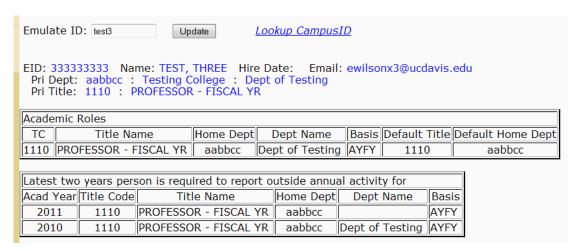
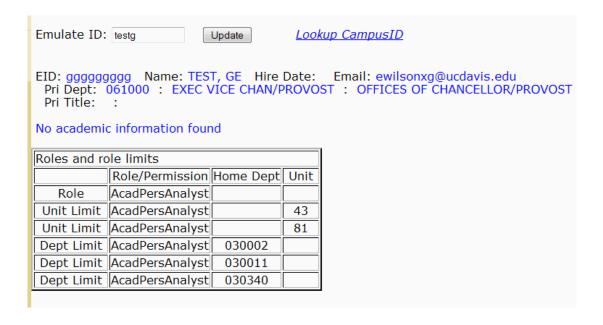
View User Screens

Dean's office staff can now troubleshoot by emulating other users via the web page https://academicaffairs.ucdavis.edu/FormsOnLine/Emulate.cfm. Emulating another user's CampusID provides information about the academic and Forms On-line roles the user holds. The roles section also includes any limitations on the role(s).

The first table below shows the academic roles for the test ladder faculty and Department Chair user ID 'test3'. The second table lists the latest two records that require the user to fill out the annual report form.



Below, the test account 'testg' holds an AcadPersAnalyst role, but is limited to two academic units and three departments within a third unit.



The Emulate.cfm 'Lookup CampusID' link presents the user with a simple search field. Part or all of a name can be entered.

Search for Campus IDs

Please enter all or part of the person's name: lasky

Useage Notes:

Names are based on the full PPS name.

If the Campus ID is missing then the person's ID has not been recorded in PPS.

One simple way to cut down on the results is to use a comma to indicate if first or last name.

For last name enter [Last Name], ex: Horwitz,

For first name enter ,[First Name] ex: ,Barbara

Clicking on a Campus ID will return the ID to Emulate.cfm. For Dean's office users the search feature is limited to their academic unit.

Search for Campus IDs

Please enter all or part of the person's name: lasky

Useage Notes:

Names are based on the full PPS name.

If the Campus ID is missing then the person's ID has not been recorded in PPS.

One simple way to cut down on the results is to use a comma to indicate if first or last name.

For last name enter [Last Name], ex: Horwitz,

For first name enter ,[First Name] ex: ,Barbara

CampusID	Name	Unit	Department	TC	Title
szblasky_	LASKY,ROBERTA L	EVC/PRVST	CHAN/PROV	7238	ANALYST V
<u>lasky</u>	LASKY,TY A	ENGR	MECH&AERO ENGR	1988	ASSOC RESFY-BUS/ECON/ENG

When emulating another person in production, the ability to submit/route documents and update permissions and email scope is removed. The text for the option still appears but is no longer a link or a button. In the below examples the links to 'Delete', 'Cancel', 'Accept', 'Return', and 'Update Forms Included' have been disabled. The disabling also occurs with the 'Submit' and 'Submit Draft' buttons.

<u>Name</u>	Status	Type Type	Last Update	<u>Description</u>		
MCQUARRIE,MICHAEL G	<u>Draft</u>	Leave/Sbbt	08/16/2010	Sabbatical Partial Salary	<u>Draft</u>	Delete
SRINIVAS,SMRITI	Returned	Leave/Sbbt	09/25/2009	Professional Development	<u>View</u>	Cancel
SRINIVAS,SMRITI	Returned	Leave/Sbbt	09/23/2009	Professional Development	<u>View</u>	Cancel

Accept	Return*			
Additional	Comments:	* required for returned/denied actions(500	characters remaining)

Limit Forms [+/-]

unchecking all boxes has no impact - either delete the role

Permission	Form	Include
DeptMSO	Emeriti Recall	V
DeptMSO	Jr Spec or Courtesy WOS Title	V
DeptMSO	Outside Activity Request	V
DeptMSO	Request for Visiting Appointment	V
DeptMSO	Sabbatic Leave/Leave of Absence	V
DeptMSO	Search Waiver	v

Currently emulating Campus ID latorfi Update Forms Included