Step 1: You can log on to the SRD system at: http://hrsystems.adm.in.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.

Step 3: Assign a Head of Department role.

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

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

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

You can now use the SRD application to record reviews and upload documentation. You no longer need to use the CHRIS review screen.
Step 7: Configure links to local scheme guidance

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

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’

Step 11: Click on ‘chose a reviewer’ then enter the Reviewers details, ‘search’ and click on the name to select

Step 12: click on ‘Add an employee’

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

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