Advance Faculty Information System

HOW TO USE MY CV - NAVIGATION

Background

The My CV tab in Advance is designed to contain all of your CV data. Its structure (section headings and data under those headers) is based on the 2005 UCSF CV Guidelines document. It is intended to facilitate the appointment and advancement packet review process. But it is up to you to ensure that the information you want included in the review is included in My CV.

Step-by-step process

1. Navigate to your My CV page
2. Use the following *Browser* tools to move through My CV:
   a. The [Next][Prev] links
   b. The scroll bar
3. Use the following *Keyboard* tools to move through My CV:
   a. The Page Up and Page Down keys
   b. The Home key will take you back to the top of the CV
4. If your *mouse* has a wheel, it can be used to quickly scroll through the CV

Key Issues

- Why can't I just type in the CV? – My CV is a web application. Unlike with word processing software (e.g., MS Word), the data you see in your browser is not stored on your computer, but in a database at another location. Your browser displays data from that remote database. You have to click on your browser (tabs, buttons, hyperlinks, etc.) to tell the remote database to return data. Likewise, when you make changes to data in your browser, you need to click a button to tell the browser to send those changes to the remote database.
- Edit window – click the Edit link next to the header title where you want to make changes
- Edit line – click the Edit link on the line of data you want to modify
- The Done button – this button saves your data to the browser, NOT to the database; use the Done button when you are in one section making a lot of changes, but remember to click the Save or Save/Exit buttons to push the data from the browser to the database.
- The Save and Save/Exit buttons – this button pushes any changes you have made to the database. You will see the spinning icon when you press this button as the browser interacts with the database.