

# FACULTY ACCOMPLISHMENT SYSTEM (FAS)

## FREQUENTLY ASKED QUESTIONS

### USER PROFILE INFORMATION

1. **If my profile information (User ID, Title, Rank, Effective Campus, Effective Name) is incorrect, how can it be fixed?** This data comes from PeopleSoft and you may not edit it in FAS. To have it corrected, contact the fiscal officer in your department to report the error to Human Resources, so that PeopleSoft may be updated.

### DATA IMPORT AND MANUAL ENTRY

2. **If I edited an imported record, will it be overwritten if the same semester data is imported again?** No, an imported record that has been edited will not be overwritten.
3. **What do I do if there are duplicate records, such as two rows for one class?**  
Duplicate records usually occur because one record was manually added (source = User) and the other record was imported (source = Import). To correct the data, review both records and click the delete button next to the record that is to be deleted.
4. **How often is data imported into FAS?** Data is only imported when a faculty member, or their appointed representative, select the import option within a specific category under Maintain Activity Info, such as in Courses or Grants.
5. **How soon after the end of a semester is the data available to be imported into FAS?** Usually data may be imported within a few weeks of the end of the semester. If data cannot be imported to meet a specific deadline, however, it may be manually entered into FAS.
6. **In the Courses section, what does “Contact Hours” refer to?** Contact Hours refers to the number of formal meeting hours per week for that particular class. This field is not widely used and may not be required by your campus.
7. **How do I know exactly how much of my information I have to enter into FAS, how fields are to be used, and which are required?** Fields that must be completed in order to save your data are indicated by a red asterisk on each data entry page. Other than those fields, decisions are made campus by campus, and sometimes department by department, on how much information is required to be entered by faculty. The best thing to do is to ask your department chair what is expected in your department or division, and on your campus.
8. **Why hasn't my latest grant proposal been imported?** Grant data can not be imported when it is in the proposal process, but may be manually entered into FAS. When a grant has been approved for funding (awarded), it will be available for importing into FAS.
9. **Can I cut and paste information into FAS?** Yes, just copy the text from your word processing document and select the field in FAS where you want to paste information, and select paste.

## REPORTS

10. **I manually added a record (such as a grant proposal) so that it would show on the annual report but it isn't included in the report results – why not?** Annual and other date specific reports only show records that are within the specified date range. Make sure your end date is correct when specifying report criteria. If you entered a grant proposal with a date of February 2005 and the annual report is for 2004, the grant will not be included.
11. **Which report can be used to view all data?** The annual report will show information for all categories. The annotated annual report will show the same information but also includes any text entered into the Description field for each record.
12. **Can I import a report into Microsoft Word?** Yes, when the report is displayed, select the link [Download in RTF](#). A new window will open and the report data will be opened or saved (depending on the option you select).
13. **Can I print my report?** Yes, select View Reports > Reports > and the report you wish to print. Enter the start and end dates for which you want the report to cover, and click the Generate Report button. Your report will display in the main FAS window. Click the link that says [Download in RTF](#). You may make changes to the report in this new window if you'd like, then select File > Print from your main menu at the top of the browser window, and the report will print to your default printer.

## KEYWORDS

14. **How do I add a keyword that is not included in the list?** The keyword list was imported from the Community of Science. Additional keywords may not be added directly to FAS by users; updates/changes will come periodically from the Community of Science.

## OTHER INFORMATION

15. **Why does the application automatically log me out (“timeout”) without saving my data after a period of inactivity?** It is not uncommon for web-based applications to timeout after sitting unused on a single page for a long period of time. This is a feature that makes web sites more secure. FAS will timeout (automatically log you out) if it sits open and unused for 30 minutes, and unsaved data will be lost! You can edit and update your information as many times as necessary, so if you need to leave your desk or take a phone call, save your data (by clicking save or update) in case the application times out. You can always return to the section later to complete it.
16. **Where can I get more information about FAS?** From within the application, select the link called User Manual. A new window will open and the User Manual will display in Adobe Acrobat Reader. You may view the manual on your screen or print the entire document (99 pages).
17. **What if I need to report an error or have a question?** From within the application, select the link called Feedback and Error Reporting. A text field will display. Type your comment in and click the send button. This generates an e-mail message to the FAS team.