

FACULTY ACCOMPLISHMENT SYSTEM (FAS)

FREQUENTLY ASKED QUESTIONS

USER PROFILE INFORMATION

1. **If my profile information (User ID, Title, Rank, Effective Campus, Effective Name) is incorrect, how can it be fixed?** This data comes from PeopleSoft and you may not edit it in FAS. To have it corrected, contact the fiscal officer in your department to report the error to Human Resources, so that PeopleSoft may be updated.

DATA IMPORT AND MANUAL ENTRY

2. **If I edited an imported record, will it be overwritten if the same semester data is imported again?** No, an imported record that has been edited will not be overwritten.
3. **What do I do if there are duplicate records, such as two rows for one class?**
Duplicate records usually occur because one record was manually added (source = User) and the other record was imported (source = Import). To correct the data, review both records and click the delete button next to the record that is to be deleted.
4. **How often is data imported into FAS?** Data is only imported when a faculty member, or their appointed representative, select the import option within a specific category under Maintain Activity Info, such as in Courses or Grants.
5. **How soon after the end of a semester is the data available to be imported into FAS?** Usually data may be imported within a few weeks of the end of the semester. However, if data cannot be imported to meet a specific deadline, it may be manually entered into FAS.
6. **Why hasn't my latest grant proposal been imported?** Grant data can not be imported when it is in the proposal process, but may be manually entered into FAS. When a grant has been approved for funding (awarded), it will be available for importing into FAS.
7. **Can I cut and paste information into FAS?** Yes, just select the field in FAS where you want to paste information.

REPORTS

8. **I manually added a record (such as a grant proposal) so that it would show on the annual report but it isn't included in the report results – why not?** Annual and other date specific reports only show records that are within the specified date range. Make sure your end date is correct when specifying report criteria. If you entered a grant proposal with a date of February 2005 and the annual report is for 2004, the grant will not be included.
9. **What report can be used to view all data?** The annual report will show information for all categories. The annotated annual report will show the same information but also includes any text entered into the Description field for each record.
10. **Can I import a report into Microsoft Word?** Yes, when the report is displayed, select the link [Download in RTF](#). A new window will open and the report data will be opened or saved (depending on the option you select) in Microsoft Word.

KEYWORDS

11. **How do I add a keyword that is not included in the list?** The keyword list was imported from the Community of Science. New keywords may not be added directly to FAS.

MORE INFORMATION

12. **Where can I get more information about FAS?** From within the application, select the link called User Manual. A new window will open and the User Manual will display in Adobe Acrobat Reader. You may view the manual on your screen or print the entire document (99 pages).