

View User Screens

Dean's office staff can now troubleshoot by emulating other users via the web page <https://academicaffairs.ucdavis.edu/FormsOnLine/Emulate.cfm>. Emulating another user's CampusID provides information about the academic and Forms On-line roles the user holds. The roles section also includes any limitations on the role(s).

The first table below shows the academic roles for the test ladder faculty and Department Chair user ID 'test3'. The second table lists the latest two records that require the user to fill out the annual report form.

Emulate ID: [Lookup CampusID](#)

EID: 333333333 Name: TEST, THREE Hire Date: Email: ewilsonx3@ucdavis.edu
 Pri Dept: aabbcc : Testing College : Dept of Testing
 Pri Title: 1110 : PROFESSOR - FISCAL YR

Academic Roles						
TC	Title Name	Home Dept	Dept Name	Basis	Default Title	Default Home Dept
1110	PROFESSOR - FISCAL YR	aabbcc	Dept of Testing	AYFY	1110	aabbcc

Latest two years person is required to report outside annual activity for					
Acad Year	Title Code	Title Name	Home Dept	Dept Name	Basis
2011	1110	PROFESSOR - FISCAL YR	aabbcc		AYFY
2010	1110	PROFESSOR - FISCAL YR	aabbcc	Dept of Testing	AYFY

Below, the test account 'testg' holds an AcadPersAnalyst role, but is limited to two academic units and three departments within a third unit.

Emulate ID: [Lookup CampusID](#)

EID: ggggggggg Name: TEST, GE Hire Date: Email: ewilsonxg@ucdavis.edu
 Pri Dept: 061000 : EXEC VICE CHAN/PROVOST : OFFICES OF CHANCELLOR/PROVOST
 Pri Title: :

No academic information found

Roles and role limits			
	Role/Permission	Home Dept	Unit
Role	AcadPersAnalyst		
Unit Limit	AcadPersAnalyst		43
Unit Limit	AcadPersAnalyst		81
Dept Limit	AcadPersAnalyst	030002	
Dept Limit	AcadPersAnalyst	030011	
Dept Limit	AcadPersAnalyst	030340	

The Emulate.cfm 'Lookup CampusID' link presents the user with a simple search field. Part or all of a name can be entered.

Search for Campus IDs

Please enter all or part of the person's name: [GO](#)

Useage Notes:
Names are based on the full PPS name.
If the Campus ID is missing then the person's ID has not been recorded in PPS.
One simple way to cut down on the results is to use a comma to indicate if first or last name.
For last name enter [Last Name], ex: Horwitz,
For first name enter ,[First Name] ex: ,Barbara

Clicking on a Campus ID will return the ID to Emulate.cfm. For Dean's office users the search feature is limited to their academic unit.

Search for Campus IDs

Please enter all or part of the person's name: [GO](#)

Useage Notes:
Names are based on the full PPS name.
If the Campus ID is missing then the person's ID has not been recorded in PPS.
One simple way to cut down on the results is to use a comma to indicate if first or last name.
For last name enter [Last Name], ex: Horwitz,
For first name enter ,[First Name] ex: ,Barbara

CampusID	Name	Unit	Department	TC	Title
szblasky	LASKY,ROBERTA L	EVC/PRVST	CHAN/PROV	7238	ANALYST V
lasky	LASKY,TY A	ENGR	MECH&AERO ENGR	1988	ASSOC RES --- -FY-BUS/ECON/ENG

When emulating another person in production, the ability to submit/route documents and update permissions and email scope is removed. The text for the option still appears but is no longer a link or a button. In the below examples the links to 'Delete', 'Cancel', 'Accept', 'Return', and 'Update Forms Included' have been disabled. The disabling also occurs with the 'Submit' and 'Submit Draft' buttons.

Name	Status	Type ⓘ	Last Update	Description		
MCQUARRIE, MICHAEL G	Draft	Leave/Sbbt	08/16/2010	Sabbatical Partial Salary	Draft	Delete
SRINIVAS, SMRITI	Returned	Leave/Sbbt	09/25/2009	Professional Development	View	Cancel
SRINIVAS, SMRITI	Returned	Leave/Sbbt	09/23/2009	Professional Development	View	Cancel

Accept Return*

Additional Comments: * required for returned/denied actions(characters remaining)

Limit Forms [\[+/-\]](#)

unchecking all boxes has no impact – either delete the role

Permission	Form	Include
DeptMSO	Emeriti Recall	<input checked="" type="checkbox"/>
DeptMSO	Jr Spec or Courtesy WOS Title	<input checked="" type="checkbox"/>
DeptMSO	Outside Activity Request	<input checked="" type="checkbox"/>
DeptMSO	Request for Visiting Appointment	<input checked="" type="checkbox"/>
DeptMSO	Sabbatic Leave/Leave of Absence	<input checked="" type="checkbox"/>
DeptMSO	Search Waiver	<input checked="" type="checkbox"/>

Currently emulating Campus ID Iatorfi
Update Forms Included