

JOB AID FOR POSTDOC ADMINS: VIEWING DOCUMENTS IN NOLIJ

Background: Nolij is the software program used to view documents in Postdoc Web Forms in AXESS. After privacy issues were recently discovered, Administrative Systems disabled the interface between Nolij and Postdoc Web Forms. The result is that uploaded documents are no longer visible via the Postdoc Information Sheet (Data Form) and Recommendation Form. Documents must be reviewed directly from Nolij.

Postdoc candidates will continue to upload supporting documents to the Information Sheet (Data Form). Admins must login to Nolij to view the uploaded documents. At this time, the document upload function in the Recommendation Form is disabled. Additional documents to be added to the Recommendation Form must be emailed to OPA staff for safekeeping until a new document upload and viewing program is implemented.

To view documents in Nolij, the Applicant ID (this is NOT the same as the EMPLID or Student ID) from the Postdoc Information Sheet is needed. Administrative Systems has added an Applicant ID field to the Information Sheet and to the Recommendation Form for this new process.

Find Applicant ID on the Information Sheet (Data Form):

In AXESS:

- Click on OPA/Bechtel Center tab; the Workflow Dashboard populates
- Click on the arrow to the right of Work Flow Transaction List, and click My Approvals
- Click on the arrow to the right of Activity, and click PD-INFO-SHEET
- Pending Information Sheets populate the search results
- Click on the WorkFlow Activity Description of the Information Sheet to be reviewed

AXESS || MY AXESS GFS CENTER EMPLOYEE CENTER ADMIN RESOURCES WORKFLOW HOME OPA/BECHTEL CENTER

OPA/BECHTEL CENTER

My Workflow Dashboard

Work Flow Transaction List: My Approvals

Activity: PD-INFO-SHEET

Web Form Transaction ID	WorkFlow Activity Description	Transaction Status	Originator Name	Originated On	Received On	Ident
01731669	Hood,Robin-PostDoc Request Type-Initial 01	Pending		03/04/19	03/04/19	

JOB AID FOR POSTDOC ADMINS: VIEWING DOCUMENTS IN NOLIJ

The Information Sheet opens:

- The Applicant ID is displayed near the top of the form
- Make a note of the Applicant ID# for entry in the Nolij search box

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

* Required field + Must match passport

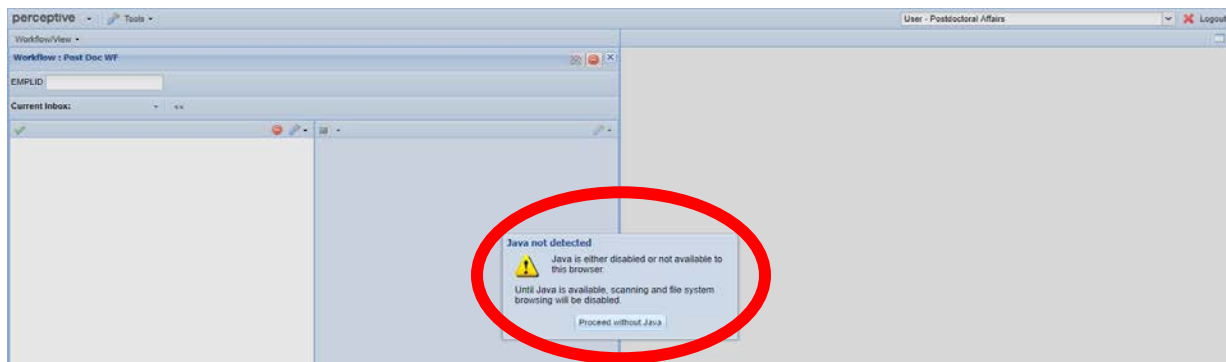
Workflow Transaction Information			
WF Trans ID: 01731669	Status: PENDING	Status Date & Time: 03/04/19 3:08:14PM	
Originator: Secure portal PDOC user	Email:	Phone:	

Approval Schedule							
	Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1	Kristen Lee	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
2	Tammy Wilson	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
3	Alyssa Longoria Esquivel	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
4	Ronda Fenton	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
5	Karen Yang	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
6	Marisa MacAskill	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
7	Kristin Southard	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	
8	Kristin Chandler	PD-DEPT-ADMIN1	Approver	10	PENDING	03/04/2019 3:08:14PM	

Request			
Applicant ID:	40527		
Personal Details			
*+Last Name:	Hood	*+First Name:	Robin
+Middle Name:		Other Names:	

Log in to Nolij to Review Documents:

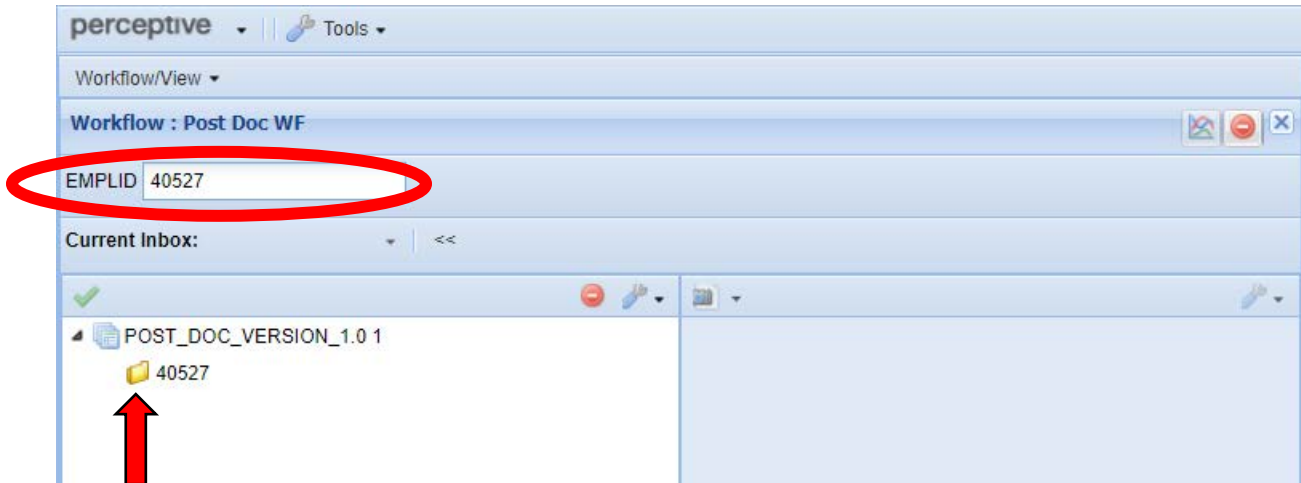
- Open a new browser tab
- Enter the Nolij URL: <https://imaging.stanford.edu/NolijWeb/>
- If a Java warning message opens, click "Proceed without Java" to continue



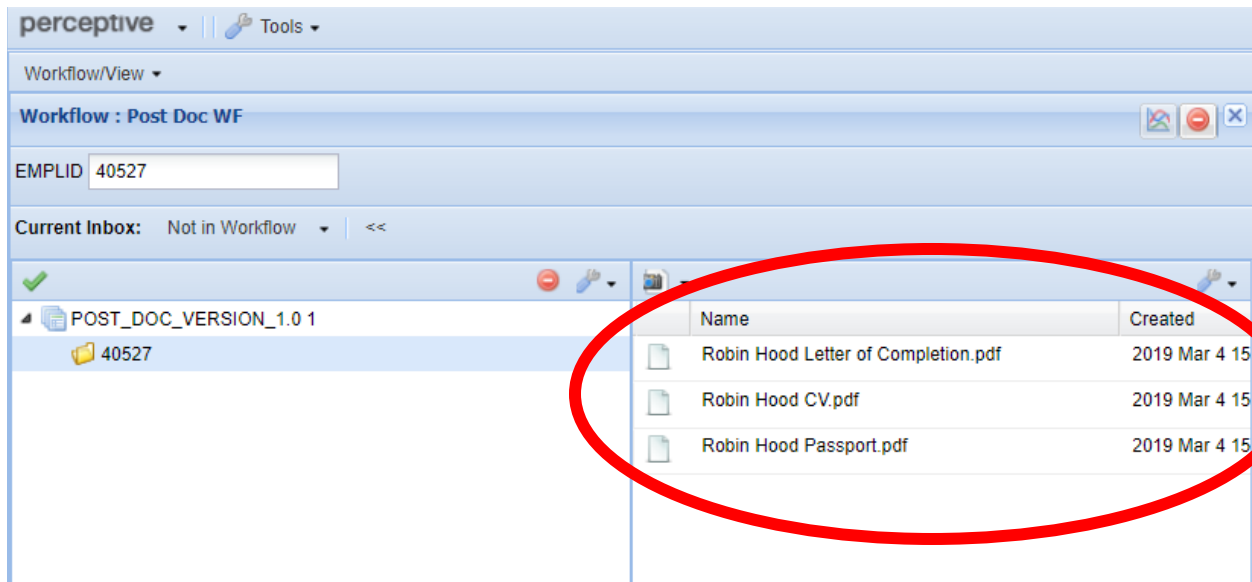
JOB AID FOR POSTDOC ADMINS: VIEWING DOCUMENTS IN NOLIJ

In the EMPLID search box on the left side:

- Type in the Applicant ID# and hit the Enter key
- A folder labeled with the number entered appears



- Click on the Folder to open the document list
- Click on a document to open and view it



JOB AID FOR POSTDOC ADMINS: VIEWING DOCUMENTS IN NOLIJ

- The document opens in the right side viewing window

The screenshot shows the 'perceptivE' application interface. On the left, a 'Workflow : Post Doc WF' window displays a list of documents under the folder 'POST_DOC_VERSION_1.0 1'. The documents are:

Name	Created
Robin Hood Letter of Completion.pdf	2019 Mar 4 15
Robin Hood CV.pdf	2019 Mar 4 15
Robin Hood Passport.pdf	2019 Mar 4 15

On the right, the detailed view for the selected document shows the following information:

Robin Hood
Robinhood7490@gmail.com

Education

- Sep 2011 - Jun 2016: Doctor of Philosophy, University of Ocksford "Robbing the Rich to Feed the Poor" Supervisor: Prof. F. Tuck
- Sep 2007 - Jun 2011: Master of Science, University of Ocksford "Testing Techniques to Rob the Rich to Feed the Poor" Supervisor: Prof. M. Marion

Research Experience

- Jul 2018 - Jun 2019: Plinceton University Postdoctoral Scholar - Advanced Robbing Techniques Supervisor: Prof. L. John

- Review all documents for comparison to the data provided in the Information Sheet
- To clear the documents and close the folder, click the X icon above the document list

This screenshot is similar to the previous one, but a red circle highlights the 'X' icon in the top right corner of the document list area, indicating the action to close the folder.

- To enter a Nolij ID for another postdoc, click on Workflow/View to open a new search box

This screenshot shows the top of the 'perceptivE' interface. A red circle highlights the 'Workflow/View' dropdown menu, which is used to initiate a new search for a document.