UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

LaserFiche Appointments Manual

Guide to Academic Appointments Using

Web Forms and LaserFiche Read-Only Portal

Hospital Coordinators Version

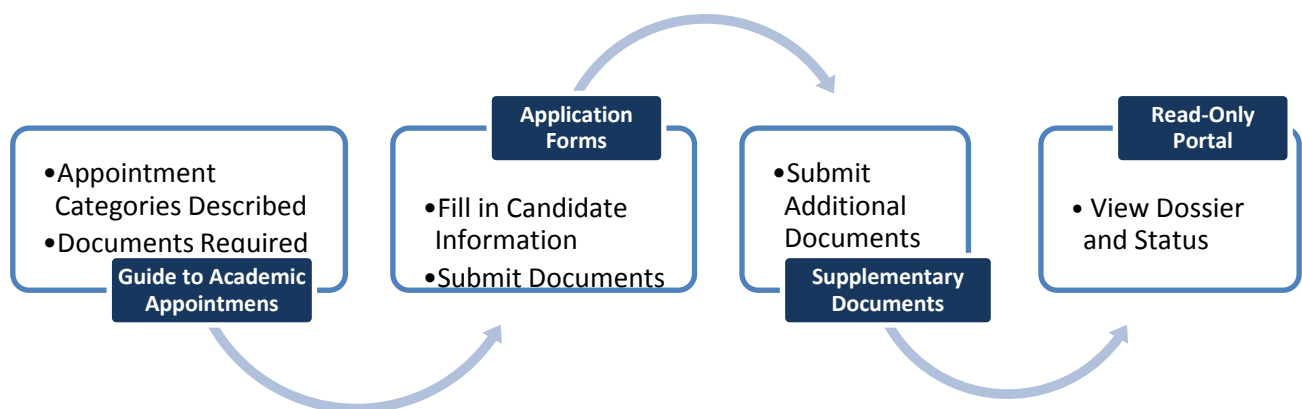Discovery Commons

September 2013

When to Use the LaserFiche Online Appointments Web Forms

- **All academic Clinical MD appointments** including foreign-trained physician appointments, and clinical cross appointments

- Junior Promotions (this bullet refers solely to clinical appointments where the applicant is moving from the rank of Lecturer to Assistant Professor)

- Status-Only Appointments

- Non-budgetary cross appointments

- Adjunct and Visiting Appointments

- Part-time appointments

Components of the Appointments System

Overview

The Academic Appointments Workflow, for hospital contacts, is carried out over 4 different, but inter-related sites. These will be described in more detail as we go through the Appointments workflow but the following is a brief description of the role each application plays in the system.

Guide to Academic Appointmens
- Appointment Categories Described
- Documents Required

Application Forms
- Fill in Candidate Information
- Submit Documents

Supplementary Documents
- Submit Additional Documents

Read-Only Portal
- View Dossier and Status

The online Guide to Academic Appointments

The Guide to Academic Appointments (http://aca.med.utoronto.ca/) will guide you, in a step-by-step process, to the correct academic appointment category for your candidate and will show a list of the list of documents required in each appointment category's application package. The Guide also contains links to the online application forms and to other helpful information.

(http://aca.med.utoronto.ca/)

You may follow the series of questions you see on the home page or, if you are already familiar with the appointment categories, go directly to the list of documents and/or the application forms themselves.

Three ways to get to the 2nd component of the workflow – the application forms:

a.   Click on the Apply Now button on the page of the Guide that lists the documents required.

b.   In the menu bar of the Guide, go directly to the Forms link. It is visible on any page of the Guide.

c.   In your web browser, go directly to the appropriate website for your candidate.

      i.   Clinical MD Academic Appointments:
           http://documents.med.utoronto.ca/Webforms/Clinical
     ii.   All Other Academic Appointments:
           http://documents.med.utoronto.ca/Webforms/nonClinical

Online Application Forms

There is a different form for Clinical MD applications and for non-MD applications (see urls above). And there is a third form for submitting additional documents when an application form has already been submitted. You must use these online forms whenever you are submitting an application for any of the faculty appointment categories listed on page 2 of this manual. These forms are designed to allow applications from both individuals applying on their own and from hospital coordinators submitting forms on behalf of their staff.   Links to these forms are also in the above-mentioned Guide to Academic Appointments but their URLs may be bookmarked or placed in other information pages for quick access. These forms supersede any paper forms currently in use (as of January 2013).

Documents may be attached to these application forms. If you are in possession of the complete package of the documents you are responsible for at the time of submission of the application, you may attach all of them to the application form. For the list of required documents please see the Guide to Academic Appointments discussed on page 3 of this manual.

Submission and subsequent acceptance of the application form, by a Faculty of Medicine department, triggers a sequence of events in our LaserFiche document management system that result in a dossier (folder) being created for the applicant and the insertion of any documents attached to the application form into that dossier. You will receive an automated e-mail from LaserFiche telling you when this sequence of events has occurred. It will happen when the department accepts the form, not immediately after you submit the form.

NOTE: Acceptance of the application form does not mean that the applicant's appointment has been approved – just that the online application form has been deemed valid and an application dossier has been created for the applicant.

An **Applicant ID** is created automatically at this time and may be used in the Supplementary Documents form to submit documents obtained after the initial application form has been accepted. The notification e-mail mentioned in the paragraph above will give you the Applicant ID and the URL for the Supplementary Documents form. (http://documents.med.utoronto.ca/webforms/appointmentdocs)

Non-Clinical Academic Appointments

If, after reviewing Guide described on page 3 of this document, you see that the appropriate academic appointment category for your candidate is not a clinical MD academic appointment, then you or your candidate will complete the Application Form titled Other Academic (non-MD). This is true even if your candidate is a physician.

 Appointments: http://documents.med.utoronto.ca/WebForms/nonclinical

In this case, you will not receive notification when the application form is accepted but you will be notified and given the applicant ID if any further documentation is requested by the department.

Tracking the Status of your Clinical Appointment Application

LaserFiche Read-Only Portal

If you are a hospital coordinator with a fully-affiliated or a community-affiliated hospital, and if you have submitted an application for a Clinical-MD academic appointment, you will receive an e-mail as soon as your application is accepted by the department.

As mentioned before, this e-mail will give you're the Applicant ID number. It will also give you a link to the LaserFiche Read-Only portal where you can view the documents in your candidate's dossier and follow the status of an application as it proceeds through the approval process at the Faculty of Medicine.

The Read-only Portal (http://documents.med.utoronto.ca/appointments):

Your username and password will have been supplied to you by the department coordinator. If you do not have this, please contact the department coordinator.

After logging in, click on the link titled '**Browse Dossiers'**, then on 'Hospital Coordinators', then on your login folder. A list if applicant dossiers should appear.

Double-click on the applicant's name, and then on the folder titled Original Application. You will see the list of the documents collected thus far for this appointment application and columns denoting the status of the application as it moves through the approval process.

The numbers following the applicant's name in the file name ending with _Appointment Status are the Applicant ID and can be used on the Supplementary Documents web form http://documents.med.utoronto.ca/WebForms/appointmentdocs to upload any documents that may be missing. You cannot use this Read-Only portal to submit documents.

If you cannot see the columns with the approval status at various stages, you may double-click on the file with the purple icon and the file name ending in _Appointment Status. An empty window will appear, but to the left of it you will see a box with the appointment status listed.

These dossiers will disappear from your view after the applicant has received final approval by the Dean's office, or their application has been withdrawn. You will be notified via email when either of those events takes place.

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Frequently Asked Questions

1. I saved a partially-completed web form but don't know how to get back to it.

   Answer: When you 'Save' an incomplete form to 'Submit' at a later date, you should receive an email with a link that allows you to log back in to that half-finished form. This email comes from the address Laserfiche@utoronto.ca. Sometimes, in hospitals with strong spam filters, this important message ends up in the Junk mail folder. If you can check your junk mail and fish it out, you should be able to direct your mail application to Never Block This Sender.

   People use different email applications so this is hard to say exactly what to do but your IT person should know how to stop a particular address from going to junk mail if you do not.

2. How do I know my submitted web form was received?

   Answer: When you submit a completed form, the website returns a Thank You page and that is all the notification you will get for a few days. What happens is that the system first alerts a department coordinator that a web form has been submitted. The department coordinator can then check to see that the form is valid, they can fill in a few fields that you don't see, and only when they click a button to accept your form do you receive an email saying they got it. So, if they are not prompt in doing that, you may wait a few days before hearing from them.

3. When I log in to check the status of my appointment application, I can see my applicant's dossier but I do not see the same columns as shown on page 8 of this document.

   Answer: The column view can be disturbed when we make back end changes to the system, so this may happen from time-to-time. Annoying, but easy to fix.
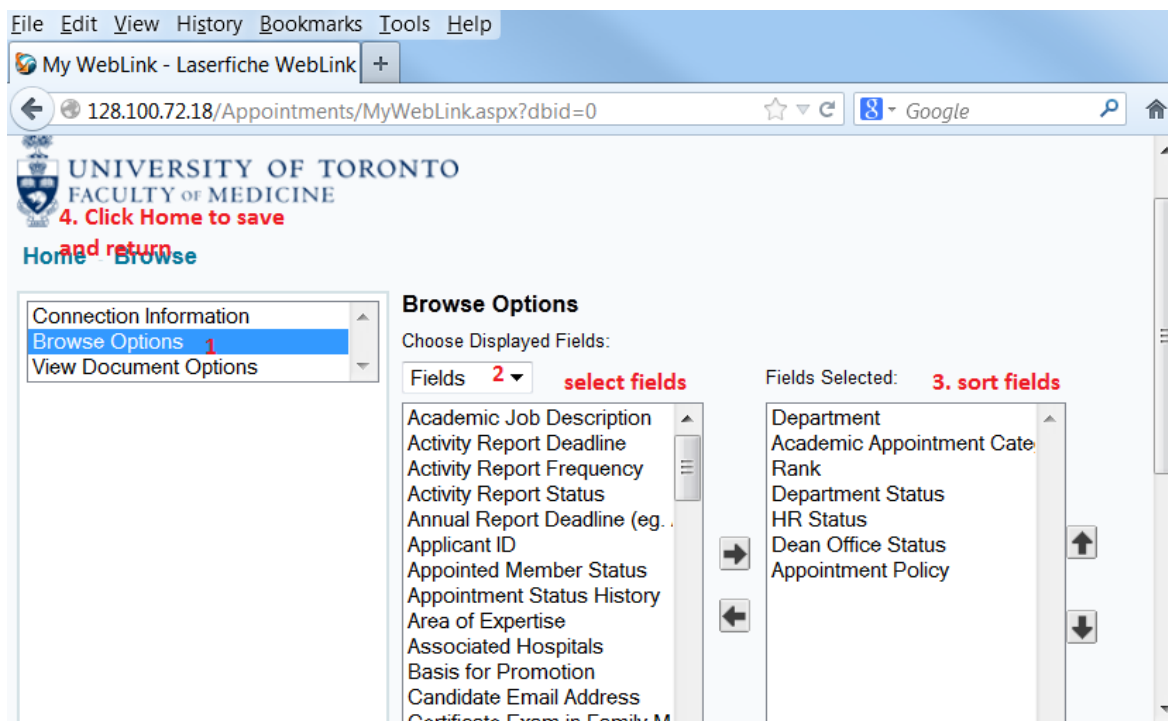
   Log in to the Read-Only Portal as you normally would. Select Browse Dossiers.

   In the top right-hand corner of the page click on the link called My Weblink.
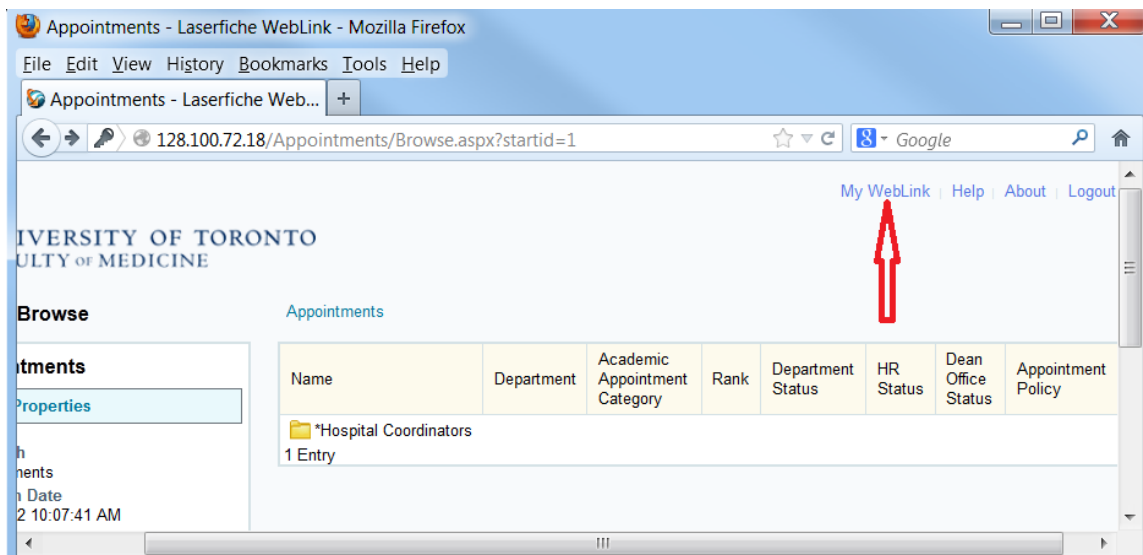
Now select Browse options in the Left-side bar. In the small drop down called 'Choose Displayed Fields' make the 'Fields' option is selected. Select the desired fields (i.e. column headings) you want to see by selecting them in the first box, hitting the little side arrow keys and have them appear in the second box.

The fields shown in the second box here are the column headings people usually want to see. When you are done, click the Home button on the left side.
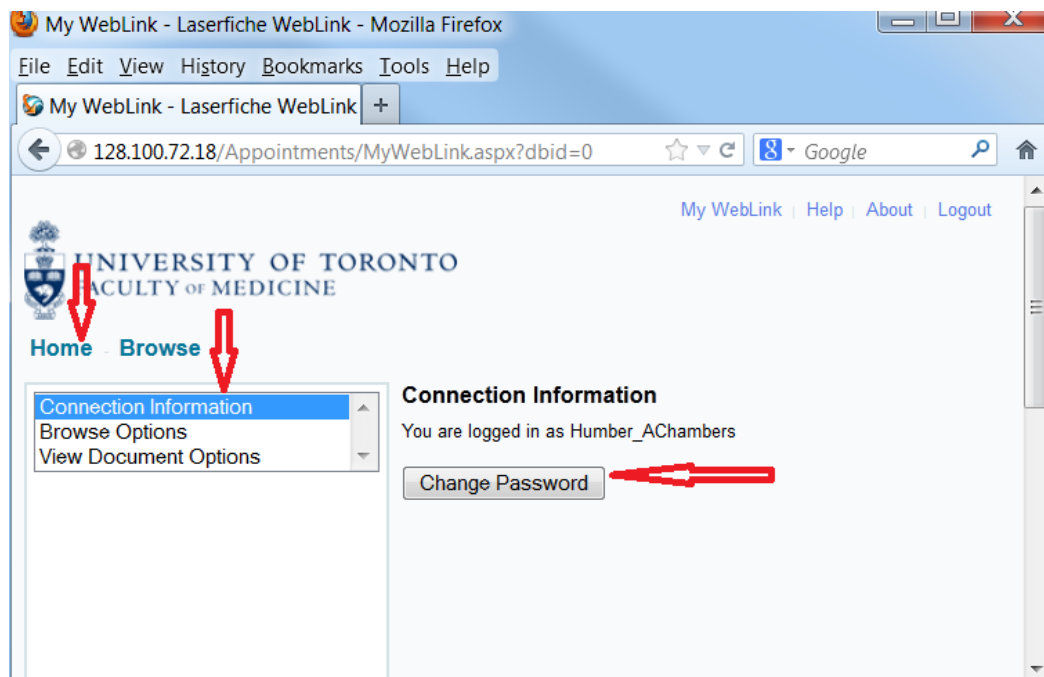
4. How do I change my password?

Log in to the Read-Only Portal as you normally would. Select Browse Dossiers.
In the top right-hand corner of the page click on the link called My Weblink.
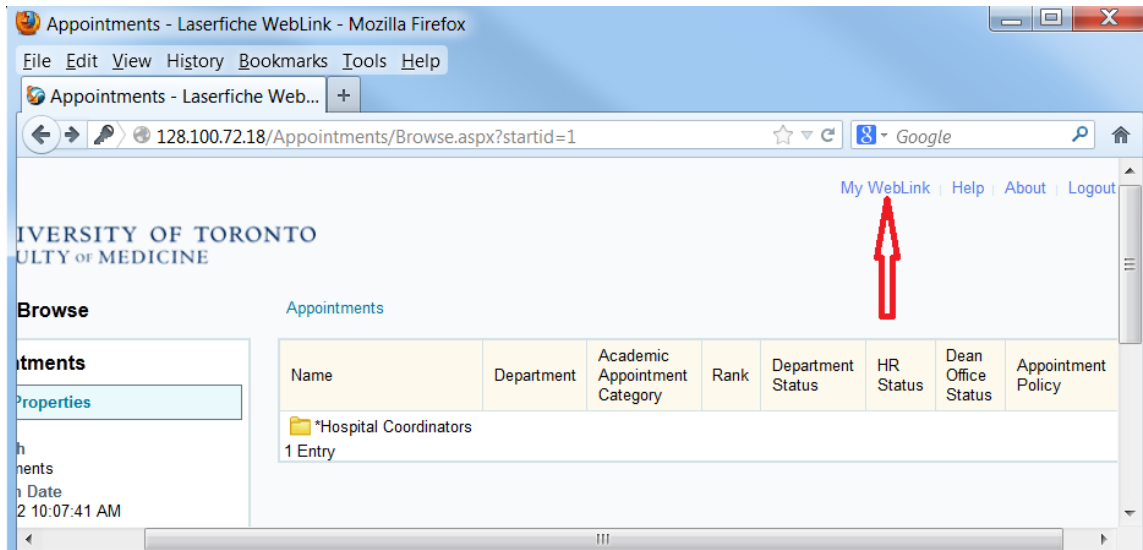
Make sure the Connection Information option is selected in the left sidebar and select 'Change Password'.

Follow the brief instructions for changing a password. Click OK. And then Click Home.

5. Why has the dossier disappeared?

Answer. If you have been tracking the stages of the dossier as it moves through the academic approval process and it suddenly disappears, it is likely because a final decision was made in the Dean's Office. Approved or not, this decision by the Dean's Office causes the dossier to be removed from your view. You should receive an email telling you what the final decision was.

This is done so that dossiers don't build up in your view of the system. The documents are all still safe, they belong to the department, and the department still sees them.

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