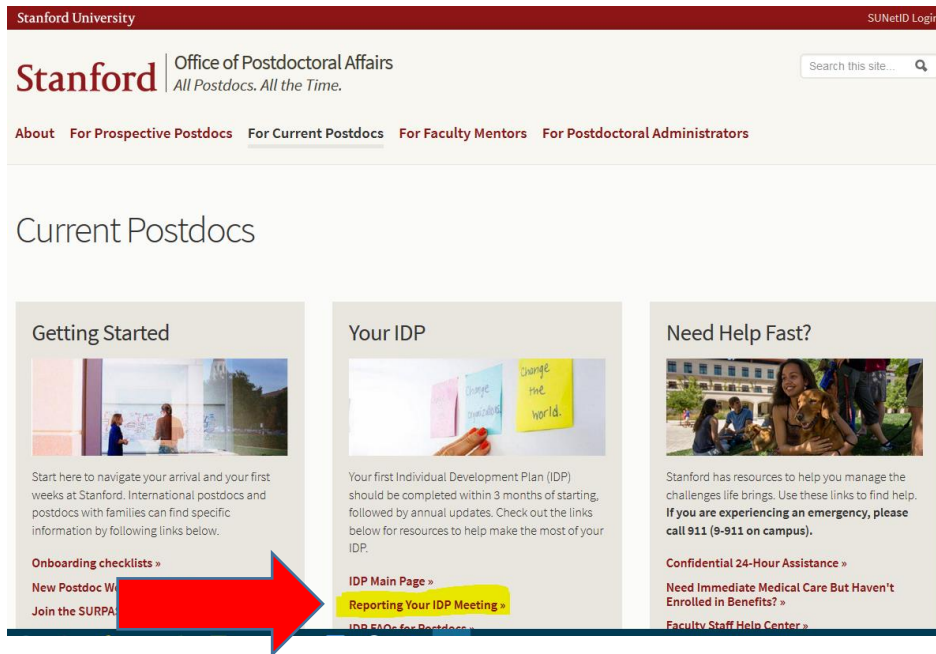


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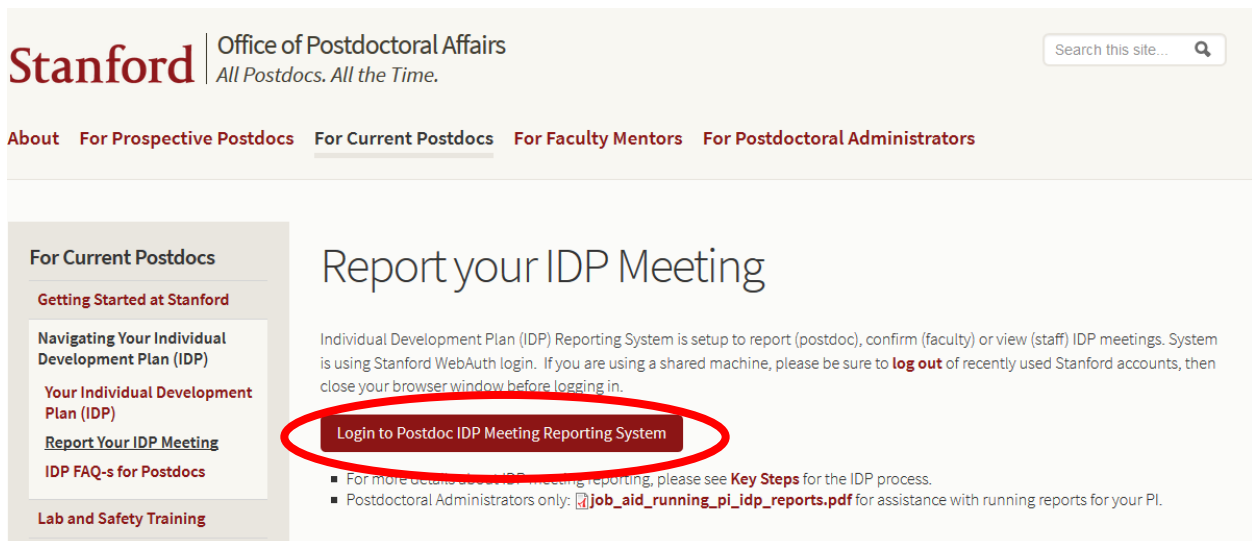
Go to the postdocs.stanford.edu home page

From the menu links at the top of the page, click on “For Current Postdocs”

In the IDP Block, click on the “Reporting Your IDP Meeting” link



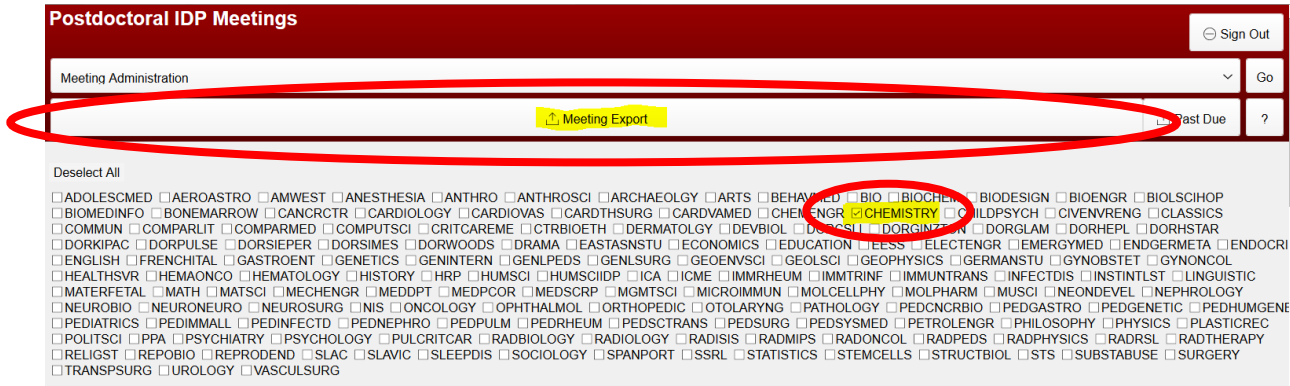
On the Report Your IDP Meeting page: Click the big red button labeled Login to Postdoc IDP Meeting System.



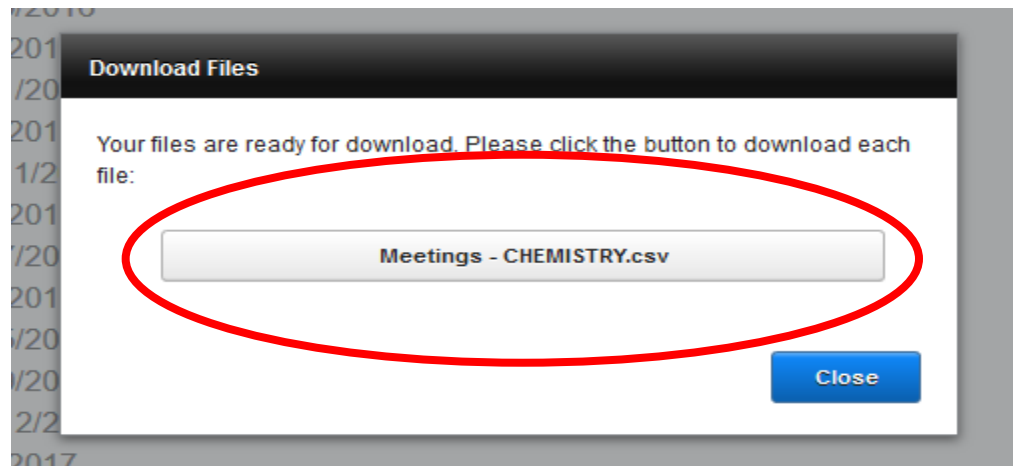
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Wait for page to load, you may see a message to “Click Here” if page does not load immediately.

On the Postdoctoral IDP Meeting page: Click the check box for your department name; then click the Meeting Export button above the department name list. (Chemistry is chosen for this example.)

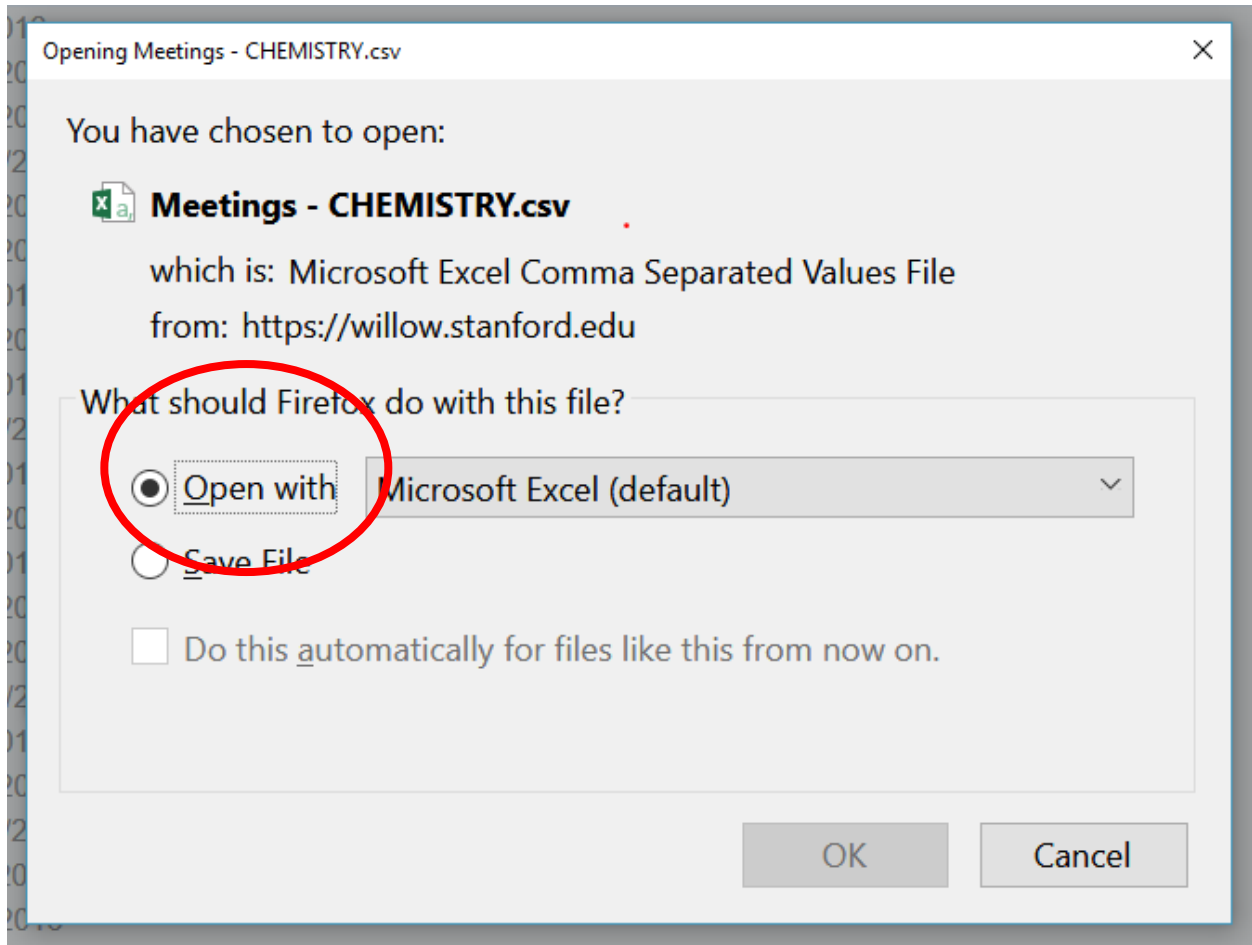


A Download Files window opens up; click the Meetings – “YourDeptName”.csv button.



A message window opens asking you to Open with Microsoft Excel or Save File; click Open with Microsoft Excel, then click OK.

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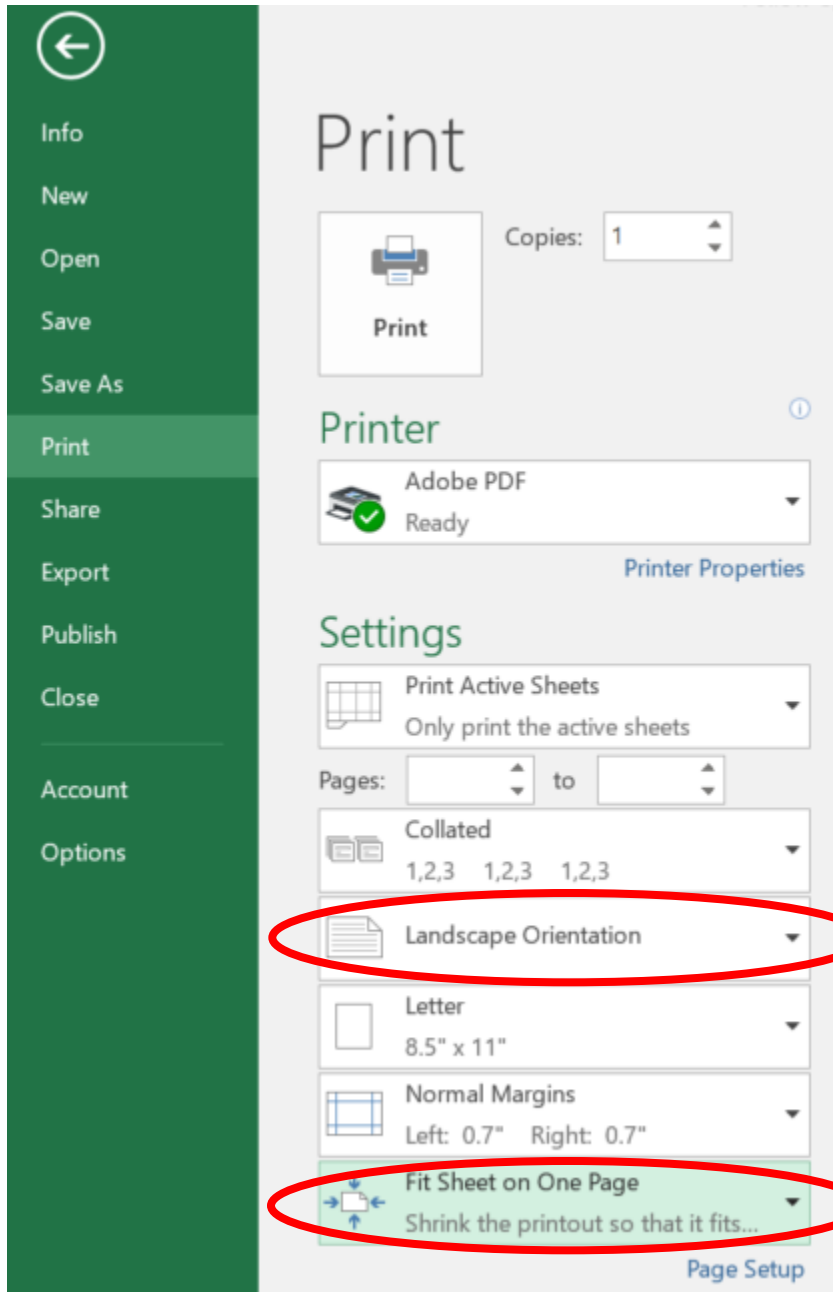
An Excel spreadsheet opens up with ALL IDP meetings for ALL PIs in the department.

Clean up the data by deleting lines for PIs other than the PI report needed; widen columns as needed so all text can be read, etc.

Department ID	Department	Postdoc Name	IDP Meeting Date	Meeting Status	Postdoc Email	ID #	Faculty Name	Faculty Email Address	Faculty ID	Date Postdoc Entered Meeting	Meeting in IDP System
1	CHEMISTRY	Mouse, Mickey	2/8/2016	Confirmed	mickeym@stanford.edu	11111111	Bird, Big	bbird@stanford.edu	99999999	2/8/2016 14:47	
2	CHEMISTRY	Duck, Donald	5/21/2015	Confirmed	dduck@stanford.edu	22222222	Grouch, Oscar	grouch@stanford.edu	88888888	5/21/2015 15:25	
3	CHEMISTRY	Mouse, Minnie	1/22/2016	Unconfirmed	mousem@stanford.edu	33333333	Tickleme, Elmo	elmo@stanford.edu	77777777	2/1/2016 9:10	

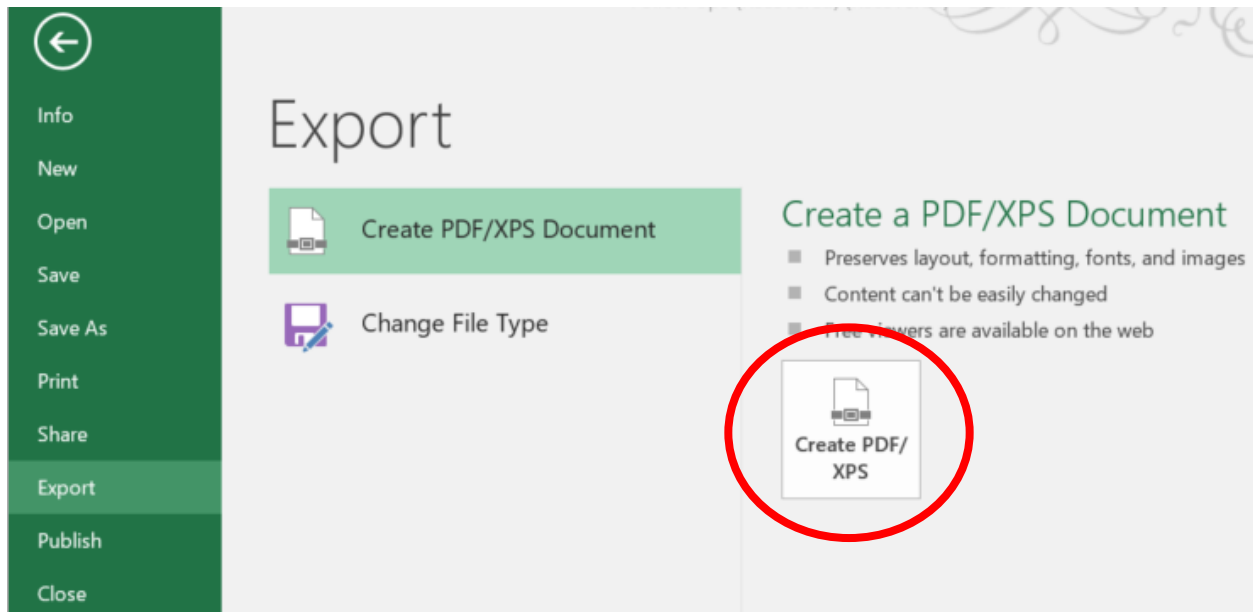
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Using the Print function, change the page orientation from “portrait” to “landscape.” Change the scaling from “no scaling” to “fit sheet on one page.”



Export the cleaned up spreadsheet to create a PDF document.

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The PDF document will display as multiple pages to fit all data (page 1 shown here).

Meetings - CHEMISTRY x +

file:///C:/Users/tjwilson/Desktop/Meetings%20-%20CHEMISTRY-1.pdf

Department ID	Department I	Postdoc Name	IDP Meeting Date	Meeting Statu:	Postdoc Email	ID #	Faculty Name
CHEMISTRY	Chemistry	Mouse, Mickey	2/8/2016	Confirmed	micem@stanford.edu	11111111	Bird, Big
CHEMISTRY	Chemistry	Duck, Donald	5/21/2015	Confirmed	dduck@stanford.edu	22222222	Grouch, Oscar
CHEMISTRY	Chemistry	Mouse, Minnie	1/22/2016	Unconfirmed	mousem@stanford.edu	33333333	Tickleme, Elmo