

WEBVTT

NOTE duration:"00:48:22.2100000"

NOTE language:en-us

NOTE Confidence: 0.923241376876831

00:00:03.620 --> 00:00:33.710 OK, so when you come into your profile.yale.edu, depending on the permissions that you have, you will either be taken straight to your profile (which means that you don't actually have permission to edit the faculty members profile -- I'm going to show you how to request that) or you will be taken to a list like what I'm seeing in front of me. I'm a Super Admin so I see all 24,000 people in the system. Most of you will see a limited subset of people anywhere between

NOTE Confidence: 0.892614006996155

00:00:33.710 --> 00:01:03.800 one and 100 people depending on who you have permission to edit. If you don't see the faculty member that you have been assigned to help generate their CV, ask them to go into their profile. They just need to go to profile.yale.edu and you'll see up here profile editors. They just need to click. Add New and start typing. The persons name, so I'm going to type Anju, who's on my team, and click add.

NOTE Confidence: 0.917590022087097

00:01:04.340 --> 00:01:23.100 And now on Anju permissions to see and edit my profile. That's all they need to do. Once they do that -- you'll need to sign back out of the system and then sign back in -- and you will then see that person's profile under the Users' Profile under this section.

NOTE Confidence: 0.907628178596497

00:01:24.350 --> 00:01:51.960 OK, we are going to go into my profile. I'm not a great example because I'm obviously not a faculty member and so I'm not going to have all of the things that you might see with someone else's profile. So you go into the profile. To get to the CV Builder, you scroll down the profile, and you click this CV Builder tab.

NOTE Confidence: 0.895724236965179

00:01:52.720 --> 00:02:07.150 This is going to bring you to the main CV Builder page. If the faculty has previously generated a CV, you're going to see a list of their current CVs under this section.

NOTE Confidence: 0.914667308330536

00:02:07.710 --> 00:02:20.250 We save all the historical versions in this section. Actually, we're going to go out and into

NOTE Confidence: 0.925164401531219

00:02:21.980 --> 00:02:24.360 Doctor Young's profile.

NOTE Confidence: 0.939003109931946

00:02:25.370 --> 00:02:28.380 Because he has been

NOTE Confidence: 0.892393708229065

00:02:28.890 --> 00:02:37.380 our amazing faculty partner on this project. So when I go into Doctor Young's profile

NOTE Confidence: 0.904225945472717

00:02:39.440 --> 00:03:04.800 and I go into CV builder, I see that he's previously created 2 versions of his CV: a promotional CV in a Yale CV. I think we probably created these for him because he's been our faculty partner. There are a bunch of CVs that are historical CVs. You can download any of these by clicking the link for the Word document or PDF file and those will download those files to your computer.

NOTE Confidence: 0.891787469387054

00:03:05.380 --> 00:03:35.830 If for some reason you've created a CV and you don't want to history of it -- you were testing or you don't need the history of it -- you can click this trash can button over here and that will actually remove the CV from the history. We recommend only doing this if you know it was a test and not actually deleting old CVs that are valid. It can be useful for the faculty member to go back in and download their old CV.

NOTE Confidence: 0.90604442358017

00:03:36.560 --> 00:04:10.230 The last thing you'll see on this page is to upload a Public CV. Some faculty want to use a non-Yale standardized CV to display on their public website profile and so we let people upload a file here so if they want to use some format other than Yale's format to put the CV on their public website profile, they just drag and drop that here. For your purposes, you're probably going to be creating a new CV

NOTE Confidence: 0.911779642105103

00:04:10.230 --> 00:04:24.980 or you're going to be editing an existing CV. You can get into the CV either way. You can either click the Edit button over here or you can click the Create New CV. We're going to start fresh and so I'm going to click the Create New CV button.

NOTE Confidence: 0.932833850383759

00:04:25.830 --> 00:04:35.930 You'll see here it takes you through basically a wizard and this wizard is based on the instructions that live on

NOTE Confidence: 0.893855154514313

00:04:36.550 --> 00:04:42.200 the faculty affairs website at the School of Medicine.

NOTE Confidence: 0.9001305103302

00:04:42.870 --> 00:04:47.240 If you go to medicine.yale.edu/facultyaffairs

NOTE Confidence: 0.941091060638428

00:04:47.900 --> 00:04:52.170 and you come into Other Resources and then Forms and Templates,

NOTE Confidence: 0.901164591312408

00:04:53.070 --> 00:04:54.480 and then Forms --

NOTE Confidence: 0.905738174915314

00:04:55.060 --> 00:05:16.810 sorry, I meant Templates -- they have all of the CV instructions here. This tool was built based on the CV Instructions that are provided by Faculty Affairs and the output that we generate is based on the CV Sample from Faculty Affairs. This should be your point of reference as you are gathering documents to put into the CV Builder.

NOTE Confidence: 0.841521263122559

00:05:17.900 --> 00:05:32.120 You can see here that it tells us that the Appointments and Promotions CV for Doctor Young was last created on August 1st (that was me). There's also two other kinds of CVs: the Yale CV and a Yale Public CV.

NOTE Confidence: 0.923188447952271

00:05:33.060 --> 00:06:03.070 It's really important to understand that all of the information that is put in the CV tool is information that is in Doctor Young's profile. If we go back out to his profile, we will see all of these other tabs: research, education, career, activity map, honors and services. All of those are items that make it into Doctor Young's CV. The information that you're adding here

NOTE Confidence: 0.908795416355133

00:06:03.070 --> 00:06:16.230 is the information that exists already in his profile. If you add information in through the CV Builder, it's going to make it into his profile. I'm going to go into those settings a little later on.

NOTE Confidence: 0.895581483840942

00:06:16.790 --> 00:06:47.190 So the difference between an Appointment and Promotion CV and a Yale CV is the Appointments and Promotions CV contains information that is specific to the Appointments or Promotions process, specifically what the faculty member is up for promotion or appointment to, and then it provides some spots for the faculty affairs folks to add an explanation later. The Yale CV doesn't have any of that information in it.

NOTE Confidence: 0.912324666976929

00:06:47.590 --> 00:07:22.600 The Yale Public CV is a CV that, when they publish it, will display on their public website profile for all the world to see.

Therefore, it's really important that they collaborate with you so that you fully understand what they would want in their public CV before that gets published. Over here, you'll see a Key. This key is just a gentle reminder so that you understand what the various icons mean. I'm going to take you through those as we work through

NOTE Confidence: 0.638379096984863

00:07:22.600 --> 00:07:25.390 Doctor Young's CV.

NOTE Confidence: 0.872892260551453

00:07:25.930 --> 00:07:36.350 We're going to select an Appointment and Promotion CV because that is what you all are primarily working on.

NOTE Confidence: 0.870580554008484

00:07:37.640 --> 00:07:38.910 You're going to click continue.

NOTE Confidence: 0.883911490440369

00:07:42.770 --> 00:08:14.670 School is automatically populated with Yale School of Medicine. I did notice the other day that the instructions say Yale University School of Medicine. If your faculty member is part of one of the graduate schools, you'll also include the graduate school. You'll need to add that on here Yale University School of Medicine and the Graduate School. You'll put appointment information in here. If they have a secondary appointment, you can click this button and put in that information here.

NOTE Confidence: 0.902101039886475

00:08:14.670 --> 00:08:22.110 All of these are drop downs that that your faculty member should be able to help you with or that you should

NOTE Confidence: 0.914638519287109

00:08:22.660 --> 00:08:24.540 probably already know.

NOTE Confidence: 0.908070087432861

00:08:25.120 --> 00:08:43.500 You'll see that information is already being pulled into here for his education. If for some reason that's incorrect, you can click Edit and you can update those. In all of these items you'll see a privacy flag.

NOTE Confidence: 0.915003657341003

00:08:44.030 --> 00:08:51.610 This one set to public so it means that this information is going to be displayed on the websites.

NOTE Confidence: 0.929980456829071

00:08:52.450 --> 00:09:07.470 If you make it private, then this information will not be displayed on the school's public websites -- it will only be available in the CV tool. You also have to make sure you click the Update button. Once

you make one of these changes, if you don't click Update then it won't actually save your change.

NOTE Confidence: 0.923982083797455

00:09:08.060 --> 00:09:25.890 You'll see under Education the ability to uncheck under "year". If you uncheck this then the Degree and the Institution will be displayed on the website but the year that the degree was awarded will not be displayed on the website.

NOTE Confidence: 0.891288220882416

00:09:27.130 --> 00:09:52.530 A fairly straightforward form to use. Academic Appointments are brought in from Workday -- all of this has been imported from Workday. If there is a non-Yale appointment that needs to make it on to the faculty member's CV then you can click the Add Non-Yale Appointment button and it expands this field for you to be able to add that information.

NOTE Confidence: 0.903596460819244

00:09:53.270 --> 00:10:17.850 You'll notice that End Date doesn't have a required mark because the appointment could be ongoing. If the appointment has ended, obviously you'll need to put that in date in. The tool does require that you put the month, year, and date. If you don't know the day, we recommend just going with the 1st of the month.

NOTE Confidence: 0.917450547218323

00:10:19.440 --> 00:10:32.130 Location: most of these items require location. This is hooked up to Google. So you just need to start typing and it will suggest a city and state and you can click that and that will populate it.

NOTE Confidence: 0.895449995994568

00:10:33.230 --> 00:10:41.110 Training is very similar. Training includes internships, residencies, postdocs, etc.

NOTE Confidence: 0.895630419254303

00:10:42.110 --> 00:10:59.090 You'll put the position, department, start date and end date. These are defaulting to "public". You'll want to just have a chat with your faculty member as you're entering this information to make sure that they are OK with that and, if they're not, just make it private.

NOTE Confidence: 0.894386947154999

00:11:00.030 --> 00:11:15.250 (Question from the audience) Quick question about the date: You mentioned that it requires a day, month and year. But on the CV it only shows the year. Even if you put January, 1st 1983, will it only populate as the year?

NOTE Confidence: 0.911602854728699

00:11:15.930 --> 00:11:42.160 (Answer) The date will be recorded as January, 1st 1983 but what will show up on the CV is only 1983. That's a great point. If for some reason you do not have the full date for some of these items then I do recommend just putting in January 1st and then the year because the CV will only show the year. The faculty member can go back at a later date and update that if they want to.

NOTE Confidence: 0.725798666477203

00:11:42.660 --> 00:11:44.710 (Audience) Great, perfect. Thank you.

NOTE Confidence: 0.914145827293396

00:11:45.240 --> 00:11:54.390 With all these items, if for some reason you put something that is completely incorrect and you just want to get rid of it, you can click this Remove button and that will delete it.

NOTE Confidence: 0.947523891925812

00:11:55.510 --> 00:11:59.970 Administrative positions are their leadership positions outside of appointments.

NOTE Confidence: 0.89050966501236

00:12:00.550 --> 00:12:35.130 It's really important to note that there is this button that says Yale or non-Yale. Obviously only click Yale if the leadership position is at Yale. Doctor Young is the vice chair of Medicine and so that's a Yale position. If he were held a position outside of Yale that was an administrative position, you would obviously select non-Yale. You'll notice that in the Department field, if you start typing, it's going to pull organizations that are in the profile system. If I start typing Internal Medicine,

NOTE Confidence: 0.905233502388

00:12:35.130 --> 00:13:07.880 we show you the organizations that are in the profile system. Now, some of these are clearly not organizations as you would think of them for this purpose -- so Internal Medicine Clerkship is probably not an organization In this sense, but this helps you by spellchecking and making sure that you understand the Department that you're working with. We're giving you the organizational hierarchy here, so Internal Medicine is a Clinical Department in the School of Medicine. If you select it, it's going to populate the field with that value.

NOTE Confidence: 0.874387621879578

00:13:07.880 --> 00:13:30.050 Same thing for Institution. if you start typing Yale you'll see Yale School of Medicine. If it's a Yale University role, you can just select Yale University. Don't worry if the organization that you want is not in here -- you can just type and enter the value that you want.

NOTE Confidence: 0.924003899097443

00:13:30.950 --> 00:13:45.260 We do recommend selecting from the dropdown if it is a Yale University organization because it will tie this entry to that organization's name. And if for some reason that organization changes its name, it will update here automatically without you having to update it.

NOTE Confidence: 0.897735238075256

00:13:48.890 --> 00:13:53.140 Board certifications are pulled in from Yale Medicine Credentialing.

NOTE Confidence: 0.915000557899475

00:13:53.910 --> 00:14:24.090 Anything that you see "Request to Change" is a piece of information that has been pulled from another system. We've tried to put in the description here where this information is being pulled from. In some cases we're also providing you with an email to reach out to. In this case, Joni Jones is the head of Yale Medicine Credentialing. Rita works with her and Rita is one of the people that we typically contact if a board certification is not there.

NOTE Confidence: 0.916339993476868

00:14:24.090 --> 00:14:44.090 All you need to do is email them and they will work to update their system. They will reach out with questions to the faculty member. Once added to their system it will show up in our tool approximately 24-hours later. It will show up in the tool and then be available to be on the CV. Did someone have a question about that?

NOTE Confidence: 0.687535524368286

00:14:44.960 --> 00:14:46.680 (Audience) I do Justin.

NOTE Confidence: 0.887776136398315

00:14:47.210 --> 00:15:19.760 (Audience) If you need to add someone who's up for new appointment like a new recruit -- if they're not yet credentialed through Yale Medicine and you're entering their information for the first time, this will be blank until they're credentialed and there's no way to add that manually, correct? (Answer) There is not a way to add it manually into our system. But what you could do if you're in a crunch is to edit the Word document that we generate. (Audience) Perfect thank you.

NOTE Confidence: 0.660104632377625

00:15:19.760 --> 00:15:20.110 Yep.

NOTE Confidence: 0.900115668773651

00:15:20.610 --> 00:15:36.510 In Professional Honors and Recognition, the CV instructions specify that it needs to be separated into International, National, and Regional. We do that for you.

NOTE Confidence: 0.0636629015207291

NOTE Confidence: 0.859100699424744

NOTE Confidence: 0.913864493370056

00:15:58.060 --> 00:16:25.870 If they get the same award many times, for example they have gotten the Top Doc Award for the last 10 years, don't enter this 10 times enter. You unfortunately do need to enter the date 10 times, so if they got it in 2019 and then they also got it in 2018, you just click that date and add.

NOTE Confidence: 0.898567914962769

00:16:26.470 --> 00:16:58.970 If they got it in 2017, you click that date and add. This takes a little bit of time, but moves quickly. We're actually going to work on a complete UX redesign of this system starting in September. It will probably be at least a year until we launch it, but we're going to try to fix some of these interfaces that take more time than they probably should to enter. But, in the meantime, that's how you enter an award that spans multiple years. If it skips a year -- so say he got it in 2016

NOTE Confidence: 0.835998117923737

00:17:05.140 --> 00:17:08.470 Well, I just put the same data in a bunch of times.

NOTE Confidence: 0.953810095787048

00:17:09.450 --> 00:17:11.480 Let's see 2018.

NOTE Confidence: 0.895721852779388

00:17:13.510 --> 00:17:15.540 So when I add this.

NOTE Confidence: 0.898839354515076

00:17:16.240 --> 00:17:22.490 I'm just going to make this a test when I add this. I'm going to set it to Private so it doesn't show up on this profile.

NOTE Confidence: 0.925172984600067

00:17:23.640 --> 00:17:54.170 You will see that the way that this outputs is as two entries: one for 2014 and then one that spans 2018 to 2019. This is actually the same piece of information and so, if you update it in one place, it will update it in both places. We just output it like it's going to be output on the CV. Also, you'll see that this is in blue. This means that this is a new piece of information that has been added to his profile since the last time a CV was generated.

NOTE Confidence: 0.918605506420136

00:17:54.170 --> 00:18:24.260 This is particularly helpful if you're looking for things that have been imported from other systems like their board certifications or an appointment. Also, it's important for faculty who have been here for awhile to really review their appointment history because we have found that the information, unsurprisingly, that exists in Workday is not always 100% accurate.

NOTE Confidence: 0.852625131607056

00:18:24.260 --> 00:18:30.820 We have found some appointment history that has been incorrect that has needed to be corrected by HR. I'm going to delete this test entry.

NOTE Confidence: 0.9149529337883

00:18:33.000 --> 00:18:45.910 And that gets rid of those. So you'll see that the awards are separated by by the various type. You'll notice this, "eye" icon beside of almost everything in this tool.

NOTE Confidence: 0.909168839454651

00:18:46.570 --> 00:19:01.160 This is not important for appointments and promotions because they're going to want to show absolutely everything to the Appointments and Promotions Committee. But if you are creating a public CV, maybe they don't want their full academic appointment history on here.

NOTE Confidence: 0.915070831775665

00:19:02.030 --> 00:19:28.620 So what they would do is just click these "eye" icons and this suppresses all of these things from displaying on this version of their CV. So if we are creating their Yale Public CV, we could just click this "eye" and that will hide these items from their CV. It's really important that you don't delete items to keep it off the CV. It's important that you use this "eye" icon.

NOTE Confidence: 0.901033282279968

00:19:29.170 --> 00:19:47.010 If you delete the item, then it actually deletes it completely from the system, which is not great. You'll notice that my "Save and Continue" button is orange. It's because I'm missing information here that is required, but I haven't put that information in.

NOTE Confidence: 0.910253703594208

00:19:47.570 --> 00:20:03.780 I'm going to close that and so now the "Save and Continue" button is green. If I click save on those things, it's going to save the changes that I've made to the display. I don't want to do that, so I'm going to scroll down here and click "Discard changes".

NOTE Confidence: 0.899643421173096

00:20:04.840 --> 00:20:13.020 And that reverts everything that I just did and doesn't actually save any of the information.

NOTE Confidence: 0.894448816776276

00:20:14.100 --> 00:20:29.640 So I'm going to move on to Clinical Trials. Clinical Trials are imported from OnCcore.

NOTE Confidence: 0.92485237121582

00:20:30.360 --> 00:21:02.310 Clinical trials are pulled in from OnCore for anything that occurred after about 2009. And I say approximately 2009 because it really depends on the faculty and the clinical trial that they were working on. Some of them only go back to 2010. A few of them go back as far as 2008, but there's really nothing in OnCore prior to 2008. So if they worked on trials at the University prior to that, they're not going to be OnCore.

NOTE Confidence: 0.930274486541748

00:21:02.310 --> 00:21:07.860 And you will need to add those trials here in the in the "past" category.

NOTE Confidence: 0.8489910364151

00:21:08.500 --> 00:21:16.270 This is supposed to have a heading called Past (it shows up when you add things here), but right now, it's not there. That's something we're going to fix.

NOTE Confidence: 0.90877503156662

00:21:16.890 --> 00:21:30.880 You'll see that there are pending trials and current trials. We worked with YCCI to determine in OnCore what the various statuses are on a clinical trial

NOTE Confidence: 0.862547039985657

00:21:31.830 --> 00:21:36.500 to establish whether they're considered a "pending" trial or a "current" trial.

NOTE Confidence: 0.898581445217133

00:21:37.140 --> 00:21:50.570 Basically, what it comes down to is that trials in the "pending" status are pending IRB approval and once they've received IRB approval, they will change to "current".

NOTE Confidence: 0.92145162820816

00:21:51.070 --> 00:22:22.910 You will also notice that there's this red box with yellow background. That indicates that the trial is actually missing information. We don't currently get percent effort or total cost for the project from OnCore. We're working with them to get the total cost and I'm hoping that will be in the system within the next few months, but probably not in time for the deadlines that you all are working under, but at some point in the future we will get cost information.

NOTE Confidence: 0.897446870803833

00:22:22.910 --> 00:22:24.640 So you'll need to go into.,,

NOTE Confidence: 0.786736667156219

00:22:25.340 --> 00:22:26.260 Someone have a question?

NOTE Confidence: 0.481677770614624

00:22:28.050 --> 00:22:28.630 OK.

NOTE Confidence: 0.897496223449707

00:22:29.460 --> 00:22:59.510 So you'll see two things here that might be a little confusing. One is that there is an "edit" button and the other is the "request change" button. The request change button is what you would click if part of the information that's being imported about this trial is wrong. The edit button is what you will use to edit the information that's missing, so in this case, the percent effort and

NOTE Confidence: 0.92642879486084

00:22:59.510 --> 00:23:06.450 the total cost of the project. So right now these are free text fields. You put in the total cost of the project -- we'll say it's \$4,000,000 --

NOTE Confidence: 0.903185367584229

00:23:07.420 --> 00:23:35.140 and it's for the project period (you can also do it per patient) and then the percent effort. It's really important that the percent effort does not total more than 100% for the current -- I think it's current, but I'm not quite sure on that. You'll want to check the CV instructions from faculty affairs, but they do care if those things tallied more than 100%.

NOTE Confidence: 0.913959205150604

00:23:37.290 --> 00:23:41.850 That's it about trials. Any questions about clinical trials before I move on to grants?

NOTE Confidence: 0.900375604629517

00:23:45.310 --> 00:24:01.470 Great so grants is unfortunately one of the more annoying sections of this tool because we don't import grant information anywhere from anywhere yet.

NOTE Confidence: 0.893143951892853

00:24:02.180 --> 00:24:21.760 It has been, I would say, more than a challenge getting trying to get grant information from various sources that Yale. We continue to work on that and my hope is that one day we will be able to import grants. But for your purposes, unfortunately, grant information is going to have to be added manually. You'll click this "add new" button

NOTE Confidence: 0.909814119338989

00:24:22.610 --> 00:24:54.060 and you will fill out this form. There was a question here about the role versus the PI: so the role is -- you'll start typing and it's free text, but it really is very helpful. If you choose from a role that is already in the system. If the role that you need is not in the system, then you can type it out, but we highly recommend sticking to one that's already here.

NOTE Confidence: 0.913187325000763

00:24:54.060 --> 00:25:11.530 So you can that someone has put in PI and someone else is put in Principle Investigator. If there are additional Principle Investigators on this project, then you can type their names -- my understanding is that there are usually no more than three total principle investigators

NOTE Confidence: 0.927371680736542

00:25:12.090 --> 00:25:17.660 ever, so we've only provided two additional fields here, but this is where you actually type in someone's name.

NOTE Confidence: 0.633022725582123

00:25:18.200 --> 00:25:20.490 Um not a role.

NOTE Confidence: 0.90302187204361

00:25:22.820 --> 00:25:32.980 If there's a "no cost extension" on the grant, you click that button and then this will give you the date to choose when the "no cost extension" goes until.

NOTE Confidence: 0.886920630931854

00:25:33.720 --> 00:25:46.800 Any question about grants? So Unfortunately, it's just manually entering data and once you've entered all the data that is required, you'll click "save" -- the save button will turn green -- and you can move on.

NOTE Confidence: 0.94767290353775

00:25:48.090 --> 00:25:49.390 Any questions about that?

NOTE Confidence: 0.543311834335327

00:25:51.910 --> 00:25:52.680 OK.

NOTE Confidence: 0.917916536331177

00:25:53.840 --> 00:26:03.870 You'll see that on some of these forms, the system takes you to a new page because it's such a long form. To get back to where you were you just click the "go back" button.

NOTE Confidence: 0.907372891902924

00:26:05.840 --> 00:26:35.920 OK, I'm gonna move on to "Activity and Service". If any of you have tried to use the CV Builder tool in the past couple of weeks since the email first went out from Doctor Young and Doctor Desir, and then you look at it today you will notice that the form for activities has been greatly simplified. This form was previously using the International Activity form from the main profile and had a lot of information in it that

NOTE Confidence: 0.865305066108704

00:26:36.010 --> 00:26:42.560 wasn't needed for the CV, so we greatly simplified this and it went live in this morning's weekly software release.

NOTE Confidence: 0.886313140392303

00:26:43.130 --> 00:26:52.600 By the way, we do weekly releases of this application on Thursday mornings.

NOTE Confidence: 0.927073836326599

00:26:53.160 --> 00:27:14.680 As we get feedback from people and enhancement requests, we slot them into our development plan. For speaking engagements and invited speaking engagements, you'll now see a much simplified form. You will also see that we have set it to "private" automatically

NOTE Confidence: 0.899515807628632

00:27:15.480 --> 00:27:41.530 because for the purpose of international activity on a website profile, this isn't really complete and so we don't want this to just go live on websites without the faculty member having the opportunity to add a little bit more information to it. For the purposes of the CV tool it is complete, so you select from these options.

NOTE Confidence: 0.938511073589325

00:27:42.070 --> 00:27:46.820 The presentation type doesn't show up on the CV

NOTE Confidence: 0.916952192783356

00:27:47.360 --> 00:28:13.450 so don't get hung up on which one of these types. It is because it won't actually show up on the CV. This is more for categorization. Purpose is the one that does matter. If peer reviewed if you select peer reviewed the item will actually show up instead of under invited speaking engagements. It will show up down here under peer reviewed presentations.

NOTE Confidence: 0.897064387798309

00:28:14.440 --> 00:28:26.110 If you put if you start entering this item in the wrong place, you can very easily move it to the other section by just changing the presentation type.

NOTE Confidence: 0.905955672264099

00:28:26.620 --> 00:28:36.970 So if you put something in peer reviewed, but you meant to put it and inviting speaking engagements. If you just change the presentation type from peer reviewed to one of these others that will move it and vice versa.

NOTE Confidence: 0.903176665306091

00:28:37.690 --> 00:29:08.870 The conference date, we previously asked for a full date so month day year. But we've changed that to just be the year. I'm actually going to change this again to toggle let you toggle between either entering the year where the full date because some of you might have the full date. If you don't have the full date and you just put the year in it will record it as January, 1st 1963.

NOTE Confidence: 0.896809220314026

00:29:08.940 --> 00:29:17.690 You can be able to change that when I push all this other piece or if the faculty member goes into international activity that can change it there.

NOTE Confidence: 0.882379591464996

00:29:18.580 --> 00:29:49.890 And then location institution location. If this, if this item, occurred in multiple places. You can add multiple locations. You just change it to the country and say he was in Kabul. You just put it there and then say it happened also and artica. I don't know any towns in an article that I guess that's one and then once you've added all the required information you can click save.

NOTE Confidence: 0.911735057830811

00:29:52.750 --> 00:30:02.350 These things are sorted by year again, you can use the eye to suppress things. If you're working helping them create other versions of their CD.

NOTE Confidence: 0.888752043247223

00:30:03.750 --> 00:30:27.860 This will automatically separate it into National International and regional based on the location that you put in so you don't need to category about categorizing that peer reviewed is the same form. It just we preselect for you. The presentation type peer reviewed and accepted if you change those it will move it to out of gear viewed and into the invited?

NOTE Confidence: 0.287373155355453

00:30:28.390 --> 00:30:29.020 Hum.

NOTE Confidence: 0.903167426586151

00:30:30.490 --> 00:31:00.990 Category we're going to Scroll down to professional service, so professional service. There's a bunch of different groups affecting remember pointed out to us earlier in the week that we had actually forgotten. The advisory boards section so that went live this morning. You can add items to any of these from the same form. It's just if you click. Add new under one of these categories. We preselect for you.

NOTE Confidence: 0.913600265979767

00:31:00.990 --> 00:31:32.110 The Category Advisory Board so if you change this to Journal service and you're under advisory boards were going to stick it under a Journal service? When you click. Add so don't worry if you start entering something in the wrong place, just as long as you've categorized it correctly. The system will automatically put it where it needs to go so this is an example. They need to work on this formatting, but this is an example where we've changed this to requiring only a start.

NOTE Confidence: 0.906483948230743

00:31:32.110 --> 00:32:00.500 Year in and end year if you do have the full date. You can just click. This toggle and this will let you enter the full date. If you don't have the full date, then just put the year end and just remember that, we're recording. This is January, 1st whatever that year is these are also all automatically public because they are getting the full information. So just keep that in mind as you're entering information to check with the faculty that they are OK with this being public.

NOTE Confidence: 0.910318315029144

00:32:02.560 --> 00:32:19.240 Any questions about this section, it looks daunting and this is probably the the section that will take you. The most time to put in especially for faculty who'd been practicing for for many years any questions about this section.

NOTE Confidence: 0.620879530906677

00:32:22.370 --> 00:32:23.080 OK.

NOTE Confidence: 0.895927131175995

00:32:23.700 --> 00:32:54.250 Going to move onto bibliography bibliography can also be a tad daunting for faculty have been here for quite some time, be cause. They often have more than 700 publications that are in the system as you all probably saw when the email went out from doctors to see Aaron Young that we're partnering with Yellow Center for clinical investigation. They built a tool called Eval that.

NOTE Confidence: 0.93538910150528

00:32:54.250 --> 00:32:59.040 Among other things, polls publications from pub Med and.

NOTE Confidence: 0.916387736797333

00:32:59.560 --> 00:33:19.780 Uh that team behind the scenes has been reviewing the publications have been pulled him from pub Med for faculty and trying to determine whether those publications actually belong to the faculty so you can imagine doctor young if he publishes under L Young, he's obviously not the only yellow.

NOTE Confidence: 0.899172723293304

00:33:20.330 --> 00:33:52.860 L young or really the only warrants young who's been publishing and so the system could pull in publications that don't belong to him, So what we turned on last Friday, is the faculty who are up for promotion in internal Medison get an email every Friday morning around 99 AM and if they identified an admin as a profile editor or in the admin section of their profile that admin should also get this email.

NOTE Confidence: 0.90991884469986

00:33:52.860 --> 00:34:23.360 That gives them a list of all the publications that Eval has pulled for them from pub. Med and let's them approve or reject those publications. The ones that they click approve an we import into this system. We imported the next night so within about 24 hours. Those publications will make it into this tool all the publications that you see that's a request change our publications that have been pulled in from this tool.

NOTE Confidence: 0.516302645206451

00:34:24.080 --> 00:34:25.750 Uh from Eval.

NOTE Confidence: 0.907517969608307

00:34:26.790 --> 00:34:57.100 So there is a chance that this is not a complete. List the query. That's being pulled from pub. Med may not be perfect and it may have missed some of the publications. So we have ordered these as faculty affairs ask by date so from earliest date to latest date. We also just added numbering. There's a bug. Obviously that you can see here where this item has been suppressed on his.

NOTE Confidence: 0.860950827598572

00:34:57.100 --> 00:35:28.310 CV he must determine that it showed up and wasn't his but it still numbered. We're going to fix that for next week's released the number interest should obviously start with one when we put it on the CV, the number will start with one that's not a bug on the output just here. If we just added this number So what you can do is if the faculty member is giving you a CV to start with you can just Scroll down here to the bottom to see the numbers mostly match.

NOTE Confidence: 0.0573324263095856

00:35:28.310 --> 00:35:29.070 Um.

NOTE Confidence: 0.924010813236237

00:35:29.650 --> 00:35:59.660 Hopefully, they do and you don't have a ton of work to do here couple of things to note when we import publications from pub. Med we automatically categorize them under peer reviewed original research. So you will need to the first time that you come into the system. You'll need to review these to make sure that they are in the right category, so for some reason, it's not in the right category. You click the edit button. I just clicked and you just click. This drop down and you can change the item and click update and it will move that.

NOTE Confidence: 0.881110012531281

00:35:59.660 --> 00:36:02.560 A citation to the correct category.

NOTE Confidence: 0.907154858112335

00:36:03.190 --> 00:36:08.940 You will want to review these to make sure that it matches what they're expecting to see in their CV.

NOTE Confidence: 0.931309998035431

00:36:09.630 --> 00:36:16.080 Anything that's not in pub Med needs to be added manually so if we Scroll down here too.

NOTE Confidence: 0.844450891017914

00:36:16.950 --> 00:36:20.430 Chapters in book so Nope that's coming in from pub Med.

NOTE Confidence: 0.928537487983704

00:36:21.920 --> 00:36:29.170 OK, it looks like this one was manually entered because it doesn't have a request change, so it's under invited Editorials and Commentaries.

NOTE Confidence: 0.859025478363037

00:36:29.880 --> 00:36:56.550 If we click edit you'll see that the full citation has been put in here, you will want to put the full citation in here we use the title and the year for categorization purposes. This let's us slot. This item into place based on its publication date and let's us bold the title, but you'll want to put the full citation in here.

NOTE Confidence: 0.873176991939545

00:36:57.570 --> 00:37:00.730 If you're adding things that excuse me.

NOTE Confidence: 0.884848892688751

00:37:01.290 --> 00:37:20.080 If you're adding a publication that is from pub Med and isn't in here and wasn't in the approved list approval listed that you got from Eval. You can click. Add new and just put in the pub. Med ID so if you put in the pub Med idea. I'm going to make something up and just see if you click verify.

NOTE Confidence: 0.880277335643768

00:37:20.700 --> 00:37:35.130 It will tell me it's wrong. But if you put in a valid pub. Med ID and click verify it's going to pull in the citation and you'll be able to see that it's the correct citation. This will turn green and you can click add.

NOTE Confidence: 0.889716386795044

00:37:35.910 --> 00:38:02.790 You'll want to obviously make sure it's in the right category and then click add and that will add the pub Med citation. We will run fairly regular reports for YCI of items that People have manually entered to give to them, so that if that item for some reason shows up in the approval queue at some point for the faculty member. It will be automatically approved and they won't have to approve it again.

NOTE Confidence: 0.867842733860016

00:38:03.740 --> 00:38:12.210 Uh if it's a non pub, Med Citation. You just like other select title and you'll get this field, where you can manually put the citation in.

NOTE Confidence: 0.957269251346588

00:38:13.920 --> 00:38:16.960 Any questions about bibliography.

NOTE Confidence: 0.935551643371582

00:38:19.260 --> 00:38:20.820 You all have been very quiet.

NOTE Confidence: 0.912838816642761

00:38:22.290 --> 00:38:40.280 OK then the last part is generating the CD. You don't have to wait until you've put everything into look at their CV, so if you get through name education career in your happy and excited and you want to see what it's going to look like if you just click this generate CD button and then click preview.

NOTE Confidence: 0.899543941020966

00:38:40.810 --> 00:38:51.570 The tool will go ahead and generate the CV for you so doctor. Young has a link TCB and so it will take it could take a minute or 2 for this preview to generate.

NOTE Confidence: 0.862817645072937

00:38:52.190 --> 00:39:03.150 Uhm OK, so this is the preview of what his CV would look like so you can use that preview button to just you know get an idea of what it's going to look like don't try to download this.

NOTE Confidence: 0.882157742977142

00:39:03.940 --> 00:39:10.470 It's not really meant for that is just meant for you to look at it on your computer screen to see how it looks to you.

NOTE Confidence: 0.922567367553711

00:39:11.040 --> 00:39:20.170 Once you're ready to actually see something that you can download you click. This generates TV button and this will generate a new version of the CV.

NOTE Confidence: 0.905869781970978

00:39:21.010 --> 00:39:29.980 This will also take a minute or 2. It also depends on how many People are generating CVS. It has to go into the queue that kind of runs the logic.

NOTE Confidence: 0.669541776180267

00:39:30.810 --> 00:39:31.630 On the CV.

NOTE Confidence: 0.913583815097809

00:39:32.410 --> 00:39:36.660 So don't be alarmed if this takes a couple of minutes.

NOTE Confidence: 0.907077789306641

00:39:37.890 --> 00:39:43.850 OK, so once it's generated you'll get a link to both the PDF and the Word document so.

NOTE Confidence: 0.911605477333069

00:39:44.630 --> 00:40:02.160 Someone asked earlier about if there was information that hadn't been imported because the faculty member was brand new you could download this Word document and we give you an editable Word document. You could download it. Add that information and then save it as a PDF before you send it off.

NOTE Confidence: 0.921287655830383

00:40:02.750 --> 00:40:14.970 Uh I would definitely wait until everything else in the CD has been completely reviewed and you all are totally satisfied with it. Before, you add that information. Because anything that you edit in the document that output.

NOTE Confidence: 0.916595935821533

00:40:15.480 --> 00:40:20.340 Obviously won't make it into the system and so you'll have to redo it if you regenerate the CV.

NOTE Confidence: 0.225712671875954

00:40:20.850 --> 00:40:21.710 Uh.

NOTE Confidence: 0.90512752532959

00:40:23.570 --> 00:40:38.470 These documents are also fully accessible, so they meet the Wick AG Accessibility guidelines and they meet the universities, Accessibility requirements, so screen reading tool can read this PDF.

NOTE Confidence: 0.883084356784821

00:40:39.640 --> 00:40:56.890 So that's it because I generated a new CV, you'll see this new version up here and then the version that I created I guess earlier today is down here with the full link to this file.

NOTE Confidence: 0.885473430156708

00:40:57.980 --> 00:41:01.670 So what questions can I answer for you all.

NOTE Confidence: 0.896774113178253

00:41:03.880 --> 00:41:35.130 I have a question about the types of CDs so if you create an appointment and promotion version. Will it automatically pull that information for say the LCD or the L public CV or do you actually have to go in and create one of all of those so the information that you put in any one of

these CVS is available for the other CDs. So if you've put in basically see all the same information. So if you've gone in and create some promotions all of that information will be here.

NOTE Confidence: 0.91120857000351

00:41:35.130 --> 00:41:44.170 For the yellow public CV in the LCD you'll just want to spend some time with the faculty member going through and hiding the things that they don't want to display on those CD's.

NOTE Confidence: 0.899769604206085

00:41:45.040 --> 00:41:47.850 That's really the only difference.

NOTE Confidence: 0.938291788101196

00:41:52.000 --> 00:41:53.210 What other questions?

NOTE Confidence: 0.906594157218933

00:41:58.110 --> 00:42:13.940 So, in the calendar invite I updated it this morning an added a PDF document that's a help guide. I'll put that on our website, so our website is Madison dot yelled at you.

NOTE Confidence: 0.928697109222412

00:42:14.500 --> 00:42:17.270 Slash communications.

NOTE Confidence: 0.894110858440399

00:42:18.780 --> 00:42:27.200 I'll put that on this website, alright, a little news article and put it on this website. So it will be available for you all if.

NOTE Confidence: 0.93736457824707

00:42:27.790 --> 00:42:37.410 If in reviewing that document you have questions that it doesn't answer please. Feel free to reach out to me and I would be.

NOTE Confidence: 0.893189191818237

00:42:38.030 --> 00:42:43.150 I would be happy to a update that document to make it.

NOTE Confidence: 0.814045608043671

00:42:44.000 --> 00:42:48.750 More accurate for you, someone asked if.

NOTE Confidence: 0.882485806941986

00:42:49.350 --> 00:43:04.250 If um you can delete CVS if you just been creating them to mess around with them. The answer is absolutely you just come down here and click the trash can.

NOTE Confidence: 0.889540135860443

00:43:04.820 --> 00:43:29.270 We don't currently have a way to delete the current CDs. But if so I wouldn't really worry about that unless unless you've

made a yell public CD that you don't want public if you have made that then reach out to me and we'll figure out a way to delete it. But right now, we only you can only delete the historical versions of the CVS.

NOTE Confidence: 0.967391550540924

00:43:32.290 --> 00:43:34.060 Any other questions.

NOTE Confidence: 0.873509585857391

00:43:36.840 --> 00:43:39.520 Yep, I see something else in chats.

NOTE Confidence: 0.866449952125549

00:43:40.650 --> 00:43:50.770 Ah so someone asked what would you enter for the ID in ID number in the grant section the grants should have?

NOTE Confidence: 0.839712083339691

00:43:52.020 --> 00:43:56.400 Some kind of some kind of ID I'm.

NOTE Confidence: 0.855568706989288

00:43:56.900 --> 00:44:10.420 Not 100% familiar with grants but the grants should have an ID that you're getting from someone else knows more about grants feel free to.

NOTE Confidence: 0.913188397884369

00:44:11.180 --> 00:44:18.630 Hymen but my understanding is this, this ID number is generated from some organization should be available.

NOTE Confidence: 0.894037783145905

00:44:20.600 --> 00:44:29.890 If you don't have it uhm. I think I would check with the faculty member and ask them and if you don't have it, I would check with.

NOTE Confidence: 0.778809189796448

00:44:30.520 --> 00:44:33.190 Uh the grants office.

NOTE Confidence: 0.896921515464783

00:44:34.420 --> 00:44:40.430 Someone wanted me to go over the number, the numbering of publications.

NOTE Confidence: 0.920847833156586

00:44:41.310 --> 00:44:44.130 The bug that I was pointing out is.

NOTE Confidence: 0.911342024803162

00:44:44.630 --> 00:44:57.650 That if for some reason a publication shows up in here. That's not there's that they wanted to suppress so looks like someone's depressed this first publication and Doctor Young's profile.

NOTE Confidence: 0.869935214519501

00:44:58.620 --> 00:45:19.570 That publication is still number number one and it shouldn't be it should shouldn't have a number this one because it's the first valid publication should be called number one. We're going to fix that for next week and the output of the CV, it's numbered correctly so in that here if you scroll to the very.

NOTE Confidence: 0.908593416213989

00:45:20.070 --> 00:45:36.760 If you scroll to the very bottom here, you would see 117 because we're including that one that was suppressed. This one on the CV when we output. It you only see 116 be cause. This one is not included. That's the bug.

NOTE Confidence: 0.060051716864109

00:45:38.170 --> 00:45:39.160 Um.

NOTE Confidence: 0.914073288440704

00:45:40.760 --> 00:45:42.970 Any other any other questions.

NOTE Confidence: 0.903247714042664

00:45:43.720 --> 00:45:55.270 I have a question if you need to enter something by hand. Do you need to worry about the capitalization or will the system fix it for you?

NOTE Confidence: 0.960208714008331

00:45:55.800 --> 00:45:59.830 You should you should capitalize correctly.

NOTE Confidence: 0.873766481876373

00:46:01.480 --> 00:46:12.120 We aren't we aren't applying title case, 2 items, so for example, here.

NOTE Confidence: 0.167846575379372

00:46:12.640 --> 00:46:13.700 Uh.

NOTE Confidence: 0.895117223262787

00:46:14.500 --> 00:46:26.030 You know, ideally this talk would be in title case. That's a great that's a great point, though, and I think we could very easily. Add title case to some of these fields.

NOTE Confidence: 0.0344994068145752

00:46:26.590 --> 00:46:27.160 Um.

NOTE Confidence: 0.929707467556

00:46:27.690 --> 00:46:30.330 I don't think that would be too hard to do so. I'll make a note of that.

NOTE Confidence: 0.907655239105225

00:46:30.890 --> 00:46:36.790 Or an improvement but for right now, you would need to enter it properly case.

NOTE Confidence: 0.905821204185486

00:46:39.670 --> 00:46:55.200 And there's no way to cut and paste right you have to type it in you could cut and paste so if you have if you have their Word document or PDF you could just open it on your computer here. I'm going to share my.

NOTE Confidence: 0.769996821880341

00:46:56.220 --> 00:46:58.640 Or computer.

NOTE Confidence: 0.674457252025604

00:46:59.700 --> 00:47:00.940 My show desktop.

NOTE Confidence: 0.902595996856689

00:47:03.120 --> 00:47:04.970 So if I was in Word.

NOTE Confidence: 0.872856438159943

00:47:05.510 --> 00:47:17.210 Um and say, I wanted to just copy this, if you if you're on a Mac. It's command see if you're on PC. It's control C or you can go up to copy.

NOTE Confidence: 0.85284149646759

00:47:17.750 --> 00:47:19.430 And then

NOTE Confidence: 0.943085432052612

00:47:20.120 --> 00:47:22.270 Come over here and.

NOTE Confidence: 0.898964107036591

00:47:22.990 --> 00:47:26.680 Control V is paste or you can.

NOTE Confidence: 0.842605531215668

00:47:27.240 --> 00:47:32.470 Right click in here and click paste and just paste. It yeah that's absolutely an option.

NOTE Confidence: 0.891641438007355

00:47:39.220 --> 00:47:40.410 What are the questions?

NOTE Confidence: 0.902349352836609

00:47:41.690 --> 00:47:42.550 These are great.

NOTE Confidence: 0.864589095115662

00:47:49.700 --> 00:47:50.620 If you

NOTE Confidence: 0.918779075145721

00:47:51.260 --> 00:48:08.430 If questions come up on this first page. We've put our email address and Phone number. The email address will generate a ticket in our Jira ticketing system and we're usually pretty quick to respond to that.

NOTE Confidence: 0.92644077539444

00:48:09.070 --> 00:48:14.170 If you need immediate help if you're just stuck on something feel free to give us a call.

NOTE Confidence: 0.882651329040527

00:48:14.950 --> 00:48:18.190 A very nice lady named Liz Pantani won't answer the Phone.