

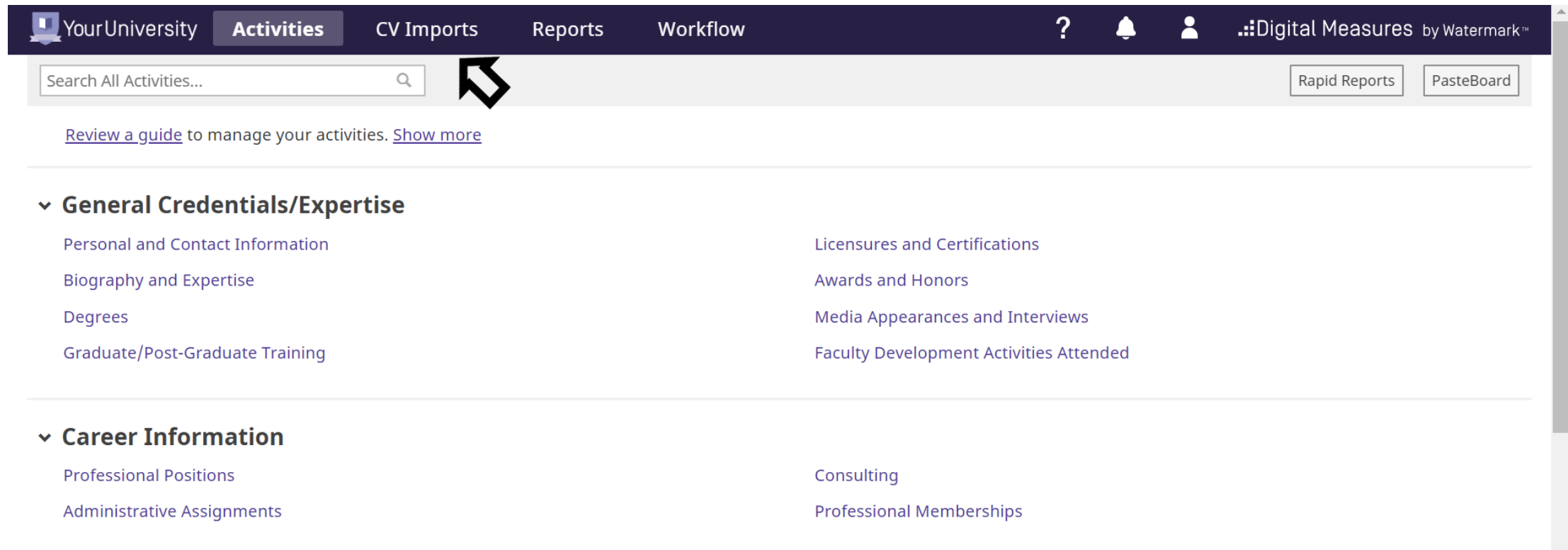
CV Upload Steps

By: Watermark

CV Upload

- Faculty Success gives you the ability to upload your current CV.
- Uploading your CV is the best way for a new user to mass import data into their account

Users will access CV Imports in the top Navigation bar.



From the CV Imports utility, users can upload a file with a compatible format (.doc, .docx, .odt, .rtf). Previous uploads will appear as a Draft in Progress with a link to the uploaded file.

YourUniversity

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Digital Measures by Watermark™

CV Imports

1

Upload CV

2

Highlight Content

3

Review

Select A File

Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

Drafts in Progress

[Ekram - Sample Vita.rtf](#)

Select New File

Drop file (.doc, .docx, .odt, .rtf) here or select to upload

Once you've selected your file, move on to the next step. Make sure you've uploaded the correct file before moving on.

BEGIN

After selecting "Begin," users will have the option of selecting specific sections of their uploaded CV to import into their institution's database. A drawer will appear that includes the data collection screens available for importing data.

The screenshot displays the 'CV Imports' section of a web application. The top navigation bar includes 'YourUniversity', 'Activities', 'CV Imports' (highlighted), 'Reports', and 'Workflow'. Below the navigation bar, the 'CV Imports' section features a progress indicator with two steps: '1 Upload CV' and '2 Highlight Content'. The main content area is titled 'Select an Activity Type' and includes a sub-header 'Select the types of activities you'd like to import.' Below this, a preview of a CV entry is shown, detailing the 'Annual Activity Report - Standard University of Minnesota' for the reporting period of January 1, 2017, to December 31, 2019, for Kenneth Leopold, Professor at the Department of Chemistry, University of Minnesota, from 1997 to Present. The entry also notes a most recent promotion to Professor on September 15, 1997. To the right of the preview, a list of activity types is displayed, including 'General Credentials/Expertise' (Degrees, Graduate/Post-Graduate Training, Licensures and Certifications, Awards and Honors, Media Appearances and Interviews, Faculty Development Activities, Attended) and 'Career Information' (Professional Positions, Administrative Assignments, Consulting, Professional Memberships). A right-hand drawer is open, showing the 'Select an Activity Type' section with a filter dropdown set to 'All' and a list of activity types.

CV Imports

Select an Activity Type

Select the types of activities you'd like to import.

Annual Activity Report - Standard University of Minnesota

Reporting Period: January 1, 2017 - December 31, 2019

Kenneth Leopold

Professor

Department of Chemistry, University of Minnesota

1997 - Present

Most Recent Promotion: Professor, September 15, 1997

Publications

Select an Activity Type

Filter Activity Types

All

General Credentials/Expertise

- [Degrees](#)
- [Graduate/Post-Graduate Training](#)
- [Licensures and Certifications](#)
- [Awards and Honors](#)
- [Media Appearances and Interviews](#)
- [Faculty Development Activities](#)
- [Attended](#)

Career Information

- [Professional Positions](#)
- [Administrative Assignments](#)
- [Consulting](#)
- [Professional Memberships](#)

Teaching/Mentoring

- Users can also select the Filter Activity Types field to filter activity types that have been completed, started, or not started.
- After selecting the Activity Type, users will proceed through the following steps:
 - Highlight Entries
 - Confirm Entries
 - Highlight Fields
 - Review Records
 - Import Records

Highlight Entries: Users will highlight all records that match the selected Activity Type as they appear within their CV. Multiple records can be highlighted, and by clicking on a highlighted entry the user has the option to keep or remove that record from the import.

YourUniversity

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Digital Measures by Watermark™

CV Imports

last saved, 3:50 PM

SAVE

1 Upload CV

2 Highlight Content

3 Review

Degrees

Highlight Entries

Confirm Entries

Highlight Fields

Year Completed*

Degree

Institution

Emphasis / Major

Review Degrees

Highlight Entries

Highlight all the entries that you would like to add as **Degrees** records.

Dr. Oliver Ekram
Demo
Full Professor
Microbiology
(414) 670-9361 x5437
MedicineFaculty@watermarkinsights.com
Professional Positions
Department Chairperson, Department, approximately 1000 hours spent per year. (April 2014 - Present).
Associate Professor, University of Washington -Seattle. (2010 - Present).
Education
PhD, Cell Biology. Duke University, 1996.
MD, Molecular Biology. Duke University, 1990.
Licensures and Certifications
Oregon Board of Osteopathic Medicine & Surgery, American Medical Association. (2008 - Present).
American Board of Dermatology. (2004 - Present).
Washington State Medical Quality Assurance Commission, State of Washington. (2004 - Present).
Professional Memberships
American Society for Cell Biology. (2007 - Present).
American Society for Microbiology. (2001 - Present).

← BACK

Once you've highlighted the entries you would like to add as **Degrees** records, move on to the next section.

NEXT

Highlight Entries Cont.

YourUniversity

Activities

CV Imports

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?

Digital Measures by Watermark™

CV Imports

last saved, 3:50 PM

SAVE

1 Upload CV

2 Highlight Content

3 Review

Degrees

Highlight Entries

Confirm Entries

Highlight Fields

Year Completed*

Degree

Institution

Emphasis / Major

Review Degrees

Highlight Entries

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Dr. Oliver Ekram

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American Board of Dermatology. (2004 - Present).

Washington State Medical Quality Assurance Commission, State of Washington. (2004 - Present).

Professional Memberships

American Society for Cell Biology. (2007 - Present).

American Society for Microbiology. (2001 - Present).

Would you like to remove this highlight?

KEEP HIGHLIGHT

REMOVE HIGHLIGHT

← BACK

Once you've highlighted the entries you would like to add as **Degrees** records, move on to the next section.

NEXT

Confirm Entries: After highlighting all relevant activities, the user will then have the opportunity to verify the records that they selected in Highlight Entries. Each of the highlighted records will appear as a separate entry for review. Records that appear to be parsed incorrectly can be merged or split through the “Merge or Split Entries” button. To merge or split these records, users will highlight the record to match the desired layout and press “Next” once this has been completed.

YourUniversity

Activities

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Digital Measures by Watermark™

CV Imports

last saved, 3:50 PM

SAVE

1 Upload CV

2 Highlight Content

3 Review

Degrees

Highlight Entries

Confirm Entries

Highlight Fields

Year Completed*

Degree

Institution

Emphasis / Major

Review Degrees

Confirm Entries

We've rendered your selection into individual entries. If any of these entries appear incorrect, press the "Merge or Split Entries" button. If everything looks good then move on to the next section.

MERGE OR SPLIT ENTRIES

Entry 1

PhD, Cell Biology. Duke University, 1996.

Entry 2

MD, Molecular Biology. Duke University, 1990.

← BACK

Once you've confirmed that your entries are correct, move on to the next step.

NEXT

Highlight Fields: Now that activities from the uploaded CV have been identified, users will associate required and recommended fields within Digital Measures to the highlighted entries. Required and recommended fields are determined through the [Database Configuration](#) utility.

YourUniversity

Activities

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Digital Measures by Watermark™

CV Imports

last saved, 3:59 PM

SAVE

1 Upload CV

2 Highlight Content

3 Review

Degrees

Highlight Entries

Confirm Entries

Highlight Fields

Year Completed*

Degree

Institution

Emphasis / Major

Review Degrees

Highlight Fields

This page outlines the fields you'll be asked to provide information for. You only need to complete required fields and at least one date field for each entry, but completing recommended and optional fields will best ensure that your records are as comprehensive as possible. All required fields will end with an *.

Recommended Fields

Degree

Institution

Emphasis / Major

Date Fields

Year Completed

← BACK

When you're ready to begin, move on to the next step.

NEXT

After selecting one of the required or recommended fields, users will be prompted to classify the record according to the nature of the field. For fields with drop down list values, users will select the appropriate value for each entry from the drawer.

CV Imports

1 Upload CV — 2 Highlight Content — 3 Review

Degrees

- Highlight Entries
- Confirm Entries
- Highlight Fields
- Year Completed*
- Degree**
- Institution
- Emphasis / Major
- Review Degrees

Add Degree

Please add the **Degree** for each of your **Degrees** entries.

Entry 1
PhD, Cell Biology. Duke University, 1996.
➤ View Record in Progress, 1 item added.

Entry 2
MD, Molecular Biology. Duke University, 1990.
➤ View Record in Progress, 1 item added.

MANUAL ENTRY

← BACK

Once you've highlighted the **Degree** for each of your **Degrees** entries, move on to the next section.



Add Degree

Entry 1

PhD, Cell Biology. Duke University, 1996.

BA
BBA
BE
BFA
BM
BS
DBA
EdD
JD
LLM
MA
MBA
MD
MEd
MFA
MM

For text fields, such as the title of a Publication, users will highlight the relevant portion of their CV entry.

YourUniversity

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Digital Measures by Watermark™

CV Imports

last saved, 4:15 PM

SAVE

1 Upload CV

2 Highlight Content

3 Review

Publications

Highlight Entries

Confirm Entries

Highlight Fields

Contribution Type

Current Status

Title of Contribution

Authors / Editors / Translators*

Expected Date of Submission*

Date Submitted*

Date Accepted*

Date Published*

Review Publications

Highlight Title of Contribution

Please highlight the **Title of Contribution** for each of your **Publications** entries. If this information is not in your CV then you can use Manual Entry.

MANUAL ENTRY

Entry 1

Kevil, C. G., Goeders, N. E., Woolard, M. D., Bhuiyan, M. S., Dominic, P., Kolluru, G. K., Arnold, C. L., Traylor, J. G., Orr, A. W. (2019). **Methamphetamine Use and Cardiovascular Disease**. Arteriosclerosis, thrombosis, and vascular biology, 39(9), 1739-1746.

> View Record in Progress, 1 item added.

Entry 2

Luo, Z., Shang, X., Zhang, H., Wang, G., Massey, P. A., Barton, S. R., Kevil, C. G., Dong, Y. (2019). **Notch Signaling in Osteogenesis, Osteoclastogenesis, and Angiogenesis**. The American journal of pathology, 189(8), 1495-1500.

> View Record in Progress, 1 item added.

Entry 3

Jensen, B., Pardue, S., Kevil, C. G., Fago, A. (2019). **Tissue-dependent variation of hydrogen sulfide homeostasis in anoxic freshwater turtles**. The Journal of

< BACK

Once you've highlighted the **Title of Contribution** for each of your **Publications** entries, move on to the next section.

NEXT

- Any data needed for a recommended or required field in Digital Measures that does not exist in a CV can be manually entered by using the "Manual Entry" button.
- If a user needs to move to a different Activity type before finishing the review process of their current Activity Type, they can access the drawer menu by clicking on "Highlight Content" within the step indicator.

Review Records: After highlighting all of the necessary fields for each record, users will have the opportunity to review and edit each entry before importing.

Your University

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Digital Measures by Watermark™

CV Imports

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SAVE

1 Upload CV

2 Highlight Content

3 Review

Publications

Highlight Entries

Confirm Entries

Highlight Fields

Contribution Type

Current Status

Title of Contribution

Authors / Editors / Translators*

Expected Date of Submission*

Date Submitted*

Date Accepted*

Date Published*

Review Publications

Review Publications

Please review all of the **Publications** records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting

4 Records to be Imported

Record 1

EDIT

> View Original Entry

Contribution Type Skipped - Add Info	Current Status Skipped - Add Info	Title of Contribution Methamphetamine Use and Cardiovascular Disease
Authors/Editors/Translators		
1st Author/Editor/Translator		
People at Test University Franklin, Francis M (CVIfaculty)	First Name Skipped	Middle Name/Initial Skipped
Last Name Skipped	Role * Author	

Expected Date of Submission

Month Skipped - Add Info	Day Skipped - Add Info	Year Skipped - Add Info
--	--	---

← BACK

Once you've reviewed your new records and confirmed that everything is correct, move on to the next step.

NEXT

Import Records: After confirming the accuracy of these records, the Activity Type drawer will appear and allow the user to continue the parsing process for other records, or to proceed to the final review before importing CV entries.

CV Imports

1 Upload CV — 2 Highlight Content — 3 Review

Select an Activity Type

Select the types of activities you'd like to import.

Annual Activity Report - Standard University of Minnesota
Reporting Period: January 1, 2017 - December 31, 2019

Kenneth Leopold
Professor
Department of Chemistry, University of Minnesota
1997 - Present
Most Recent Promotion: Professor, September 15, 1997

Publications
Asterisk() - indicates student author*
Published
Refereed Journal Article



Select an Activity Type

Filter Activity Types

General Credentials/Expertise

- [Degrees](#)
- [Graduate/Post-Graduate Training](#)
- [Licensures and Certifications](#)
- [Awards and Honors](#)
- [Media Appearances and Interviews](#)
- [Faculty Development Activities Attended](#)

Career Information

- [Professional Positions](#)
- [Administrative Assignments](#)
- [Consulting](#)
- [Professional Memberships](#)

Teaching/Mentoring

If you're finished creating records, move on to the final step.

REVIEW AND IMPORT 2 RECORDS

The final review screen will show all of the records to be imported alongside the required and recommended fields associated with such records. Once the user has confirmed the accuracy of all records, they will select Import at the bottom right of the screen.

YourUniversity

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Digital Measures by Watermark™

CV Imports

last saved, 8:34 PM

SAVE

1 Upload CV — 2 Highlight Content — 3 Review

Review

Please review all of the records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting.

2 Records to be Imported

▼ Publications: 2 Records

Record 1

EDIT

Contribution Type	Explanation of "Other"	Current Status	Title of Contribution
Book Chapter	Skipped	Submitted	The effect of ortho-fluorination on intermolecular interactions of pyridine: Microwave spectrum and structure of the CO ₂ - 2,6-difluoropyridine weakly bound complex.

BACK

Once you've reviewed your new records and confirmed that everything is correct, import them into Activities.

IMPORT