



To Connect Audio:
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System Archiving

(for Court Unit Administrators)

OSCAR

Online System for Clerkship
Application and Review



UNITED STATES COURTS

September 2018

Administrative Office of the United States Courts

Instructors

- Primary Instructor: Kevin Tsan
- Back-up Instructor: Derek Rebuck



Housekeeping Rules

- Mute phone when in listening mode
- Use the WebEx “Hand” tool to raise your hand to ask questions
- Use the WebEx “Chat” feature to post questions

Objectives

- Describe system archiving and its benefits
- Explain the impact on court unit administrators
- Review the system archiving timeline
- Retain your information

What is System Archiving?

The OSCAR Program Office performs system archiving once a year. The purpose of system archiving is to purge outdated accounts, positions, documents, and applications to prepare for the next hiring season. Please note that OSCAR is not a document repository. We have over 50,000 users, so archiving helps the site run more efficiently.



System Archiving 101

- Storage in OSCAR is reserved for accounts and documents
- Annual emails are sent to every OSCAR account holder providing information regarding the archiving process, events, and timeline
- Specific instructions are emailed court unit administrators

Archiving Impact



Court Unit Administrators Will Lose...

- Applications from 2016-2017
- Positions filled/expired as of June 30, 2018
- Count of applications reporting to Administrative Office
- Predefined reports

Understanding Archiving Jargon

Delete



**Prior year archived
data is purged**



Cannot be restored



vs.

Archive



**Accounts, positions,
applications, and
report data are
moved to archive tab**



Can be restored



Archiving Timeline

What Does the Administrative Office Do?

- Begin preparations for system archiving

October 17



October 25

- Send emails to court unit administrators



What Can You Do?

OSCAR account user:
keep your eye out for
notification emails and
communication from
OSCAR Program
Office.

What Does the Administrative Office Do?

What Can You Do?



November 26

Court unit administrators make sure to download 2016 to 2017 archived applications and applicant information for your records prior to this date.



- Delete all currently archived accounts (accounts were archived during last year's system archiving)
- Delete all currently archived applications from 2016 to 2017 hiring season (these are applications submitted over two years ago)

What Does the Administrative Office Do?

- Delete unused applicant accounts (accounts without documents or application materials associated with them)
- Delete unused recommender accounts (accounts without any recommendation letters associated with them)
- Archive clerkship positions filled/expired as of June 30, 2018
- Archive applications associated with positions filled/expired as of June 30, 2018

November 30





December 10

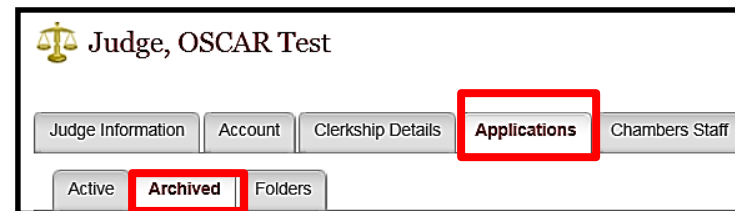
What Can You Do?

Court unit administrators download applications submitted to posted positions for your records prior to this date.

Court unit administrators download 2018 filled/expired positions for your records prior to this date.

Saving Outdated Applications

- To save a list of outdated applications from 2015 and 2016:
 - Navigate to **Judges** on the main menu.
 - Click on the view icon  .
 - Select **Applications**  | navigate to **Archived** tab.
 - Sort the column **Submitted On** to filter by year.
 - Select an individual applicant or use selector column **+** to select all.
 - Click **View Printable List**.
 - Click **File, Save As..., or Print**.





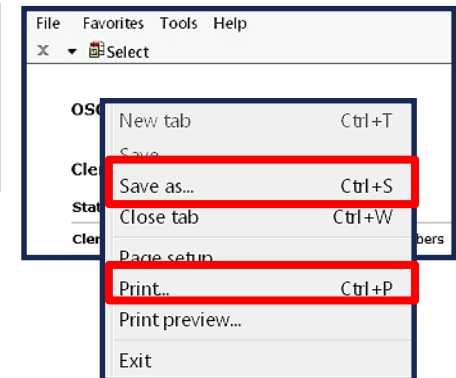
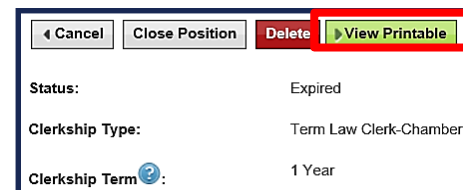
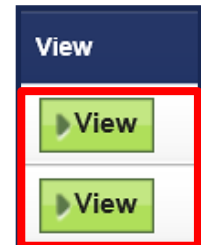
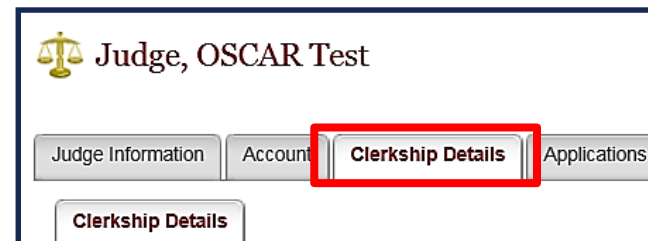
Batch Options (9 items selected) Items 1-14 of 14 | Showing | 20

Mail Generate Packet View Printable List


<input type="checkbox"/>	Applicant Name	Documents	JDLIB From	Class Rank	Clerkship Type	Clerkship	Submitted On	Last Updated
<input checked="" type="checkbox"/>	MA, A		Other	30%	Term Law Clerk-Chambers	Sep 1, 2019 (1 Year)	May 28, 2015 4:57 pm	
<input checked="" type="checkbox"/>	anks, Tom		The George Washington University Law School	Student is not ranked	Death Penalty Law Clerk	Jan 1, 2016 (1 Year)	Jul 22, 2015 4:23 pm	Jul 22, 2015 4:25 pm
<input checked="" type="checkbox"/>	alic, asmina		Thomas M. Cooley Law School	Not yet ranked	Career Law Clerk -Chambers	Sep 1, 2016 (Permanent)	Aug 16, 2015 3:56 pm	Aug 24, 2015 2:53 pm
<input checked="" type="checkbox"/>	Smarts, Nia		Other	5%	Career Law Clerk -Chambers	Sep 1, 2017 (Permanent)	Sep 08, 2015 12:40 pm	Sep 08, 2015 12:42 pm
<input checked="" type="checkbox"/>	Smarts, Nia		Other	5%	Death Penalty Law Clerk	Jan 1, 2016 (1 Year)	Oct 01, 2015 4:44 pm	Oct 01, 2015 4:47 pm
<input checked="" type="checkbox"/>	Rosenberg, alia		The George Washington University Law School	Student is not ranked	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	Mar 22, 2016 1:50 pm	
<input checked="" type="checkbox"/>	Shloush, Abigail		The George Washington University Law School	Student is not ranked	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	May 03, 2016 11:15 pm	May 04, 2016 1:57 am
<input checked="" type="checkbox"/>	Moss, Samuel		Georgetown University Law Center	School does not rank	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	May 09, 2016 7:01 pm	May 12, 2016 12:18 pm
<input checked="" type="checkbox"/>	Moss, Samuel		Georgetown University Law Center	School does not rank	Term Law Clerk-Chambers	Sep 1, 2016 (2 Years)	May 09, 2016 7:02 pm	May 12, 2016 12:18 pm

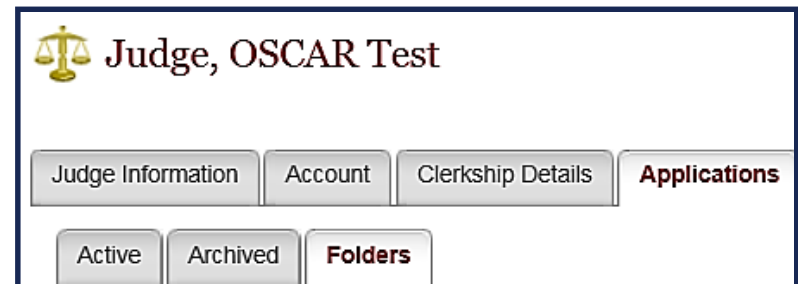
Retaining a Filled/Expired Position

- To download or print the details of a filled/expired position:
 - Navigate to **Judges** on the main menu.
 - Click on the view icon .
 - Select **Clerkship Details**  and click the green **View** button.
 - Select **View Printable** button.
 - Position details display on a web browser window.
- Navigate to **File** on the menu bar and select **Save as** or **Print**.




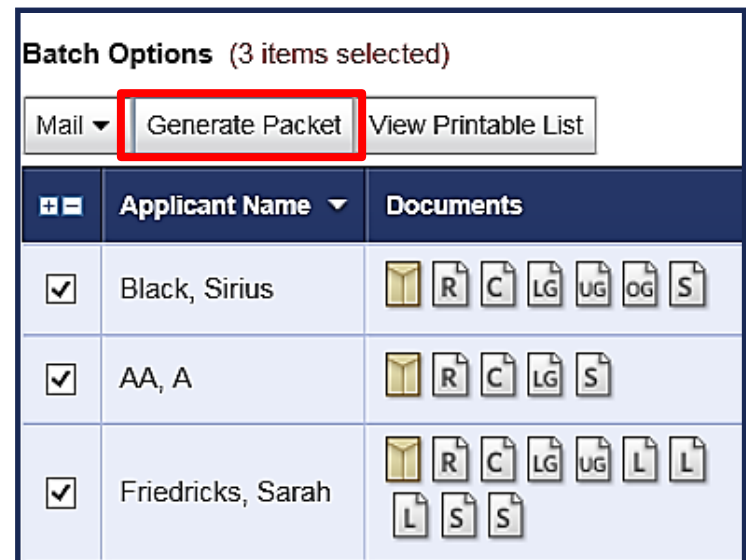
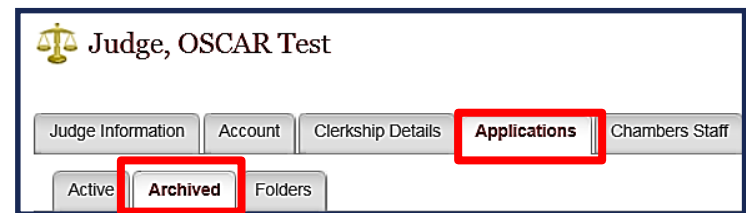
Retaining Count of Applications

- To count the number of applications to a position:
 - Navigate to **Judges** on the main menu.
 - Click on the view icon .
 - Select **Applications** and navigate to **Folders** tab.
 - Perform a basic position clerkship type in the **All Applicants** folder and **Deleted Applicants** folder under System Folders to retrieve the total count number of applications.



Retaining Applications

- To generate and retain a packet of applications:
 - Navigate to **Judges** on the main menu.
 - Click on the view icon  .
 - Select **Applications** and navigate to **Archived** tab.
 - Check the box next to each applicant(s) on the selector column and click on **Generate Packet** in the batch options menu.



Retaining Applications

- OSCAR displays the **Applications** screen under the **Printable Application Packets** tab.
- Make your desired selections, enter a name for the packet, and click **submit request**.
- The packet is ready for download when the system sends out a notification email. The downloadable packet expires within 7 days.

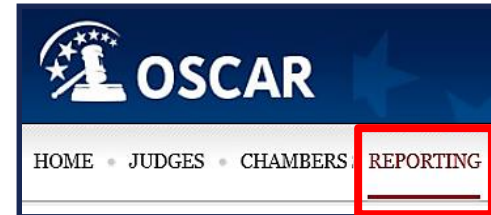
The screenshot shows the 'Judge, OSCAR Test' interface. At the top, there are navigation tabs: 'Judge Information', 'Account', 'Clerkship Details', 'Applications', and 'Publication Requests'. Below these are sub-tabs: 'Active', 'Archived', 'Folders', and 'Printable Application Packets'. The 'Applications' and 'Printable Application Packets' tabs are highlighted with red boxes. The main content area is titled 'Publication Request' and indicates '3 applications selected'. It contains a text input field for 'Enter an optional name for this publication:' with the text 'Applications Publication' entered. Below this are several radio button options for including various documents in the packet: 'resumes', 'cover letters', 'law grade sheets', 'undergrad grade sheets', 'other grade sheets', 'writing samples', and 'recommendations'. Each option has a 'Yes' radio button selected. At the bottom, there are 'cancel' and 'submit request' buttons, with the 'submit request' button highlighted by a red box.






Running and Saving Reports

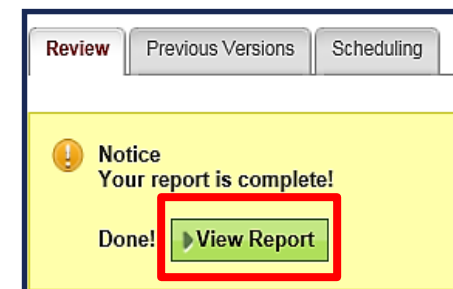
- As a court unit administrator, you can run predefined reports. Reports can be run manually or scheduled to run at recurring intervals.
- OSCAR provides a number of reports, including: Clerkship Positions (open and closed), Applicants with Citizenship Data, and Participant Judges.

Running and Saving Reports

- To run a report:
 - Navigate to the **Reporting** tab on the main menu.
 - Click the **Regenerate Report** icon.
 - Click **View Report** button to see the results.



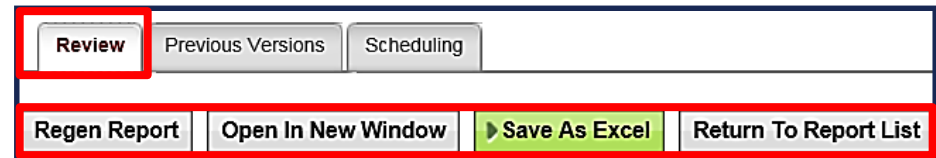
			Class
			Judge
			Application
			Position



Running and Saving Reports (cont'd)

- **Review tab:**










- Provides **Regen Report**, **Open in New Window**, **Save as Excel**, and **Return to Report List** buttons.



- **Previous Versions tab:**

- Displays a list of previously generated reports. (Note: holds up to 10 reports.)

A screenshot of the 'Previous Versions' tab. It shows a '< Return To Report List' button at the top. Below is a table with two columns: 'Options' and 'Created'. The table contains three rows of data.

Options	Created
  	Aug 24, 2017 12:26 pm
  	Aug 24, 2017 12:16 pm
  	Jan 03, 2017 9:24 am

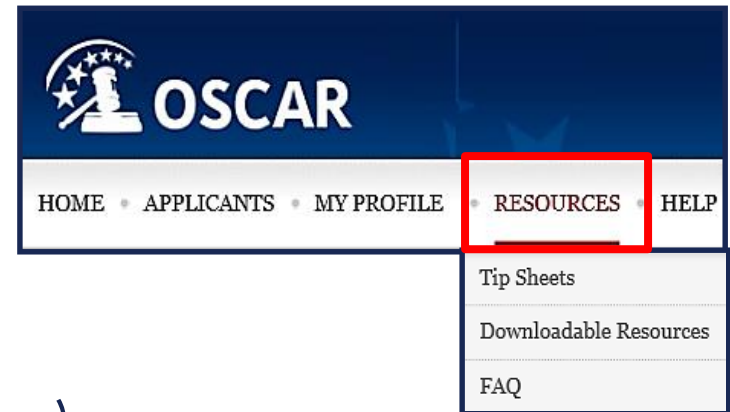
- **Scheduling tab:**

- Shows the options to run a scheduled report by the period (day, week, or month) and multiple value.

A screenshot of the 'Scheduling' tab. At the top, the 'Scheduling' tab is highlighted with a red box. Below it are three buttons: 'Submit' (with a green arrow), 'Save' (with a green arrow), and 'Cancel Changes' (with an 'x' icon). Below the buttons is a section titled 'Report Scheduler'. It contains the text: 'You may schedule your reports to run on a recurring schedule.' followed by 'Period*:' and a dropdown menu with options 'day', 'week', and 'month'. Below that is 'Time of Run:' with a text input field containing 'run at 4am' and a time picker set to '4:00 am'.

For More Information

- To locate additional information:
 - On the OSCAR homepage, select **Resources** tab.
 - Tip Sheets
 - Downloadable Resources
 - FAQs (Frequently Asked Questions)
- [Judge Resources Spark Page](#)
- [One-on-One Training](#)
- OSCAR Program Office
 - Phone: 1-866-666-2120 (toll free)
 - Email: oscar-support@ao.uscourts.gov



Feedback

- Please provide feedback for this course in the link below

[https://www.surveymonkey.com/r/OSCAR
TrainingFeedback](https://www.surveymonkey.com/r/OSCARTrainingFeedback)



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