



**To Connect Audio:**  
Dial-in: 888-273-3658  
Access code: 5620642

# System Archiving

*(for Law School Administrators)*

## OSCAR

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Online System for Clerkship  
Application and Review



UNITED STATES COURTS

September 2018

Administrative Office of the United States Courts

# Instructors

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



# Housekeeping Rules

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- 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

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

# What is System Archiving?

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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 The purpose of system archiving is to purge outdated accounts, positions, documents, and applications to prepare for the next hiring season.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

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- 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 law school administrators and applicants

# Archiving Impact

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## Law School Administrators Will Lose...

- Inactive applicant accounts
- Inactive recommender accounts
- Completed recommendation letters
- Predefined reports

# Understanding Archiving Jargon

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**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

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## What Does the Administrative Office Do?

- Begin preparations for system archiving

**October 17**



- Send emails to law school administrators

**October 25**



## 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 8**



**November 26**



Law School Administrators run and save predefined reports.

- Send emails to applicants and recommenders
- Delete all currently archived accounts (accounts were archived during last year's system archiving and were never restored)
- 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?

Law School Administrators save a list of recommenders account and uploaded recommendation letters.

## What Does the Administrative Office Do?

- Archive applicant accounts that have no registered account activity for one year
- Archive recommender accounts that have no registered account activity for one year

**December 13**

## What Can You Do?

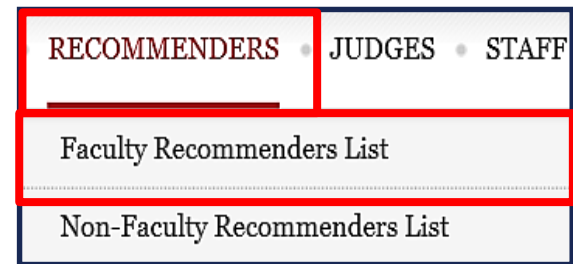
Applicants download account materials prior to this date. Applicant accounts can be restored upon login.

Recommenders download recommendation letters and templates for your records prior to this date.

Recommender accounts can be restored by contacting the OSCAR Help Desk or by receiving a new recommendation request.

# Retaining Recommenders Account

- To prevent recommender accounts from being archived during OSCAR's yearly archiving process:
  - Navigate to **Recommenders** and click **Faculty Recommenders List**.
  - Select individual or all the recommenders by using the selector column.
  - On the Batch Options menu, click **Retain Recommenders**.



A screenshot of the OSCAR interface showing the 'Batch Options' menu for 54 selected items. The menu includes options for 'Mail Recommenders', 'Mail Assistants', 'Mail Recommenders', and 'Retain Recommenders'. The 'Retain Recommenders' option is highlighted with a red box. Below the menu is a table of recommenders with columns for 'Last Name', 'First Name', and 'Recommendations'. The table is also highlighted with a red box.

Batch Options (54 items selected)				
Mail Recommenders	Mail Assistants	Mail Recommenders	Retain Recommenders	
Set Email Frequency	Use Pending Reminder Email			
		Last Name	First Name	Recommendations
<input checked="" type="checkbox"/>		<a href="#">Barnett</a>	Gary	0 pending, 6 complete.
<input checked="" type="checkbox"/>		<a href="#">Baudoin</a>	Marie-Elisabeth	1 pending, 0 complete.
<input checked="" type="checkbox"/>		<a href="#">Beckman</a>	Syd	0 pending, 5 complete.
<input checked="" type="checkbox"/>		<a href="#">Brooks</a>	James	0 pending, 5 complete.
<input checked="" type="checkbox"/>		<a href="#">Calnero</a>	Shari	1 pending, 0 complete.

# Saving a List of Recommenders

- To save a list of recommenders:
  - Navigate to **Recommenders** on the main menu.
  - Select a recommender or all recommenders by clicking the selector column **+**.
  - Click **Save as Excel** (Entire List, Selected Items, and This Page).

**Note:** The file opens up in Excel and displays five columns of information: Last Name, First Name, Email address, Recommendations, and Faculty Assistant.



A screenshot of a web application interface titled 'Batch Options (58 items selected)'. The interface includes a table of recommenders and a set of action buttons. The 'Save as Excel' button is highlighted with a red box. The table has columns for 'Last Name', 'First Name', 'Email Address', 'Recommendations', and 'Faculty Assistant'. Each row in the table has a checkbox in the first column, which is also highlighted with a red box.

	Last Name	First Name	Email Address	Recommendations	Faculty Assistant
<input checked="" type="checkbox"/>	Askin	Frank	faskin@kinoy.rutgers.edu	0 pending, 0 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Ball	Carlos	cball@kinoy.rutgers.edu	0 pending, 196 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Bell	Bernard	bbell@kinoy.rutgers.edu	0 pending, 3 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Bergelson	Vera	vbergelson@kinoy.rutgers.edu	0 pending, 2 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Bitterman	Amy	abitterman@kinoy.rutgers.edu	0 pending, 2 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Bitterman	Amy	amy7833@aol.com	0 pending, 6 complete.	
<input checked="" type="checkbox"/>	Blank	Joshua	joshua.blank@nyu.edu	0 pending, 13 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Blum	Cynthia	cblum@kinoy.rutgers.edu	1 pending, 11 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Boddie	Elise	ecb95@kinoy.rutgers.edu	0 pending, 6 complete.	
<input checked="" type="checkbox"/>	Boddie	Elise	eboddie@kinoy.rutgers.edu	0 pending, 28 complete.	
<input checked="" type="checkbox"/>	Bravo-Weber	Yvette	ybravoweber@kinoy.rutgers.edu	0 pending, 1 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Canty-Barnes	Esther	ecanty-barnes@kinoy.rutgers.edu	0 pending, 15 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Chen	Ronald	rchen@kinoy.rutgers.edu	8 pending, 85 complete.	careerservices@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Crnoevich	Marcia	mcrnoevich@kinoy.rutgers.edu	0 pending, 15 complete.	careerdevelopment@kinoy.rutgers.edu
<input checked="" type="checkbox"/>	Dennis	Donna	ddennis@kinoy.rutgers.edu	0 pending, 0 complete.	CareerDevelopment@kinoy.rutgers.edu
















# Saving Copies of Uploaded Letters

- To save a recommendation letter:
  - Navigate to **Recommenders**, scroll down and click **Wear Hat** icon to login in as a recommender account.
  - Navigate to **View Completed Recommendations** and select either **Clerkship Recommendations** or **Staff Attorney Recommendations**.
  - Select the **PDF icon** under the preview column in batch options.
  - Click **File** and select **Save as** to download the letter to your computer when the Adobe browser window opens.



		Last Name	First Name
<input type="checkbox"/>	 	Walker	Jay



Batch Options					Items
Delete Recommendations					
	Edit/Delete	Last Name	Last Updated	Preview	
<input type="checkbox"/>	 	Strandell	Mar 21, 2016 10:05 pm		
<input type="checkbox"/>	 	Strandell	Mar 21, 2016 10:15 pm		
<input type="checkbox"/>	 	Strandell	Apr 12, 2016 7:46 am		
<input type="checkbox"/>	 	Strandell	Mar 21, 2016 10:08 pm		
<input type="checkbox"/>	 	Strandell	Mar 15, 2016 2:05 pm		

# Running and Saving Reports

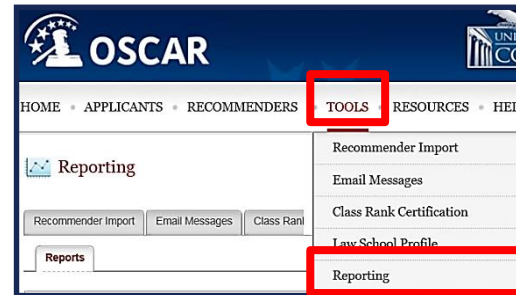
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- As a law school administrator, you can run predefined reports of statistics on your applicants and recommenders. You can run reports manually or schedule them to run at recurring intervals.
- OSCAR provides a number of reports, including: Application Count for Clerkship Position by Applicant, Applicant Information with Graduation Year, Pending Recommendations by Applicant Name, Positions Opened Since Beginning of Prior Month, and Recommender List by school.

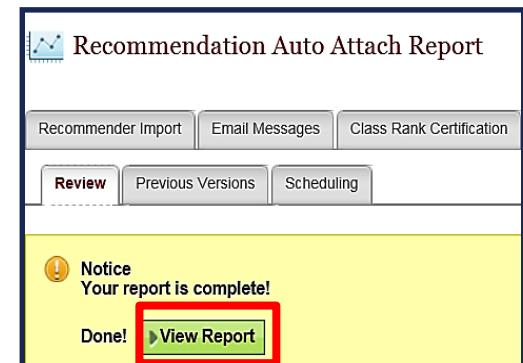


# Running and Saving Reports (cont'd)

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



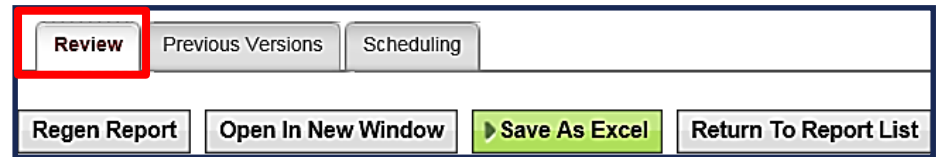
Class	
	Recommender
	Recommender
	Recommender



# Running and Saving Reports (cont'd)

- **Review tab:**










- Provides access to 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 software interface showing the 'Previous Versions' tab selected. Below the tab is a '< Return To Report List' button and a table of report versions.

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 frequency (Day, Week, or Month).

A screenshot of the software interface showing the 'Scheduling' tab selected. Below the tab are three buttons: 'Submit' (highlighted in green), 'Save' (highlighted in green), and 'Cancel Changes'. Below these buttons is a 'Report Scheduler' section with a description and a dropdown menu for 'Period'.

Report Scheduler

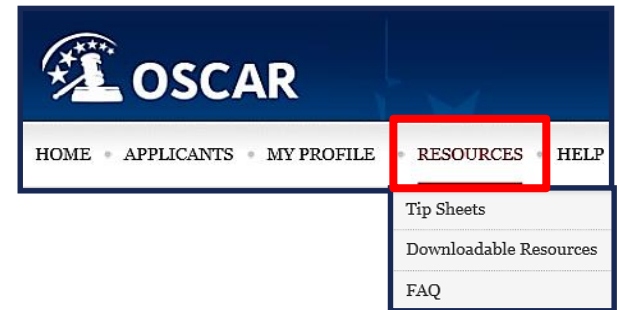
You may schedule your reports to run on a recurring schedule.

Period\*:  Select a frequency for

Time of Run:  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)
- [Applicant Prep Kit](#)
- [OSCAR Recommender Resources](#)
- [One-one-One Training](#)
- OSCAR Program Office
  - Phone: 1-866-666-2120 (toll free)
  - Email: [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)



# Feedback

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- 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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