

Soporte TIC a la gestión

TIC support for management

TIC support for management includes the support of all the services provided by the IT Service as support for the university's management applications, both its own and those of third parties. Each application has a defined functional manager, who may or may not coincide with the Head of Service, and it is they (Head of Service/Functional Manager) who must channel the incidents/requests of the different systems.

We offer support for incidents, queries, data exploitation and modifications or improvements to existing applications.

To report an incident or express a query, you must create a new incident of the type "In a Management System" within the [TIC Self-Service Portal \(Murphy 2.0\)](#).

For the exploitation of data, modifications or improvements, you must make a new service request of the type "TIC Support to University Management" through the ICT Self-Service Portal (Murphy 2 [.0](#)).

The university management applications, the services responsible for them and their functional responsibilities are listed below.

TIC Services	Functional Manager
User assistance Data Protection and e-Government (OTRS)	Information, registration and e-government service José Luís Pedrosa
Academic Management (UXXI-AC) Applications for the management of the academic activity of university students. It includes the management of access to university degrees, postgraduate and master's degrees, the preparation of qualification reports, the procedures associated with obtaining a university degree, the university's own courses and the student's academic record.	Academic Management Service. F. Javier Liétor Fuentes
QMATIC Queue management and student appointments	Academic Management Service Enrique Jeréz
Registration (UXXI-AC) Applications for online university enrolment.	Academic Management Service. F. Javier Liétor Fuentes
	Student Assistance and

Scholarships (UXXI-AC)

Applications for the management of students' grant applications.

Support Service.

M^a del Mar
Carrasco Ortega

Doctorate (RAPI)

Applications for the management of academic procedures for university postgraduate studies and procedures associated with the completion of a doctoral thesis.

Education
Management
Service.

M^a Dolores
Cañada Aranda

Teaching Guides (Virtual University)

Applications for the management of the contents of the subjects taught in the different academic degrees.

Learning
Management
Service.

Roberto Fornes
de la Casa

International Mobility (UMOVE)

Applications for the management of student mobility programmes.

Student
Assistance and
Support Service.

Antonia Linarejos
Ocaña Jódar

Teaching Organisation Plan. POD (Virtual University)

Applications for the management of the teaching load associated with each lecturer.

Learning
Management
Service.

Roberto Fornes
de la Casa

Internships (ICARO)

Applications for the management of internships in companies for university students.

Student
Assistance and
Support Service.

Sergio Calero
Fernández

TIC Support to Research Management (UXXI-INV)

Applications for research management.

Research
Management
Service.

M^a Luisa
Cañabate
Guerrero

Research Resources Management (GSYA)

Applications for the management of Research and Animal Facility resources.

Central Research
Support
Services.

Natividad
Paredes
Quesada

Financial Management (UXXI-EC)

Applications for economic management, economic treasury and management of all the University's income, including university fees.

Economic Affairs Service.

Roberto J. Pastor Izquierdo

Accounting Management (UXXI-EC)

Applications for the management of the processes associated with the analytical accounting and budget management of the University.

Accounting and Budgeting Service.

S. Santiago Plaza Alarcón

Contracting and Assets (UXXI-CC)

Applications for the management of contracts established by the University with third parties and the management of the University's movable and immovable assets and their inventory.

Contracting and Patrimony Service.

Antonio J. Porcuna Contreras

Human Resources Management (UXXI-HRM)

Applications for the management of procedures related to Human Resources at the University. It includes the management and design of the Job List and the management of the remuneration of University staff, including secondments and payroll.

Personnel Service.

Sofía Cabrera López

Attendance verification system

Applications for the management of the entry and exit of university staff to and from the workplace.

Personnel Service.

Jesús D. Orta Ortega

Gestión de actividades deportivas

Aplicaciones para la gestión de los procesos gestionados por el Servicio de Deportes.

Physical and Sports Activities Service.

Álvaro Trujillo González

GIEPROPIAS

Application for the management of in-house teaching and lifelong learning.

Education Management Service.

José María Ruíz Palomino

Registry (GEISER)

Applications for the management of the University Registry, including input/output processes, in face-to-face and telematic mode.

Information and General Affairs Service.

José L. Pedrosa Delgado

Management of Agreements	Information and General Affairs Service.
Applications for the management of the agreements signed by the University.	José L. Pedrosa Delgado
Management of access to buildings and premises	Technical Unit.
Applications for the management of the platforms that control access to the University's buildings and car parks.	Isabel María Cazalla Eliche
Warehouse management	Technical Unit.
Applications for the management of university warehouses, including management of orders, incoming and outgoing material.	Alfonso Cobo Castro
Space reservation management	Personnel Service.
Applications for the management of university spaces, including reservation processes.	Blas Morillas Morillas
Library management	Library Service.
Applications for the management of the processes supported by the University Library.	Sonia Bellver Moreira
Digital Signage	Information and General Affairs Service.
Applications for the management of university digital signage.	Yolanda Ortega Gil
Event management	Vice-Rector's Office for Communication and Institutional Projection.
Applications for event management, including congresses and other university activities.	Carmen Quesada Rodríguez
Survey system	Planning and Evaluation Service.
Applications for the management of processes for the generation, dissemination and evaluation of surveys aimed at the university community.	Ana I. Uceda Cobas

Institutional Information System (SIIUJA)

Applications for data analysis and institutional information, such as the datawarehouse.

Planning and
Evaluation
Service.

Sara Díaz
Expósito

UJA Publishing Management

Applications for the management of the university's publication processes.

Information and
General Affairs
Service.

M^a Rosalía
Tudela Caballero

Docentia (Virtual University)

Application for the evaluation of the teaching activity of the teaching staff.

Planning and
Evaluation
Service

Jacinto
Fernández
Lombardo

Murphy

IT Management (Easyvista)

IT Service

Adelaida
Cabrero Bueno