Evidence Inventory Management System (EIMS)

User Guide - Manager

Send Back Evidence Item

Overview

This document provides step-by-step instructions to guide Managers with reviewing and sending back an evidence item to contributors for further modifications.

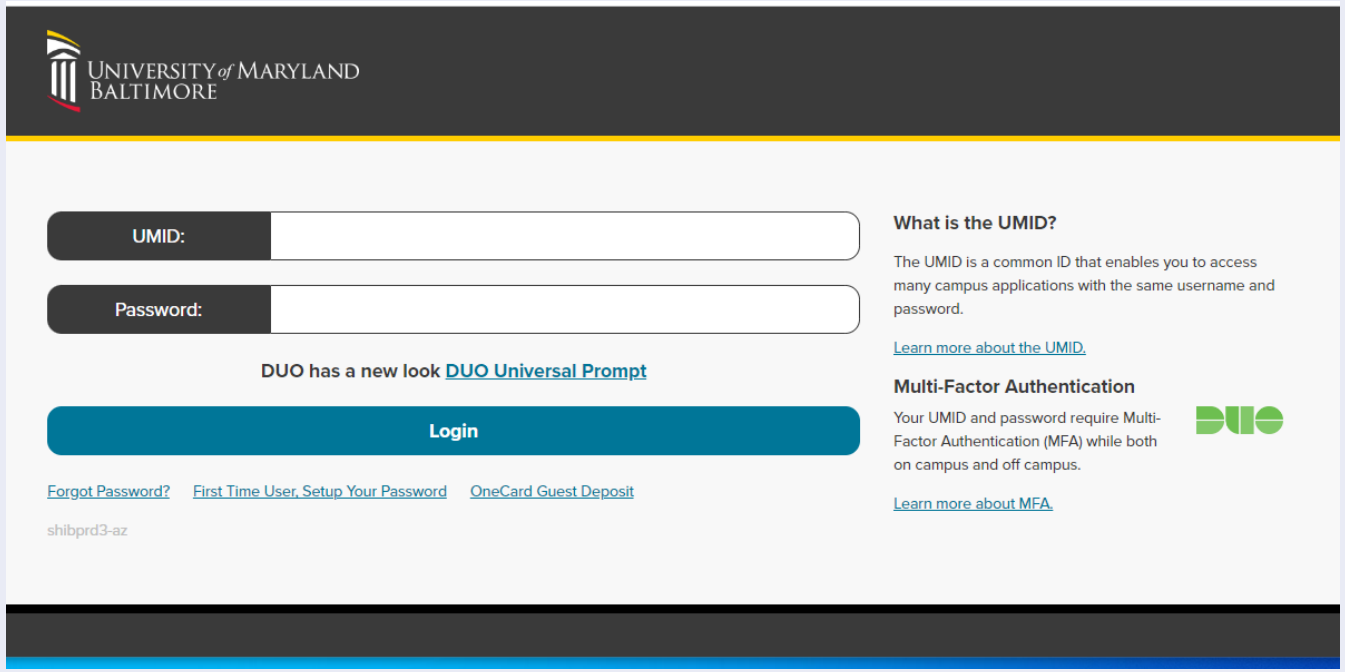
To proceed you must have authorized access to EIMS.

EIMS Support

For assistance or questions please send an email to all Members of the EIMS Support team.

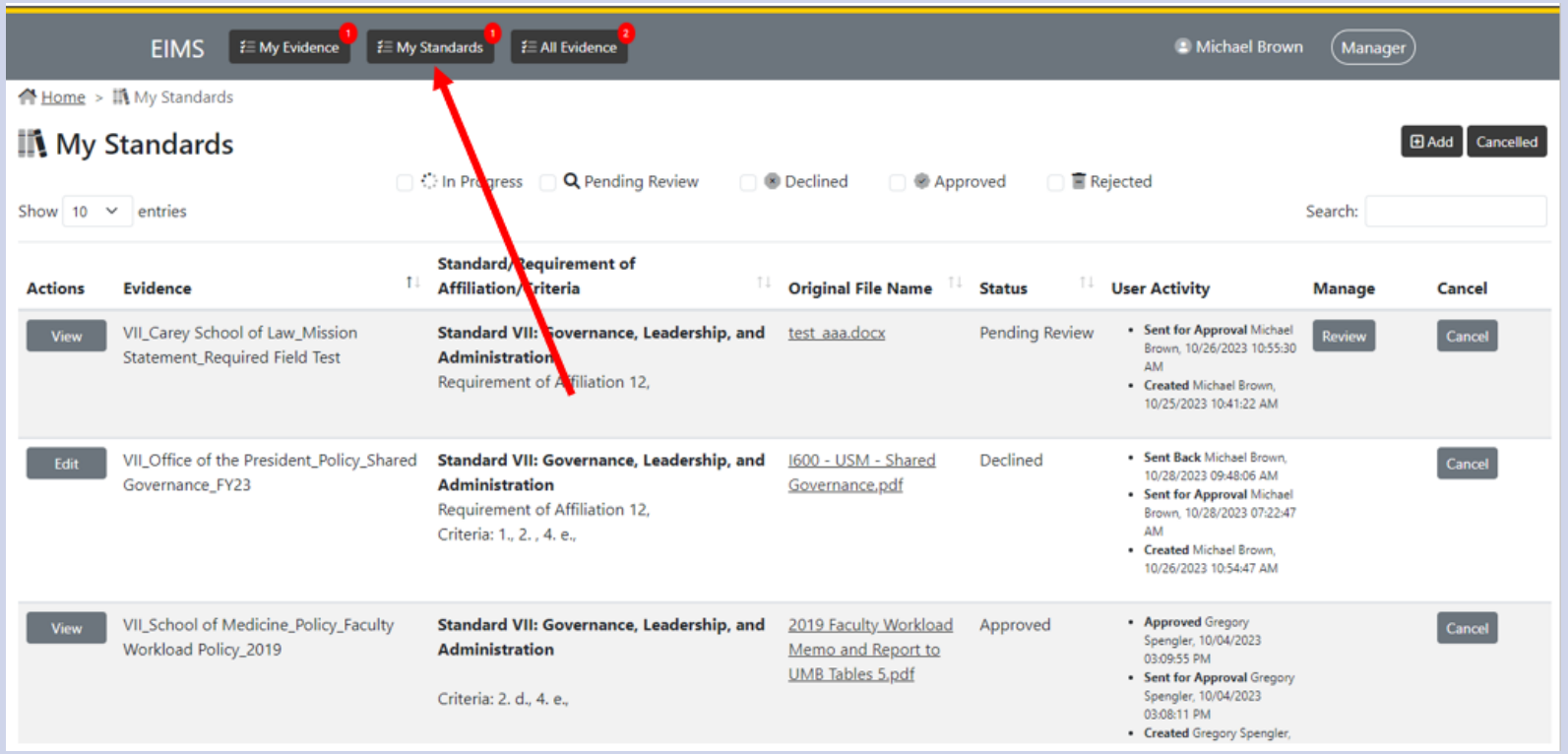
- Greg Spengler - gspengler@umaryland.edu
- Michael Brown – michaelbrown@umaryland.edu

Logging In

Step	Instructions
1	• Open a browser and go to https://cfapps.umaryland.edu/eims/admin/evidenceByStandards/index.cfm
2	• Complete the UMID Multi-Factor Authentication by using your UMID and Password. 

My Standards Landing Page

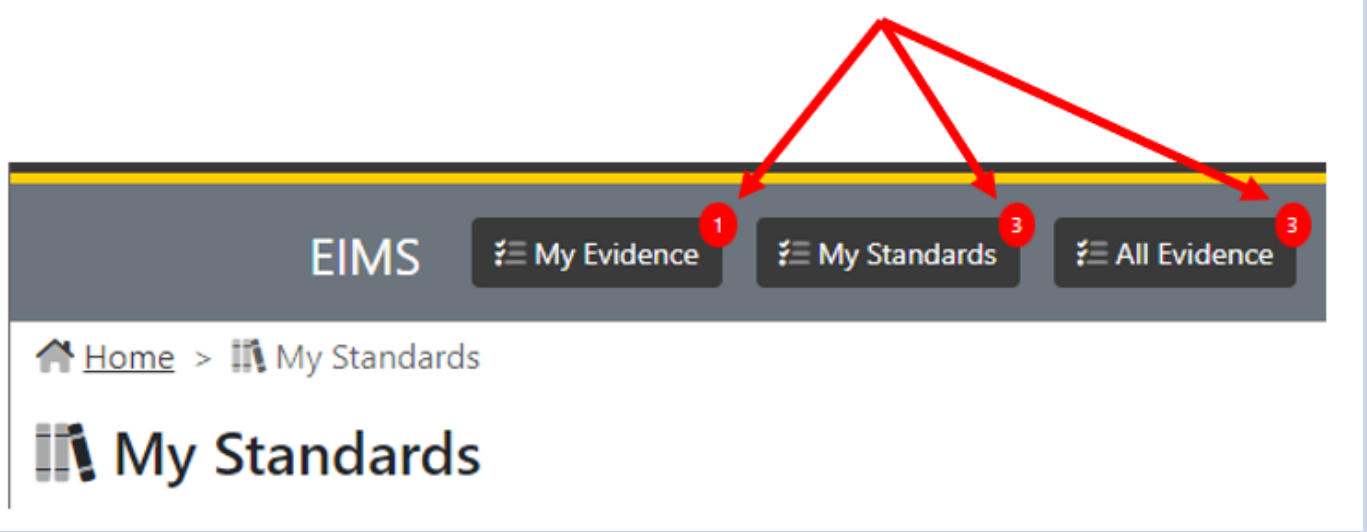
Step	Instructions
3	• The My Standards screen should appear. • Note: If the My Evidence or All Evidence screen appears, Click the My Standards button to display the My Standards screen.

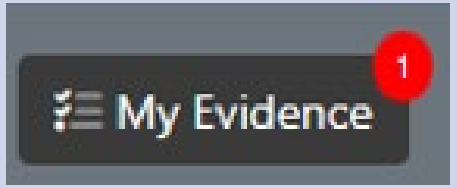


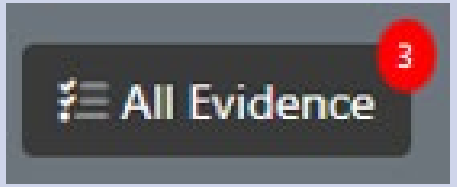
Number of Items Sent Back (Declined)

Step	Instructions

4	• The number in the red circle located in the upper right corner of each of the 3 buttons indicates the number of items that have been sent back to the contributors for further modifications (i.e., Status = "declined") .
	• In the example below:
	  • My Evidence : You have 1 item that has been sent back (typically by another assigned manager)
	  • My Standards: There are 3 items that have been sent back for the standard(s) assigned to you.
	  • All Evidence: There are 3 items that have been sent back for all standards.

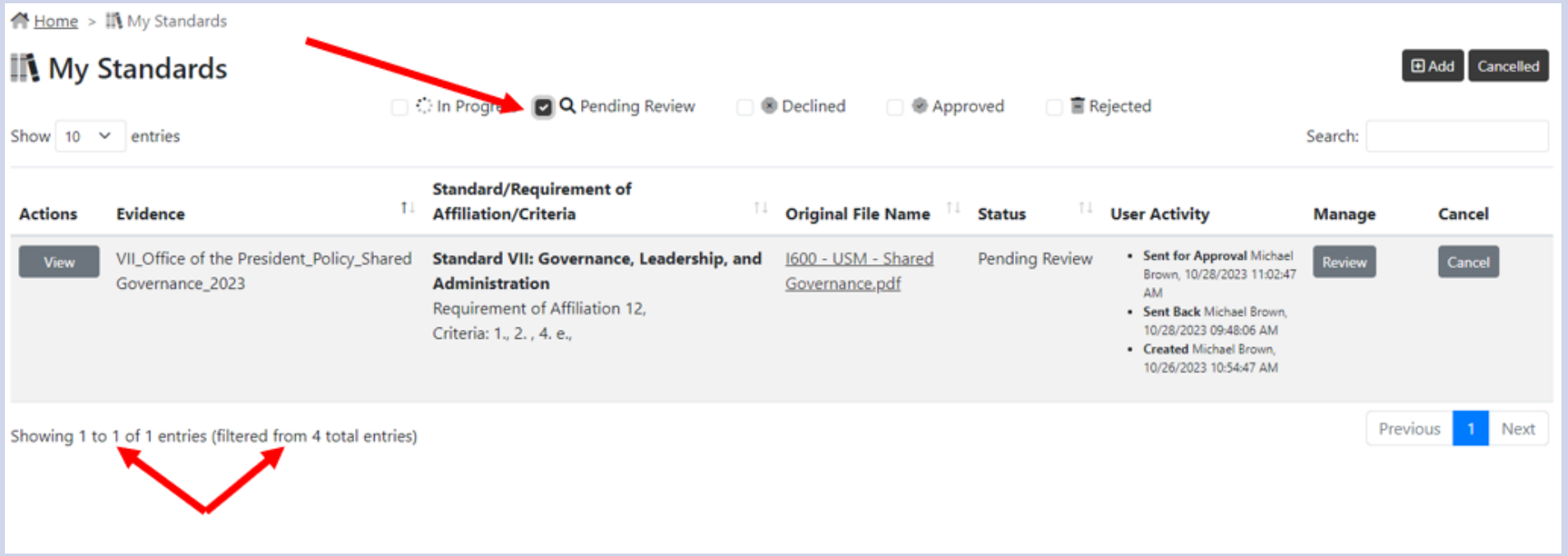




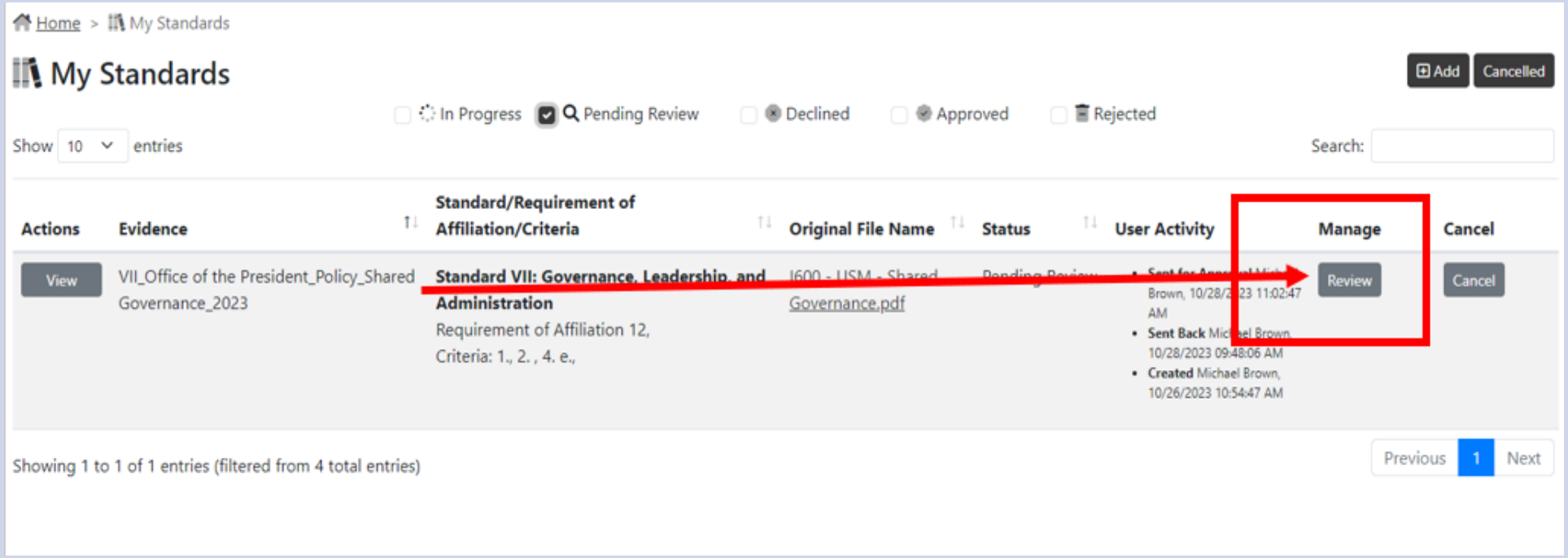


Review & Send Back Evidence Item

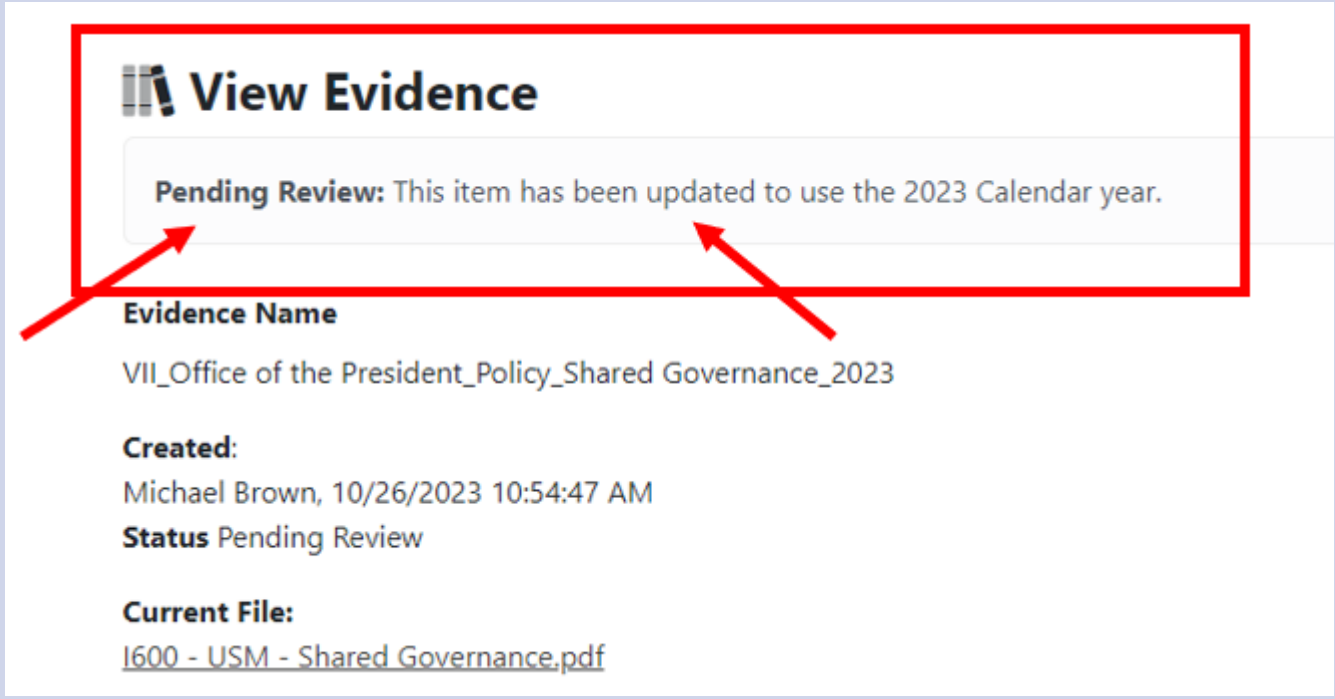
Step	Instructions
5	• To facilitate locating the items sent for approval, click the Pending Review checkbox to filter the list of items. • In this example, the list has been reduced from 4 items to the 1 item submitted for approval.



Review & Send Back Evidence Item

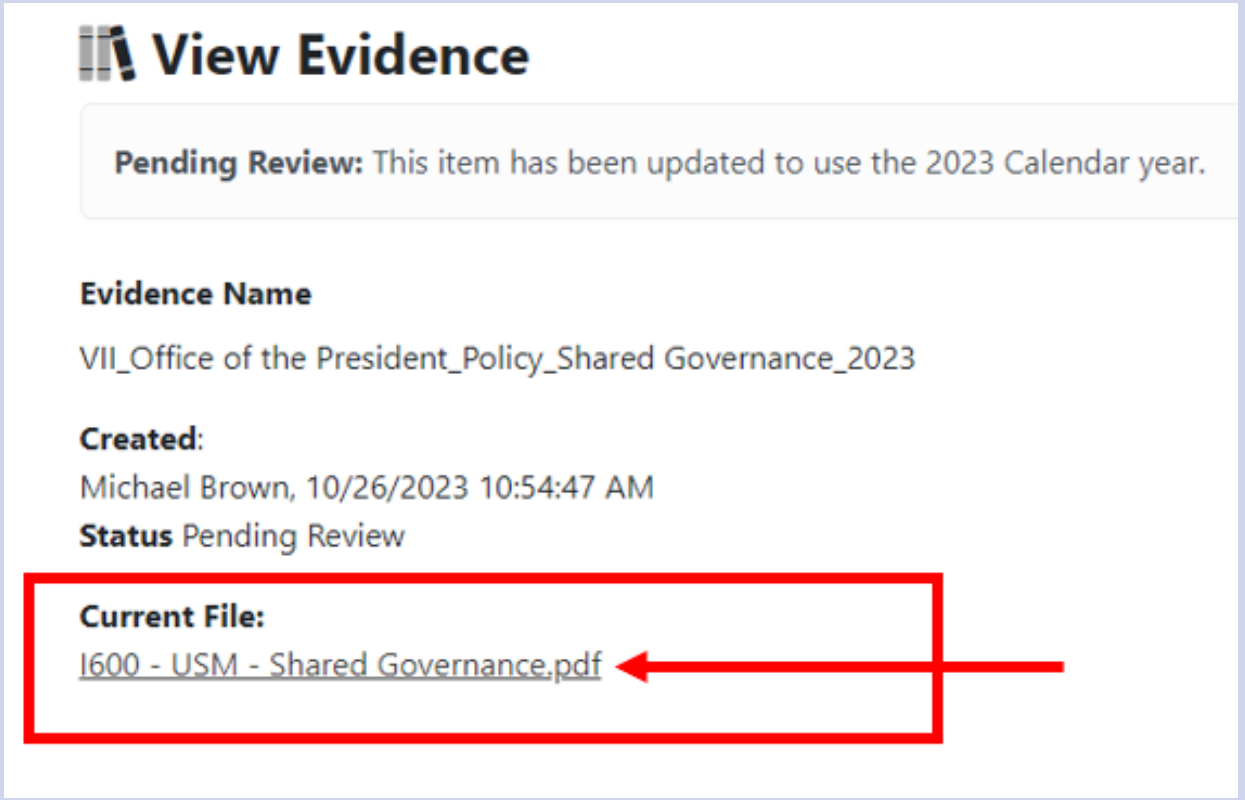
Step	Instructions
6	• To select an item for review and to send back, click the item's Review button located in the Manage column. 

Review & Send Back Evidence Item

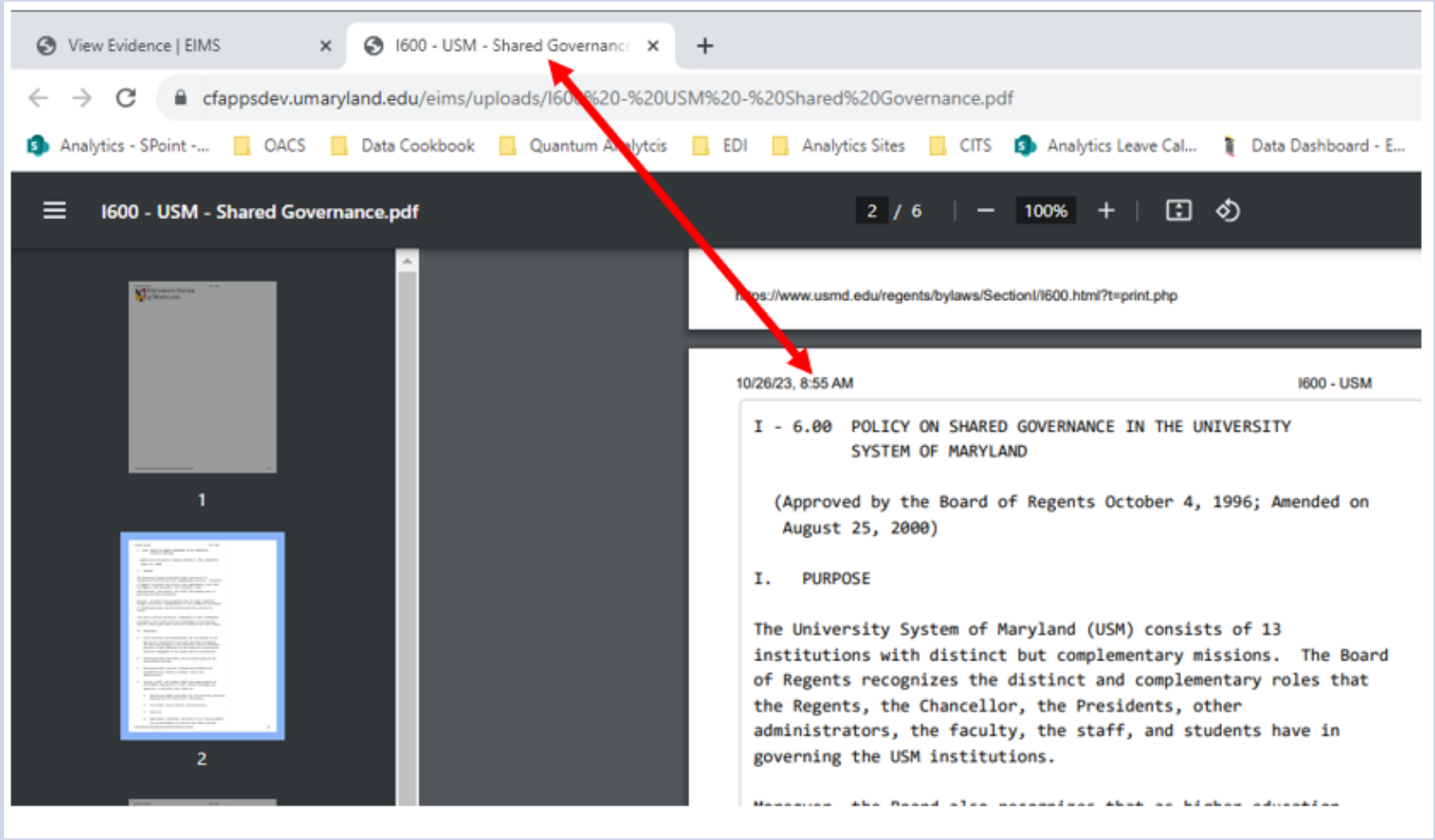
Step	Instructions
7	• The View Evidence screen will appear. The Evidence Item's status should show as Pending Review. • The most recent comment, if one exists, will appear next to the "Pending Review" status. 

Review & Send Back Evidence Item

Step	Instructions
8	• To view the Evidence Item's selected file, click the name of the file listed under Current File. • Nearly all files should be viewable in the browser. A separate browser tab should open.

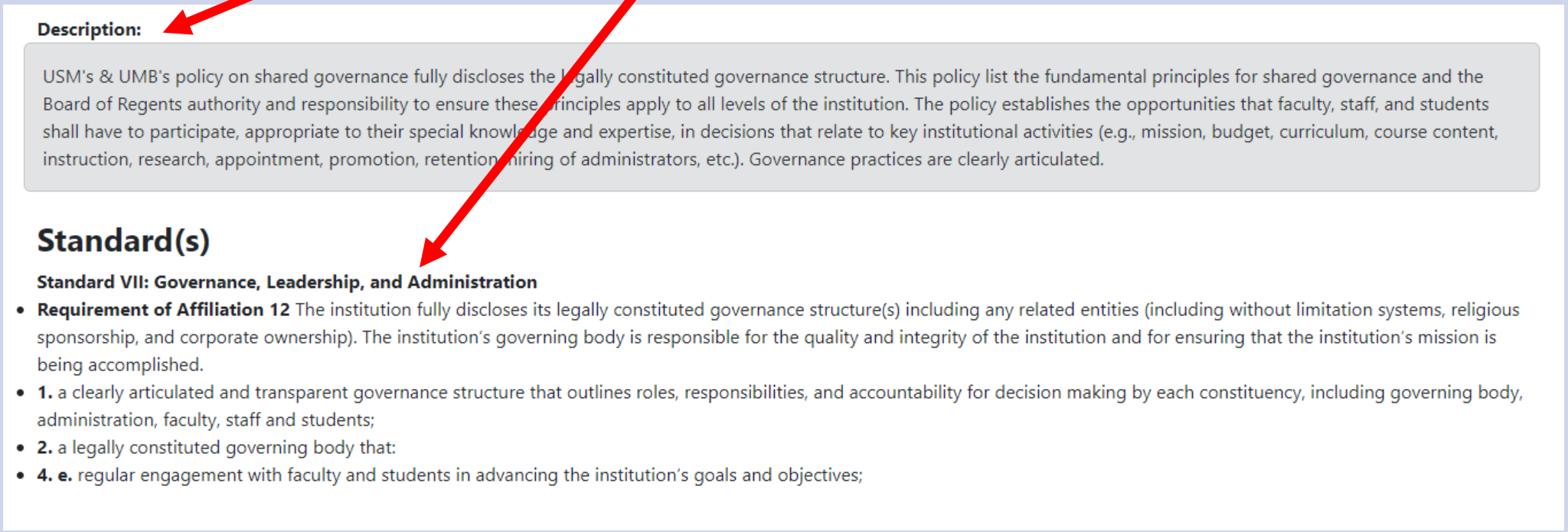


Review & Send Back Evidence Item

Step	Instructions
8.1	

Review & Send Back Evidence Item

Step	Instructions
9	• Read the Evidence Item's Description and the selected options for the Standard. If any of the evidence item's information is insufficient, proceed to send back the item.



Description:

USM's & UMB's policy on shared governance fully discloses the legally constituted governance structure. This policy list the fundamental principles for shared governance and the Board of Regents authority and responsibility to ensure these principles apply to all levels of the institution. The policy establishes the opportunities that faculty, staff, and students shall have to participate, appropriate to their special knowledge and expertise, in decisions that relate to key institutional activities (e.g., mission, budget, curriculum, course content, instruction, research, appointment, promotion, retention, hiring of administrators, etc.). Governance practices are clearly articulated.

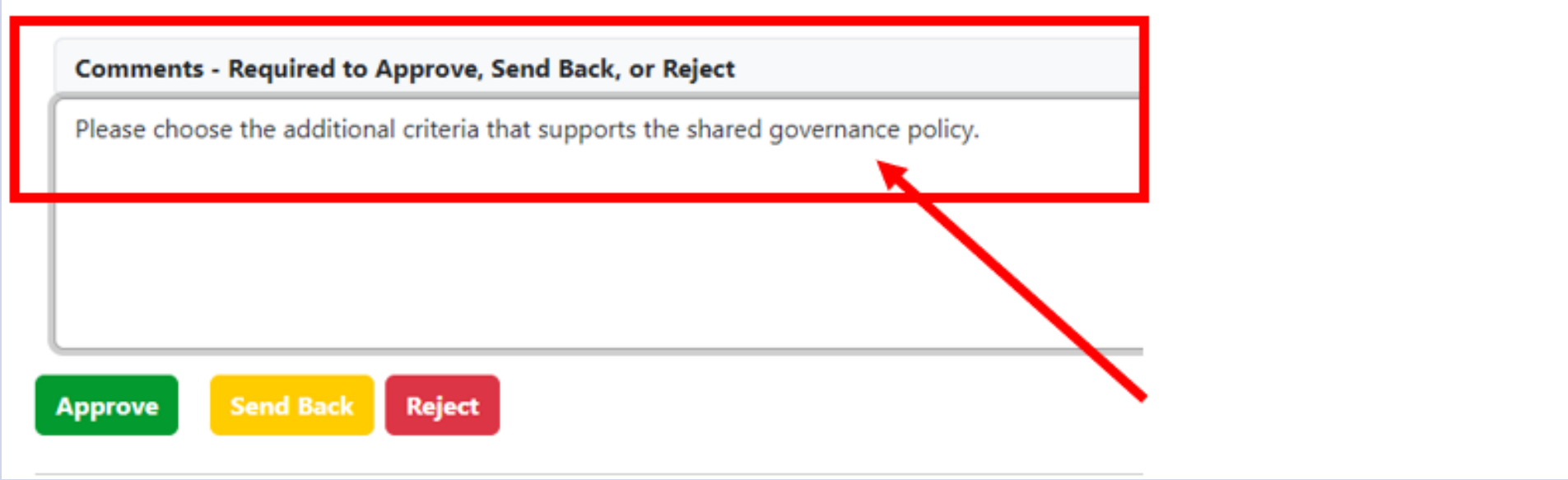
Standard(s)

Standard VII: Governance, Leadership, and Administration

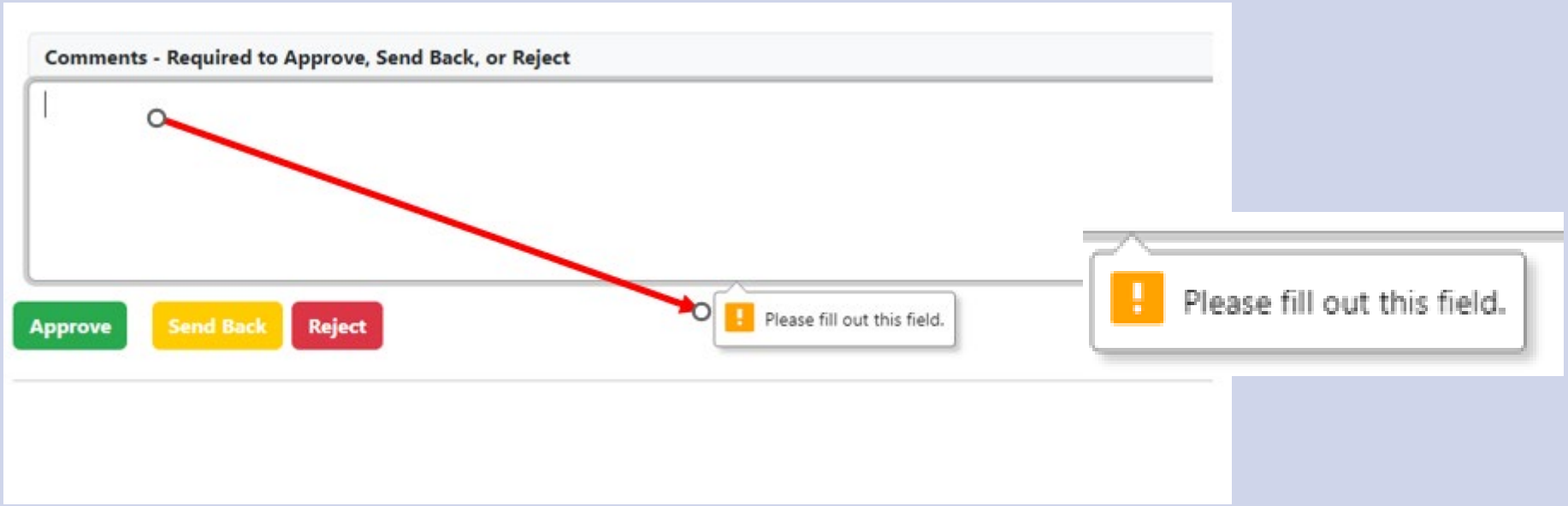
- **Requirement of Affiliation 12** The institution fully discloses its legally constituted governance structure(s) including any related entities (including without limitation systems, religious sponsorship, and corporate ownership). The institution's governing body is responsible for the quality and integrity of the institution and for ensuring that the institution's mission is being accomplished.
- **1.** a clearly articulated and transparent governance structure that outlines roles, responsibilities, and accountability for decision making by each constituency, including governing body, administration, faculty, staff and students;
- **2.** a legally constituted governing body that:
- **4. e.** regular engagement with faculty and students in advancing the institution's goals and objectives;

Review & Send Back Evidence Item

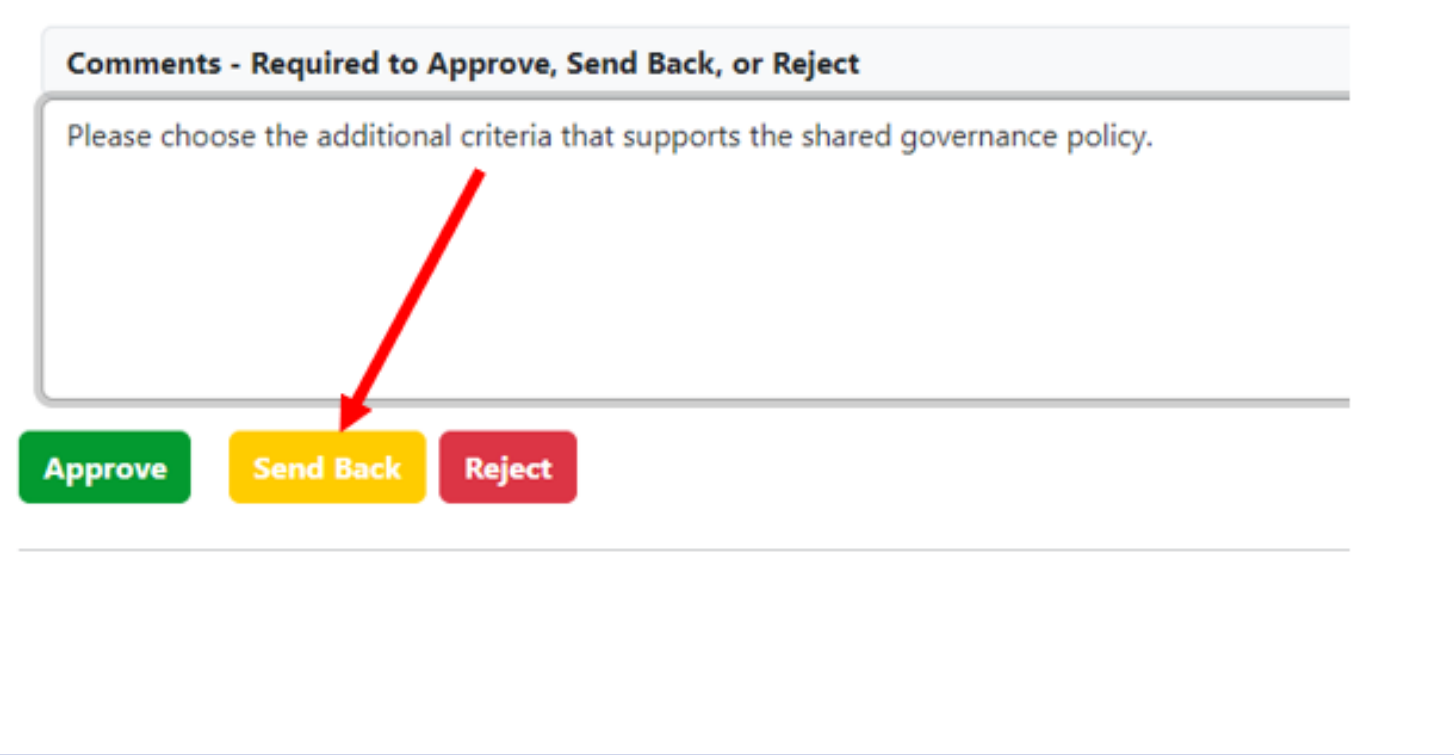
Step	Instructions
10	• A comment is required to send back the Evidence Item. • Scroll down to the Comments – Required to Approve, Send Back or Reject text box, and enter a comment that explains why the evident item is being sent back and provide any guidance to aid the contributor(s) with making the necessary modifications for subsequent approval.



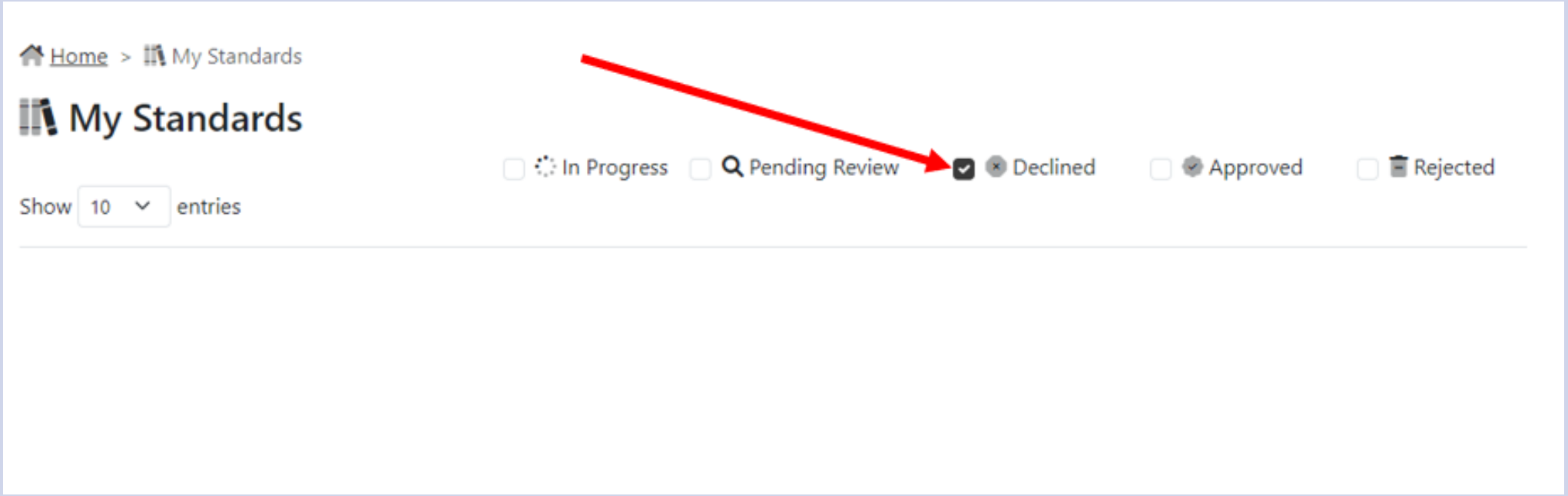
Review & Send Back Evidence Item

Step	Instructions
11	• If a comment is not provided, the following error message will appear. 

Review & Send Back Evidence Item

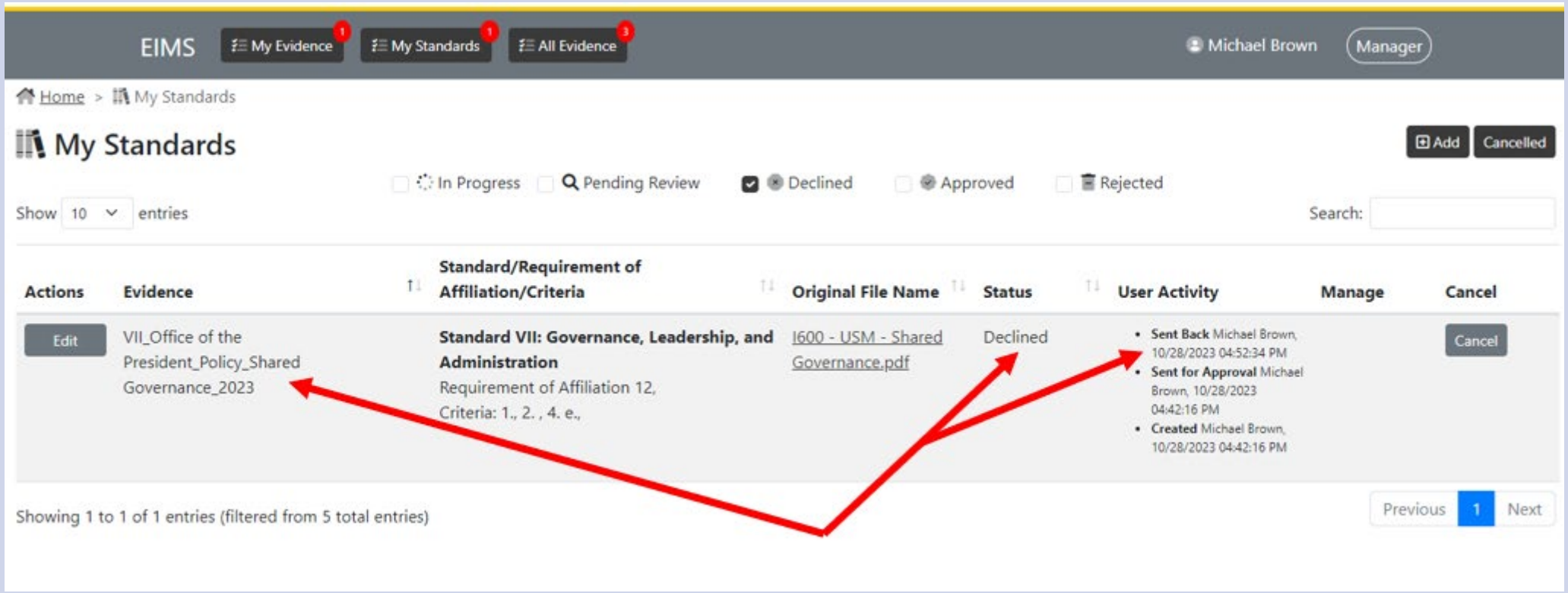
Step	Instructions
12	• After entering a comment, click the Yellow Send Back button. 

Review & Send Back Evidence Item

Step	Instructions
13	• The My Standards screen should appear. • Click the Declined check box, to filter the list of items to only those that have been sent back. 

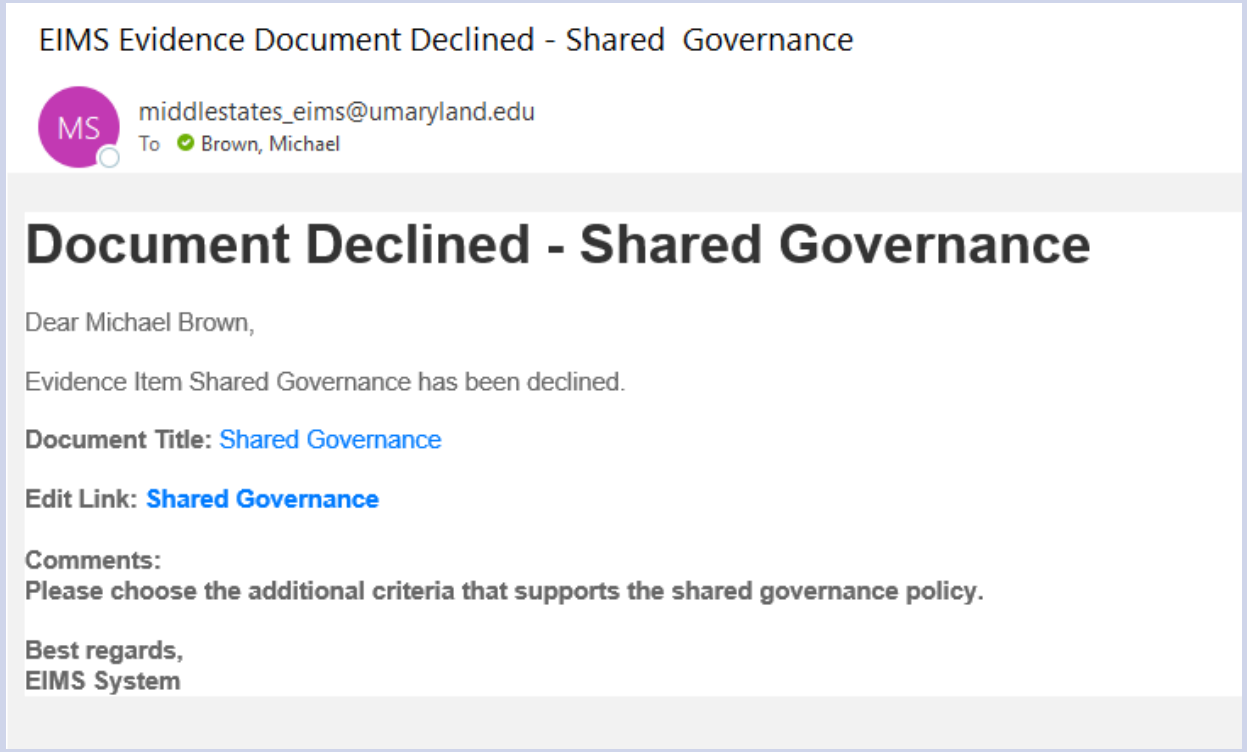
Review & Send Back Evidence Item

Step	Instructions
14	• Verify the item is listed as declined. • The manager's name for who sent back the item, date and time of the item being declined are displayed.



Review & Send Back Evidence Item

Step	Instructions
15	• An email notification will be sent to the standard's assigned managers and all assigned contributors indicating that the item has been sent back for further modifications.



EIMS Evidence Document Declined - Shared Governance

MS middlestates_eims@umaryland.edu
To Brown, Michael

Document Declined - Shared Governance

Dear Michael Brown,

Evidence Item Shared Governance has been declined.

Document Title: Shared Governance

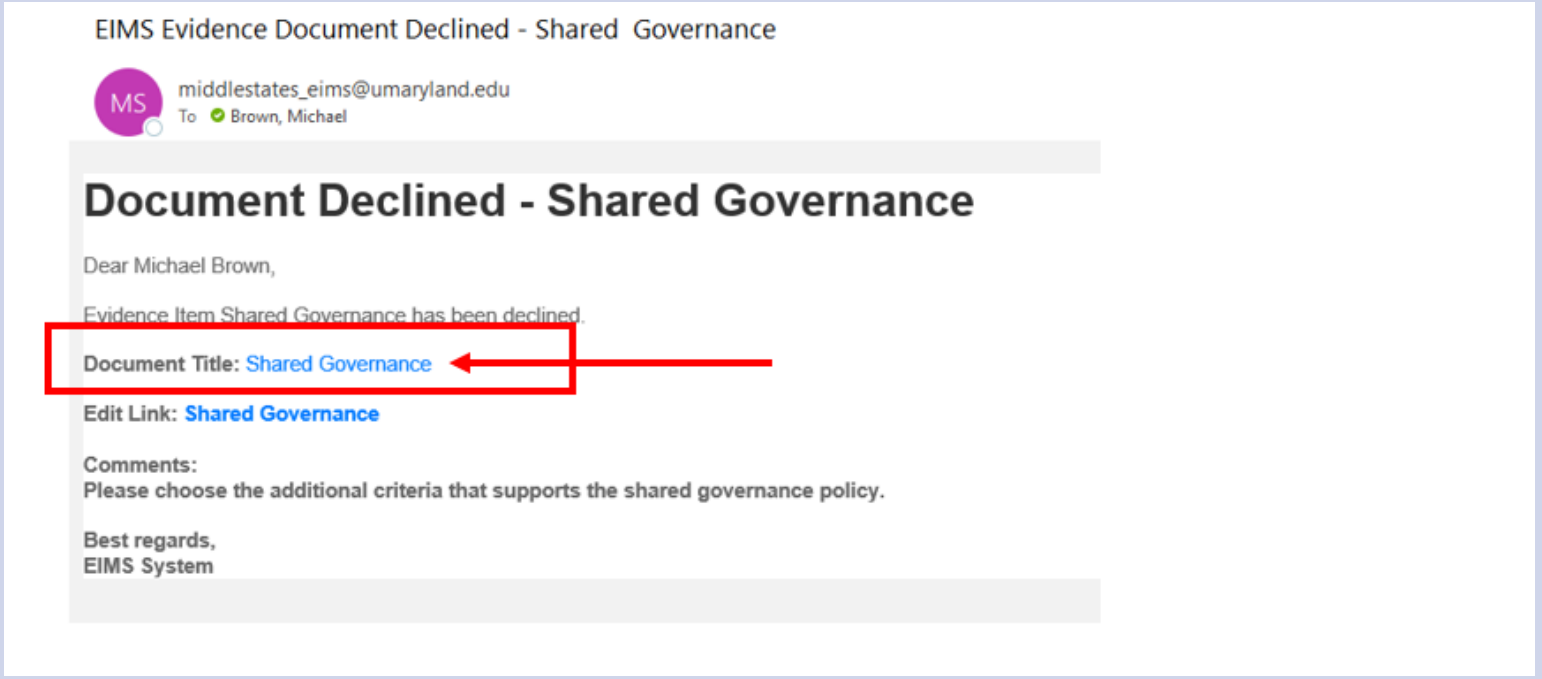
Edit Link: **Shared Governance**

Comments:
Please choose the additional criteria that supports the shared governance policy.

Best regards,
EIMS System

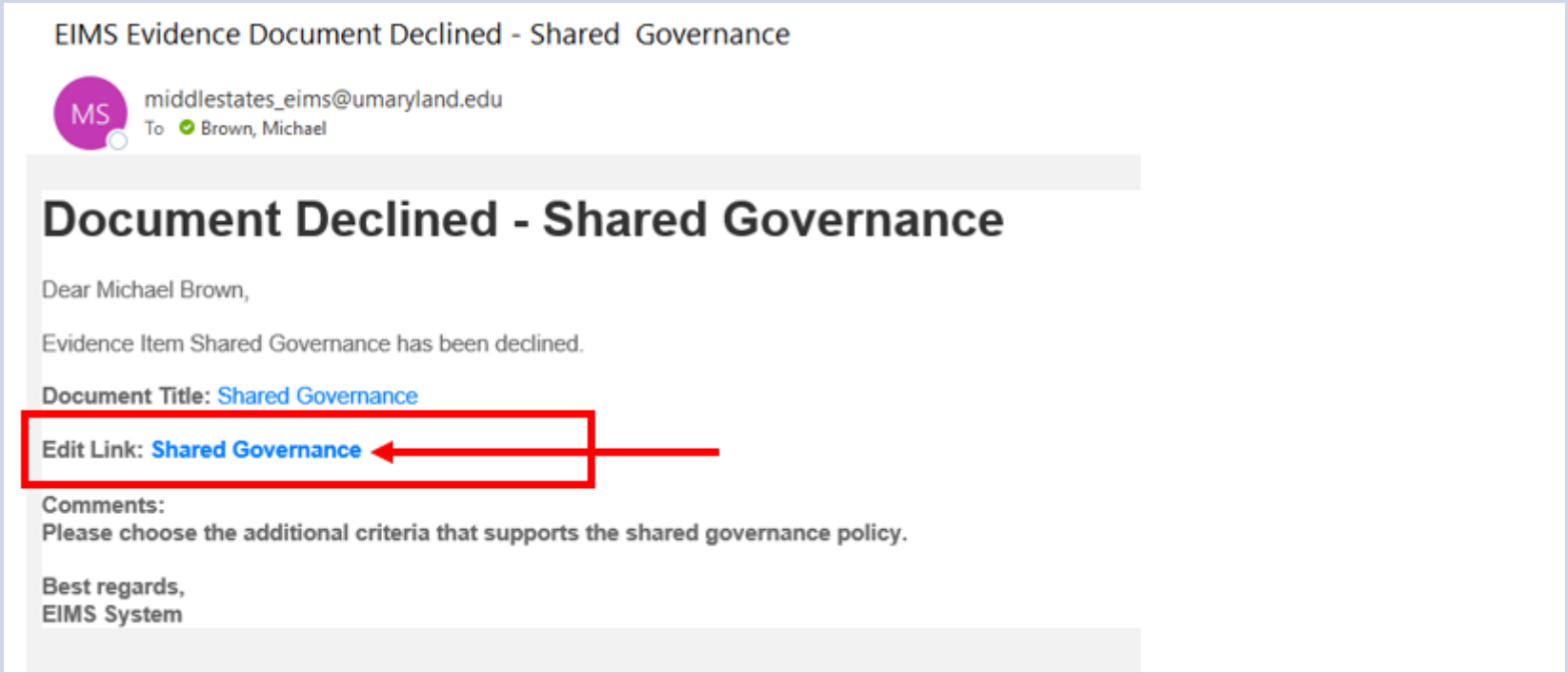
Review & Send Back Evidence Item

Step	Instructions
16	• The Document Title within the email notification is a clickable link to directly access the item. • The View Item screen will appear after clicking the link.



Review & Send Back Evidence Item

Step	Instructions
17	• An Edit Link is included within the email notification and is a clickable link to directly access the item for editing. • The Edit Item screen will appear after clicking the link.



Review & Send Back Evidence Item

Step	Instructions
18	End of Tutorial