Awards and Nominations

Browser issues

When a new browser is released (Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, Apple Safari, or Opera), it frequently requires testing and coding modifications to ensure that Advance will function with the new browser version. This is on our To-Do list. In the meantime, if you are using any of the latest versions of these browsers you MAY encounter issues such as links not appearing as expected. When this happens, please try a different browser, or revert to an older version of the browser you like (if possible). In any case, we will catch up. Known issues include:

- IE9 – a candidate will not see the “pages” within My Packet (Summary, CV, etc.)

Reminders

- It is not necessary to use VPN when logging into MyAccess/Advance when offsite, and using VPN can cause problems when working in My CV.
- When you click Notify Candidate (after the department process is complete), you do not have to route the packet to the Dean’s Office; Advance will do that after seven days. If you DO route the packet, the candidate will NOT have access to the packet for the promised seven days.

New Development

- Release 2.8.1 will roll out during the first week of October and will include:
 - Allow APAs to edit some information on the Referee list after email is sent
 - The “For Review” page for Deans will include an “Under Review” column showing who has saved the Dean Letter
 - Packet Review Report updated to include certification dates
 - In My CV, new feature to move grants from Pending to Current to Past