

Sedona Systems Database

I. Overview of Sedona

Sedona Systems is a web-based Access database created by Jon Woodruff, University of Tennessee accounting professor, to make life easier for faculty and administrators at AACSB business schools; it has also been adopted by other colleges and universities. Sedona allows faculty to enter information about their professional activities, allows administrators to enter routine data for all faculty, and allows generation of both standardized and custom reports for faculty use, evaluation and AACSB reporting.

The Barton School adopted Sedona in spring 2005. During summer 2005, the Dean's Office staff entered data for all current faculty (except one that was indecipherable) taken from the faculty vitas collected as part of the 2004 Faculty Activity and Accomplishment Report. **All** of this data should be reviewed by each faculty member for accuracy (we did proof the data entry, but mistakes and misinterpretations always squeeze through). Additional data for years after 2005 **must** be added by individual faculty; faculty hired after 2005 will need to enter their data themselves (or have their department admin. do it).

II. Operating Sedona: The Basics

Sedona is accessed by going to **www.sedonaweb.com** - note that it is NOT sedona.com anymore. You will get the following screen:

QuickTime™ and a
TIFF (LZW) decompressor
are needed to see this picture.

Click the **Faculty** button, type your Faculty username and password, and click the **Enter Sedona** button.

Find the **Password** button on the lower right, click it, and **CHANGE YOUR PASSWORD**. Your current password was created for administrative convenience during the setup process, and would be pretty easy for another faculty member to figure out.

Navigation in Sedona

The **Navigator** button appears on all Sedona screens, and will bring you back to the initial log-in screen, called the Navigator screen. From the Navigator screen, you can access all the different information about you in Sedona, and make changes to most of it.

You can access the general Sedona tutorial from the **Tutorial** button on the Navigator screen; you can access specialized Tutorials by holding down the CTRL key when you click on a button on the Navigator screen. If you place the “hand” cursor over a button, a box giving a brief description of what’s accessed by that button will appear. If the “hand” cursor doesn’t appear for a button, that button has not been activated by the Barton School (yet).

The large number of buttons in the center of the Navigation screen are coded by color and by location:

- the column of dark blue buttons on the left provide organized summary information (some of them are not active yet); you **cannot** edit information through these buttons.
- the two columns of pink buttons on the right let you enter, change, and view information on your intellectual contributions.
- the salmon buttons on the right let you enter, change, and view information on your service activities.
- the yellow buttons on the right let you enter, change, and view information on your consulting and other paid experiences outside the Barton School.
- the gray Teaching button in the center is not being used at this time; information on the classes you taught are under the blue **Schedule** button on the left. Information on classes starting Fall 2004 has been entered so far; we may decide to enter back information in the future.
- the Research, Service, and Experience buttons in the center provide some guidance based on AACSB requirements on how to record information in the various sub-categories linked to these buttons.
- the Honor/Award button provides a place for you to record any honors or awards you have been given. Some historical information from your vita has been recorded here.
- the Development and Other buttons are not being used at this time.
- the Profile button provides a place to enter a wide variety of miscellaneous information. Some historical information from your vita has been recorded here.

The Template, Survey, and Annual Evaluation buttons on the Navigator screen should be ignored for now.

Data Entry in Sedona

There are two basic approaches to adding and editing data in Sedona, depending on whether or not the data is stand-alone or part of a list. The easiest way to learn these is to look at examples.

1. Stand-alone data

From the Navigator screen, click the **Profile** button. You enter profile information either through pull-down menus (Tenure Year, Last Promotion year) or by typing information into a dialog box; some areas also use radio buttons. These pull-down menus and dialog boxes work like standard Windows pull-down menus, dialog boxes, and radio buttons.

2. List-based data

From the Navigator screen, click on **Articles**. This will bring up a list of all articles entered from your vita.

For each article, you can edit the information on that article by clicking the article's **Edit** button. You can delete that article from your file with the **Delete** button.

Click the **Edit** button next to one of your articles. You can add or change information with standard Windows pull-down menus, dialog boxes, or radio buttons.

After you have changed anything, you **MUST** click the **Save** button if you want your new information saved. Clicking the **Back** or **Navigator** button without clicking **Save** will throw away your changes.

After editing and saving your changes, the <<**Back** button will take you back to the list of articles.

To add a new article, click the **Add** button on the top right to bring up the Add Article Form. Information marked with a red asterisk **MUST** be filled in, or the new article won't save. This form has several quirks that are common to Sedona forms:

- Your name will be automatically filled in as the first author. If you're not the first author, you will need to correct that information.
- The Periodical Title pull-down box lists all the journals that Sedona preloaded, plus others that have been manually added, in alphabetical order by the "official" title of the journal. If you can't find your journal on the list, first check possible variations on the title - some journal are alphabetized under J for "Journal of ...", some are alphabetized under T for "The Journal of ...", some are alphabetized by the first significant word in the title, like "Decision Sciences (Journal of)," etc. If you can't find your journal anywhere, pick the "Journal Is Not In List - Being Petitioned" option - that will flag the Dean's Office to add that journal to the Barton School's list in Sedona. Put the title of the journal being petitioned in the

Abstract box. FYI, journals in yellow came precoded by Sedona; journals in blue have been added because Barton School faculty published in them.

- Status - Accepted or Published radio buttons
- Research Type - specify which of the three AACSB types is appropriate
- Activity - you MUST choose one of the specified categories
- Year - select EITHER the year accepted (if not published yet) OR the year published

Other list-based data are entered similarly to Articles.