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

<table>
<thead>
<tr>
<th>OPA/BECHTEL CENTER</th>
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<tbody>
<tr>
<td>MY AXESS</td>
</tr>
<tr>
<td>GFS CENTER</td>
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<tr>
<td>EMPLOYEE CENTER</td>
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<tr>
<td>ADMIN RESOURCES</td>
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<tr>
<td>WORKFLOW</td>
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<tr>
<td>HOME</td>
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</tbody>
</table>

![AXESS Workflow Dashboard](image-url)
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

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
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
• The document opens in the right side viewing window

• 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

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