



# Faculty Information System (FIS) Blue Buttons

# Blue Buttons

Throughout FIS, there will be several blue buttons, such as the **[Load]** and **[Submit]** buttons pictured in the screen cap below.

These are the buttons that will load searches, save the data that you edit or add, or delete in the Faculty Information System.

The Blue Buttons will be found throughout the FIS under field headers such as: Edit, Action, and Delete

Under these field headers you will be able to one or more of the following: [Update], [Cancel], [Delete], [Add], and [Save]

# What Blue Buttons Are Available in the FIS Database?

The data you are adding or updating will dictate which of these buttons you will use.

Faculty Details

SCHOOL: School of Law | ACADEMIC YEAR: 2016-2017 | STATUS: Active | FACULTY: Nothing selected

SCHOOL: School of Law | FACULTY ID: 199439 | FACULTY NAME: Kimberly Berry  
CASE EMPLOY ID: 1131356 | CASE ID: kxb7942 | HIRE DATE: 07/25/1973  
HOME DEPARTMENT: Law (597100) | JOINT HOME DEPARTMENT: N/A | YEARS AT CWRU: 4.5 | YEARS AT SCHOOL: 4.3

PERSONAL | CITIZENSHIP | DEGREE | ADDRESS | PHONE | EMAIL | APPOINTMENT | ADMINISTRATION | SALARY | PROMOTION | CHANGE OF STATUS | LEAVE | SCHOOL-SPECIFIC | HISTORY

EMPLOYEE ID: 1131356 | CASE ID: kxb7942 | BIRTH DATE: 1/1/1990 | ORCID: [ ]  
LAST NAME: Berry | FIRST NAME: Kimberly | MIDDLE NAME: [ ] | SUFFIX: [ ]  
PREFERRED LAST NAME: Berry | PREFERRED FIRST NAME: Kimberly | PREFERRED MIDDLE NAME: [ ]  
PREVIOUS LAST NAME: [ ] | PREVIOUS FIRST NAME: [ ] | PREVIOUS MIDDLE NAME: [ ]  
PROFESSIONAL SUFFIX: [ ] | DEGREE CATEGORY: SELECT... | ALUMNI: [ ]  
PREFIX: [ ] | SEX: FEMALE | GENDER: SELECT... | PRONOUN: SELECT...  
REPORTED RACE/ETHNICITY: ASIAN | SELF IDENTIFIED RACE/ETHNICITY: Select... | IM START DATE: 7/25/1973 | IM END DATE: month/day/year

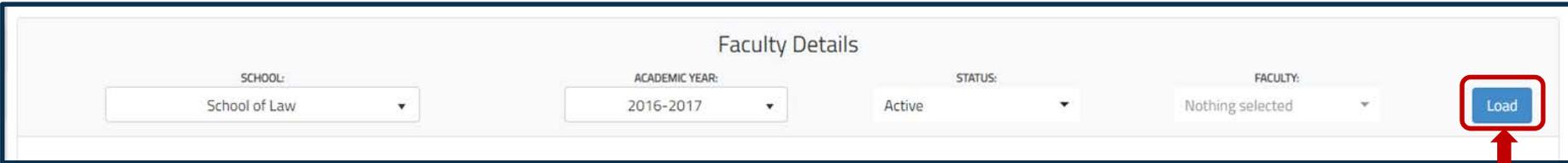
	CURRENT	NEXT ACADEMIC YEAR	HIRE DATE	STATUS	NEXT ACADEMIC YEAR STATUS	LAST UPDATE
HOME DEPARTMENT:	LAW (597100)	LAW (597100)	7/25/1973	E	EMERITUS	6/6/2018

- Add
- Check Record
- Delete
- Edit
- Filter
- Go
- Load
- Save
- Send
- Submit
- Update

**Note:** Using the [Enter] key on your keyboard will not record or save the data submitted.

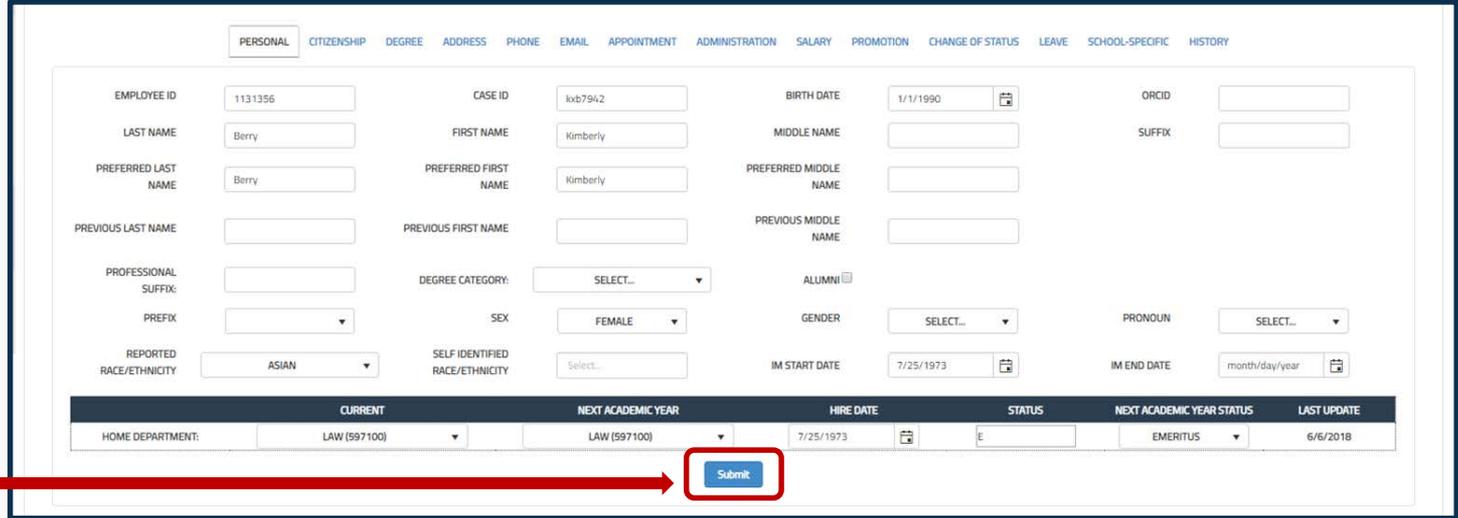
# [Load] and [Submit]: Blue Buttons (most frequently used)

In order for any data to be found or updated/added, you must use [Load] or [Submit].



The image shows a search form titled "Faculty Details". It contains four dropdown menus: "SCHOOL:" with "School of Law" selected, "ACADEMIC YEAR:" with "2016-2017" selected, "STATUS:" with "Active" selected, and "FACULTY:" with "Nothing selected". A blue "Load" button is highlighted with a red box and a red arrow pointing to it from below.

To load a Faculty Record, select the appropriate School, Academic Year, Status and Faculty, then click [\[Load\]](#).



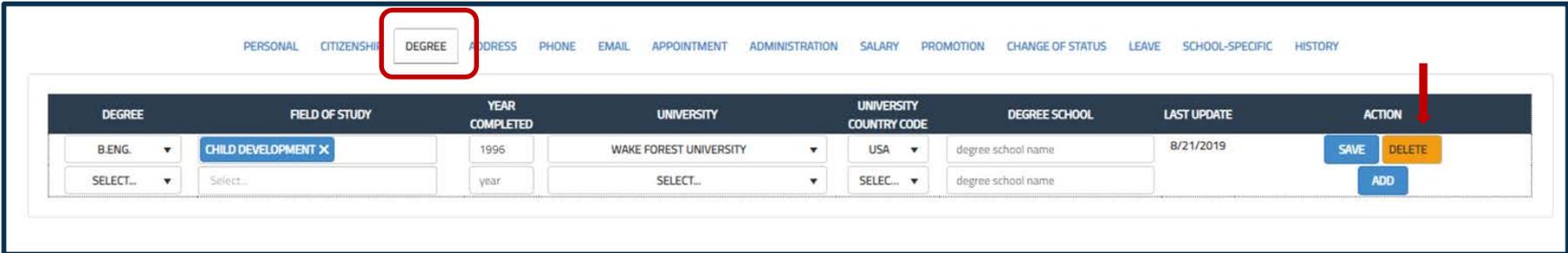
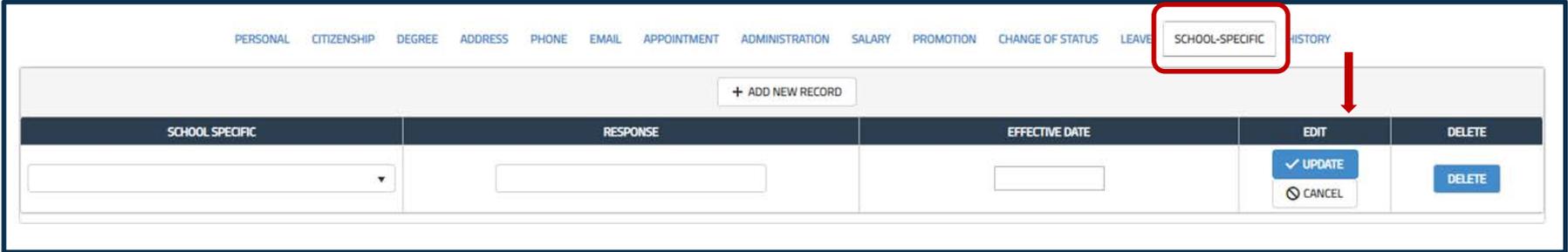
The image shows a detailed faculty record form with multiple tabs: PERSONAL, CITIZENSHIP, DEGREE, ADDRESS, PHONE, EMAIL, APPOINTMENT, ADMINISTRATION, SALARY, PROMOTION, CHANGE OF STATUS, LEAVE, SCHOOL-SPECIFIC, and HISTORY. The PERSONAL tab is active. The form contains various input fields for personal information, including Employee ID (1131356), Case ID (kxb7942), Birth Date (1/1/1990), and Name fields. At the bottom, there is a table with columns: CURRENT, NEXT ACADEMIC YEAR, HIRE DATE, STATUS, NEXT ACADEMIC YEAR STATUS, and LAST UPDATE. The table contains one row: HOME DEPARTMENT: LAW (597100), LAW (597100), 7/25/1973, E, EMERITUS, 6/6/2018. A blue "Submit" button is highlighted with a red box and a red arrow pointing to it from the left.

After updating or adding any records, click [\[Submit\]](#)

# Blue Buttons – but in different colors

To delineate between functions, some of the Blue Buttons aren't blue. If there are two options in a particular function, the buttons will be different colors.

- In the case of the School-Specific tab, [Update] and [Cancel] appear under the "Edit" function; [Update] is blue, [Cancel] is white.
- In the Degree tab, under "Action", [Save] is blue while [Delete] is yellow.



# [+Change Status] and [+Add New Record]

Another button to be aware of is the **[+Change Status]** or **[+Add New Record]** buttons, which are white with black font, located just above the data.

These appear in the following tabs in the Faculty Record toolbar.

To add the new data, click the button, and a new line or pop-up window to complete will appear.

- Found Under Tabs:**
- Phone
  - Salary
  - Change of Status
  - Leave
  - School-Specific

PERSONAL CITIZENSHIP DEGREE ADDRESS PHONE EMAIL APPOINTMENT ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY

+ CHANGE STATUS

CHANGE OF STATUS	ACADEMIC YEAR	APPOINTMENT	EFFECTIVE DATE	PREVIOUS VALUE	NEW VALUE	ACTION
CHANGE IN ACADEMIC RANK	2016-2017	ECM, CSE, FULL TIME	07/01/2016	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	DELETE
CHANGE IN TENURE STATUS	2016-2017	ECM, CSE, FULL TIME	07/01/2016	IN TRACK	TENURED	DELETE

PERSONAL CITIZENSHIP DEGREE ADDRESS PHONE EMAIL APPOINTMENT ADMINISTRATION SALARY PROMOTION CHANGE OF STATUS LEAVE SCHOOL-SPECIFIC HISTORY

+ ADD NEW RECORD

LEAVE TYPE	START DATE	END DATE	PERCENT COMPENSATION	DESCRIPTION	EDIT	DELETE
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# Faculty Information System

Faculty Lifecycle Initiative  
Adelbert Hall  
Suite 216  
2040 Adelbert Rd.  
Cleveland, OH 44106  
216-368-2338

FIS Support  
[fissupport@case.edu](mailto:fissupport@case.edu)

