FI MS

Faculty Information Management System
FIMS is web-based

- The URL is [https://fims.gsu.edu](https://fims.gsu.edu)
- You will need your CampusID and password to access the system (the same ID and password used to access the EasyView system)
- Data about faculty members is collected from transactional systems (PeopleSoft, Banner) and from faculty
The URL leads first to the “splash” page, which contains important notices.
Login is through a secure connection. You will need a valid CampusID and password.
Chairs, directors, deans and administrators, and staff with proxy rights have a different entry point and different tasks (more about this later)
Most faculty will enter FIMS at the main page.

There are navigation buttons on the left side of the screen that correspond to the sections of the Faculty Annual Report Template.
These headings deal with:

- Identifying the faculty member (profile)
- Documenting qualifications (education)
- Collecting data about:
  - Instruction
  - Scholarly work
  - Service
  - Professional development
  - Managerial activities
These sections are repeated in more detail in the main body of the home page.

The home page includes a “Last Updated” column that shows the date of the latest entry.
Clicking on one of the heading links takes you to that section, where the various records within that section are accessible.

Notice that subdirectory headings appear for the active section.
Continue to “drill down” to see the values stored in these records. FIMS extracts data from PeopleSoft and from Banner.
The Profile section, the Education section and the Courses section all extract data from transactional systems.
A new feature is the addition of the “Request Correction” button to personal data. These can be used to send e-mail messages to the appropriate staff person who can change the values.
The Instruction section contains both extracted data in the Courses Taught records as well as data entry screens.

“CONTINUE” buttons help you navigate to the next section.
Basic course data is displayed on the Instruction: Courses Taught page, but additional information is available by clicking the “Edit” button.
The “Request Correction” button allows you to generate an email message that will be sent to your college’s scheduler if you see any errors.
You can indicate whether this course had an international focus…

…attach a syllabus file…

…and you can review student evaluation data.
You can also attach a file (such as student comments or similar evidence of teaching effectiveness) to each course by clicking on the “Add Item” icon.

This opens a data entry page where you provide a title, a brief description, and the name of the file.
The “pedagogy publications” section is a good example of a FIMS data collection page. One new feature is the addition a Report Year indicator. Since activities for multiple years are now being collected, this value indicates which annual report should contain the activity. The active year will display a list of activities and other years default to the “closed” status (no items displayed).
Clicking on a “closed” prior year indicator will “open” it and display any activities from that year.
Each type of activity to be reported includes the name of the activity, an “Add Item” icon, and a list of previously entered activities, sorted by year.

- **Name of activity**

- **Add item icon**

- **Previously entered items** (prior years are displayed only if an activity exists for that year; these default to “closed”)

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**Instruction: Pedagogy publications**

- **Books**
  - Add item
  - [2007 (open/close)]
    - A Test Title
    - Edit

- **2006 (open/close)**

- **Book Chapters**
  - Add item

- **Journal articles**
  - Add item

- **2006 (open/close)**
Clicking the “Add item” icon opens a new screen that contains several data entry boxes. The revised version of FIMS now contains a field for specifying the “Annual Report Year” for the activity. This field allows FIMS to group activities based on the year (as seen above). It defaults to the year for which annual report data is currently being collected (it will switch after the latest data entry deadline).
Certain things are true of all the data entry pages. For example, some items are required – generally, these are the “title” and the “date” fields.

Date fields should require the user to supply a value only in the year, but it will take a variety of additional values (quarter, season, month, etc.)

The “cancel” and “save” buttons do pretty much what you would expect them to do…
A new feature of the revised FIMS is the review page that appears when you click the “save” button. This page gives you the opportunity to look over the entry. Click the “CONTINUE” button...
... and you will be taken back to the page on which you clicked the “Add item” icon, in this case, back to the Instruction: Pedagogy Publications page. The item you just entered is now added to the display list (in an abbreviated form – don’t worry, the entire title is stored in FIMS and will be displayed when you click the “Edit” icon).
You should also note that whenever records have been added, new icons appear. The “Edit” icon takes you back to the data entry page, while the “x” icon deletes the entry. The up / down arrows allow you to change the display order. These are “grayed-out” until appropriate.

The “copy” icon (the one just after “edit” button) is new this year. It can be used to make a copy of an existing record for another annual report year.
Most of FIMS is made up of these “list manager” functions that allow you to add new records, and edit, re-order or delete existing records. By repeatedly clicking on the “Add Item” icon, you can add multiple records of each type. Once you learn how to use the simple “list manager” operations, you will have mastered the mechanics of FIMS.
Now that you have seen how simple it is both to navigate through FIMS and to add or manage your records, the trickiest part may be finding where you should enter a particular type of record. The help icons should be able to assist you.
When the help icon is clicked, a new window will open. If you have a pop-up blocker active, it may prevent this window from opening. You can either deactivate the pop-up blocker or temporarily allow the window by holding down the ctrl key when clicking the icon. An additional resource is the “Help/Resources” link (in the menu bar) that brings up a data dictionary with explanations of each field.
There are many types of record collected in FIMS. If the type of activity was identified in the Faculty Annual Reports Template that was adopted by the University Senate, it should be in FIMS. Further refinements to the data set collected were made by the FIMS Advisory Group.

Your department chair / director should be able to assist you in locating where a particular activity should be stored.
When a faculty member has completed entering his/her information, he/she can review the data that will be included in his/her annual report by clicking on the “Review Report” button. This provides an overview of all data for a particular year in a single document.
Department Chairs, School Directors, and various types of Deans have additional rights. By using the “Change User Mode” link in the menu bar...
they will be taken to a page that includes a list of all the faculty in their department (for chairs), school (for directors) or college (for deans). By clicking on the name of the faculty member, chairs can review that person’s report.
If you experience problems using FIMS, there are a couple of ways to get help. First, if your problem is with a password or ID, or if the system seems to be down, contact the help desk.

If your problem is more FIMS-specific (how do I...), then you can send us an email by using the “Contact FIMS” link at the bottom of every page.
FIMS

- FIMS was designed to be intuitive, so the best “training” is to go out and look at the system.

- FIMS will be a dynamic system, with development on phase II-B starting in early 2008.