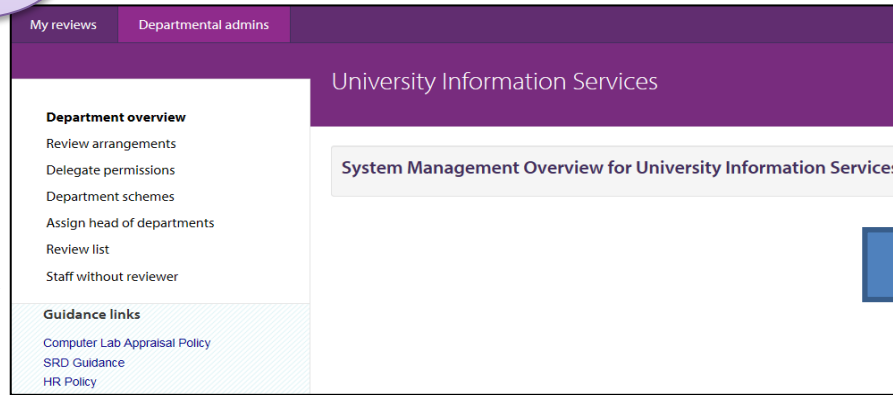


SRD – Administrator Quick Reference

You can now use the SRD application to record reviews and upload documentation. You no longer need to use the CHRIS review screen.

Step 1: You can log on to the SRD system at:
<http://hrsystems.admin.cam.ac.uk/srd-webapp>
using your Raven credentials. You will then see your home screen



Step 2: Click on the DA tab. The functions available are shown on the menu on the left

- Department overview
 - Review arrangements
 - Delegate permissions
 - Department schemes
 - Assign head of departments
 - Review list
 - Staff without reviewer
- Guidance links
 - HR Division SRD scheme

Step 3: Assign a Head of Department role

- Assign head of departments
- Review list
- Staff without reviewer
- Guidance links
 - Computer Lab Appraisal Policy
 - SRD Guidance
 - HR Policy

Step 4: Type in the CRSid and click on add Head of Department

The screenshot shows the 'Add Head of Department' form. It has a field for 'Add CRS ID of head of department:' with the value 'pfh25' entered. Below this is a table with columns 'CRS ID' and 'Name'. The table is empty, showing 'No records found.' and a pagination control '(1 of 1)'. There is an 'Add Head Of Department' button.

Step 5: Add any other DAs for the Department using the Delegate permissions option

- Delegate permissions
- Department schemes
- Assign head of departments
- Review list
- Staff without reviewer
- Guidance links
 - Computer Lab Appraisal Policy
 - SRD Guidance
 - HR Policy

Step 6: Enter the CRSid and start and end dates for the permission

The screenshot shows the 'Add a Delegation' form. It has two date pickers: 'What is the start date?' and 'What is the end date?'. Below these is a search field labeled 'Enter part of a name or CRS ID*' with a 'Search' button.



SRD – Administrator Quick Reference

Step 7: Configure links to local scheme guidance

Department schemes

- Assign head of departments
- Review list
- Staff without reviewer

Guidance links

- Computer Lab Appraisal Policy
- SRD Guidance
- HR Policy

Step 8: Add the link, a meaningful description and whether this link applies to all or selected Job Groups

Add new custom guidance link

Restrict to job groups:

Link to guidance:

Job Group:

Description:

Step 9: If you want to load historical review information from CHRIS or a local source contact the [CHRIS Helpdesk](#)

Step 10: Alternatively, to set up Review Arrangements manually click on 'Review arrangements'

Review arrangements

- Delegate permissions
- Department schemes
- Assign head of departments
- Review list
- Staff without reviewer

Guidance links

- Computer Lab Appraisal Policy
- SRD Guidance
- HR Policy

Step 11: Click on 'choose a reviewer' then enter the Reviewers details, 'search' and click on the name to select

Choose a reviewer

Enter part of the reviewer's name, or their full CRSID:

Select the reviewer:

Employee	Position
Mrs Margaret Griggs	70028758: Senior Project Manager

Choose a reviewer from the list above, or

Step 12: click on 'Add an employee'

Assigning employees for Mrs Margaret Griggs [Search for a different reviewer](#)

Now you can view, change or add employees.

People who are already reviewed by Mrs Margaret Griggs are listed below.

Step 13: Enter the employee details, 'Search' and click on the name to select. You will be asked to enter the date for the next review

Choose an employee to be reviewed

Enter part of the employee's name, or their full CRSID:

Select the employee:

Employee	Position
Mr Sinan Ali (Currently reviewed by Mr Simon Redhead)	70024442: Systems Developer (Tech 2)

Choose an employee from the list above

Please enter the next review date

The next review for Mr Sinan Ali is due on:

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note that the Reviewer and Employee will now both be able to record a review and will be sent an email reminder prior to the due date



More information can be found on: [the HR Systems web pages](#)