



"Robert McGrath"
<rmcgrath@NOTES.CC.SUNY
SB.EDU>

03/12/2003 09:48 AM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Faculty Addendum

This is a follow-up to my memo on the Faculty Addendum distributed July 23rd, 2002. As you know the annual addendum is useful in maintaining databases on research, scholarship, teaching and service activities, and also for administrative purposes.

The Addendum information will be most useful if it is in electronic format. As a first step toward the goal of having all addendum information in this medium, this year we offered the options of completing the form in the traditional hardcopy or by on-line submission.

Unfortunately there have been some glitches in the initial rollout of the on-line version as described in my earlier memo. Since my memo DoIT and my staff have resolved all reported problems with the on-line method. The purpose of this memo is to encourage those of you who have not yet filed the Addendum to do so using the on-line option. If you experience any difficulty while preparing your addendum, please contact Janice Barone at jbarone@notes.cc.sunysb.edu, and she will assist you.

By now most faculty have submitted their addenda for the AY01-02. For those of you who have not yet submitted, the file will remain open until March 25, 2003. Looking ahead, we expect to use only electronic submission beginning with the AY02-03. I want to thank you once more for your patience during this transition period. A list of hints that should make the process work more smoothly follows:

Instructions for Submitting a Faculty Addendum form on-line

A. A Notes ID and Password is required whether submitting the form using Lotus Notes or the Web

1. For Notes users the preferable method of entering information for the addendum is using the Notes client. To place the addendum application in your databases folder you need to perform the following steps:

- Using the Notes menu select File - Database - Open
- Select the server - "naples.cc.sunysb.edu/DoIT" from the list of servers (click on the arrow)
- Select the folder "DoIT"
- Select the application "faculty addendum" from the list of applications
- The application is now located in your databases folder

If you are not currently using Notes but would like to open an account, Faculty and Staff are able to enter the URL: <https://adam.cc.sunysb.edu> through any web browser like Netscape or Internet Explorer to open a Notes account. If you do not remember your password on Notes or you need a password change on any other account, you will need to call the Computer Accounts office at 631-632-8011 and you will be given your password.

Direct inquiries to

CACCOUNT

Tel: 2-8011

fax: 2-2222

2. If you do not use Notes, then you may enter data using the web form. The URL is: (you still must have an ID and password):

https://naples.cc.sunysb.edu/doi/fac_adden.nsf

Some important points in using web entry.

Once you have accessed the database through the above URL, clicking on "All Documents" view will display all the addenda you have entered.

If you have not created any, please click on "Create Document".

To select a document to edit, click on the word "Draft" next to the document you want to edit.

Press 'Immediate Save' at least every 15 minutes to ensure that your work is saved.

Please note that you are required to enter your Stony Brook ID. This 9 digit number is printed on your Stony Brook ID card and is the same one that is used to access the Solar System.

B. The following applies to both web and Notes client entry:

- The faculty member must create the original addendum, and only this faculty member can submit the addendum. In effect, clicking the submit button is the faculty member's "electronic" signature.
- A department must be identified from the drop-down menu. The form will not accept any department other than those on the drop-down list. The department entry allows the form to be read by the appropriate departments and areas.
- If you see a dialogue box titled "Execute Security Alert" while working on your addendum, please press the box "Trust Signer" to continue.
- You must be in edit mode prior to pressing the "Submit button".
- Please note that once your addenda has been submitted you no longer have the ability to edit that document.
- The addendum can be completed and submitted from both a PC or a Macintosh.