Workzone Quick Guide for Researchers at the School of Culture and Society

Filing responsibility

As a University employee you are obliged to file important documents in relation to administrative procedures/casework, but not core tasks such as research, teaching, supervision etc. Documents can be understood as text, spreadsheets, images, film etc. The format is not important.

In terms of storage solutions for research data, you can find more information here.

The following describes the general principles concerning record-keeping of documents in Workzone

What is a case?

You can compare a case to a physical folder in which you keep all the documents, mails, notes etc. that you are obliged. For every task/project, a case must be created.

In which instances should a case be created?

If you can answer yes to one of these questions, a case must be created **(see also the appendix at the end of this document):**

1. Have you decided to enter an external cooperation with authorities, companies, interest groups or the like?
2. Do you have or are you applying for an externally funded research project?
3. Are you planning a conference/seminar/workshop?
4. Are you planning to invite external visiting researchers/key notes?
5. Do you represent AU in external committees, associations, etc.?
6. Do you receive personal invitations and enquiries?
7. Do you act as an expert witness or do you perform public sector consultancy?
8. Have you entered relations of contractual status, e.g., in connection with purchasing, lending of equipment or analytical work?
9.

Institut for Kultur og Samfund
Aarhus Universitet
Jens Chr. Skous Vej 7
8000 Aarhus C

Tlf.: +45 8715 0000
E-mail: cas@au.dk
Web: cas.au.dk

It is your responsibility to have the relevant cases created. In Workzone terms you will be called case manager.

How do you create a case?

To create a case, please fill out our online form here. Once the case is created, you will be able to save documents on it directly from you mailbox in Outlook. Your department secretary/centre administrator will inform you when the case is ready for use in Outlook.

Which documentation should be filed in Workzone?

You are obliged to file finished documents and agreements as well as important intermediate correspondence on the way to this. Only documentation and correspondence of relevance to the final agreement must be filed. When entering into agreements, it will often be incoming and outgoing correspondence with collaborations partners that you should be aware of.

Please note that there is a duty to record information that you receive or deliver verbally, and which may be of decisive importance to your case/project.

As case manager, you must therefore write a note which is saved with the case (for instance by sending an email to yourself and saving it on the case. The subject field of the email should be indicative of the content of the mail, as the subject field will be the document title in Workzone). You can also ask the person you have discussed the case/project with to add a comment, ensuring that both parties agree on the content.

If you are in doubt whether something should be saved, ask yourself the following questions:

1. Is this information relevant for the case?
2. Will I need to be able to document this information later?
3. Will this information be important if a reporter is given case access (for instance)?

If you can answer yes to one of the questions, the information must be filed in Workzone.

How often should I file?

It is good administrative practice to regularly file documents and emails as you send or receive them. If you have a longer email correspondence on the same topic with the same recipient, you only have to file the last received/sent email. (However, this is not always possible to know in advance)

Please note that people outside AU can get access to and read our emails if they apply for case access. So, it is a good idea to express yourself carefully. Private messages should be sent without becoming attached to cases in Workzone.

Who can see my cases in Workzone?

It may comfort you to know that the School management team has decided that all cases have limited access. The School management team and your department secretary will always be granted access to the cases. Naturally, you also have access to your own cases and you can ask for access for partners at AU. Others will not have access. The department secretary is responsible for limiting the access when creating the case.

Help

If you have any questions about how to file cases via Outlook, please ask your department secretary. If necessary, she/he will contact a super user or the HR IT support staff on your behalf. You are also always welcome to contact your local super user yourself. You find them here: Super users at ARTS.

Appendix

Overview of cases that must be filed (the list is not exhaustive)

Case	What should be saved with the case
Cooperation agreements with external parties	Agreements, contracts (draft and final version), relevant correspondence
Data-processing agreements	Data-processing agreements, transmission statements
Research applications for funds, grants and awards	Applications, recommendations, case processing and decisions
Research projects with external financing	Academic correspondence with foundations, e.g. an academic reporting. Arts finance files the following: Grant letter, budget, approval of changes from funder, budget changes
Conferences, seminars and workshop organised by AU	Agreements with speakers, budgets, programme, reports, approval for videos for the AU website
Visits by external parties	Programme, agreement, relevant correspondence relating to the visit
Participation in formal councils, committees, boards and networks	Recommendations, agendas, appendices, minutes, relevant correspondence in relation to the membership
Enquiries from authorities, companies, organisations and private individuals	Incoming mails, replies to enquiries
Contracts on purchasing and loan of equipment	Contract and relevant correspondence

Please also read the School's FAQ: Workzone