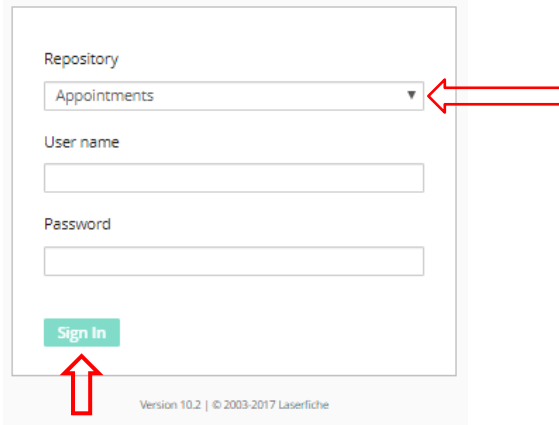


Rehabilitation Sciences

Appointment Application Review Instructions for the DAC

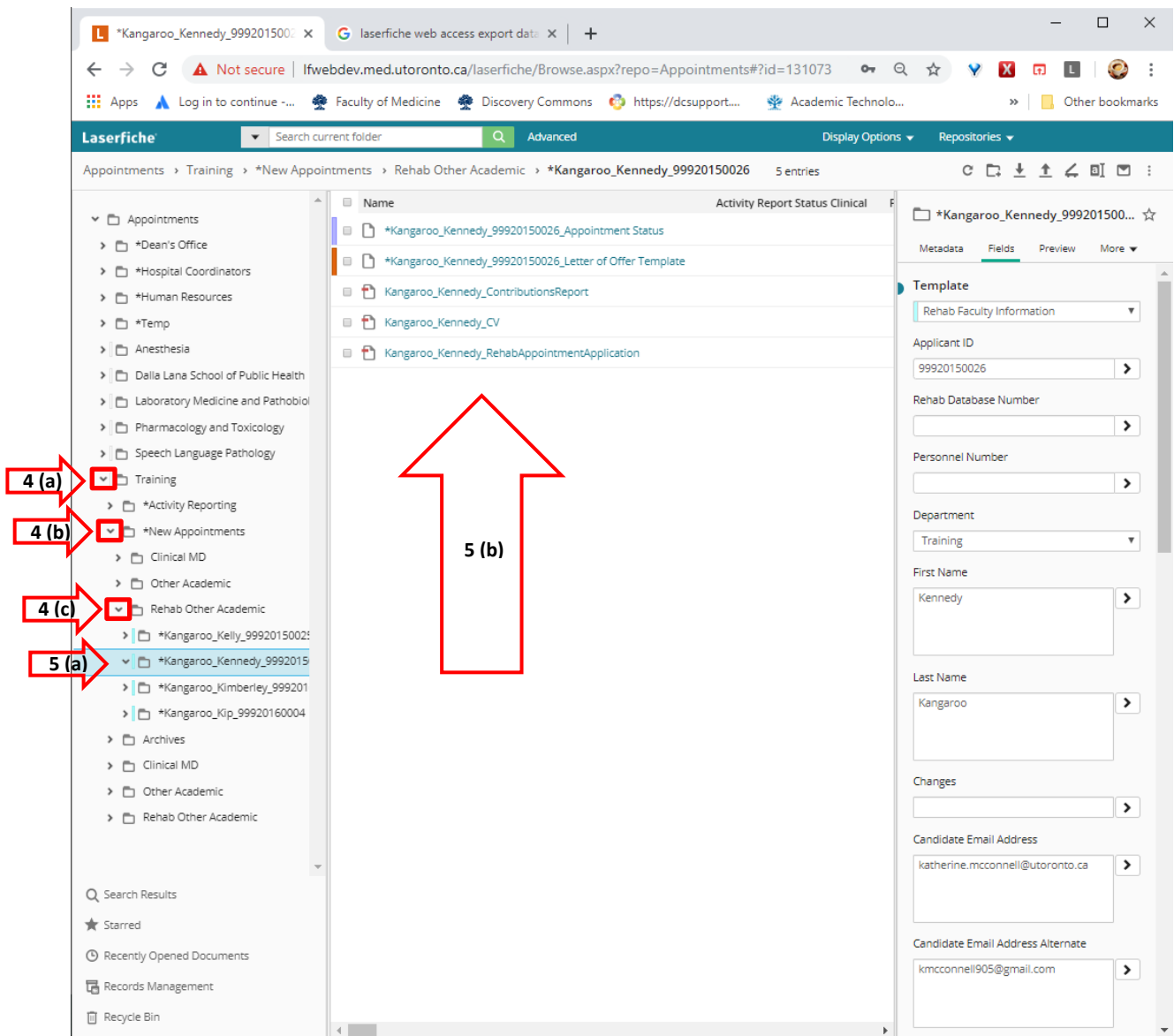
1. In Firefox or Chrome, go to the LaserFiche Web Client
<http://documents.med.utoronto.ca/laserfiche/>
2. Make sure to select the Appointments Repository



The screenshot shows a login form with the following elements:

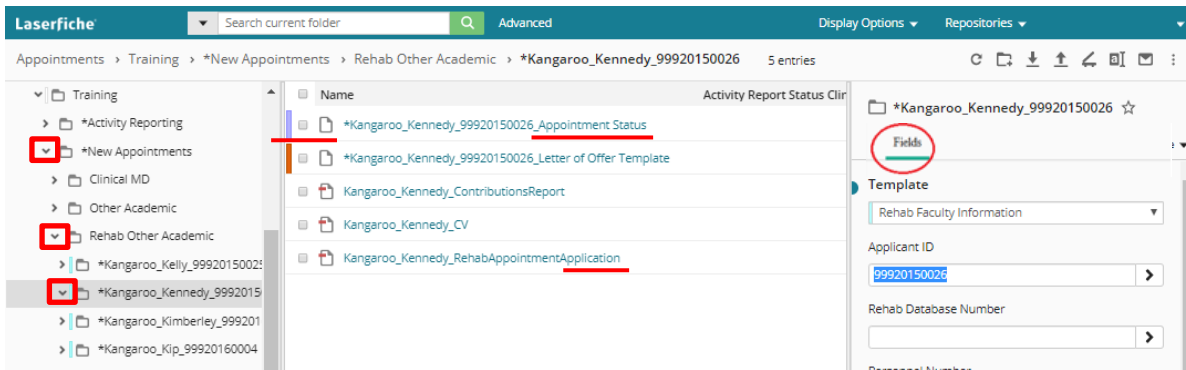
- Repository:** A dropdown menu with 'Appointments' selected. A red arrow points to this dropdown.
- User name:** A text input field.
- Password:** A text input field.
- Sign In:** A green button with white text. A red arrow points to this button.
- Footer:** 'Version 10.2 | © 2003-2017 Laserfiche'

3. Log in using the username you were given by your DAC Chair. If you have questions about usernames, contact Annmarie Riley at rehab.sector@utoronto.ca
4. Navigate to the appointment candidate folders:
 - a. Expand your Department folder in the left-side panel by clicking on the > icon to the left of it.
 - b. Expand the *New Appointments folder in the left-side panel by clicking on the >> icon to the left of it.
 - c. Expand the folder called Rehab Other Academic in the left-side panel by clicking on the > icon to the left of it. You will see a list of blue folders pertaining to each of the candidates who have submitted an application form.

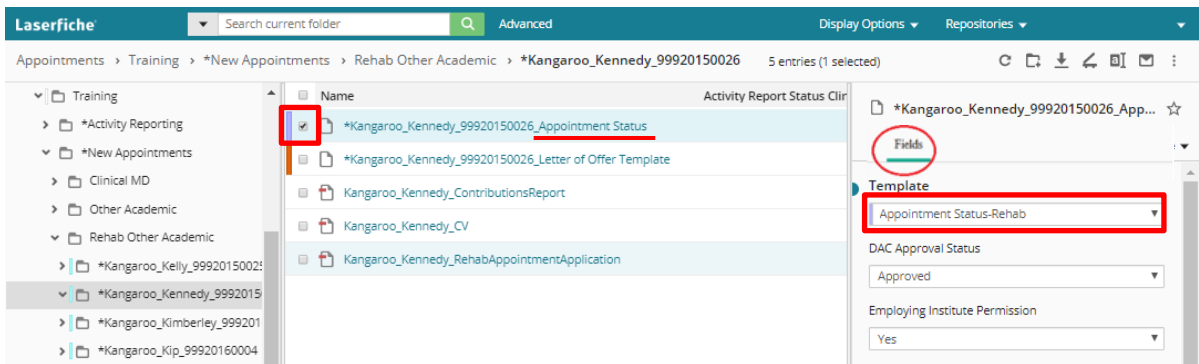


5. Select a Candidate:
 - a. Highlight one of the blue folders.
 - b. In the middle panel, you will see the list of documents submitted by this candidate.

6. Review the documents in the blue folder.
 - a. The entry in format "*lastname_firstname_RehabAppointmentApplication*" is a pdf copy of the webform that was submitted.
 - b. Another of these entries (the one with the light purple band beside it), is the **Appointment Status template**. This is where you will record your recommendation and the Areas of Responsibility you select for this candidate.

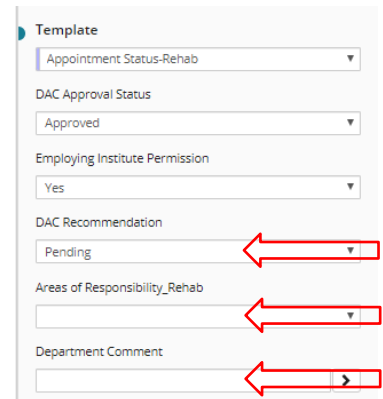


7. To record your recommendation and the Areas of Responsibility you determine for this candidate, check the box beside the blue **Appointment Status Template** in the middle panel. A template called *Appointment Status-Rehab* will appear in the right-side panel. If you do not see the Appointment Status-Rehab template, click on the Fields tab.



8. There are only three fields in the Appointment Status-Rehab template available to you to modify.

- a. Under “DAC Recommendation”, select either Yes or No.
- b. Under “Areas of Responsibility_Rehab” you may select as many as you believe are applicable. Select one and an empty line will immediately appear immediately blow the selection. In this empty line, make another selection (if there are more).
- c. If you would like to leave a comment, you may write it in the “Department Comment” box (max 600 characters).
- d. When you have made your selections, click on **Save** at the bottom of the template.



9. Follow steps 5 - 8 for each blue folder on the left-side bar, or for those Candidates to which you have been assigned.

10. The Sign Out button is on the top right-hand corner of the window, below your user name.