

FOCUS

LESSONS

BASIC USER GUIDE 1.1

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Introduction

What is Focus?

Focus is a web-based application containing records of individuals in the Faculty of Medicine. Focus is used to look up and manage data, run reports, and send emails to targeted audiences.

Departments have access to records for staff and faculty affiliated with their own unit, as recorded in HRIS within the last 7 years. Excluded individuals include: students, fellows, guest lecturers, contractors or consultants.

Focus data is updated from multiple sources with most of it entered and maintained in HRIS. When a change is made in HRIS, it is reflected in Focus two days later. Departments can add and maintain additional data (customized fields) for their own use.

This document is intended to provide a summary of the most commonly used basic functions in Focus. It is best viewed and/or printed in colour.

Discovery Commons provides further information on Training, Advanced Features and other Focus resources through their website at: <http://dc.med.utoronto.ca/content/hr-reporting-system-focus>

Setting Up Departments on Focus

The Faculty of Medicine HR office provides departments with initial access to Focus. They set up the Department Administrator (usually the Department Manager / Business Officer). The Department Manager / Business Officer is responsible for managing the users within the department (see Section “Manage Administrative Users”).

Types of User Access

Department Administrator: full departmental access, including the ability to set up and manage user access.

Basic User (default): access to faculty records. Additional access is managed by the Department Administrator and may include the ability to:

- ✓ Use Email: send email using Focus.
- ✓ See Staff: access staff records (USW / PM / Confidential / Research Associates) in addition to Faculty Records.
- ✓ Manage Data: customize the layout for individual records; create and manage custom fields; and manage “departmental” email settings, groups, lists, reports, and email templates.
- ✓ Edit Custom Data: edit custom fields created by the department.
- ✓ See Dept Sensitive Data: see custom fields which have been marked as 'sensitive'.

Restricted Access: access to confidential HRIS data. Access is managed by the Faculty of Medicine HR Office based on requests made by the Department Manager / Business Officer.

- ✓ HRIS: ability to see Restricted Fields (e.g. birth date, retirement date, home address and phone number, personnel number, UTORid, etc.)
- ✓ Pnum: ability to see Personnel Number only.
- ✓ UTORid: ability to see UTORid only.

Accessing Focus

- ✓ Focus Logon Screen: <http://focus.med.utoronto.ca>
- ✓ Logon Using: UTORid and password
- ✓ Recommended Browsers: Chrome or Firefox. **NOTE: Internet Explorer is officially NOT supported**

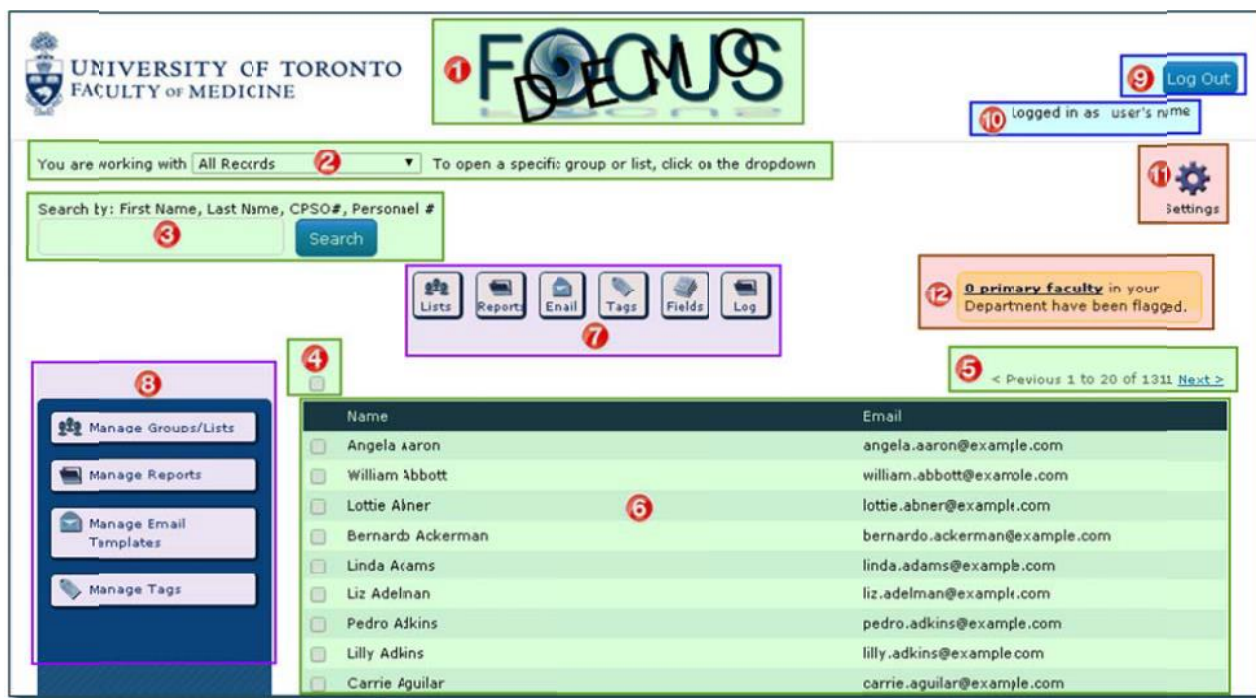
Common Buttons & Terminology

The following symbols are used throughout Focus along with the action they perform when clicked on:

[illegible]

Navigating the Home Page

From the Focus Home Page, you can view information and perform a variety of actions, including select the group or list of records you want to view and work with; search for an individual, change settings, etc. Your access level determines the actions you can perform.



1. **Focus Icon:** Click here to refresh the home page (e.g. reset search criteria and open the default Group/List).
2. **Opened Group/List:** indicates the Group/List of records currently opened and available to view and work with. The Focus default is “All Records” associated with your department. (Click on the dropdown to select from existing Groups/Lists currently available to your department.)

Advanced Feature: Departments can set their own Group/List as the department default that opens when their users log into Focus (e.g. “All Active Faculty”).

3. **Search:** Search for an individual by entering either the First Name, Last Name, CPSO Number (clinicians only), Personnel Number, or any series of letters that appear within a name to produce a list of individuals that meet that criteria.
4. **Checkbox:** Select specific records to perform actions with (e.g. to email, add to a list, etc.). Click the “main” checkbox to select/deselect all records that appear on the screen (eg. 20 records) and a message will appear allowing you to select all remaining records within the Group/List. Or, select a record at a time by clicking on the checkbox beside that record.

Tip: Hold down Ctrl or Shift button at the same time to select multiple records.

Note: ALL records in the opened Group/List are selected by default when no records are checked off.

5. **Record Counter:** Indicates the number of individuals associated with the opened Group/List and the number of records displayed on the screen. (In this example record 1 to 20 is displayed on the screen and there are 1311 records belonging to the opened Group “All Records”.) Click on <Previous/Next> to move through the record list, 20 records at a time.

6. **Record List:** The names and emails for the records associated with the opened Group/List, arranged in alphabetical order by last name. Click on a name to open the Record Display for that individual.
7. **Action Buttons:** View, open, and work with “Lists”, “Reports”, “Email”, “Tags”, “Fields”, and “Log”.
8. **Manage/Edit Functions:** Manage and Edit “Groups/Lists”, “Reports”, “Email Templates”, “Tags”.
9. **Log Out:** Click here to close Focus and Close your browsers to fully log.
10. **Logged In As:** Indicates the user logged into the system.
11. **Settings:** Manage administrative and management settings in Focus. (The ability to use the different settings is based on the user’s level of access.)
12. **Flagged Records:** Indicates the number of faculty records in Focus with errors in HRIS. (This field is restricted to specific users.)

Navigating an Individual Record

Focus contains a record for each individual. The individual record is made up of Fields of data, arranged within Tabs, that are kept in Containers.

Note: Within this manual, examples and screen prints are based on the Focus layout. If your view appears differently than the examples in this guide, then your department has customized the layout for their users.

The screenshot displays the Focus system interface for an individual record. The interface is organized into Containers, which hold Tabs. Tabs contain Fields of data. A diagram with arrows illustrates the relationship: Containers point to Tabs, and Tabs point to Fields.

Personal Data (Container):

- Fields:** First Name: Lisa, Middle Initial: , Middle Name: , Last Name: Ambrose, Gender: Male, Form Of Address: Dr, Designation: , Known As: , Birth Date: , Personnel Number: , Nationality: .
- Address:** University Health Network - UHN, 1 King's College Circle, Toronto, ON M5S 1A8, Canada.
- Telephone:** , **Email:** .

Other University Appointments (Container):

Start Date	End Date	Changed On	Sub Type	Appointment Type	Org Unit	Emeritus Or Emerita Rank	Man Indicator	Academic Rank	Career Path Title	Hospital Code	Clinical Contract Status	CPSO Number
1-Jul-2000	31-Dec-9919	21-Mar-2011	Primary Academic Affiliation	Primary Department	Dept of Lab. Medicine & Pathobiology							0
1-Jul-2000	31-Dec-9919	4-May-2012	Clinical (MD) Appt	Clinical (MD) Full Time Appt	Dept of Lab. Medicine & Pathobiology				Clinician Investigator		Continuing	0
1-Jul-2000	31-Dec-9919	21-Mar-2011	Hospital Affiliation							UHN - Princess Margaret Hospital		0

Appointment Details (Container):

Start Date	End Date	Changed On	Personnel Area	Personnel Subarea	Org Unit	Org Unit Description	Percentage	Job	Job Description	Position	Employment Group Description	Employment Subgroup Description
1-Jul-2002	31-Dec-9919	30-Oct-2006	Non Appointed	Casual Salaried	00000183	Dept of Lab. Medicine & Pathobiology	0.0	00000000			Active Employee	Other Casual Academic

Tenure and Rank (Container):

Start Date	End Date	Changed On	Faculty Rank	Fac Rank Date	Tenure	Tenure Effective Date	Tenure Review Date
1-Jul-2001	31-Dec-9999	4-May-2007	Assoc Professor	1-Jul-2000	Limited Term	1-Jul-2000	

Lists/Tags: Name, Departmental.

Notes: Title, Date, Author.

Records and data are downloaded from a primary source (usually HRIS). If data is incorrect or missing, including entire records, then it is incorrect or missing at the source. The data must be corrected and/or entered at the source in order for your Focus records to be accurate.

Advanced Feature: Departments can create custom fields and change the way individual records are displayed by moving, displaying and hiding fields.

Note: Custom fields are manually entered and maintained and are the only fields that can be edited within Focus.

(The following screen print has been cropped slightly on the right side)

1 Lynn Doyle

2 Feed Source: HRIS

3 Last Updated: 2016-02-04

4 Focus ID: 132

5 X

6 << 7 >> 6 >

Personal Data

Medic Subspecialty

8

First Name : Lynn

Middle Initial :

Middle Name :

Last Name : Doyle

Gender : Mae

Form Of Address : Dr

Designation :

Known As :

Birth Date : Access Denied

Personnel Number : Access Denied

Nationality : Access Denied

Address

Telephone

Email

9

Physical Location

Make Primary

1 King's College Cirde

Toronto

ON M5S 1A8

Canada

University Health Network - TGH

Make Primary

1 King's College Cirde

Toronto

ON M5S 1A8

Canada

Lists

Tags

10

Name

Departmental

Notes

11

Title

Date

Author

Create New Note

HRIS Change Log

12

07-02-2016

-

14-02-2016

Search

Date

of Changes

No changes matching the date range specified.

Other University Appointments

13

Start Date	End Date	Changed On	Sub Type	Appointment Type	Org Unit	Emeritus Or Emerita Rank	Main Indicator	Academic Rank	Career Path Title	Hospital Code	Clinical Contract Status	CPSO Number
1-Jul-1996	31-Dec-9999	21-Mar-2011	Primary Academic Affiliation	Primary Department	Dept of Lab. Medicine & Pathobiology							0
1-Jul-1996	31-Dec-9999	4-May-2012	Clinical (MD) Appt	Clinical (MD) Full Time Appt	Dept of Lab. Medicine & Pathobiology				Clinician Scientist		Continuing	0
1-Jul-1996	31-Dec-9999	21-Mar-2011	Hospital Affiliation							UHN - Toronto General Hospital		0

Appointment Details

Grad Appt

Contract Elements

Actions

14

Start Date	End Date	Changed On	Personnel Area	Personnel Subarea	Org Unit	Org Unit Description	Percentage	Job	Job Description	Position	Employment Group Description	Employment Subgroup Description
1-Jul-2002	31-Dec-9999	29-Oct-2006	Non Appointed	Casual Salaried	00000183	Dept of Lab. Medicine & Pathobiology	0.0	00000000			Active Employee	Other Cas Academic

Tenure and Rank

15

Start Date	End Date	Changed On	Faculty Rank	Fac Rank Date	Tenure	Tenure Effective Date	Tenure Review Date
1-Jul-2004	31-Dec-9999	22-Apr-2004	Professor	1-Jul-1997	Limited Term	1-Jul-1997	

Post Secondary

Prof Designation

Awards

16

Education Code	Inst Desc	Year Conferred	Verified
Dr. Medicine	Post Secondary Institution #1	1989	X

Pay

17

Basic Pay : Access Denied

Data Integrity Monitor

18

Appointment Type	Flagged Value	Reason
------------------	---------------	--------

- Name:** Of the individual whose record is displayed.
- Feed Source:** Indicates the primary source from where the information is being downloaded.
- Last Updated:** Date when information for that record was last updated through the HRIS feed. If the date is coloured red, the record is no longer considered active, and is no longer being updated by the feed.
- Focus ID:** Unique number assigned by Focus to this record (focus identifier).
- X:** Click here to close the window and return to the Home Page.
- Arrows:** Navigate between records, e.g. move to the first record, between records (one by one), and to the last record.
- Search Bar:** Type the first letter(s) or the entire last name to produce a list of matching records; click on the name of the record you want to open.

Note: You are only able to move within, or search among, records contained in the Group/List currently opened on the Home Page.

8. **Personal Data and Medical Subspecialty:** General information and Medical Subspecialty information for clinical faculty.

Note: Confidential data, e.g. birth date, personnel number, etc. is restricted to specific users.)

9. **Contact:** Address, Phone, Email. Where more than one entry exists in an area (e.g. 3 emails), the primary entry should be identified by selecting “Make Primary”.
 10. **Lists and Tags:** Identifies any lists and/or tags the individual has been added to.
 11. **Notes:** Manually entered and maintained within your own department. Only specific users can view, edit and delete notes. Notes marked as “sensitive” are restricted even further.
 12. **HRIS Change Log:** Provides details of changes that occurred on the record for a specified period
 13. **Other University Appointments:** indicates the primary department; hospital affiliation; whether the faculty member has emeritus status; and includes any non-budgetary cross, status only, adjunct, and/or clinical academic appointments.
 14. **Appointment Details / Graduate Appointments / Contract Elements / Actions:** Includes current and previous position(s)/appointment(s) held and their details (e.g. start and end dates, percentage FTE, continuing or term, etc.). Actions such as new and re- hire, termination, appointment change, etc. are also included.
 15. **Tenure and Rank:** Includes current and historical information about rank and status (e.g. tenure, probationary, limited term, etc.).
 16. **Post-Secondary/ Professional Designation / Awards:** Includes post-secondary education, professional designations and awards.
 17. **Pay:** Pay information (e.g. paybands) for non-faculty and restricted to specific users.
 18. **Data Integrity Monitor:** Displays errors that exist in the HRIS record that need to be corrected.
-

Groups & Lists

When you log into Focus, a default Group or List of individuals is open. These are the records you are viewing and working with until you open a different Group/List.

The Focus default is “All Records” meaning all Focus records associated with your department, both active and historical.

Departments create Groups and Lists to help organize and manage the records they are working with at any one time. Examples could include: All Faculty; Primary Faculty; Clinical Faculty; Graduate Faculty; Faculty located at Mt. Sinai Hospital; All Staff; etc.

Advanced Feature: Departments can change the default Group/List from “All Records” to one they create (e.g. “All Active Faculty”).

Groups are dynamic and contain a set of records that change based on whether or not they meet pre-set criteria for that group. Records are automatically added when they meet the criteria and removed when they no longer meet the criteria.

For example, the Group “Primary Faculty – Assistant Professor” contains all records of faculty primary to your department at the rank of Assistant Professor.

- ✓ When a primary faculty member is hired at, or promoted to, the rank of Assistant Professor, they are automatically added to the group.
- ✓ When a primary faculty member at the rank of Assistant Professor leaves their primary appointment in your department, or is promoted to a higher rank, they are automatically removed from the group.

Lists are static and contain a set of records that remain unchanged unless you manually add or delete a record. These are useful when you need a fixed list or when there is no common criteria that can be used to create a Group (e.g. members of a working group or committee).

Groups

Whether you are sending emails, running reports, or just viewing records, you will likely want to open a Group so that you are working with only the records you need at that time. For example, you may want to:

- ✓ view all Active Faculty;
- ✓ produce mailing labels for Faculty located at Mt. Sinai Hospital;
- ✓ run a report of Primary Faculty at the Rank of Professor;
- ✓ send an email to All Graduate Faculty.

Shared Groups

Shared Groups are Groups that have already been created and are available for importing into Focus, from the Discovery Commons Website. Shared Groups contain only records with an active status (e.g. an active faculty appointment or employment relationship) and have been created for the following scenarios.

Tip: It is suggested departments import all of the Shared Groups relevant to their unit as these will cover the majority of your needs.

- ✓ Primary Faculty: All (including Emeritus/Emerita)
- ✓ Primary Faculty: Emeritus/Emerita
- ✓ Primary Faculty: Tenure and Tenure-Stream
- ✓ Primary Faculty: Status Only
- ✓ Primary Faculty: Status Only; rank of Lecturer
- ✓ Primary Faculty: Adjunct Lecturer and Adjunct Professor
- ✓ Primary Faculty: Clinical; Full-Time
- ✓ Primary Faculty: Clinical; Part-Time
- ✓ Primary Faculty: Clinical; Adjunct
- ✓ Primary Faculty: Clinical; Part-Time and Adjunct
- ✓ Primary Faculty: Clinical; rank of Lecturer
- ✓ Primary Faculty: rank of Assistant Professor
- ✓ Primary Faculty: rank of Associate Professor
- ✓ Primary Faculty: rank of Professor
- ✓ Cross Appointed Faculty
- ✓ Cross Appointed Faculty: Non-Budgetary Cross Appointment
- ✓ All Faculty (Primary and Cross Appointed)
- ✓ All Faculty: Clinical
- ✓ All Faculty: Status Only
- ✓ All Faculty: hospital affiliation: Hospital for Sick Children
- ✓ All Faculty: hospital affiliation: Mt. Sinai Hospital
- ✓ All Faculty: hospital affiliation: St. Michael's Hospital
- ✓ All Faculty: hospital affiliation: Sunnybrook Health Sciences Centre
- ✓ All Faculty: hospital affiliation: University Health Network
- ✓ All Faculty: Graduate
- ✓ All Faculty: Graduate; Primary Graduate Appointment
- ✓ Staff: Research Associates
- ✓ Staff: Appointed Staff, PM and USW

Legend: Groups Relevant to clinical departments only

Importing and Editing Shared Groups

The following example imports the Group “Appointed Staff – PM and USW All” and links it to your department.

On the Discovery Commons Website there is a list of available Shared Groups:

<http://dc.med.utoronto.ca/content/focus-shared-groups>

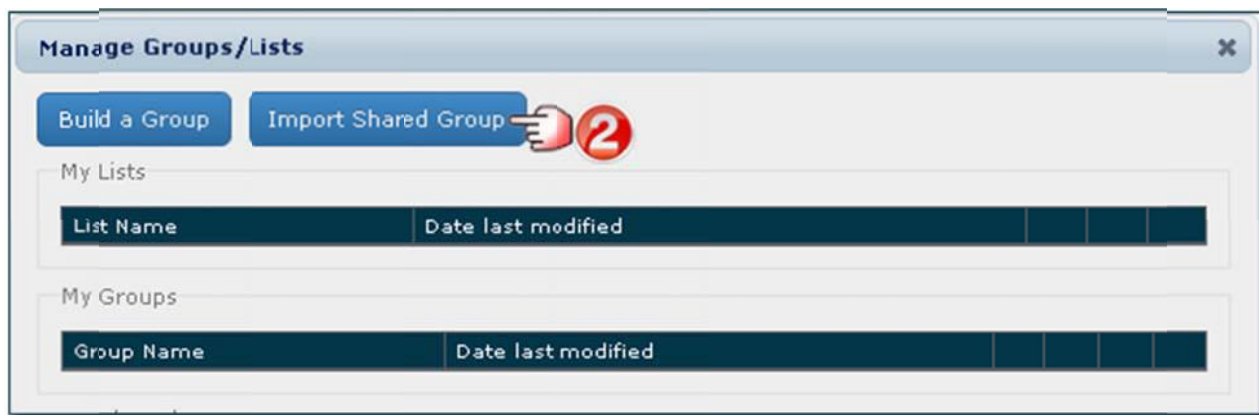
Focus Shared Groups			
Need instructions for importing a Shared Group?			
Type: Basic Group			
GROUP NAME	DESCRIPTION		SHARED GROUP KEY
Appointed Staff - PM and USW - All	Appointed Staff; PM and USW	+	xd1425653275776
Appt - Adj Lect and Adj Prof - Primary	Primary Faculty; holding Adjunct Lecturer or Adjunct Professor Appointment	+	dz1424964375978
Appt - Clin - All	Primary Faculty Cross Appointed Faculty; holding a Clinical Appointment	+	vu1424964379548

1. Identify the Group you want to import (in the above example “Appointed Staff – PM and USW – All”).
2. Write down the Shared Group Key (or select and copy it for pasting into Focus – ensure you have only selected the key itself and no additional spaces).

Open Focus and on the Home Page:



Manage Groups/Lists window opens:



Import Shared Group window opens:

Import Shared Group

Info: Group description: Appointed Staff; PM and USW (Group Name: Appointed Staff - PM and USW - All)

Shared Group Key: xd1425653275776 **1**

Group Name: All Administrative Staff **2**

When you enter the key, a "Group Description" (if available) appears identifying the key you entered.

This form is used to create a group from a Shared Group Key sent to you by another Focus user. Paste the Key you received into the field above, provide a Group Name and hit "Create Group"

IMPORTANT: If there are spaces at the beginning of the key when you enter it, the action will fail.

3 Create Group Cancel

1. Enter the Shared Group Key.

(Tip: Copy the Shared Group Key from the Discovery Commons website and paste it directly into Focus.)

2. Enter a Group Name (you can enter the original name or choose a new one – in this example we chose "All Administrative Staff").
3. Click Create Group (you return to the Manage Groups/Lists window), or Cancel if you want to stop the process.

Manage Groups/Lists window opens:

Manage Groups/Lists

Info: The Group was successfully created from the shared key

Build a Group Import Shared Group

My Lists

List Name	Date last modified
-----------	--------------------

My Groups

The imported group appears under "My Groups"

Group Name	Date last modified				
All Administrative Staff	December 30, 2015	1			

message indicates import was successful

When a Shared Group is created, it is not linked to any department. You must edit the criteria for each imported Group to create the link to your department.

1. Click the Edit Icon so that you can create the link to your department.

Group Builder window opens:

The screenshot shows the 'Group Builder' window. At the top right, there is a 'Test Group' button with a circular arrow icon and a red callout '5' with a hand icon pointing to the window's close button. The 'Group name:' field contains 'All Administrative Staff' with a red callout '1' and a hand icon. Below it, the 'Make the group Departmental?' section has 'Yes' selected with a red callout '2' and a hand icon. The 'Description:' field contains 'Appointed Staff; PM and USW (Group Name: Appointed Staff - PM and USW - All)'. The 'Criteria Set' section includes an 'Add Criteria' button and a 'Delete Criteria Set' button. Below these, a dropdown menu is set to 'INCLUDE' and 'records that match ALL OF the criteria below:'. A table lists criteria with columns 'Field Name', 'Sub-Field', 'Op', and 'Value'. The first row is 'Appointment Details', 'End Date', '>', 'NOW'. The second and third rows are 'Is PM or USWA' and 'Is In HRIS Feed', both with '=' and 'true'. The fourth row is 'Appointment Details', 'Org Unit Text', '=', 'your dept.' with a red callout '3' and a hand icon. A dropdown menu is open for 'your dept.', showing a list of departments with a red callout '4' and a hand icon pointing to it. At the bottom, there are three buttons: 'Add Additional Criteria Set', 'Save Group', and 'Save and Run Group'.

Field Name	Sub-Field	Op	Value
Appointment Details	End Date	>	NOW
Is PM or USWA		=	true
Is In HRIS Feed		=	true
Appointment Details	Org Unit Text	=	your dept.

1. The **Group Name** you entered appears. (If you enter a new name, it will overwrite the existing name when you save the group.)
2. Click **Yes** to make this group Departmental and available to all your users.
Tip: It is suggested you do this with all Shared Groups.
3. Link the Group to your department: Click "**your dept.**" and a drop down list appears. Locate your department name and click on it to select it.
Tip: You may have to enlarge the Group Builder window to allow for additional space to move through the drop down list.
4. Click **Save Group**.
5. Click here to close the window(s) to return to the Home Page;
or Click **Save and Run Group** (this will return you to the Home Page with the Group opened).

Examples of Linking shared Groups to your Department:

IMPORTANT REMINDER:

When a Shared Group is created, it is not linked to any department.
You must edit the criteria for each imported Group to create the link to your department.
See samples below.

For every Shared Group you Import, you must Edit the criteria and link the group to your department. Wherever a value displays as "your dept.", click on it and select your department name from the drop down list.

The image shows three examples of the 'Group Criteria' form for different shared groups. Each form has a 'Group name' field, a 'Make the group Departmental?' checkbox, a 'Criteria Set' section, and a table of criteria.

Group 1: primary emeritus emerita

Make the group Departmental? Yes ☐ No ☒

Criteria Set: Description: Primary Faculty; Emeritus/Emerita (Group Name: Appt - Emeritus - Primary)

INCLUDE records that match ALL OF the criteria below:

Field Name	Sub-Field	Op	Value
Primary Department		=	your dept.
Is In HRIS Feed		=	true

Group 2: primary grad dept

Make the group Departmental? Yes ☐ No ☒

Criteria Set: Description: Primary Graduate Dept (Group Name: Graduate Primary)

INCLUDE records that match ALL OF the criteria below:

Field Name	Sub-Field	Op	Value
Grad Appt	Graduate Unit Text	=	your dept.
Grad Appt	End Date	>	not

Group 3: primary faculty rank prof

Make the group Departmental? Yes ☐ No ☒

Criteria Set: Description: Primary Faculty; at the rank of Profes (Group Name: Rank - Prof - Primary)

INCLUDE records that match ALL OF the criteria below:

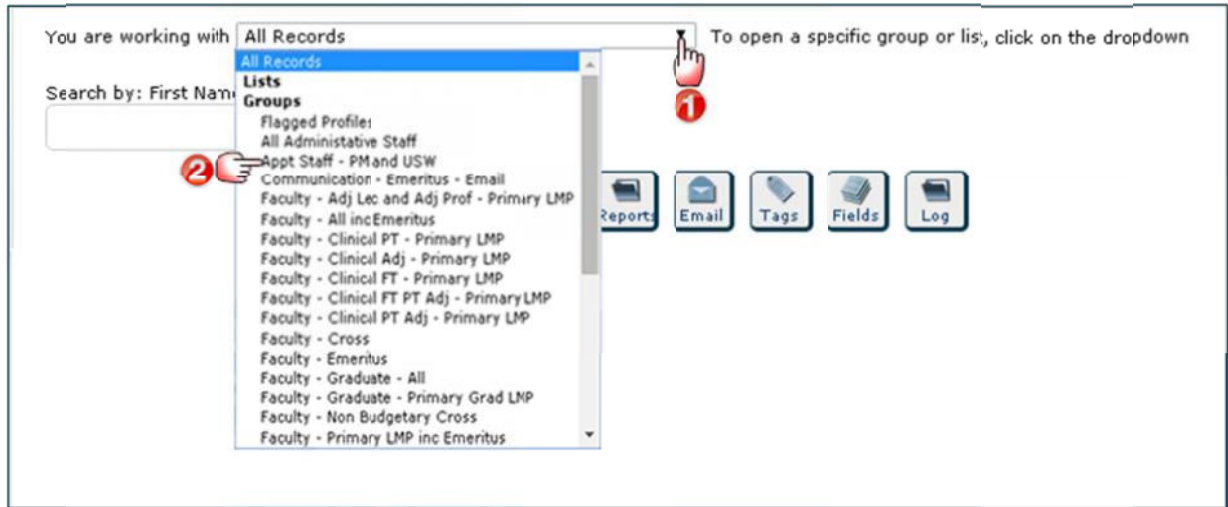
Field Name	Sub-Field	Op	Value
Is In HRIS Feed		=	true
Current Rank		=	Professor
Primary Department		=	your dept.

Department of Anaesthesia
Dept of Biochemistry
Dept of Family & Community Medicine
Dept of Immunology
Dept of Lab. Medicine & Pathobiology
Dept of Medical Biophysics
Dept of Medicine

Open an Existing Group or List

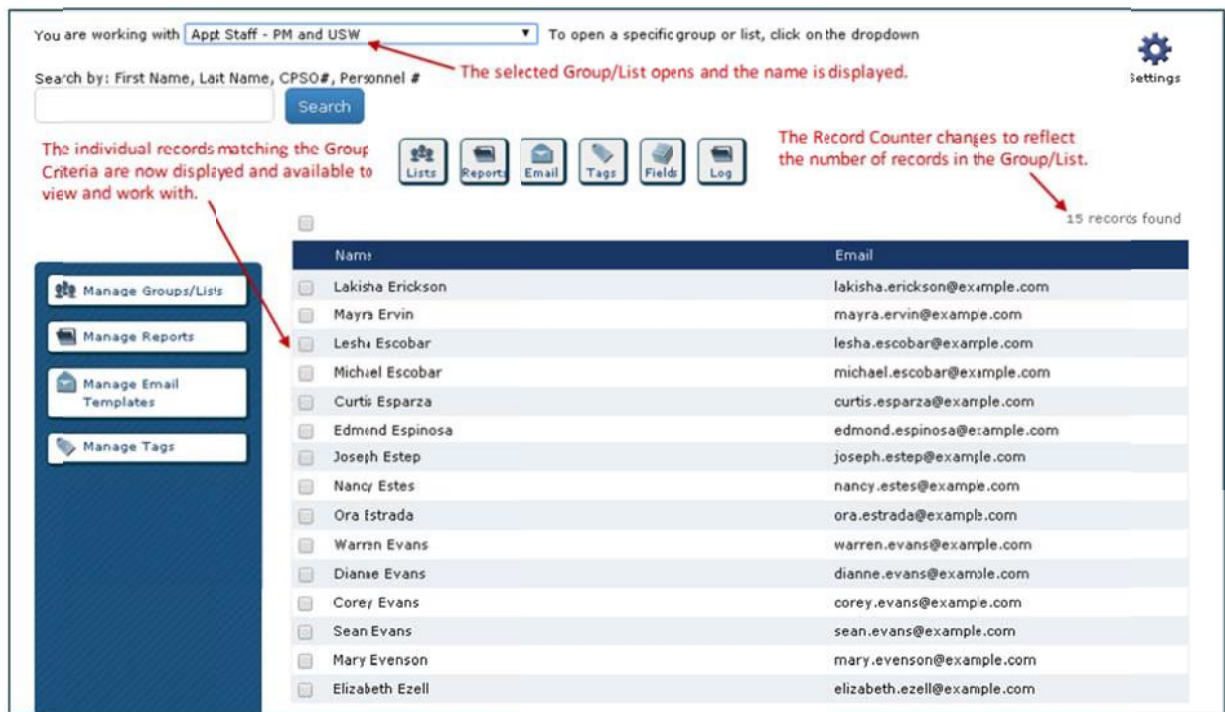
The following example opens an existing Group called “Appt Staff – PM and USW” containing appointed staff who are either Professional/Managers or USW Appointed Staff. There are 15 individuals meeting this criteria in this department.

On the Home Page:



1. Click the dropdown arrow to display the Groups/Lists that are currently available in your department.
2. Select the Group/List you want to open.

Example: Home Page with “Appt Staff – PM and USW” Group Opened

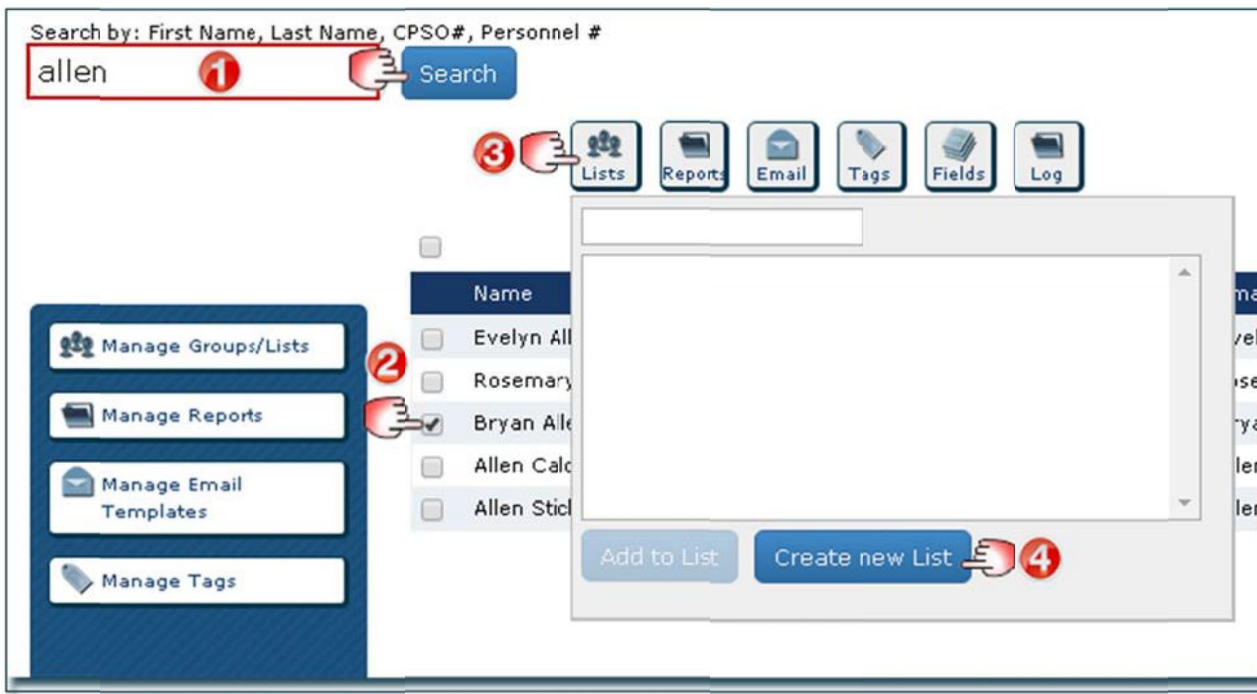


Lists

Create a List

The following example creates a list containing the members of the “Advancement Committee”. Start by selecting the first member and entering the list name.

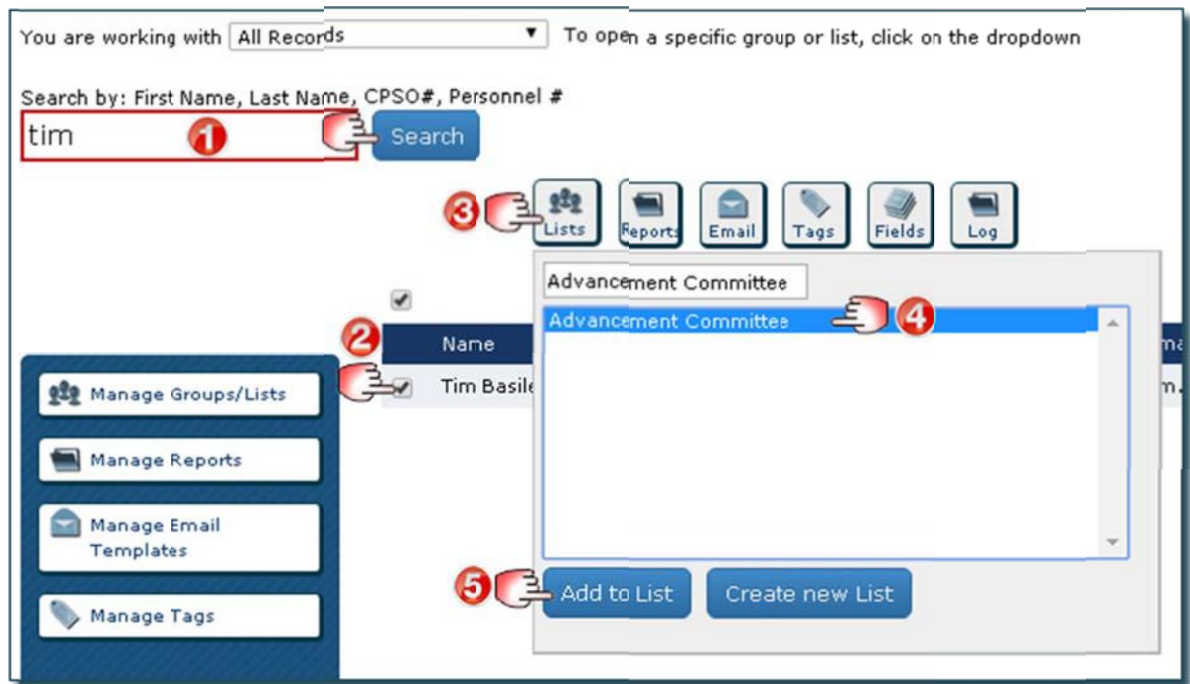
On the Home Page:



Create List with Selected Profiles window opens:



1. Search for the first individual to be added to the list.
2. Select the individual.
3. Click the Lists action button, pop up window appears.
4. Click Create New List, pop up window appears.
5. Enter the list name (in this case “Advancement Committee”).
6. Click Save (returns you to the home page).



On the Home Page, add the remaining members:

1. Search for the next individual you want to add to the list.
2. Select the individual.
3. Click the Lists action button, pop up window appears.
4. Select the list you want to add them to (in this case "Advancement Committee").
5. Click Add to List.

Continue Step 1 through 5 until all individuals are added to the list.

Finished Example: Home Page with Advancement Committee List opened.



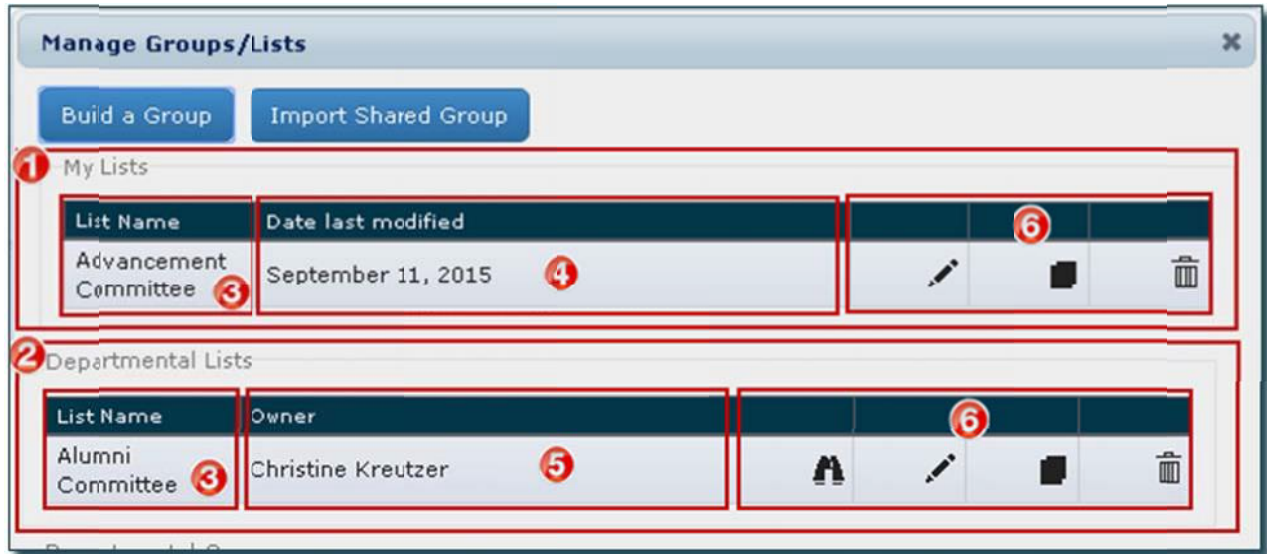
Manage Lists

Along with creating a List, you can view, copy, edit, delete and make a list available to your department users.

On the Home Page:



Manage Groups/Lists window opens:



1. My Lists: Lists you created that only you can access unless you make them a “Departmental List”.
2. Departmental Lists: Lists available to all Focus users in your department.
3. List Name: Name of the List.
4. Date Last Modified: Last date any changes were made to the List and it was saved.
5. Owner: User that created the list.
6. Management Functions:
 - ✓ Click View to see the details of a list someone else created (only applicable to those appearing under “Departmental Lists”).
 - ✓ Click Edit to edit the contents of an existing List.
 - ✓ Click Copy to create a copy of an existing List.
 - ✓ Click Delete to permanently delete an existing List (you will be asked to confirm this).

Note: Most users are limited to editing and deleting lists appearing under “My Lists”. Only users with specific access can edit and delete lists appearing under “Departmental Lists”.

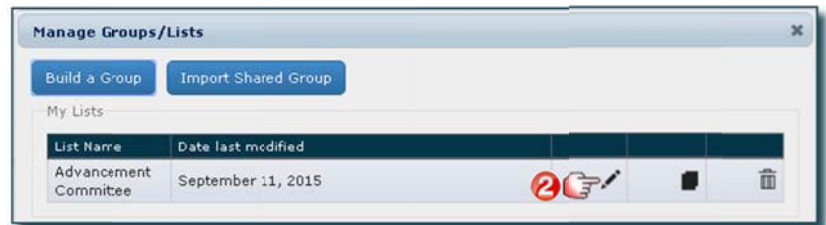
Edit Lists (Rename, Delete Records, etc.)

The following example changes the list name and makes it available to all Department users.

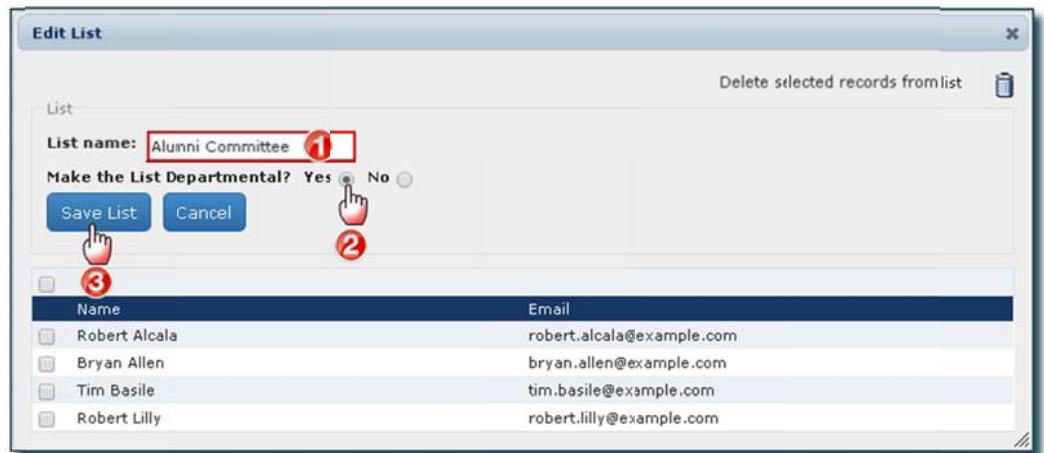
On the Home Page:



Manage Groups/Lists window opens:

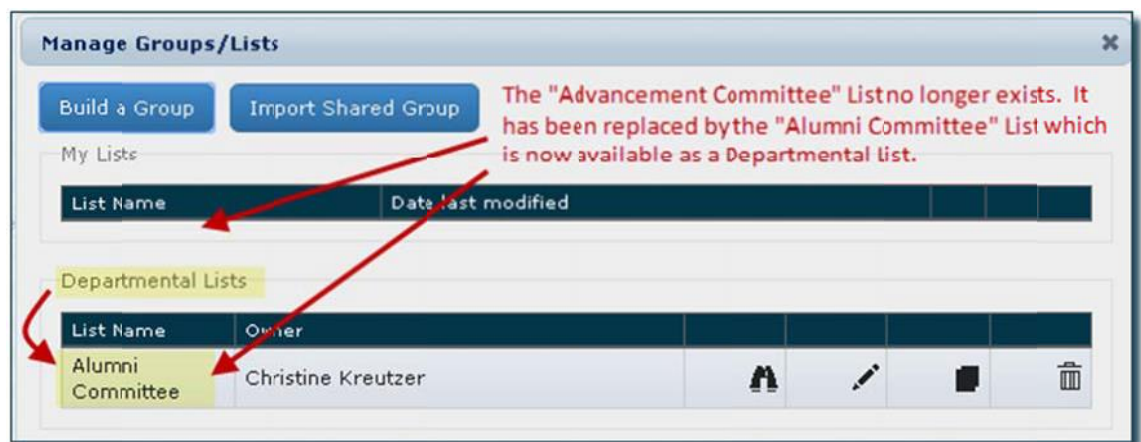


Edit List window opens:



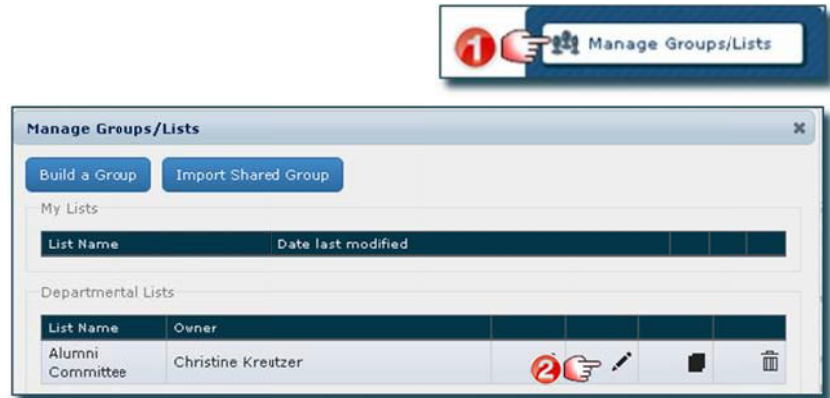
1. Change the List Name to Alumni Committee (this overwrites the existing name).
2. Click Yes to make the List available to other users in your department.
3. Click Save List to save the changes (this overwrites the original). Close the windows and return to the Home Page, or Cancel to exit without saving.

Example :

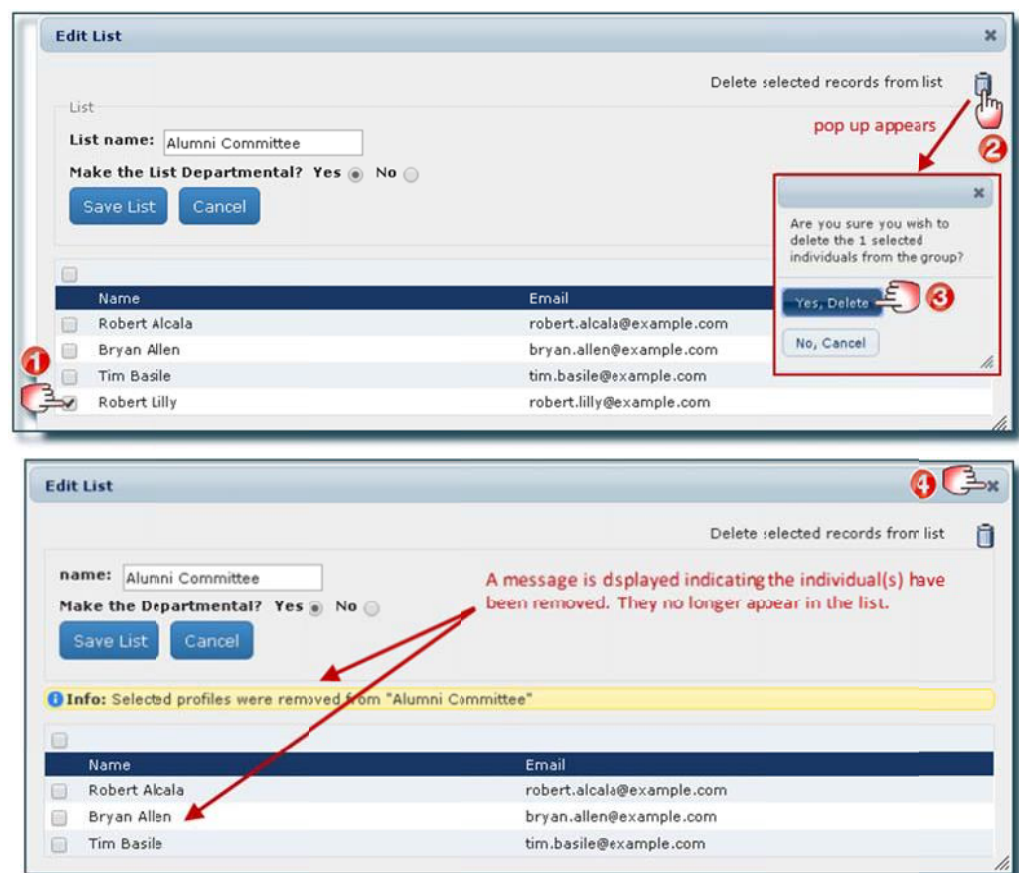


The following example deletes an individual from a list.

On the Home Page:



Edit List window opens:



1. Select the individual(s) you want to remove from the list.
2. Click the Delete Icon, a pop up window appears asking you to confirm deletion of the selected individual(s).
3. Click Yes, Delete (the deletion will occur whether or not you click on Save List or Cancel).
4. Click here to close the window and return to the Home Page.

Reporting

The Reports action button allows you to select and report on specific data within Focus and open it in excel. Reports can be saved as a template and run on any Group. Reports have many uses:

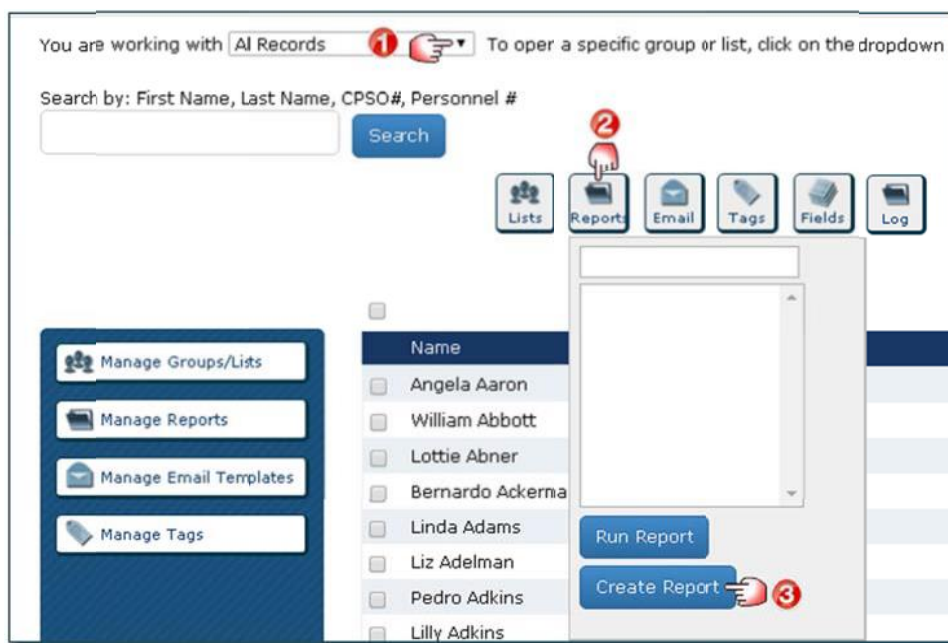
- ✓ Adhoc requests needed on a one-time-only basis. These are created, run once and not saved (e.g. someone wants a quick list of all faculty affiliated at Mt. Sinai hospital, including their current rank and date the rank was effective).
- ✓ Recurring events or processes used on a cyclical basis. These are created, saved and run on the same Group at specific times (e.g. an annual list of faculty who need to be reviewed because their appointments are coming to an end).
- ✓ Templates to be applied to different Groups/Lists. These are created, saved and run on the required Groups/List when needed (e.g. download of contact information).

Note: Reports act as templates that produce data for whatever Group/List is open at the time a report is run, regardless of what Group/List was open at the time the report was created. For example, you create one report for producing mailing labels and run it on any group you need mailing labels for.

Create a Report

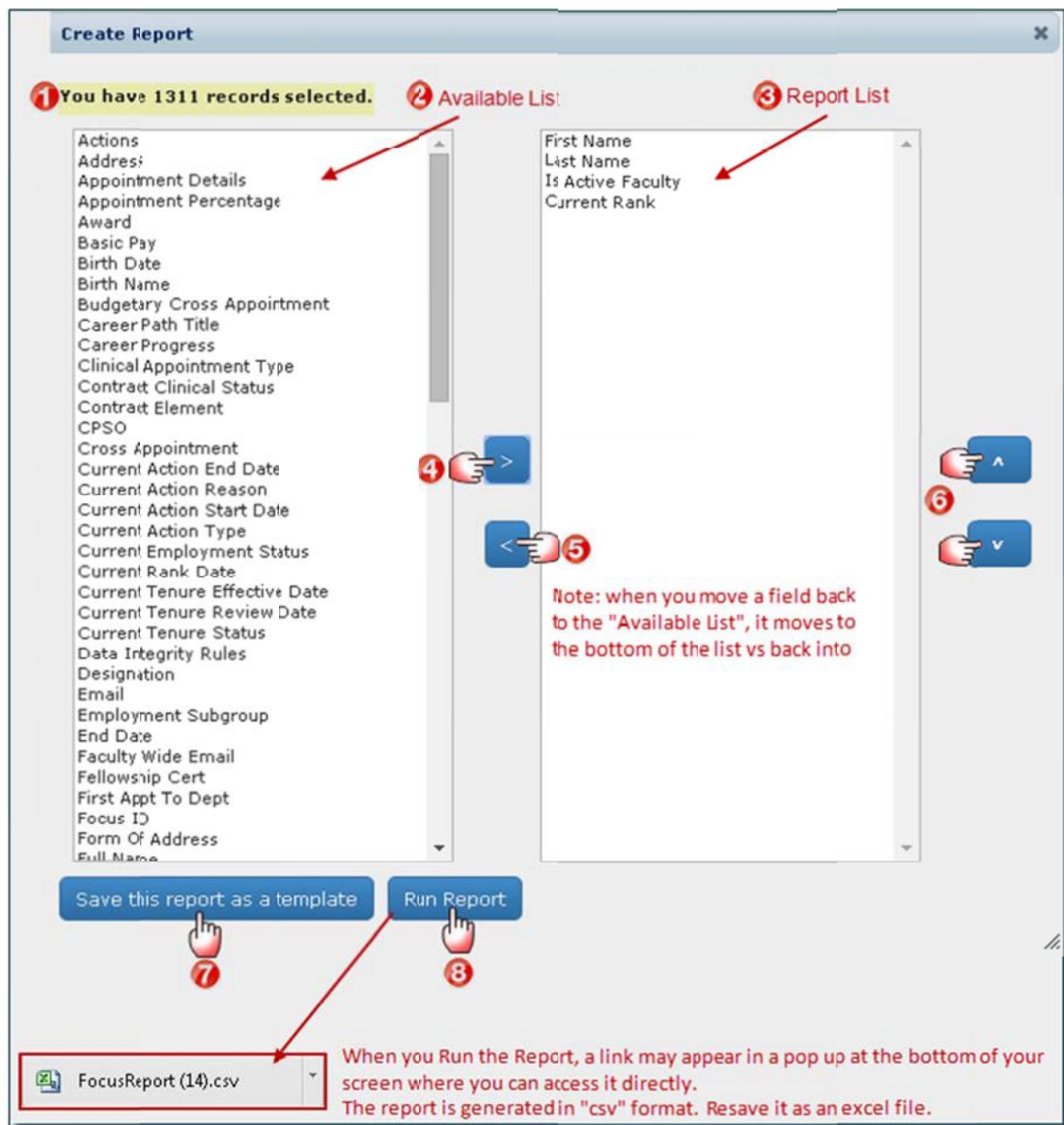
The following example creates and saves a Report containing the name and current rank of faculty. Save the Report as a template named "Faculty Rank".

On the Home Page:



1. Select the Group you want to report on (this example uses the default "All Records").
2. Click the Reports action button, a pop up appears.
3. Click Create Report.

Create Report window opens:



1. Indicates the number of records you are working with based on the Group/List opened on the Home Page (in this example, the "All Records" Group is opened and there are 1,311 records).
 2. The left box (Available List) contains the fields available to include in your Report.
 3. The right box (Report List) contains the fields you have chosen to include in your Report.
 4. Select a field from the Available List and click the Right Arrow to move it to the Report List.
 5. Select a field from the Report List and click the Left Arrow to remove it from the report and move it back to the Available List.
- (tip: Select multiple fields by holding down the Ctrl button as you click on the .)
6. Change the order of the fields within the Report List. Select the field you want to move and click the up/down arrows to move it within the list.
 7. Click Save This Report as a Template and enter a name. The Report is saved in Focus as a template that you can access using the Reports action button on the Home Page. You can run the report on any Group/List at any time.

8. Click Run Report. The report is generated and saved as a downloaded file in “csv” format that can be opened in Excel. It is suggested you save it in Excel format. The data generated is based on the individuals associated with the Group/List opened on the Home Page.

Note: The location of the Report is based on where your browser is set to save downloaded files.

Contact Discovery Commons if you aren't sure where these files are stored and need help locating it.

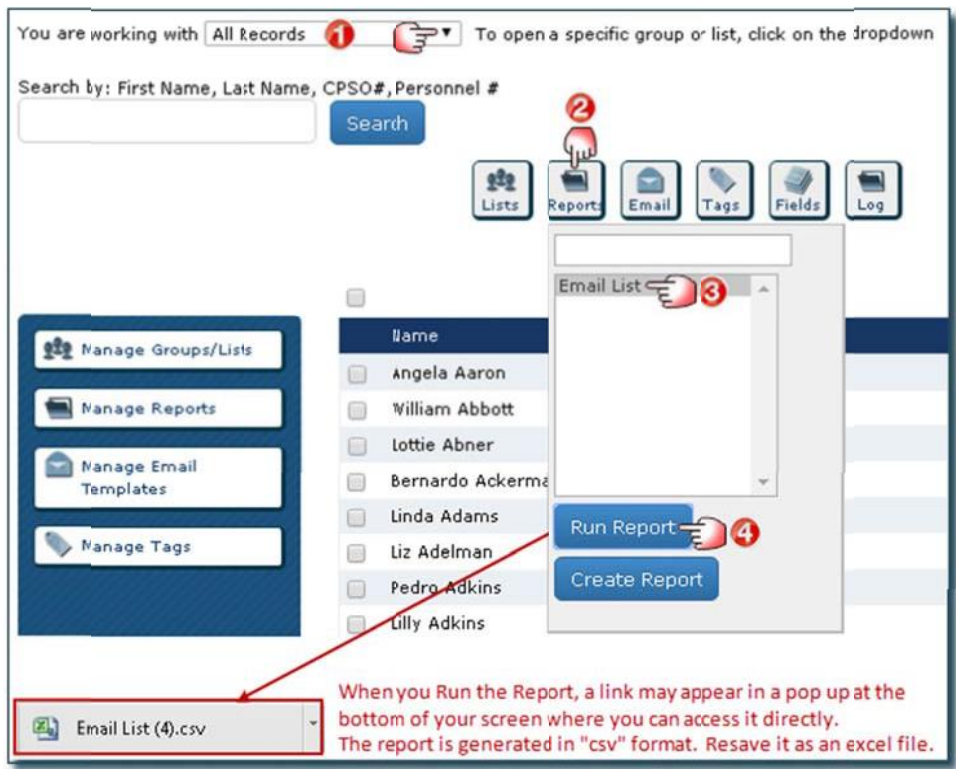
Sample Excel Report (some formatting has been applied)

	A	B	C	D
1	First Name	Last Name	Is Active Faculty	Current Rank
2	Angela	Aaron	FALSE	
3	William	Abbott	TRUE	Asst Professor
4	Lottie	Abner	TRUE	Asst Professor
5	Bernardo	Ackerman	TRUE	Assoc Professor
6	Linda	Adams	TRUE	Assoc Professor
7	Liz	Adelman	TRUE	Lecturer
8	Pedro	Adkins	TRUE	Professor
9	Lilly	Adkins	TRUE	Asst Professor
10	Carrie	Aguilar	TRUE	Assoc Professor
11	Martha	Akers	FALSE	
12	Robert	Alcala	FALSE	
13	Ebony	Aldana	TRUE	Lecturer
14	Gilberto	Alderman	FALSE	
15	Carole	Alexander	TRUE	Professor
16	Alfredo	Alexander	TRUE	Assoc Professor

Run an Existing Report

The following example Runs and Opens an existing Report called “Email List” on the Group “All Records”.

On the Home Page:



1. Select the Group/List you want to work with (this example uses “All Records”).
2. Click the Reports action button.
3. Click an Existing Report (this example opens the Email List).
4. Click Run Report. The Report is generated and saved as a downloaded file in “csv” format that can be opened in Excel. It is suggested you save it in Excel format.

Note: The location of the Report is based on where your browser is set to save downloaded file . Contact
Discovery Commons if you aren’t sure where these files are stored and need help locating it.

Sample Excel Report (some formatting has been applied)

	A	B	C
1	First Name	Last Name	Email-Email Address
2	Angela	Aaron	angela.aaron@example.com
3	William	Abbott	william.abbott@example.com
4	Lottie	Abner	lottie.abner@example.com
5	Bernardo	Ackerman	bernardo.ackerman@example.com
6	Linda	Adams	linda.adams@example.com
7	Liz	Adelman	liz.adelman@example.com
8	Pedro	Adkins	pedro.adkins@example.com

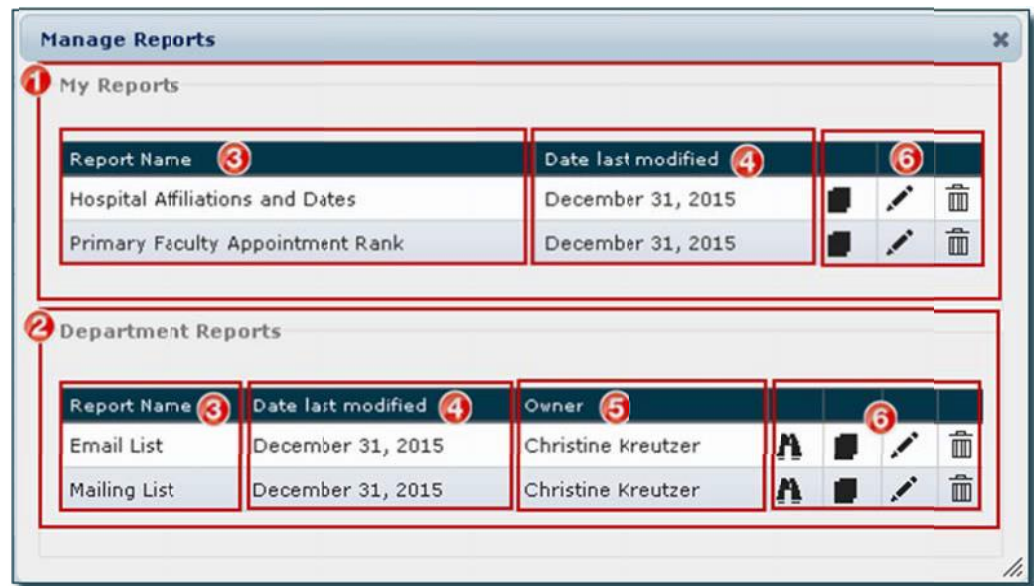
Manage Reports

Along with creating a Report, you can view, copy, edit, delete and make a report available to your department users.

On the Home Page:



Manage Reports window opens:



1. My Reports: Reports you created that no one else can access unless you make them a “Department Report”.
2. Department Reports: Reports made available to anyone in your department with Focus access (this is controlled when you “Edit” a List).
3. Report Name: name of the Report.
4. Date Last Modified: last date the Report was saved with changes.
5. Owner: user that created the Report.
6. Management Functions:
 - ✓ Click View to see the details of a Departmental Report someone else created (only applicable to those appearing under “Departmental Reports”).
 - ✓ Click Copy to create a copy of an existing Report.
 - ✓ Click Edit to make changes to an existing Report.
 - ✓ Click Delete to permanently delete an existing Report (you will be asked to confirm this).

Notes: Most users are limited to editing and deleting Reports appearing under “My Reports”. Only users with specific access can edit and delete reports appearing under “Departmental Reports”.

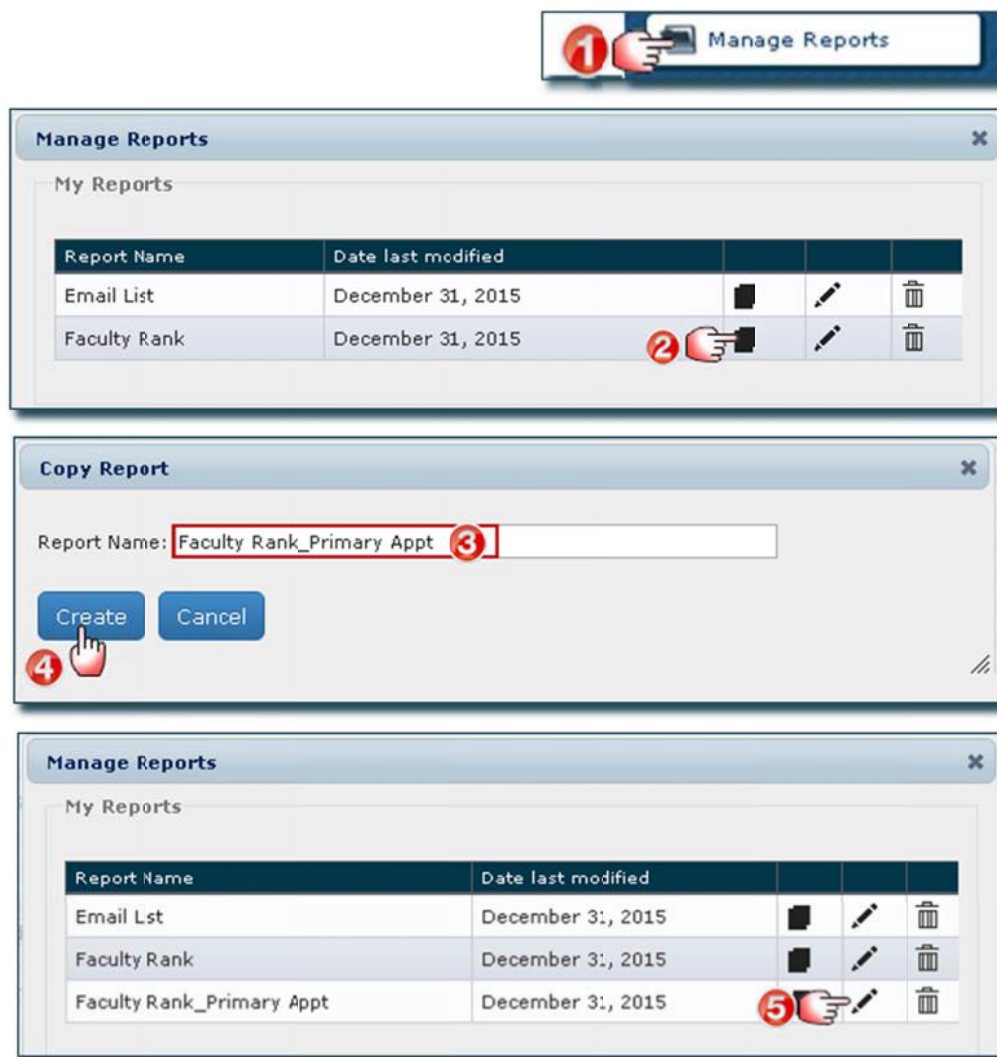
Departmental Reports containing sensitive and/or confidential data will run for all users, however, the confidential/sensitive fields will only produce real data if the user access permits it (e.g. birthdates and personnel numbers will be displayed as “access denied”).

Copy and Edit Reports

Useful if you want to create a Report that is similar to an existing one and you don't want to start from scratch.

The following example adds additional information (primary department and primary appointment type) to an existing Report named "Faculty Rank". The new Report is called "Faculty Rank_Primary Appt" and will be available for all department users to run.

On the Home Page:



1. Click Manage Reports.
2. Click the Copy Icon beside the Report you want to copy (in this example, "Faculty Rank").
3. Enter the new Report Name (in this example, "Faculty Rank_Primary Appt").
4. Click Create. A pop up opens confirming the new Report has been created. Close the window and you will return to Manage Reports.
5. Click the Edit Icon beside the new Report (in this example, "Faculty Rank_Primary Appt").

Edit Report window opens:

Report Name: **Faculty Rank_Primary Appt** 1

Make this a departmental report: ☒ Yes 2 ☐ No

Fields to add:

- Mailing Label
- Medic Speciality
- Middle Initial
- Middle Name
- Nationality
- new text field ck
- Other University Appointment
- Pay Scale Group
- Pay Scale Level
- Pay Scale Type
- Personnel Area
- Personnel Number
- Personnel Subarea
- Position
- Position #
- Post Sec Ed
- Previous Rank
- Previous Rank End Date
- Previous Rank Start Date
- Primary Address
- Primary Appt End Date
- Primary Appt Start Date
- Primary Budgetary Appointment
- Primary Email
- Primary Grad Appt End Date
- Primary Grad Appt Unit
- Primary Telephone
- Prof Designation
- Retirement Date (P)
- Retirement Date (U)
- Start Date
- Telephone
- UtorAuth Email
- UtorAuth Telephone
- UtorId
- Wage Type

Selected Fields:

- First Name
- Last Name
- Is Active Faculty
- Current Rank
- Primary Department** 3
- Primary Appointment Type

Save Changes 4

1. The new Report Name is displayed.
2. Click Yes to make this Report available to other users in your department.
3. Add the fields “Primary Department” and “Primary Appointment Type” to the Report List.
4. Click Save Changes and confirmation will appear. Close the window.

Example:

Manage Reports

My Reports

Original report remains unchanged

Report Name	Date last modified			
Email List	December 31, 2015			
Faculty Rank	December 31, 2015			

Department Reports

New report is created and is available to all users in the department

Report Name	Date last modified	Owner				
Faculty Rank_Primary Appt	December 31, 2015	Christine Kreutzer				
Mailing List	December 31, 2015	Christine Kreutzer				

Run the new Report which now includes the fields “Primary Department” and “Primary Appointment Type”.

Sample Excel Report (some formatting has been applied)

	A	B	C	D	E	F
1	First Name	Last Name	Is Active Faculty	Current Rank	Primary Department	Primary Appointment Type
2	Angela	Aaron	FALSE			
3	William	Abbott	TRUE	Asst Professor	Lab. Medicine & Pathobiology	Status Only
4	Lottie	Abner	TRUE	Asst Professor	Lab. Medicine & Pathobiology	Clinical (MD) Full Time Appt
5	Bernardo	Ackerman	TRUE	Assoc Professor	Lab. Medicine & Pathobiology	Status Only
6	Linda	Adams	TRUE	Assoc Professor	Lab. Medicine & Pathobiology	PhD Researcher[Medicine Only]
7	Liz	Adelman	TRUE	Lecturer	Lab. Medicine & Pathobiology	Clinical (MD) Full Time Appt
8	Pedro	Adkins	TRUE	Professor	Lab. Medicine & Pathobiology	Clinical (MD) Full Time Appt
9	Lilly	Adkins	TRUE	Asst Professor	Lab. Medicine & Pathobiology	PhD Researcher[Medicine Only]
10	Carrie	Aguilar	TRUE	Assoc Professor	Surgery	Clinical (MD) Full Time Appt
11	Martha	Akers	FALSE			
12	Robert	Alcala	FALSE			
13	Ebony	Aldana	TRUE	Assoc Professor	Lab. Medicine & Pathobiology	Clinical (MD) Full Time Appt
14	Gilberto	Alderman	FALSE			
15	Carole	Alexander	TRUE	Professor	Lab. Medicine & Pathobiology	Clinical (MD) Full Time Appt
16	Alfredo	Alexander	TRUE	Assoc Professor	Lab. Medicine & Pathobiology	PhD Researcher[Medicine Only]

Email

NOTE: This function is restricted to specific users. If you don't have this access and feel it is necessary for your role, see your Department Manager.

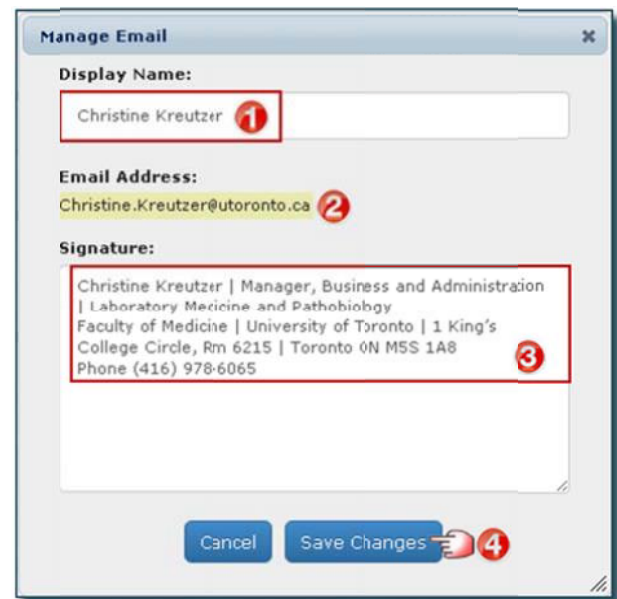
All emails are created as templates that can be sent to selected individuals or entire Groups/Lists. Emails can be personalized and include attachments. They can also be made "Departmental" for other users to access.

Before using the email feature for the first time, set up your personal email setting.

On the Home Page:



Manage Email window opens:



1. Enter Your Name (the way you want it displayed in the emails you send).
2. Your Email Address appears as it was entered when your user access was created. If it doesn't appear or there is an error, see your Focus Department Administrator or contact the HR office if you are the administrator.
3. Enter your Signature as you want it to appear in your sent emails.
4. Close all windows and return to the Home Page.

Understanding Email Templates in Focus

1. When you use Focus to send emails, you are creating an Email Template that is used to generate the email(s). The template allows you to insert variables and “customize” the email for each recipient.

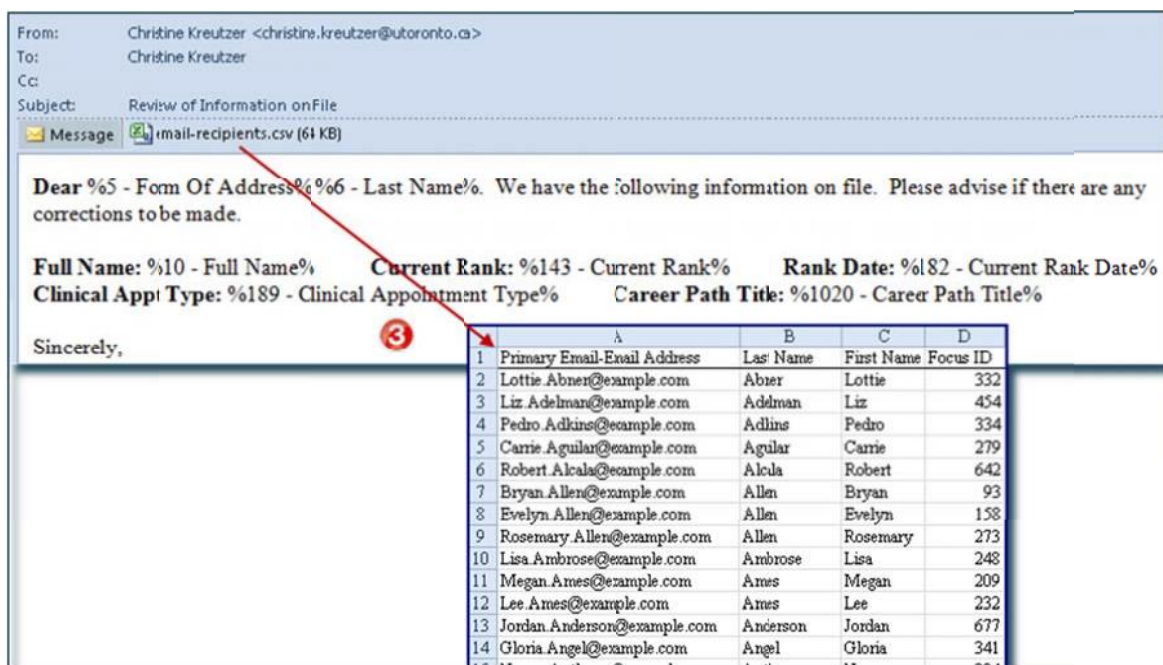
The screenshot shows the Focus email template editor. At the top, the 'Template Name' is 'Template Example'. Below this is the 'Message' section with fields for 'To:' (Faculty Wide Email Address(283 Selected Individuas)), 'From:' (Christine Kreutzer (christine.kreutzer@utoronto.ca)), 'Email me a copy of every email sent out:' (unchecked), 'Subject:' (Review of Information on File), and 'Attach File:' (Choose File, No file chosen). Below the message fields is the 'Insert Field Variable:' dropdown set to 'Current Rank Date', with a red circle and the number '1' next to it. The main email body is shown in a preview window with a toolbar. The body text is: 'Dear %5 - FormOfAddress% %6 - Last Name% We have the following information on file. Please advise if there are any corrections to be made. Full Name: %10 - Full Name% Current Rank: %143 - Current Rank% Rank Date: %182 - Current Rank Date% Clinical Appt Type: %189 - Clinical Appointment Type% Career Path Title: %1020 - Career Path Title% Sincerely,'.

2. Whether you have selected one individual or a group of individuals to email, each individual will receive their own email, whether or not you have customized it with variables. You are not sending one email to a group of individuals.

The screenshot shows three personalized email templates generated from the Focus system. Each template is a separate email body with the following structure: 'Dear [Name], We have the following information on file. Please advise if there are any corrections to be made. Full Name: [Name] Current Rank: [Rank] Rank Date: [Date] Clinical Appt Type: [Type] Career Path Title: [Title] Sincerely,'. The first template is for Dr. Abner, the second for Dr. Bolton, and the third for Dr. Borrego. A red circle and the number '2' are next to the second template.

Recipient	Full Name	Current Rank	Rank Date	Clinical Appt Type	Career Path Title
Dr. Abner	Lottie Abner	Asst Professor	29-Apr-2010	Clinical (MD) Full Time Appt	Clinician Teacher
Dr. Bolton	Margaret Bolton	Assoc Professor	1-Jul-2011	Clinical (MD) Full Time Appt	Clinician Educator
Dr. Borrego	Jim Borrego	Professor	1-Jul-2003	Clinical (MD) Full Time Appt	Clinician Investigator

- As the user who is sending the email, you are automatically emailed a copy of the Email Template along with an attached "CSV" file containing a list of the selected individuals whom the email was sent to.



- If you click on "Email me a copy of every email sent out:", you will be cc'd on EVERY email sent (in the example below, you would receive copies of all 283 emails).

Template Name:

Message

To:

From:

Email me a copy of every email sent out: ☒

Subject:

Attach File: Information on File.docx

Insert Field Variable:

4 If you check off "Email me a copy of every email sent out:", you will receive a copy of all 283 emails. This is regardless of whether or not you customized the template.

B I

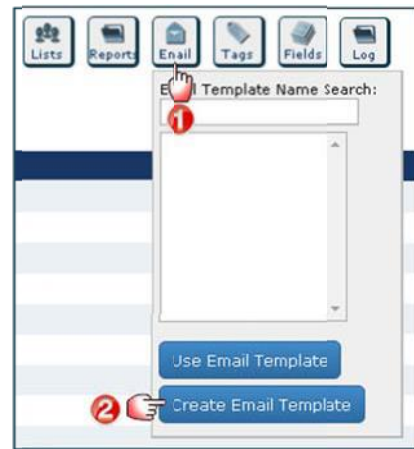
Dear Faculty Member. We are reviewing our files and ask that you complete and return the attached form.

Sincerely,

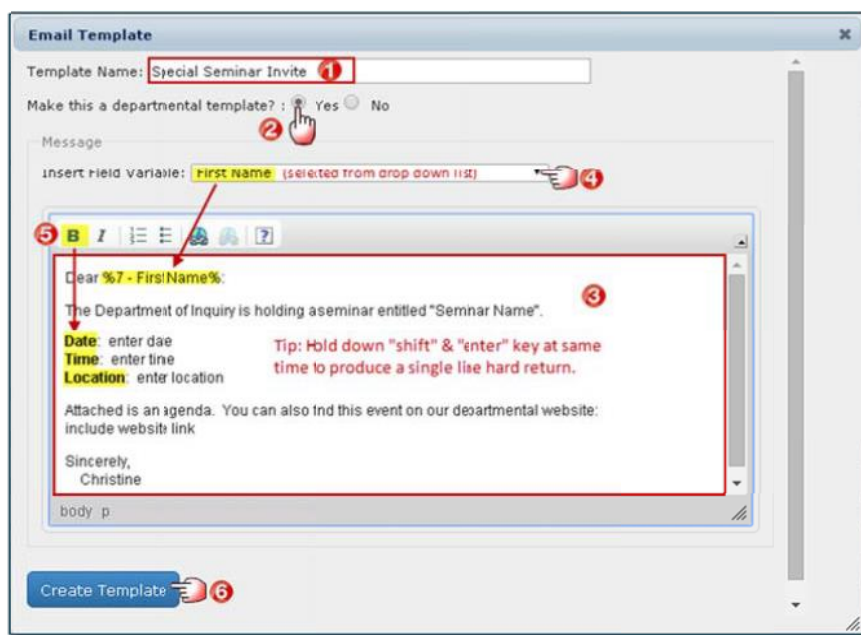
Create Email Templates

The following example creates an email template for departmental use for the purpose of inviting individuals/groups to special seminars. The email invite is personalized with the recipient's first name.

On the Home Page:



Email Template window opens:



1. Enter the Template Name.
2. Click Yes to make the Email Template available to all department users.
3. Type your message. Personalize the email with the recipient's first name (variable). Within the message, place your cursor where you want the variable to appear (e.g. after the word "Dear"). Click the drop down and select the field you want to insert (in this example, "First Name").

IMPORTANT: The variable appears in code within % signs – do not make changes to the code as this would result in an error. You may have as many variables in your email as needed. Confidential HR

Information (e.g. personnel number, birth date, etc.) are not available for use in email templates.

4. Format the email with bold, italics, numbering and bullets and add website links where applicable.
5. Click Create Template.

Choosing the Email Source (Types of Email Addresses Stored on Focus)

When sending emails, you will have the choice of using either the:

- ✓ Faculty Wide Email Address: uses the email set as “primary” by the primary department, or, if there is no primary indicated, uses the email stored on HRIS
- OR
- ✓ Primary Email Address: if no primary is indicated, then it will default to the email stored on HRIS

The screenshot shows a web interface for configuring an email template. At the top, there is a text field labeled "Template Name:" with the value "Template Example". Below this is a section titled "Message" containing several fields: "To:", "From:", "Email me a copy of every email sent out:", "Subject:", and "Attach File:". The "To:" and "From:" fields are dropdown menus, both currently showing "Faculty Wide Email Address(784 Selected Individuals)". The "Email me a copy of every email sent out:" field is a checkbox, which is currently unchecked. The "Subject:" field is a text input box. The "Attach File:" field has a "Choose File" button and the text "No file chosen".

Email Addresses stored on Individual Records:

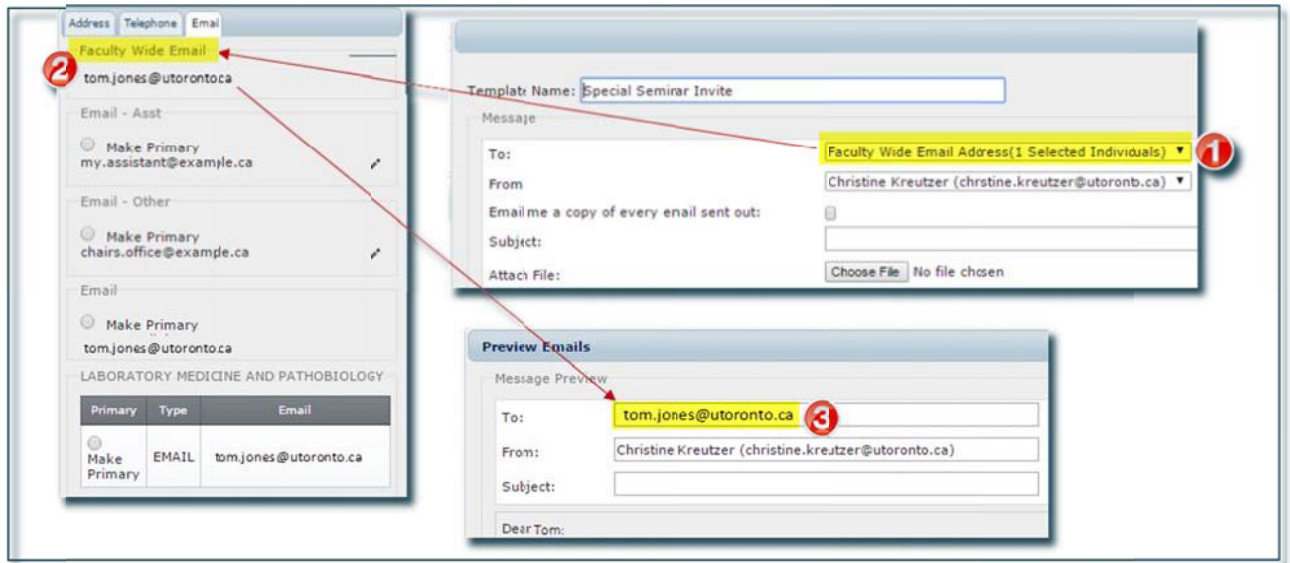
The screenshot shows a web interface for managing email addresses. It has three tabs: "Address", "Telephone", and "Email". The "Email" tab is selected. The interface displays a list of email addresses, each with a "Make Primary" radio button and a pencil icon. The first email address is "tom.jones@utoronto.ca" under the heading "Faculty Wide Email". The second email address is "my.assistant@example.ca" under the heading "Email - Asst". The third email address is "chairs.office@example.ca" under the heading "Email - Other". The fourth email address is "tom.jones@utoronto.ca" under the heading "Email". The fifth email address is "tom.jones@utoronto.ca" under the heading "LABORATORY MEDICINE AND PATHOBIOLOGY". To the right of the interface, there are four red annotations with arrows pointing to specific elements: "Either: Email set as primary by primary dept, or Email stored on HRIS" points to the "Make Primary" radio button of the first email address; "Email field created by dept (pencil icon identifies this as a custom field)" points to the pencil icon of the second email address; "Email field created by dept (pencil icon identifies this as a custom field)" points to the pencil icon of the third email address; "Email stored on HRIS and considered the default unless another email is 'Made Primary'" points to the "Make Primary" radio button of the fourth email address; and "Email stored on the U of T Telecom Directory - the department name displayed on the top indicates the department that entered the data" points to the "LABORATORY MEDICINE AND PATHOBIOLOGY" heading.

Primary	Type	Email
<input type="radio"/>	EMAIL	tom.jones@utoronto.ca

Email example, #1:

Sends an email to Tom Jones using the Faculty-Wide Email Address. There is no email that has been made primary.

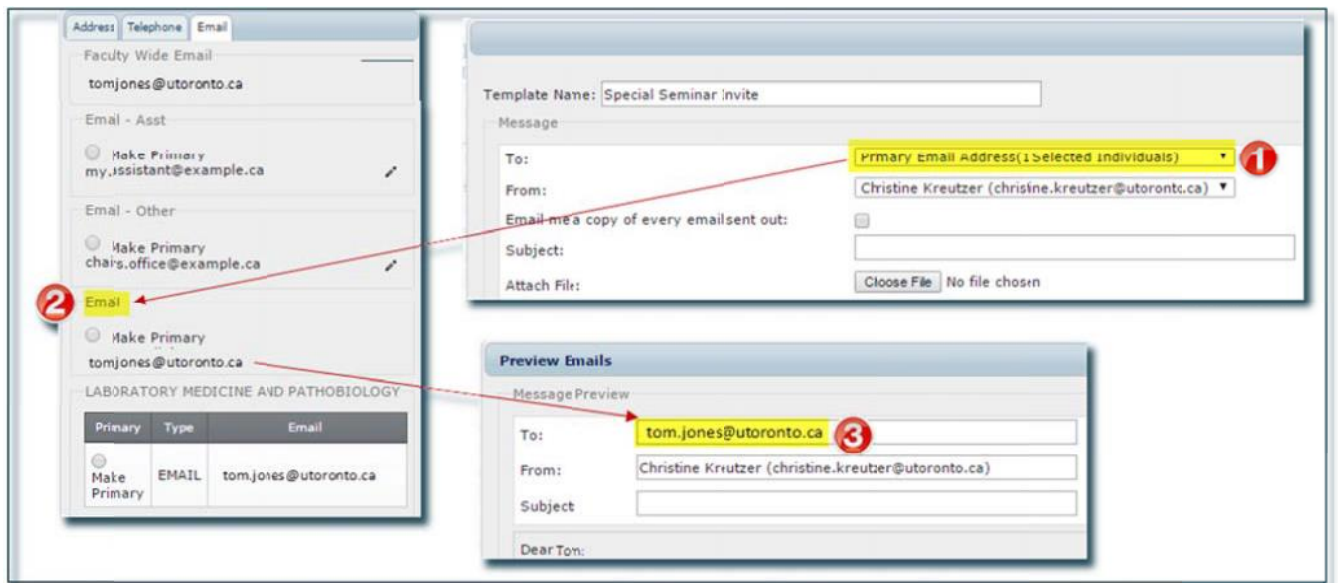
1. On the Email Template, “Faculty Wide Email Address” is selected
2. Uses Faculty Wide Email
3. The email will be sent to “tom.jones@utoronto.ca”.



Email example, #2 sending an Email to Tom Jones:

Sends an email to Tom Jones using the Primary Email Address. There is no email that has been made primary.

1. On the Email Template, “Primary Email Address” is selected
2. Uses Email when no other email is marked as primary
3. The email will be sent to “tom.jones@utoronto.ca”.



Email example, #3 sending an Email to Tom Jones:

Sends an email to Tom Jones using the Primary Email Address. There is an email that has been made primary.

1. On the Email Template, “P:primary Email Address” is selected
2. Uses Email when no other email is marked as primary
3. The email will be sent to “tom.jones@utoronto.ca”.

The screenshot displays the 'Special Seminar Invite' email template configuration. On the left, the 'Email' tab is active, showing a list of email addresses. The 'Make Primary' button next to 'my.assistent@example.ca' is highlighted with a red circle and the number 2. A red arrow points from this button to the 'To:' field in the 'Message' section. In the 'Message' section, the 'To:' field is set to 'Primary Email Address(1 Selected Individuals)' (highlighted with a red circle and the number 1). The 'From:' field is set to 'Christine Kreutzer (christine.kreutzer@utoronto.ca)'. Below the 'Message' section, the 'Preview Emails' section shows the resulting email. The 'To:' field in the preview is set to 'my.assistent@example.ca' (highlighted with a red circle and the number 3). The 'From:' field is set to 'Christine Kreutzer (christine.kreutzer@utoronto.ca)'. The 'Subject:' field is empty.

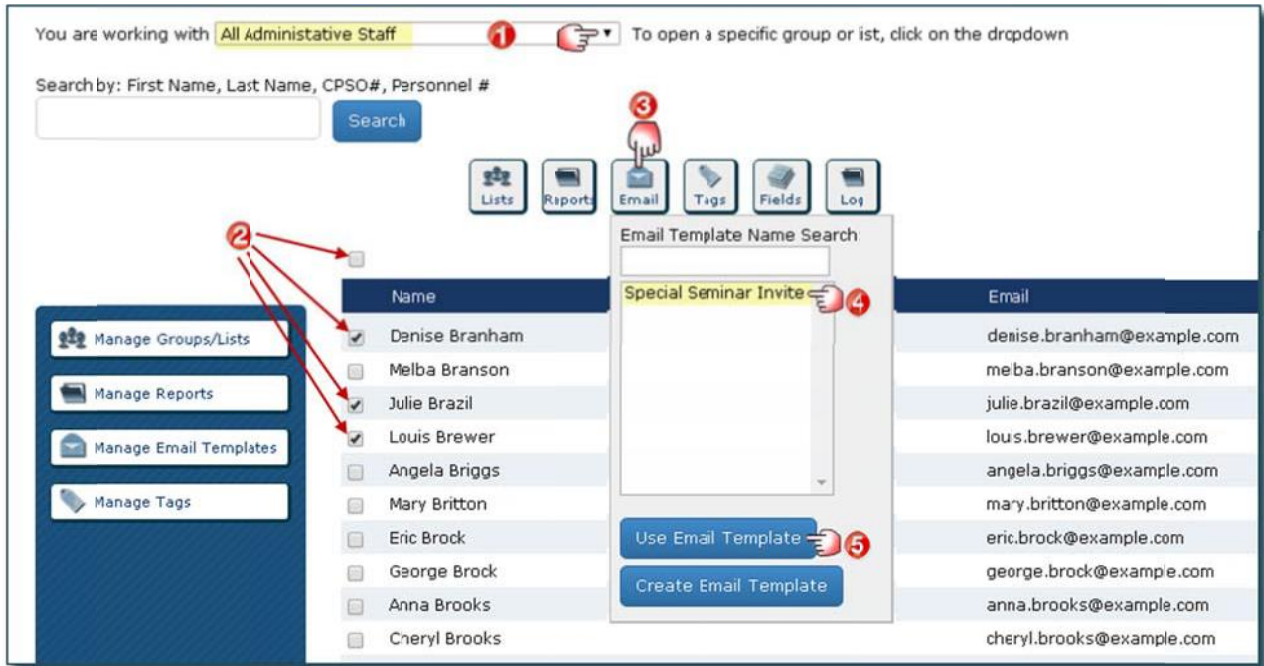
Primary	Type	Email
<input type="radio"/>	Make Primary	tom.jones@utoronto.ca

Primary	Type	Email
<input type="radio"/>	Make Primary	tom.jones@utoronto.ca

Use and Send Email Templates

The following example uses the email template “Special Seminar Invite” and invites specific administrative staff to an upcoming seminar. The agenda, an existing Word document, will be attached to the email.

On the Home Page:



1. Select the Group/List you want to work with (this example uses “Administrative Staff Appointed”).
2. Select the individuals you want to invite.
3. Click the Email action button.
4. Select an existing Email Template (this example opens “Special Seminar Invite”).
5. Click Use Email Template.

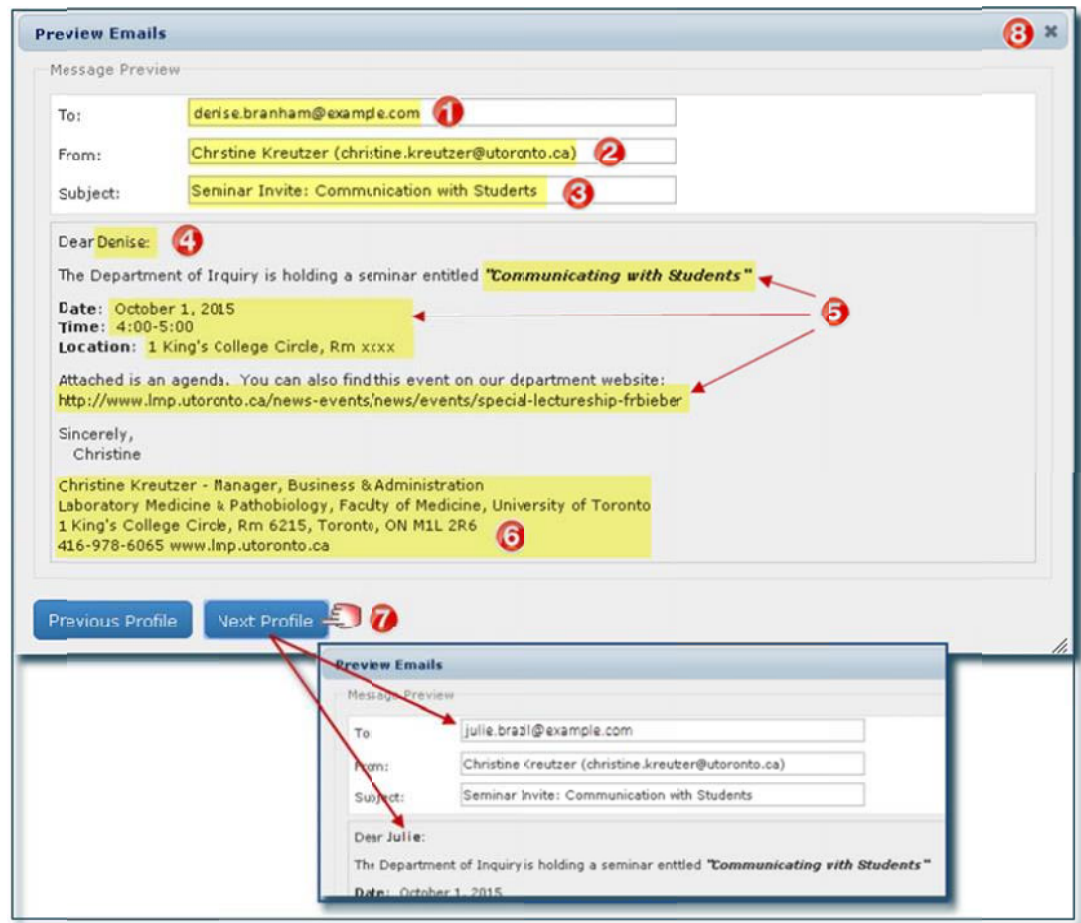
TIP: If you want to select all individuals in a list, click on the main checkbox above the names and the individuals displayed on the screen will be selected along with a prompt to “Click here to select all records”. To clear the selection, click on the checkbox again.

Email Template window opens:

The screenshot shows the 'Email Template' window. At the top, the 'Template Name' is 'Special Seminar Invite' (1). Below is the 'Message' section with fields for 'To:', 'From:', 'Email me a copy of every email sent out:', 'Subject:', and 'Attach File:'. The 'To:' field is set to 'Faculty Wide Email Address(3 Selected Individuals)' (2). The 'From:' field is set to 'Christine Kreutzer (christine.kreutzer@utoronto.ca)' (3). The 'Email me a copy of every email sent out:' checkbox is checked (4). The 'Subject:' field is 'Seminar Invite: Communicating with Students' (5). The 'Attach File:' section shows a 'Choose File' button (6) and a file named 'Communicati...Agenda.docx'. Below the message fields is an 'Insert Field Variable' dropdown set to '-- Please Select --'. The main body of the email is shown in a preview window (7), containing a greeting 'Dear %7 - First Name%:', seminar details (date, time, location), an agenda link, and a signature 'Sincerely, Christine'. At the bottom, there is a red warning icon and text 'Always preview your email before sending it!' (8), and three buttons: 'Preview Emails', 'Save Template', and 'Send Email'.

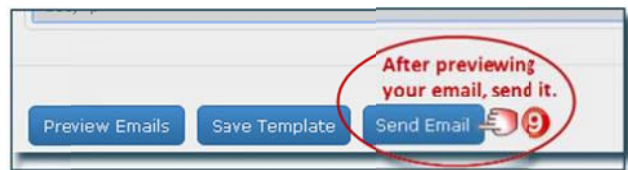
1. The Email Template Name appears.
2. To: Click the drop down to select "Faculty Wide Email Addresses" (the Focus default) or "Primary Email Addresses" as the source to be used for the recipient's email addresses.
IMPORTANT: when more than one email exists for an individual, the department must determine which is the primary email and indicate this in each record. The number of intended recipients is also identified based on all the individuals, or the individuals you selected, within the opened Group/List on the Home Page.
3. From As the logged in user, your email appears as the default, however, you can choose to send the email from the "Departmental Sender" by clicking on the drop down.
Advanced Feature: The Departmental Sender feature is managed under Settings on the Home Page.
4. Send me a copy of every email sent out: Click here if you want to receive a copy of every email (in this example, you would receive a copy of all 15 personalized emails)
5. Subject: Enter a meaningful subject line.
6. Attach File(s): Click Choose File and select the document (in this case the agenda). You can add multiple attachments, one at a time.
7. Email Content: Update the seminar details (in this example: the seminar name, date, time and location and a weblink to the event).
8. Click Preview Emails to see a sample of the email as it would appear to each recipient.
CAUTION: It is highly recommended that you preview a number of emails as this will allow you to see any possible errors prior to sending the email.

Preview Emails window opens:



1. Email Address of the first recipient is displayed.
2. Sender is indicated.
3. Subject appears.
4. First Name of the recipient appears (this is where the field variable “first name” was inserted).
5. Content of the email reflects the changes made (seminar title, date, time, address & weblink).
6. Signature of Sender is now included.
7. Click on Next Profile and Previous Profile to see the email as it would appear to each recipient.
8. Close the window and return to the Email Template window.

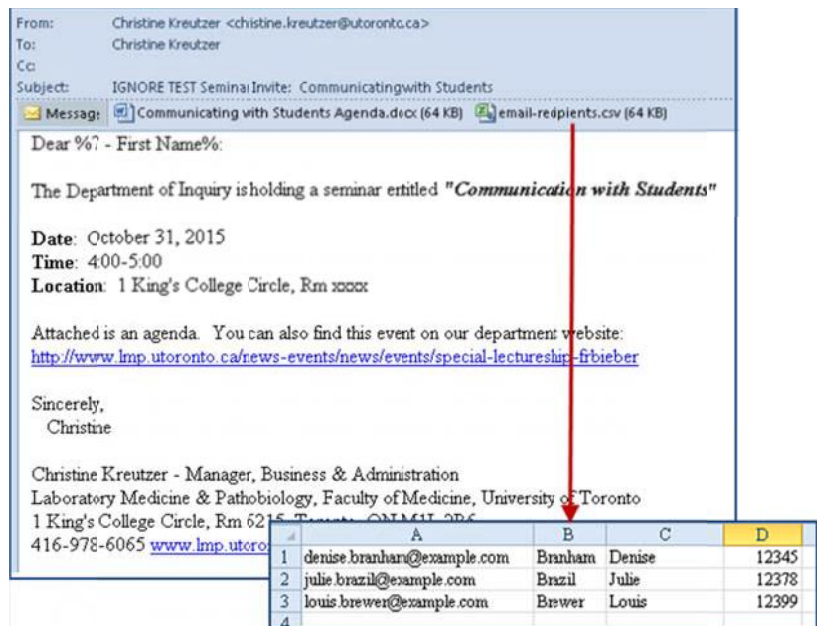
Email Template window opens:



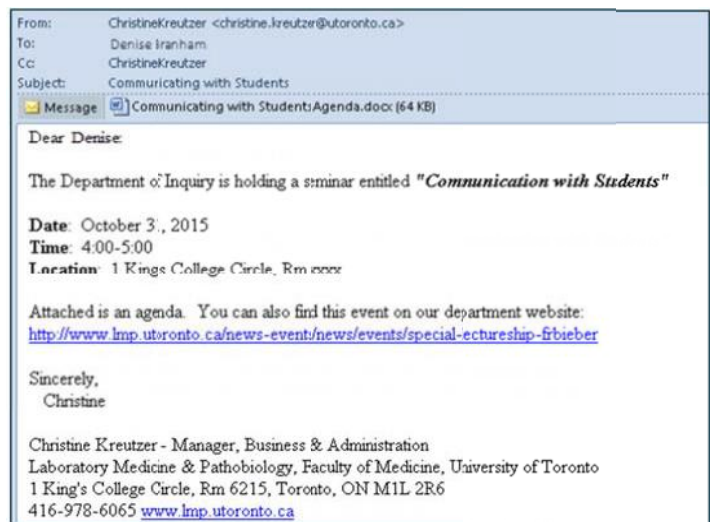
9. Click Send Email. Confirmation appears indicating the “Email was sent to the selected individual(s).”

IMPORTANT NOTE: Do not click on Save Template unless you want to save over the original template.

Sample Email Template Emailed to the User



Sample Email Received by the Recipient

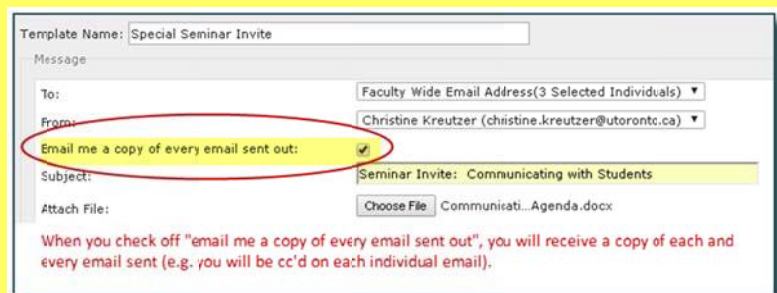


IMPORTANT NOTE:

When you check off "Email me a copy of every email sent out:", you will

receive a copy of each and every email sent. For example, if you have 100 active faculty in your department and

you send the email to a Group containing all your active faculty, you would be cc'd on all 100 emails.



Manage Administrative Users

User Access

When the Faculty of Medicine HR office provided your department with access to Focus, they set up the Department Manager / Business Officer as a “Department Administrator”.

Department Administrator: has full departmental access to all records and functionality within Focus, including the ability to set up and maintain all other departmental users.

Basic User: has access to faculty records only. They cannot see or report on confidential or sensitive data and are unable to use advanced features such as email.

Additional Access includes the ability to:

- ✓ See Dept Sensitive Data: see custom fields that have been marked as 'sensitive'.
- ✓ Edit Custom Data: edit custom data created by the department.
- ✓ See Staff: access staff (USW / PM / Confidential / Research Associates) in addition to Faculty Records.
- ✓ Use Email: send email using Focus.
- ✓ Manage Data: customize the record layout; manage custom fields; and manage “departmental” email settings, groups, lists, reports, and email templates.

Restricted Access (access to Confidential data) Set up and maintained by the Faculty of Medicine HR Office based on requests made by Department Managers/Business Officers (usually limited to those who already have access to this information through HRIS). Includes the ability to view, report, and group on:

- ✓ Pnum: Personnel Number.
- ✓ UTORid: UTORid.
- ✓ HRIS: HRIS Restricted Fields (e.g. birth date, personnel number, UTORid, etc.)

Add Users

On the Home Page:



Manage Administrative Users window opens:



Add User window opens:

The screenshot shows the 'Add User' window with the following fields and options:

- First Name:** A text input field with a red circle '1' next to it.
- Last Name:** A text input field with a red circle '1' next to it.
- UofT Email:** A text input field containing 'firstname.lastname@utoronto.ca' with a red circle '2' next to it.
- UTORID:** A text input field containing 'lastname' with a red circle '3' next to it.
- Department:** A dropdown menu showing 'Department of Demo' with a red circle '4' next to it.
- Access Types:** A list of checkboxes with a red circle '5' and arrows pointing to each:
 - ☐ Department Admin
 - ☐ See Dept. Sensitive Data
 - ☐ Edit Custom Data
 - ☐ See Staff
 - ☒ Use Email
 - ☐ Manage Data
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right, with a red circle '6' and an arrow pointing to the 'Save' button.

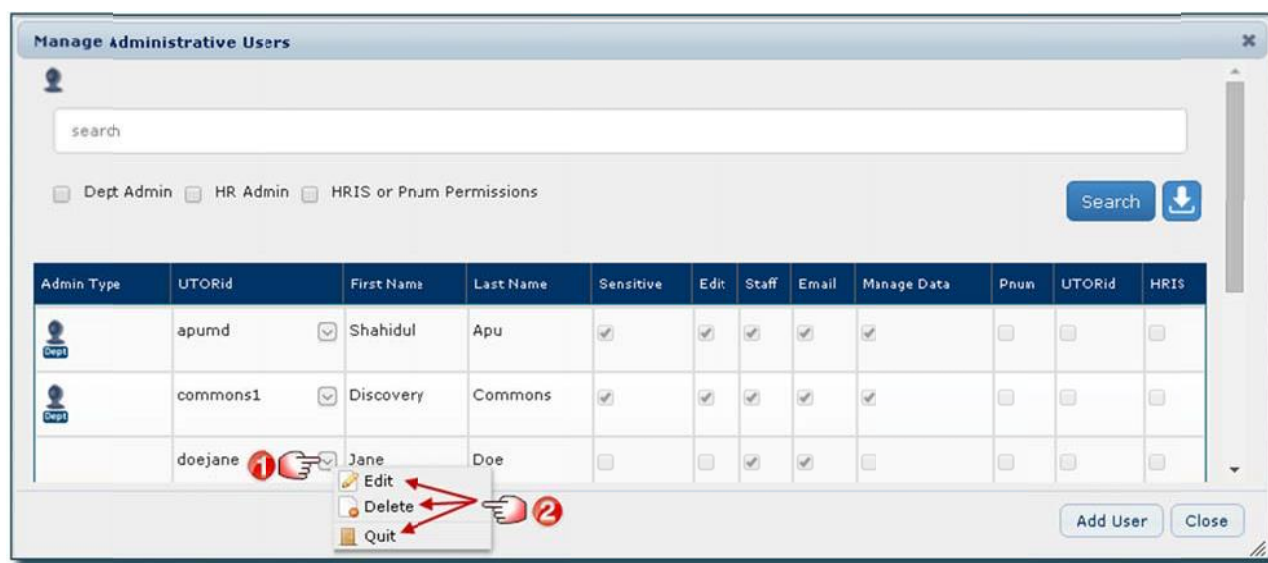
1. Enter the user's First and Last Name.
2. Enter the user's U of T Email (must be a "utoronto" email).
3. Enter the user's UTORID (required in order for the user to log into Focus).
4. Department Name is displayed.
5. Select any Additional Access the user is to be given. (See list of access types and descriptions above.)
6. Click Save (the window will close and a message will appear "User created successfully"), or Click Cancel to stop the process and return to the "Manage Administrative Users" window.

Edit / Delete Users

On the Home Page:



Manage Administrative Users window opens:



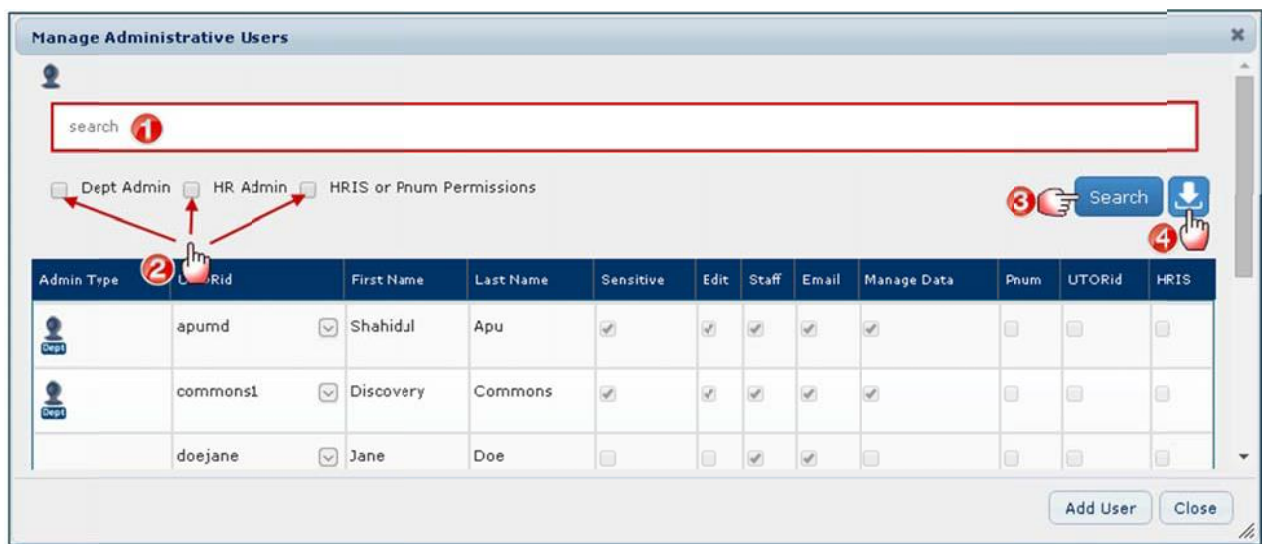
1. Locate the user you want to edit/delete and click the Checkbox next to their name.
2. A box appears, click the option you want to perform:
 - ✓ Click Edit and a window will open allowing you to make changes to their access.
 - ✓ Click Delete and you will be asked to confirm the deletion.
 - ✓ Click Quit to cancel.

Search For and Report On Users

On the Home Page:



Manage Administrative Users window opens:



1. Search for users by entering the first letter, or first few letters, of their last name(s) in the Search Bar.
2. Narrow your search by selecting specific Access Levels.
3. Click Search to produce a list of users who meet the criteria.
4. Click here to produce a report of users and their access based on what you have selected on this window.
Tip: This is useful for large departments with many users.

End