

# **JFR: CREDENTIALING Instructions**

<https://jfr.uams.edu>

## **CREDENTIALS**

In JFR there are several ways you can access the credential form.

### **FACULTY**

1. Within the Faculty members approved **JFR POSITION**
2. MENU LISTING

### **NON-FACULTY**

3. MENU LISTING

Review instructions of each below

## **QUESTIONS?** **CONTACT US!**

If you have any questions, please contact the  
Faculty Affairs Office at (501)526-5090

# MENU OPTIONS

*Kierion  
Stephens*

*Dept. Admin.*

Change Role

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Appt Actions

View Positions

Search Positions

Create Position

JFR Reports

Appt Action Report

Faculty Credentials

Non-Faculty  
Credentials

Non-Faculty  
Terminations

Req. User Access

User List

Billing Areas

Clinics

Clinic Address

**CLICK HERE FOR  
FACULTY  
OR  
NON-FACULTY  
FORM**

# WITHIN SUBMITTED JFR POSITION

Click '**Search Position**'.



**CLICK  
HERE**

Now enter in the faculty member's name or the JFR Number and click search.

**Search Form**

- Fill the fields you want to search on. Empty fields will not be included in your search.
- Hold down **CTRL** key on your keyboard to select multiple ranks, pathways, or position statuses.
- To unselect a rank, pathway, or position status, click on that item while holding down the **CTRL** key.
- JFR Number refers to the number automatically assigned by the JFR system.
- If there is only one position matching your criteria, you will be directed to **Detailed Position View** screen.
- Keywords entered in **General Text Search** field will be searched on all text fields in JFR System.

**General Text Search:**

**JFR Number:**

**Org Unit Name:**

**Org Unit #:**

**Position Description:**

**Candidate Name or Lastname:**

Click on **“Credential”**

DETAILED POSITION VIEW [View Log](#) Status: Approved

Click "Credential" to access form

**Action(s):**

<p><b>Distribute Letters</b></p> <p>1. Click the Distribute Letters button below to email copies appointment letter.</p> <p>2. <input type="button" value="Distribute Letters"/></p> <p>3. Last distributed on Jul 01, 2015 03:35 PM</p>	<p><b>Email notify HR again</b></p> <p>If Human Resource did not receive the finalized email notification, please click the following button to send again.</p> <p><input type="button" value="Send Notification to HR"/></p>
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Position Information (JFR16-364-0001)		<input type="button" value="Change St"/> <input type="button" value="Withdraw"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>	
<b>Department:</b>	Dermatology	<b>Intended Pathway:</b>	Clinical Scientist -- Non-tenure Track
<b>Sub-Department:</b>	Dermatology	<b>Requested Rank</b>	Associate Professor
<b>JFR Form:</b>	<a href="#">View as Web Page</a>	<b>Description:</b>	Replacement for Davis
<b>Position Type:</b>	Clinical	<b>Anticipated Start Date:</b>	
<b>Clinical Assignment</b>	UAMS: No ACH: No	<b>Is this a replacement of a budgeted position?</b>	Yes
<b>Service Line Attribution:</b>	No	<b>Vacating Faculty:</b>	Bob Davis <b>Date of departure:</b> 2015-07-31
<b>Anticipated FTE Assignment:</b>	ACH COM ICE VA Other 0.00 0.00 0.00 0.00 0.00		

Candidate Information		<input type="button" value="Decline"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input style="border: 2px solid red;" type="button" value="Credential"/>
<b>Candidate Name:</b>	Jim Beam, M.D.	<b>Phone:</b> 5016666666
<b>Base Salary:</b>	\$80,000.00	<b>Email:</b> jbeam@gmail.com
<b>Change Active Candidate To:</b>	Jon Smith ▾	

THEN FILL OUT THE FORM AND SUBMIT