

Editing a form

Once a form is submitted, it cannot be edited unless it is marked as needing revisions by a Reviewer Leader in the review process. When this review is made, the form status changes to Pending Revisions and the form originator can then make requested edits.

The screenshot shows a web interface for editing an academic personnel form. At the top right, there are 'Edit' and 'View' buttons. A red callout box points to the 'Edit' button with the text: 'Click on Edit button to open form and make edits'. Below this, a box asks 'Are you done editing this form?' with a 'YES' button circled in red. A yellow starburst callout points to the 'YES' button with the text: 'Do NOT click "yes" until you are finished with your edits'. The form content includes fields for Name, Originator, Date Created, Full Name, Affiliated Unit, Affiliated College/School, Primary Reporting Unit, Affiliation Effective Date, and Affiliation End Date. It also lists Rights and Responsibilities and a disclaimer about monetary involvement and termination.

academic personnel

Affiliated Faculty Appointment

Click on Edit button to open form and make edits

Are you done editing this form?

YES

If you have completed your edits, click the YES link to continue the approval process for your form. If NO, continue making the necessary edits. Once you click YES, the status will change to In Process and the form will no longer be editable.

Do NOT click "yes" until you are finished with your edits

Name: [Redacted] | Affiliation End Date: 06/30/2014

Originator: [Redacted] | Routing: Technology and Innovation

Date Created: [Redacted] | Completed:

Full Name: [Redacted]

Affiliated Unit: Computer Science

Affiliated College/School: [Redacted] | College of Technology and Innovation

Primary Reporting Unit: [Redacted] | College of Technology and Innovation

Affiliation Effective Date: 08/27/2013 | Affiliation End Date: 05/30/2014

Rights and Responsibilities: ?Attend CIDSE faculty meetings;
?Seek opportunities to collaborate with CIDSE faculty members to develop innovation, trans-disciplinary research proposals and explore new research ideas with the potential for high societal impact; and
?Look for educational synergies between CIDSE and other academic programs.

There is no monetary involvement, CIDSE voting rights, or any CIDSE responsibilities for job performance review associated with this invitation. You may self-terminate affiliation status, or it can be terminated by the Director of CIDSE at the end of any academic year. Renewals will be reviewed upon completion of the appointment period. By accepting this invitation you agree to be listed as an affiliated academic professional in marketing activities of CIDSE.

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Click on the Edit link to make changes. Do not click on the **YES** link in the box until you are done making all necessary edits. Once you click on this **YES** link, your form is active in the review process again and is no longer editable.