



Evidence Inventory Management System (EIMS)

User Guide - Manager

Reject Evidence Item

Overview

This document provides step-by-step instructions to guide Managers with reviewing and rejecting an evidence.

A rejected item is no longer modifiable but can be restored if needed.

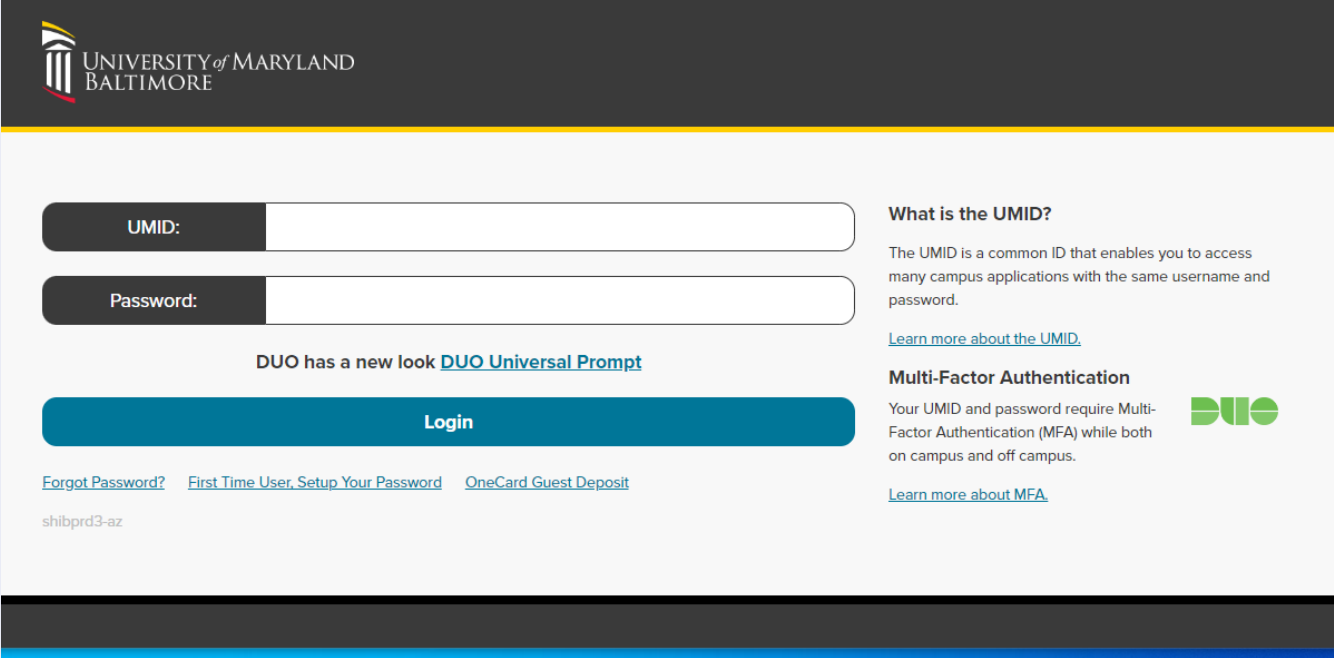
To proceed you must have authorized access to EIMS.

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	<ul style="list-style-type: none">Open a browser and go to https://cfapps.umaryland.edu/eims/admin/evidenceByStandards/index.cfm
2	<ul style="list-style-type: none">Complete the UMID Multi-Factor Authentication by using your UMID and Password. 

My Standards Landing Page

Step

Instructions

- 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.

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EIMS My Evidence My Standards All Evidence Michael Brown Manager

Home > My Standards

My Standards

Add Cancelled

In Progress Pending Review Declined Approved Rejected

Show 10 entries Search:

Actions	Evidence	Standard/Requirement of Affiliation/Criteria	Original File Name	Status	User Activity	Manage	Cancel
View	VII_Carey School of Law_Mission Statement_Required Field Test	Standard VII: Governance, Leadership, and Administration Requirement of Affiliation 12,	test_aaa.docx	Pending Review	<ul style="list-style-type: none">Sent for Approval Michael Brown, 10/26/2023 10:55:30 AMCreated Michael Brown, 10/25/2023 10:41:22 AM	Review	Cancel
Edit	VII_Office of the President_Policy_Shared Governance_FY23	Standard VII: Governance, Leadership, and Administration Requirement of Affiliation 12, Criteria: 1., 2., 4. e.,	1600 - USM - Shared Governance.pdf	Declined	<ul style="list-style-type: none">Sent Back Michael Brown, 10/28/2023 09:48:06 AMSent for Approval Michael Brown, 10/28/2023 07:22:47 AMCreated Michael Brown, 10/26/2023 10:54:47 AM		Cancel
View	VII_School of Medicine_Policy_Faculty Workload Policy_2019	Standard VII: Governance, Leadership, and Administration Criteria: 2. d., 4. e.,	2019 Faculty Workload Memo and Report to UMB Tables 5.pdf	Approved	<ul style="list-style-type: none">Approved Gregory Spengler, 10/04/2023 03:09:55 PMSent for Approval Gregory Spengler, 10/04/2023 03:08:11 PMCreated Gregory Spengler,		Cancel

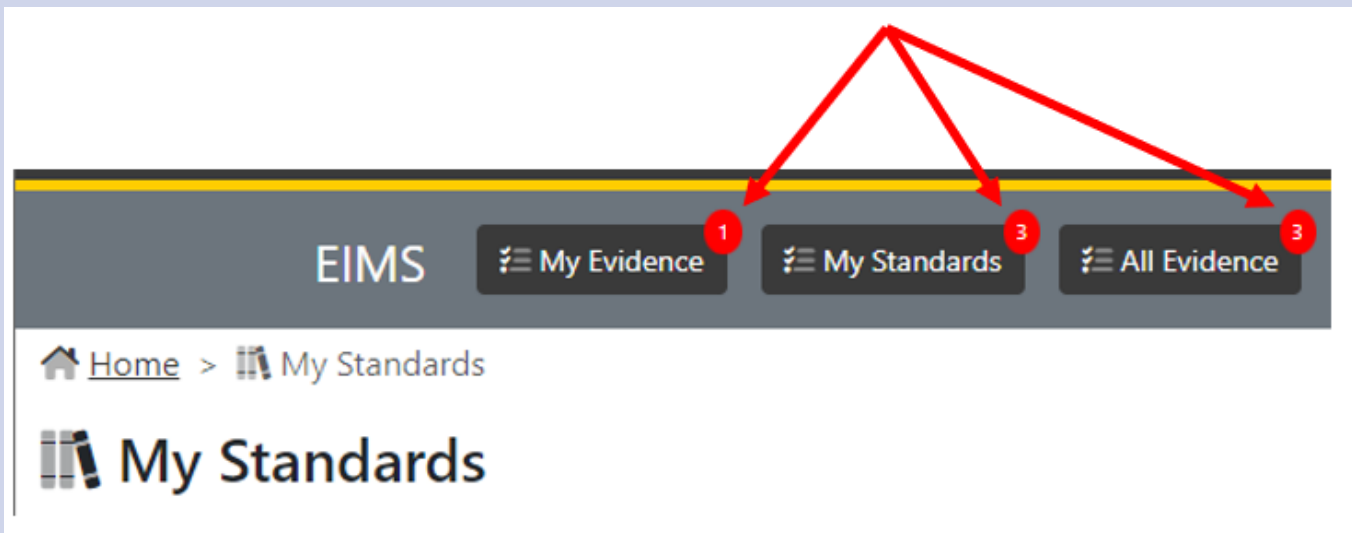
Number of Items Sent Back (Declined)

Step

Instructions

- 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.

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Reject Evidence Item

Step

Instructions

- 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.

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Home > My Standards

My Standards

In Progress Pending Review Declined Approved Rejected

Show 10 entries Search:

Actions	Evidence	Standard/Requirement of Affiliation/Criteria	Original File Name	Status	User Activity	Manage	Cancel
View	VII_Office of the President_Policy_Shared Governance_2023	Standard VII: Governance, Leadership, and Administration Requirement of Affiliation 12, Criteria: 1., 2., 4., e.,	1600 - USM - Shared Governance.pdf	Pending Review	<ul style="list-style-type: none">• Sent for Approval Michael Brown, 10/28/2023 11:02:47 AM• Sent Back Michael Brown, 10/28/2023 09:48:06 AM• Created Michael Brown, 10/26/2023 10:54:47 AM	Review	Cancel

Showing 1 to 1 of 1 entries (filtered from 4 total entries) [Previous](#) [1](#) [Next](#)

Reject Evidence Item

Step

Instructions

- To select an item for review & approval, click the item's **Review** button located in the **Manage** column.

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Home > My Standards

My Standards

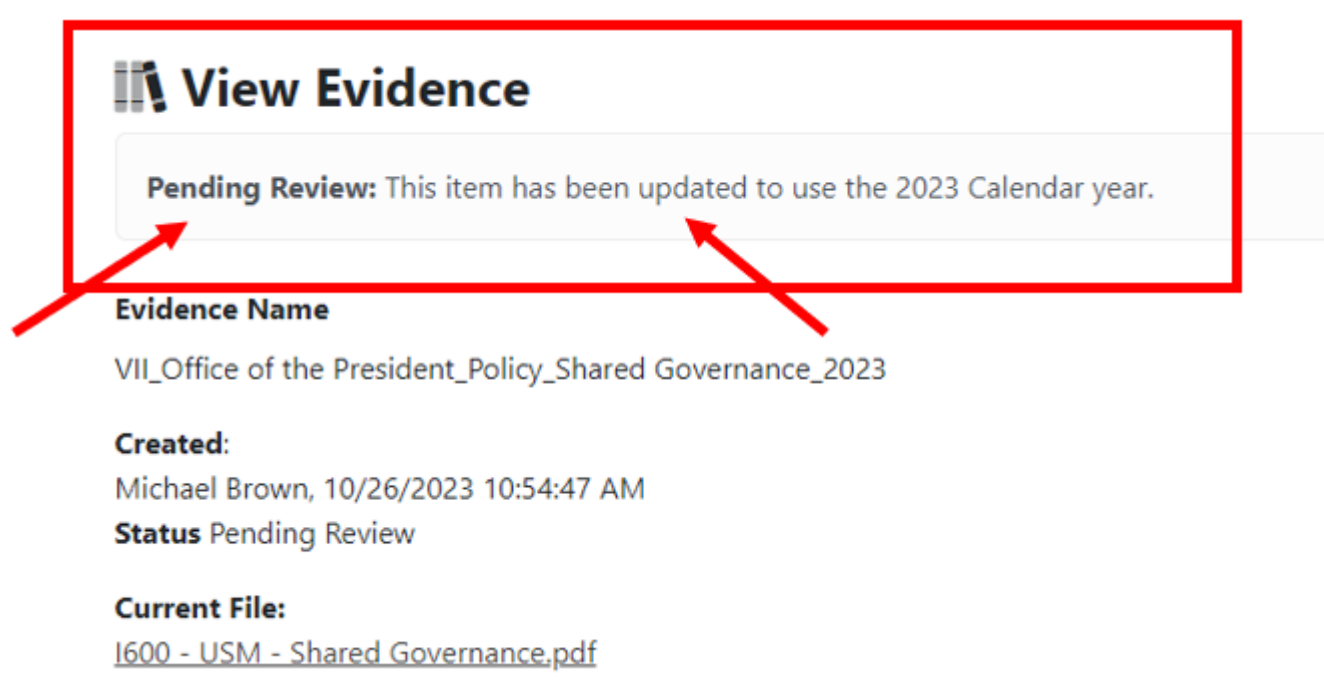
In Progress Pending Review Declined Approved Rejected

Show entries Search:

Actions	Evidence	Standard/Requirement of Affiliation/Criteria	Original File Name	Status	User Activity	Manage	Cancel
<input type="button" value="View"/>	VII_Office of the President_Policy_Shared Governance_2023	Standard VII: Governance, Leadership, and Administration Requirement of Affiliation 12, Criteria: 1., 2., 4. e.,	I600 - USM - Shared Governance.pdf	Pending Review	<ul style="list-style-type: none">Sent for Approval Michael Brown, 10/28/2023 11:02:47 AMSent Back Michael Brown, 10/28/2023 09:48:06 AMCreated Michael Brown, 10/26/2023 10:54:47 AM	<input type="button" value="Review"/>	<input type="button" value="Cancel"/>

Showing 1 to 1 of 1 entries (filtered from 4 total entries) Previous **1** Next

Reject Evidence Item

Step	Instructions
7	<ul style="list-style-type: none"><li data-bbox="428 361 2186 404">• The View Evidence screen will appear. The Evidence Item's status should show as Pending Review.<li data-bbox="428 462 2028 505">• The most recent comment, if one exists, will appear next to the "Pending Review" status.  <p>The screenshot shows the 'View Evidence' interface. At the top, there is a header 'View Evidence' with a list icon. Below it, a comment box contains the text 'Pending Review: This item has been updated to use the 2023 Calendar year.' Below the comment, the following details are listed: 'Evidence Name: VII_Office of the President_Policy_Shared Governance_2023', 'Created: Michael Brown, 10/26/2023 10:54:47 AM', 'Status: Pending Review', and 'Current File: I600 - USM - Shared Governance.pdf'. A red box highlights the comment area, and two red arrows point to the comment text.</p>

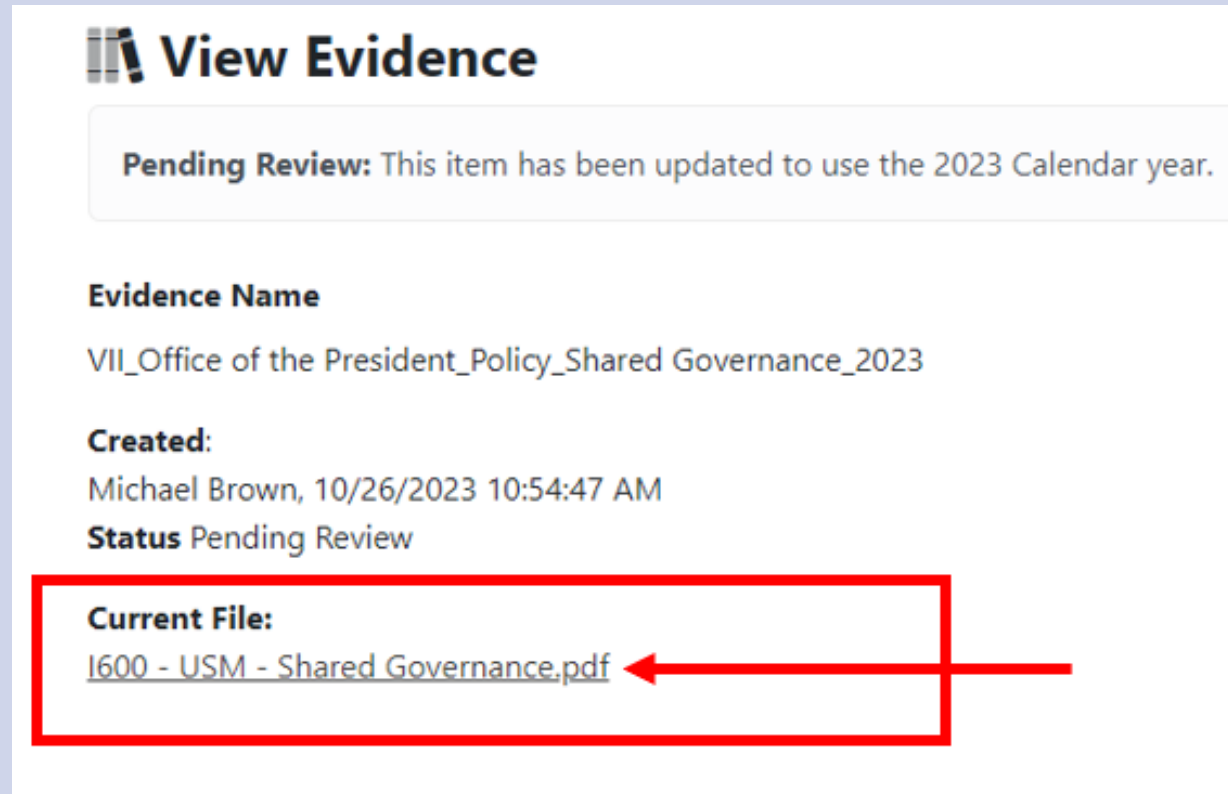
Reject Evidence Item

Step

Instructions

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- 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.



View Evidence

Pending Review: This item has been updated to use the 2023 Calendar year.

Evidence Name
VII_Office of the President_Policy_Shared Governance_2023

Created:
Michael Brown, 10/26/2023 10:54:47 AM

Status Pending Review

Current File:
[I600 - USM - Shared Governance.pdf](#) ←

Reject Evidence Item

Step

Instructions

8.1

The screenshot shows a web browser window with two tabs. The active tab is titled "I600 - USM - Shared Governance.pdf". The address bar shows the URL: cfappsdev.umaryland.edu/eims/uploads/I600%20-%20USM%20-%20Shared%20Governance.pdf. The browser's bookmark bar contains several items, including "Analytics - SPoint - ...", "OACS", "Data Cookbook", "Quantum Analytcis", "EDI", "Analytics Sites", "CITS", "Analytics Leave Cal...", and "Data Dashboard - E...". The main content area displays a PDF viewer for "I600 - USM - Shared Governance.pdf". The viewer shows two pages: page 1 is a thumbnail, and page 2 is the main content, which is highlighted with a blue border. The content on page 2 includes the following text:

<https://www.usmd.edu/regents/bylaws/SectionI/I600.html?t=print.php>

10/26/23, 8:55 AM I600 - USM

I - 6.00 POLICY ON SHARED GOVERNANCE IN THE UNIVERSITY SYSTEM OF MARYLAND

(Approved by the Board of Regents October 4, 1996; Amended on August 25, 2000)

I. PURPOSE

The University System of Maryland (USM) consists of 13 institutions with distinct but complementary missions. The Board of Regents recognizes the distinct and complementary roles that the Regents, the Chancellor, the Presidents, other administrators, the faculty, the staff, and students have in governing the USM institutions.

Moreover, the Board also recognizes that as higher education

Reject Evidence Item

Step

Instructions

- Read the Evidence Item's **Description** and the **selected options** for the Standard. If evidence is irrelevant to the Standard and not worthwhile for modification, proceed to rejecting the item.

Description:

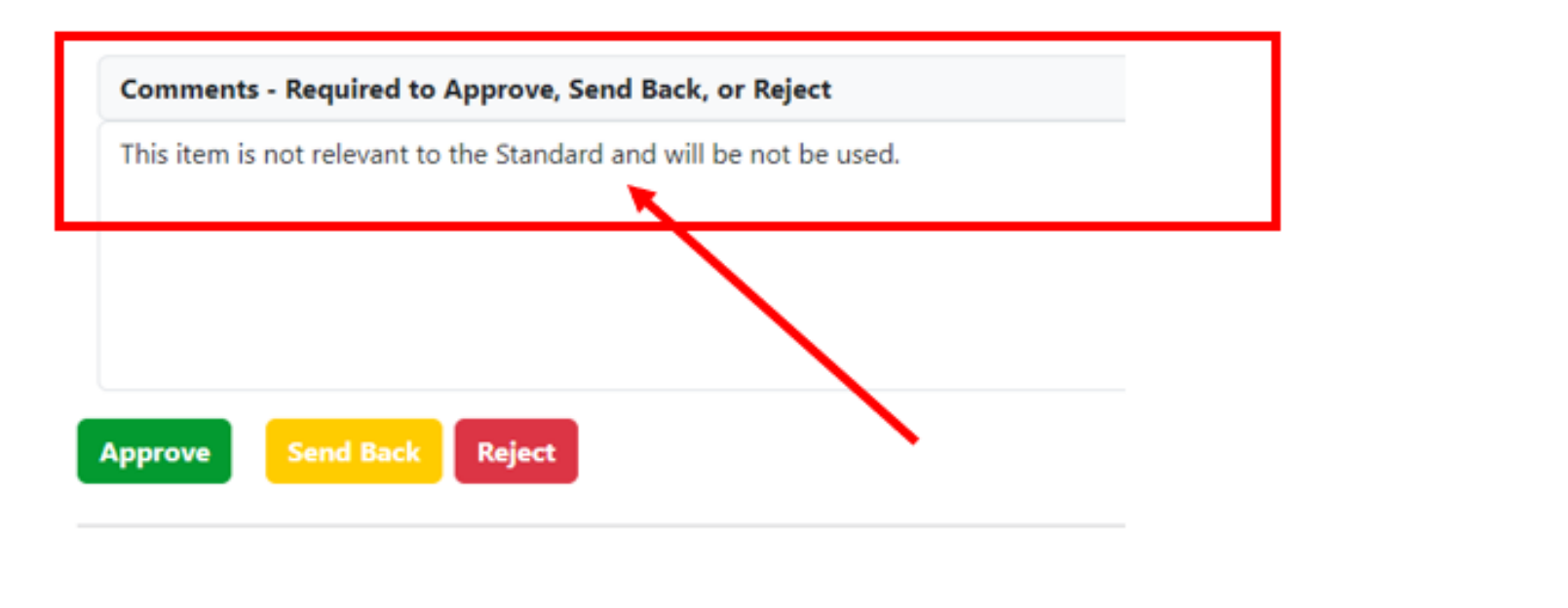
USM's & UMB's policy on shared governance fully discloses the legally constituted governance structure. This policy list the fundamental principles for shared governance and the Board of Regents authority and responsibility to ensure these principles apply to all levels of the institution. The policy 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)

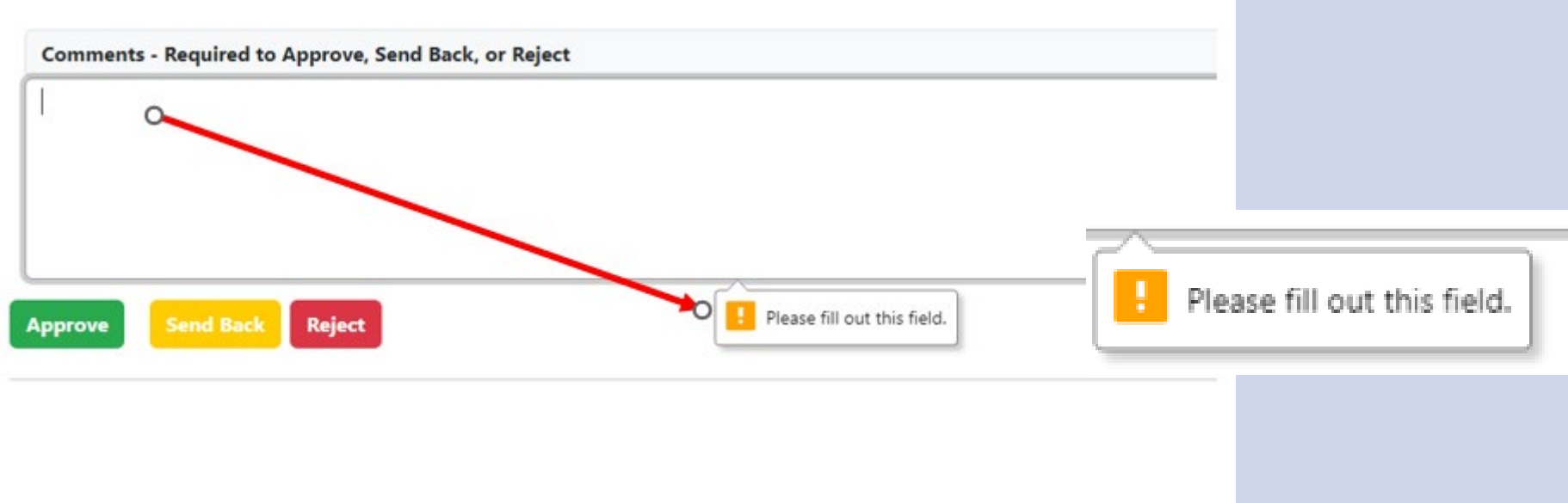
Standard VII: Governance, Leadership, and Administration

- **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;

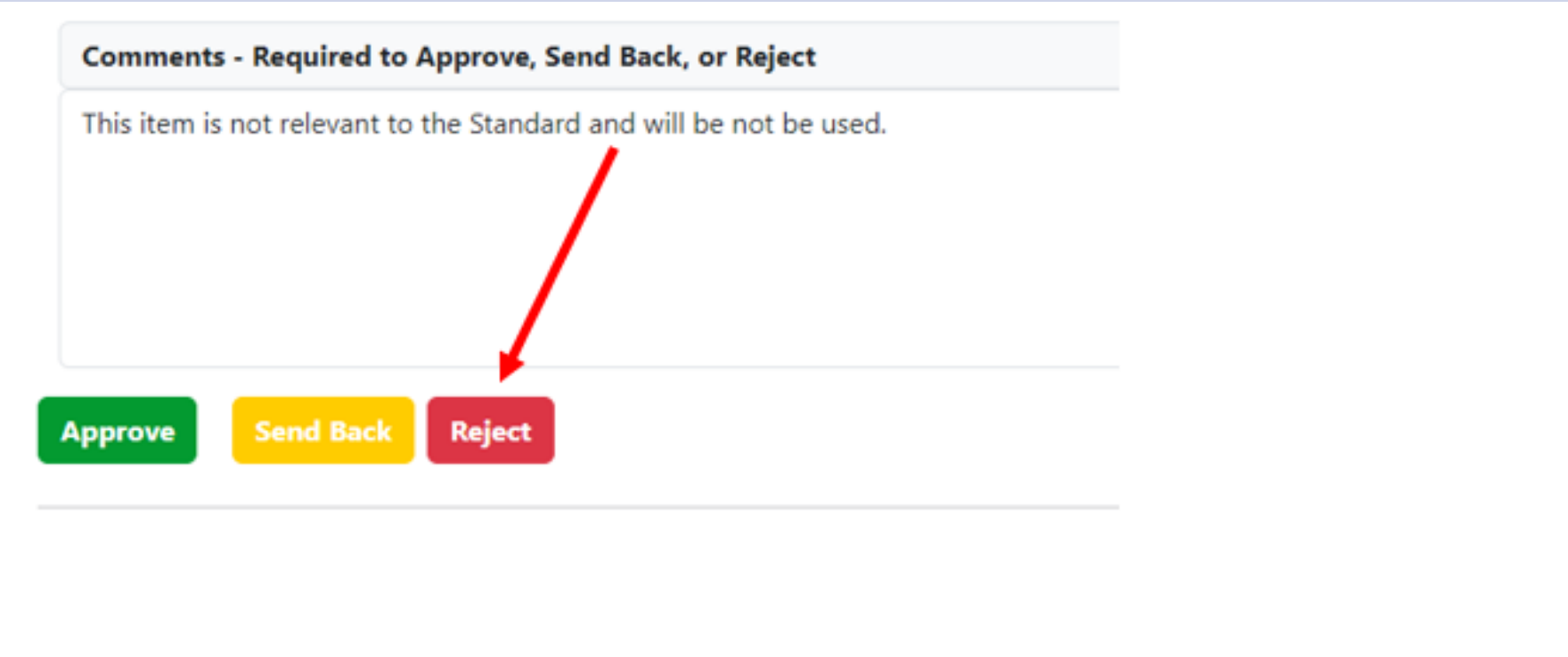
Reject Evidence Item

Step	Instructions
10	<ul style="list-style-type: none"><li data-bbox="428 362 1378 404">• A comment is required to reject the Evidence Item.<li data-bbox="428 462 2397 554">• 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 rejected.  <p>The screenshot shows a user interface for rejecting an evidence item. A text box is highlighted with a red border and contains the text: "Comments - Required to Approve, Send Back, or Reject" and "This item is not relevant to the Standard and will be not be used." A red arrow points to the text box. Below the text box are three buttons: "Approve" (green), "Send Back" (yellow), and "Reject" (red).</p>

Reject Evidence Item

Step	Instructions
11	<ul style="list-style-type: none"><li data-bbox="428 362 1717 405">If a comment is not provided, the following error message will appear.  <p>The screenshot shows a form titled "Comments - Required to Approve, Send Back, or Reject". It features a text input field that is currently empty. Below the input field are three buttons: "Approve" (green), "Send Back" (yellow), and "Reject" (red). A red arrow points from the empty input field to a small error message box that says "Please fill out this field." To the right of this box is a larger, more prominent error message box with an exclamation mark icon, also containing the text "Please fill out this field."</p>

Reject Evidence Item

Step	Instructions
12	<ul style="list-style-type: none">After entering a comment, click the Red Reject button.  <p>The screenshot shows a user interface for managing evidence items. At the top, there is a header 'Comments - Required to Approve, Send Back, or Reject'. Below this is a text input field containing the comment: 'This item is not relevant to the Standard and will be not be used.' At the bottom of the interface, there are three buttons: 'Approve' (green), 'Send Back' (yellow), and 'Reject' (red). A red arrow points from the comment text area down to the 'Reject' button, indicating the action to be taken.</p>

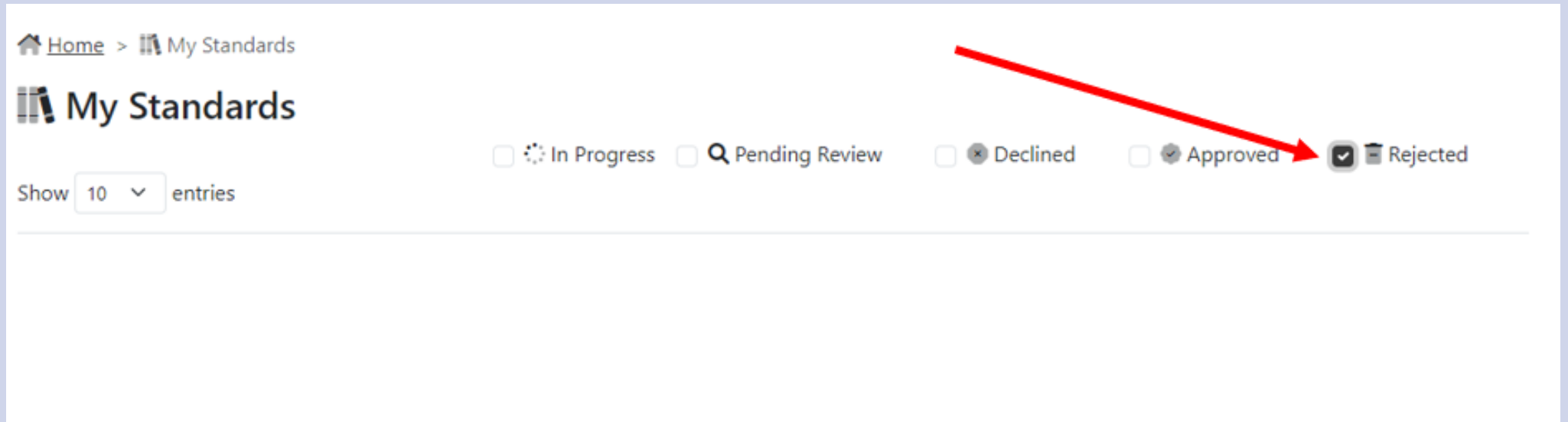
Reject Evidence Item

Step

Instructions

- The **My Standards** screen should appear.
- Click the **Rejected check box**, to filter the list of items to only those that have been **rejected**.

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Home > My Standards

My Standards

In Progress Pending Review Declined Approved Rejected

Show 10 entries

Reject Evidence Item

Step

Instructions

- **Verify** the item is listed as rejected.
- The **manager's name** for who sent back the item, **date and time** of the item being declined are displayed.

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The screenshot shows the EIMS interface with the following elements:

- Navigation: Home > My Standards
- Filters: In Progress, Pending Review, Declined, Approved, Rejected (checked)
- Search: Search: []
- Table Headers: Actions, Evidence, Standard/Requirement of Affiliation/Criteria, Original File Name, Status, User Activity, Manage, Cancel
- Table Row 1:
 - Actions: View
 - Evidence: VII_Office of the President_Policy_Shared Governance_FY23
 - Standard/Requirement of Affiliation/Criteria: Standard VII: Governance, Leadership, and Administration Requirement of Affiliation 12, Criteria: 1., 2., 2. c., 2. d., 4. e.,
 - Original File Name: I600 - USM - Shared Governance.pdf
 - Status: Rejected
 - User Activity:
 - Rejected Michael Brown, 10/28/2023 05:29:39 PM
 - Sent for Approval Michael Brown, 10/28/2023 05:20:09 PM
 - Sent Back Michael Brown, 10/28/2023 04:52:34 PM
 - Created Michael Brown, 10/28/2023 04:42:16 PM
 - Manage: Restore
 - Cancel: Cancel

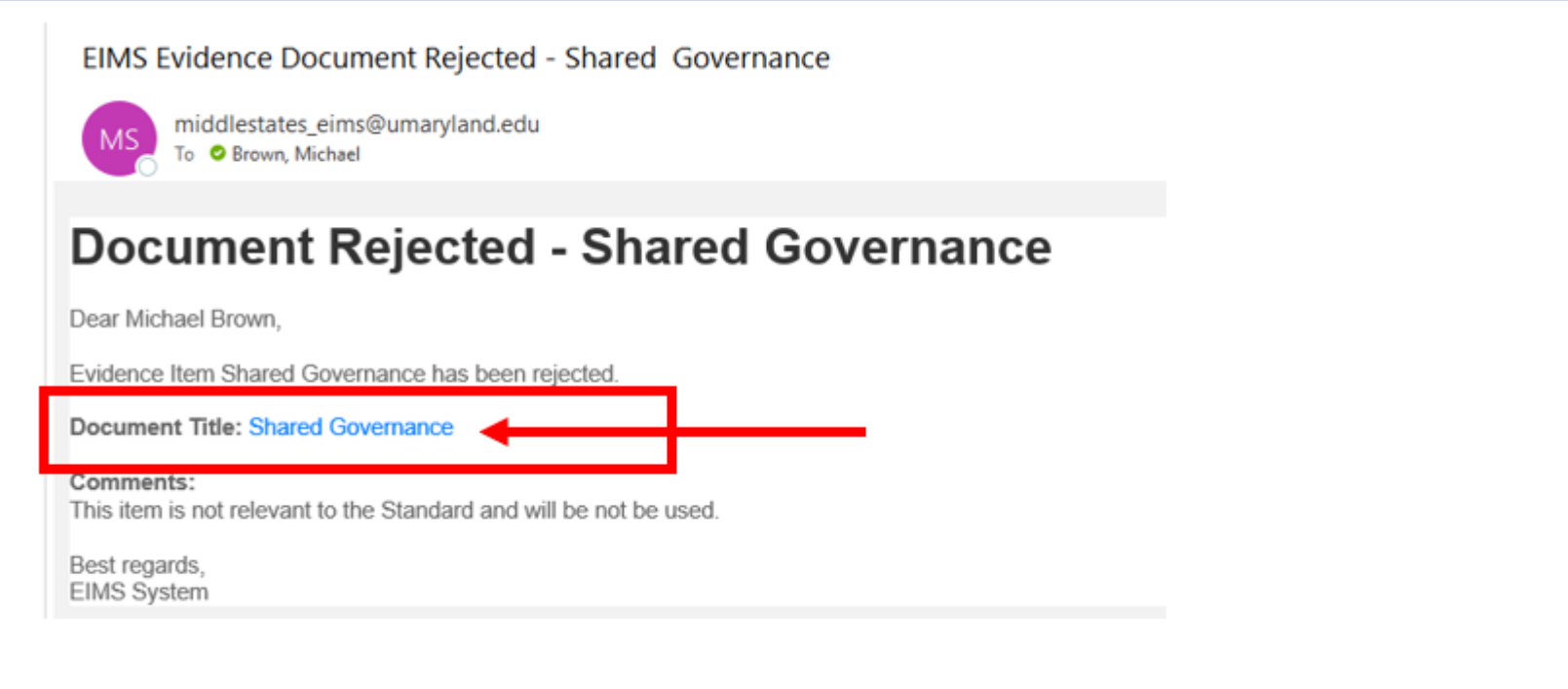
Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

Reject Evidence Item

Step	Instructions
15	<ul style="list-style-type: none"><li data-bbox="428 362 2384 454">An email notification will be sent to the standard's assigned managers and all assigned contributors indicating that the item has been rejected. <div data-bbox="496 482 1926 1229"><p data-bbox="540 505 1498 544">EIMS Evidence Document Rejected - Shared Governance</p><p data-bbox="540 579 1128 672"> middlestates_eims@umaryland.edu To  Brown, Michael</p><hr/><h2 data-bbox="524 736 1781 796">Document Rejected - Shared Governance</h2><p data-bbox="524 839 800 868">Dear Michael Brown,</p><p data-bbox="524 911 1225 939">Evidence Item Shared Governance has been rejected.</p><p data-bbox="524 982 1021 1011">Document Title: Shared Governance</p><p data-bbox="524 1053 1352 1110">Comments: This item is not relevant to the Standard and will be not be used.</p><p data-bbox="524 1153 703 1215">Best regards, EIMS System</p></div>

Reject Evidence Item

Step	Instructions
16	<ul style="list-style-type: none">The Document Title within the email notification is a clickable link to directly access the item.<ul style="list-style-type: none">The View Item screen will appear after clicking the link. 

Reject Evidence Item

Step	Instructions
18	<p data-bbox="1141 476 1702 551">End of Tutorial</p> 