
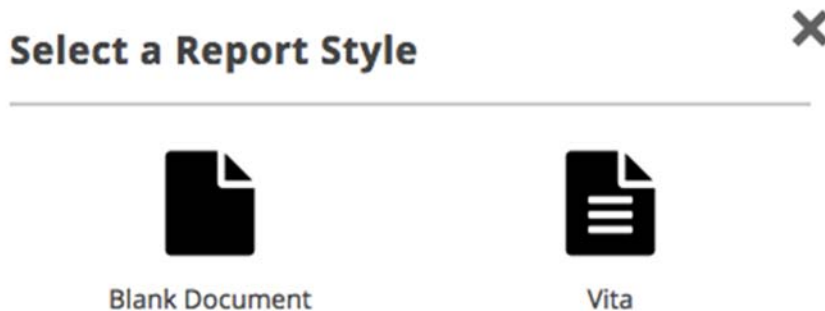


Creating Your Custom CV

1. To create your personal CV, navigate to the Reports utility in FACT and select  in the top-right corner of the screen. From here, you have two options:



- **Vita:** Make this selection to start from the sample CV. This is a general, all-purpose CV format, and it looks different from the standard CV template used by your school.

***This option will prove the easiest and fastest way to customize a CV. You can use the standard structure and make minor changes (such as filtering, drag-and-drop to reorder sections, and setting date ranges) to accommodate your needs. ***

- **Blank Document:** This allows you to build a CV from scratch. With this option, your personal details will be added to the report for you, along with a sample section to use as a starting point to craft the rest of your CV report.

*** This option allows for creativity on your part, you can craft the entire report from the ground up. It may also be useful for ad hoc requests for specific activity data. For example, select this option to quickly generate a

list of formatted citations for your recent Publications and Presentations.

Sections


- Custom CVs have sections, which are containers used to group elements of your document together. Click onto an element of your CV and the system will highlight the section it's in.
- There are top-level sections, and within those, you can add one or more Activities or Text sections.

The screenshot displays the FACT tool interface for creating a new report. At the top left, there is a 'Create a New Report' link. The main header area includes a 'Help' icon, a 'Save' button, and several menu options: Admin (Share, Preview As), Format (Text), Filter (Date Range), and Export (Exclude, Blank Sections, PDF, Word). The main content area shows a CV template for 'Test SOM' (The University of Kansas Medical Center, nkaranja-meek@kumc.edu). The 'Professional Positions' section is highlighted with a blue border and contains three entries, each with a 'No items exist for...' message and a drag-and-drop handle (three dots). Below this section are 'Add Activities' and 'Add Text' buttons. A yellow 'Add Section' button is located below the 'Professional Positions' section. The 'Education' and 'Licensures and Certifications' sections are also visible, each with a 'No items exist for...' message.

Previewing your CV

- The customizable CVs feature provides a live preview of how your data will pull into your CV template

Reordering Sections

1. highlight the section you want to move
2. On the left side of the section, find the drag-and-drop handle .

Test SOM

The University of Kansas Medical Center
nkaranja-meek@kumc.edu

Professional Positions

No items exist for Faculty Appointments

No items exist for Professional Positions

No items exist for Professional Positions

Education

No items exist for Education



Add Activities

Add Text

3. Click and hold this handle, and drag the section to the desired location.

Adding an Activities Section

1. Select an existing element in the template.
2. Select the “Add Section” button.

< Create a New Report Save

Help Admin Format Filter Export

Share Preview As Text Date Range Group Exclude Blank Sections PDF Word

Options

Test SOM
The University of Kansas Medical Center
nkaranja-meek@kumc.edu

Professional Positions
No items exist for Faculty Appointments
No items exist for Professional Positions
No items exist for Professional Positions

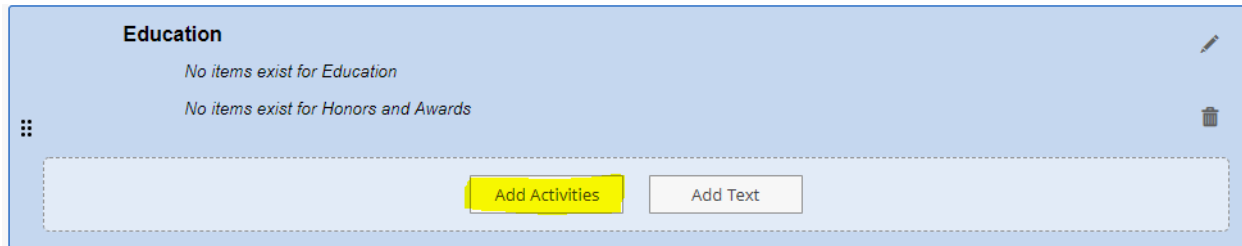
Add Activities Add Text

Add Section

Education
No items exist for Education

Licensures and Certifications
No items exist for Licensure Registration & Certifications

3. Give the new section a heading, and select “Add Activities.”



Education

No items exist for Education

No items exist for Honors and Awards

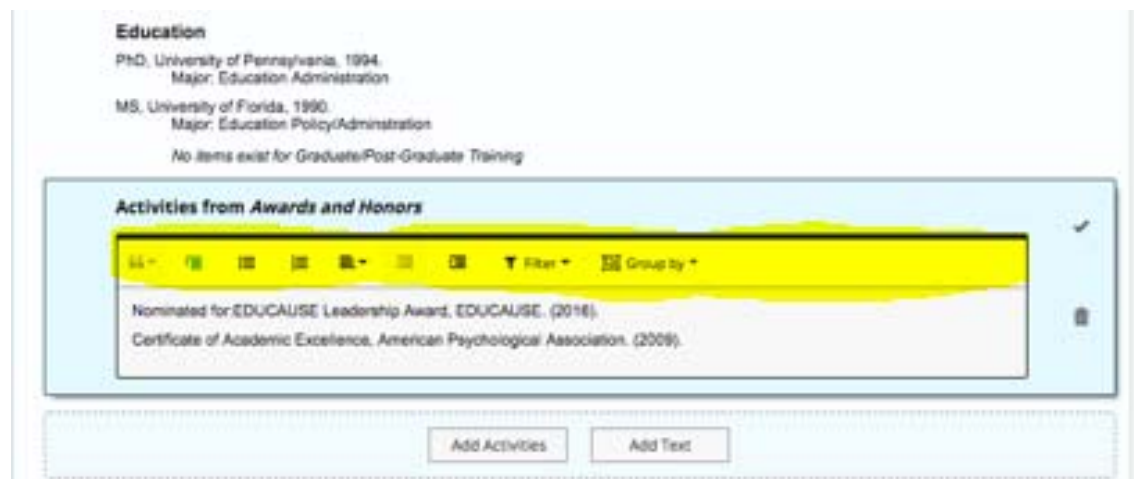
Add Activities Add Text

4. Select a Type of activity. For Example: “Honors & Awards”

5. Select the  icon to confirm your selection.

6. Your “Honors & Awards” records stored in FACT will appear in the designated section.

7. You will also see a selection of formatting, filtering and grouping options you can apply to this new Activities Section.



Education

PhD, University of Pennsylvania, 1994.
Major: Education Administration

MS, University of Florida, 1990
Major: Education Policy/Administration

No items exist for Graduate/Post-Graduate Training

Activities from Awards and Honors

Nominated for EDUCAUSE Leadership Award, EDUCAUSE. (2016).

Certificate of Academic Excellence, American Psychological Association. (2009).

Add Activities Add Text

*** If your data is not up-to-date in FACT, some of your activities may be missing from an Activities Section. ***

8. Save your report template if you need to update/ add new records to FACT. Return to your saved report. If the new record meets your filtering criteria, it will now appear in your customized CV.


Formatting an Activities Section

1. Click on the block of citations you'd like to format. options provided, include:

- Hanging indentation
- Bulleted lists
- Numbered lists
- Alignment
- Indent and Outdent



2. For data from the Publications (or Intellectual Contributions) screen, you may change the citation style that dictates the formatting for those

entries. To set the citation style for publications select the  in the activity options toolbar and select your preferred style.

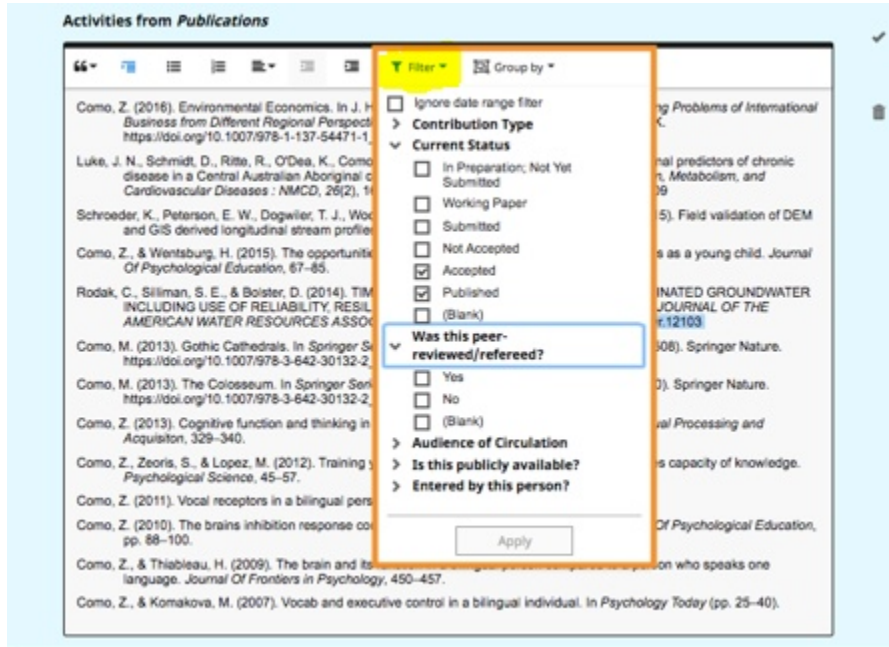
3. Select the  icon to apply your preferred formatting.

Filtering Activities

You may need to filter the content of some of your Activities Sections:

- To ensure that only citations meeting specific criteria show (e.g., only “accepted” and “published” publications or only “peer-reviewed/refereed” items)
- To override the global CV date range for a specific section, like your degrees
 1. Click on the section of citations you wish to filter. A “Filter” option will appear.
 2. Expand the “Filter” menu and make your selections.

3. Select the  icon to apply them.



Activities from Publications

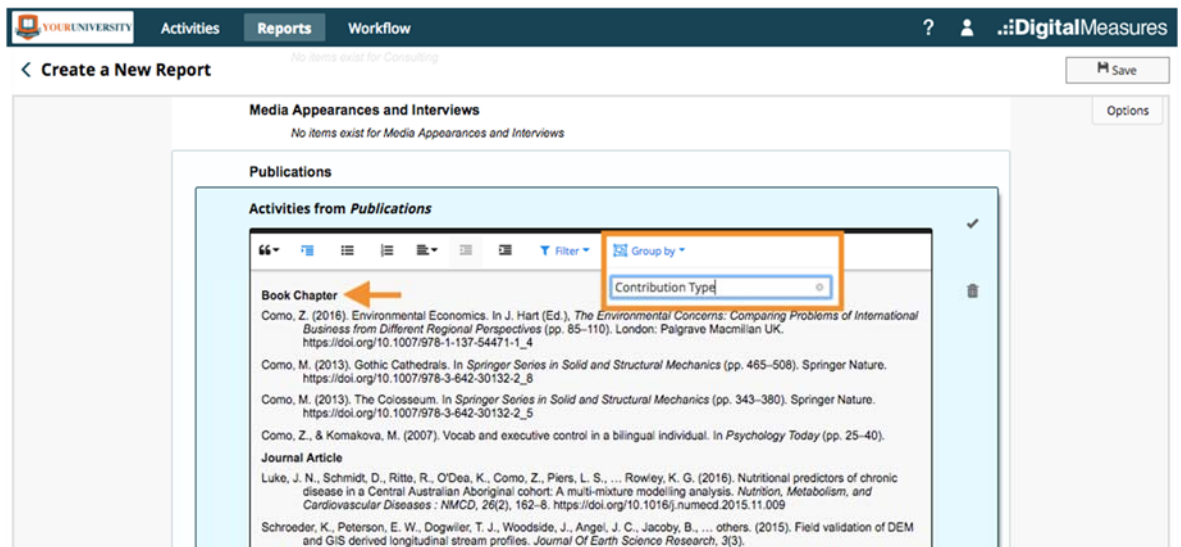
Filter Group by

- Ignore date range filter
- Contribution Type**
- Current Status**
 - In Preparation; Not Yet Submitted
 - Working Paper
 - Submitted
 - Not Accepted
 - Accepted
 - Published
 - (Blank)
- Was this peer-reviewed/refereed?**
 - Yes
 - No
 - (Blank)
- Audience of Circulation**
- Is this publicly available?**
- Entered by this person?**

Apply

Grouping Activities

1. Select an Activities Section and select a field under “Group By”.



YOUR UNIVERSITY Activities Reports Workflow ? DigitalMeasures

< Create a New Report No items exist for Consulting Save Options

Media Appearances and Interviews
No items exist for Media Appearances and Interviews

Publications

Activities from Publications

Book Chapter ←

Contribution Type

Como, Z. (2016). Environmental Economics. In J. Hart (Ed.), *The Environmental Concerns: Comparing Problems of International Business from Different Regional Perspectives* (pp. 85–110). London: Palgrave Macmillan UK. https://doi.org/10.1007/978-1-137-54471-1_4

Como, M. (2013). Gothic Cathedrals. In *Springer Series in Solid and Structural Mechanics* (pp. 465–508). Springer Nature. https://doi.org/10.1007/978-3-642-30132-2_8

Como, M. (2013). The Colosseum. In *Springer Series in Solid and Structural Mechanics* (pp. 343–380). Springer Nature. https://doi.org/10.1007/978-3-642-30132-2_5

Como, Z., & Komakova, M. (2007). Vocab and executive control in a bilingual individual. In *Psychology Today* (pp. 25–40).

Journal Article

Luke, J. N., Schmidt, D., Ritte, R., O'Dea, K., Como, Z., Piers, L. S., ... Rowley, K. G. (2016). Nutritional predictors of chronic disease in a Central Australian Aboriginal cohort: A multi-mixture modelling analysis. *Nutrition, Metabolism, and Cardiovascular Diseases : NMCD*, 26(2), 162–8. <https://doi.org/10.1016/j.numecd.2015.11.009>

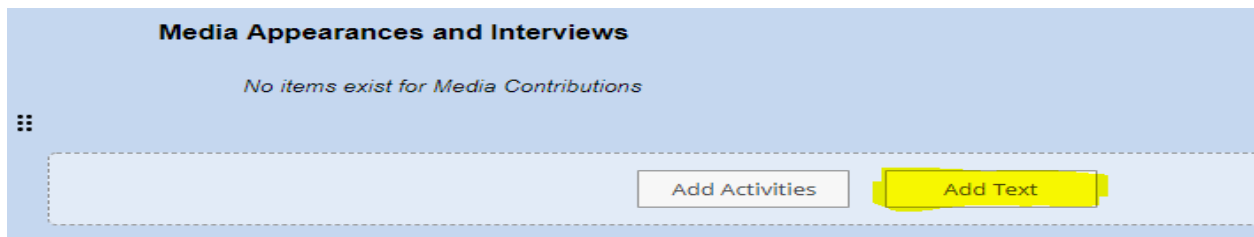
Schroeder, K., Peterson, E. W., Dogwiler, T. J., Woodside, J., Angel, J. C., Jacoby, B., ... others. (2015). Field validation of DEM and GIS derived longitudinal stream profiles. *Journal Of Earth Science Research*, 3(3).

***This list is based on the drop-down list fields available for a given screen.

Adding a Text Section

Text Sections can be used to include subheadings, annotations, or a summary.

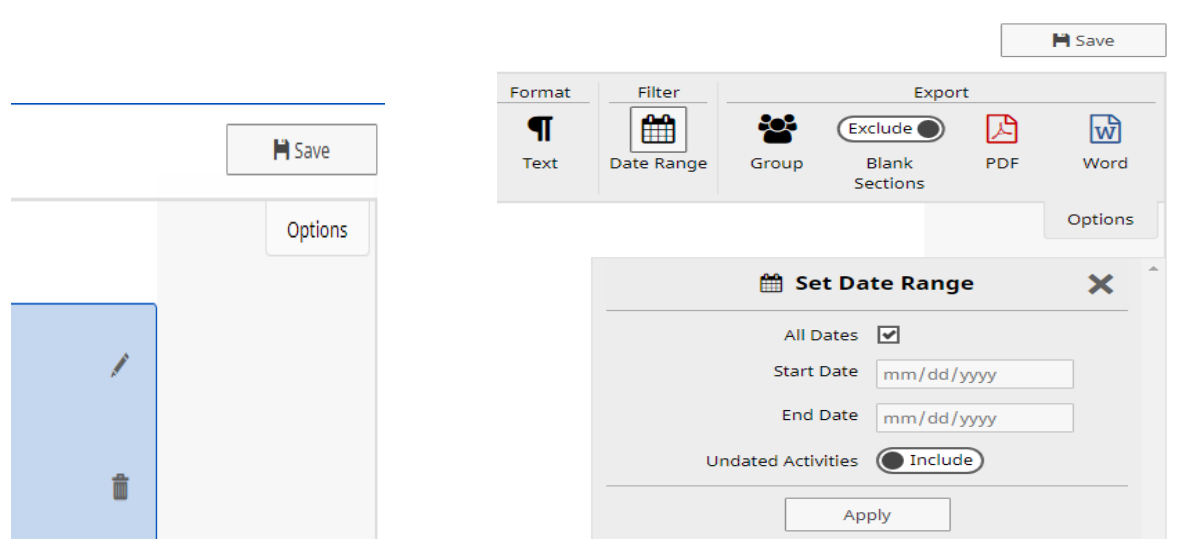
1. Highlight an existing section and select “Add Text.”



2. A free-text box will appear for you to add any appropriate notes. You may use rich text formatting options like bold, underline, and italicize.

***Note: Any activity record entered as text within your customized CV, will **not** be available for **all** your reports. Add or update this record in FACT so it will always be available in other reports and CV templates. ***

Adjusting the Report Date Range



- **All Dates (default):** includes all your activities.
- **Start Date and End Date:** allows you to define a specific date range for the report.
- **Undated records:** Choose whether to include activities that do not have a date entered.

The image shows a screenshot of the FACT tool interface. At the top right, there is a yellow 'Save' button. Below it, the 'Filter' tab is selected, and the 'Date Range' icon is highlighted with a yellow box. To the right of the 'Filter' tab, there are options for 'Group', 'Exclude' (with a toggle switch), 'Blank Sections', 'PDF', and 'Word'. Below these options is an 'Options' dropdown menu. In the center, a 'Set Date Range' dialog box is open, featuring a close button (X) in the top right corner. The dialog contains the following elements: 'All Dates' with an unchecked checkbox (highlighted in yellow), 'Start Date' with a text input field containing '11/07/2018', 'End Date' with a text input field containing '11/30/2018', and 'Undated Activities' with a radio button set to 'Include'. At the bottom of the dialog is a yellow 'Apply' button.

NOTE: You can override the report-level date setting on a section-by-section basis. If you want most of your sections to be limited to a year's worth of activities, but you want to include all your "Degrees" or "Education" records, set the Start Date and End Date appropriately within

the Options tab. Then adjust the filters on the Activities Section with the citations for your degrees. See Filtering Activities for more details on how to do this. ***

Setting Fonts and Header Formatting

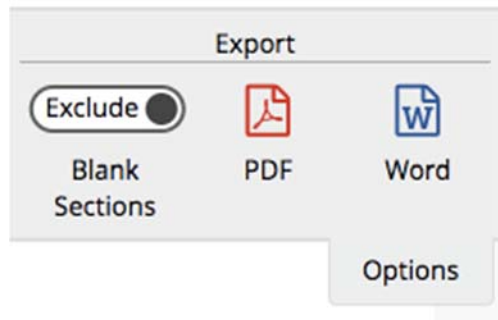
1. Set fonts and header formats at the document level.
2. Use the "Format Text" button in the Options pane to change font and heading styles.

Saving Your Report

1. Click the "Save" button in the top-right corner of the screen. This will allow you to View and Edit your CV report any time.
2. Provide a unique name to your custom CV report. The saved report will appear your list of available reports in the Reports Menu in FACT.

Exporting Your Report

1. In the Options tab within the Report Builder. Select export options:
 - **PDF:** This will download a non-editable version of your CV in PDF format.
 - **Word:** This will download a copy of your CV in Microsoft Word format.



2. Select whether sections with no data should show in the exported copy of your CV

Duplicating Your Report Template

Test	Me	
Vita	Digital Measures	


Delete

Duplicate

Rename

1. To duplicate a CV report, navigate to the Reports menu.
2. To the right of your saved template, click on an arrow in the “Actions” column.
3. Select the arrow, and select the Duplicate option.
4. Name the duplicated report and select “Duplicate”.

Renaming Your Report Template

Test	Me	
Vita	Digital Measures	

Delete

Duplicate

Rename

1. To rename a CV, navigate to the Reports menu.
2. Find a CV that you have created and saved.
3. To the right of your saved report, click on an arrow in the “Actions” column.
4. Select the arrow, and select the **Rename** option.
5. Enter a new name for the report, and select “Rename”.