## Faculty Annual Report Guide: Navigation

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Accessing Interfolio through Agora Portal

1. Log into Agora Portal.
2. Click on Faculty Annual Reports under Academics and Courses.
This picture shows only the Faculty180 menu for FAR, but you may also see additional menus for Faculty Search and Review for Promotion and Tenure in your account.
Accessing Activities

There are two ways to access your Activities.

1. Action Item on your Dashboard (Home Page): Click Faculty Annual Report 2017 (note the year will be updated annually).
This will bring you to a list of activities filtered by semester to show the activities only for that calendar year:
2. Use the left-side menu to access Activities anytime. Using this method to access activities will list all the activities you have previously entered in the system and not just the current year or semester.
# Navigation Buttons

<table>
<thead>
<tr>
<th>Name</th>
<th>Icon / Button</th>
<th>Function</th>
</tr>
</thead>
</table>
| Activity Actions            | ![Edit](edit.png), ![Delete](delete.png), ![Duplicate](duplicate.png) | The edit button ✍️ allows you to edit an item on a row.  
The delete button ✗ removes an item in a row.  
The duplicate button 📐 copies an item into a new row. |
| Add                         | ![Add](add.png)             | Click to add a new activity.                                             |
| Add Another Attachment      | ![Add Another](add_another.png) | Click to add another attachment to an activity.                          |
| Click ONLY When Completed   | ![Click Only When Completed](click_only_when_completed.png) | When you are ready to submit your Faculty Annual Report, you may click this button. The action item for your FAR will disappear from your Dashboard, but you may access activities anytime by using the left-side Activities menu (see p. 6). |
| Collapse/Expand             | ![Collapse/Expand](collapse.png), ![Expand](expand.png) | A section is collapsed when the arrow is pointing to the right:  
A section is expanded when the arrow is pointed downward: |
<p>| Edit                        | <img src="edit.png" alt="Edit" />           | Click to edit fields.                                                    |
| Export/Share                | <img src="export_share.png" alt="Export/Share" /> | This allows you to export a report into a Word document or PDF.         |</p>
<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Jump to Section</td>
<td>This menu lets you jump to a section instead of manually scrolling. It is a useful tool if the webpage is long.</td>
</tr>
<tr>
<td>Preview CV</td>
<td>Use this button to generate a PDF preview of your Faculty Annual Report (see section on Previewing and Submitting Your Report for additional information).</td>
</tr>
<tr>
<td>Print</td>
<td>This opens a new window to show you a print preview of your report. Use your browser’s print menu to print the report.</td>
</tr>
<tr>
<td>Quicklinks</td>
<td>This is a customized set of links in the system for you to jump to a section at anytime. You can also manage your list of Quicklinks.</td>
</tr>
<tr>
<td>Refresh Vita</td>
<td>Use this button to reload a report with updated information based on display options that you have changed.</td>
</tr>
</tbody>
</table>
| Save and Cancel | *Save* Saves your information on that page but does not leave the page.  
*Save and Add Another* Saves your information on that page and brings you to a new blank page in that same category (e.g., another grant).*  
*Save and Go Back* Saves your information on that page and brings you back to the previous page. |
<table>
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<tr>
<td>Show All/Hide All</td>
<td>Shows all sections or hides all sections on the page.</td>
</tr>
<tr>
<td>Submit</td>
<td>Submits a completed form.</td>
</tr>
<tr>
<td>View</td>
<td>Redirects to a new page with a report shown.</td>
</tr>
<tr>
<td>View All</td>
<td>Access previously submitted forms.</td>
</tr>
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</table>

Leaves that page without saving any new information. You will receive the following warning:

* This is different from the “Add Another Attachment” button described above.
Fields

Fields with an asterisk are required. For example, Start Date is required, but Award Date is not, in this example.

Instead of typing a date manually, you can select a date on the pop-up calendar: