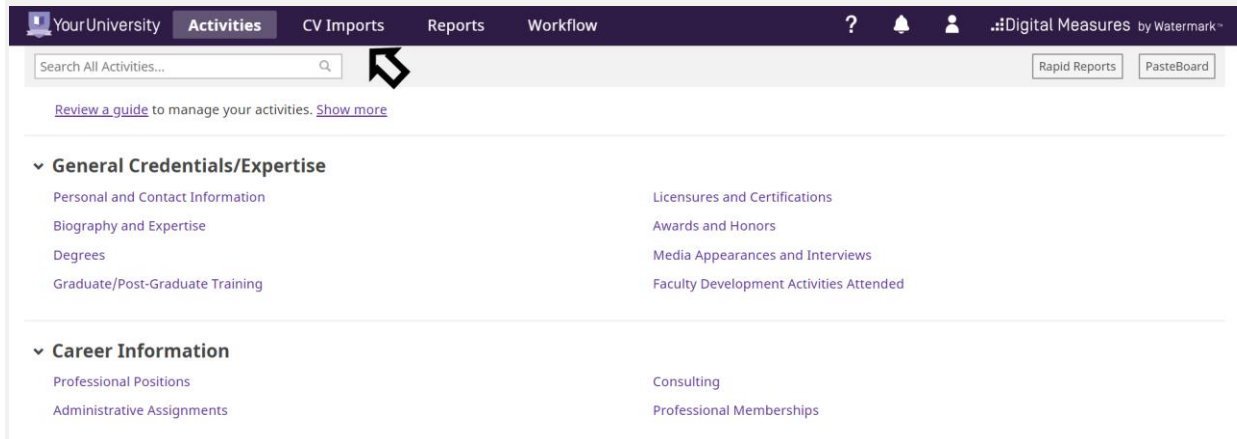
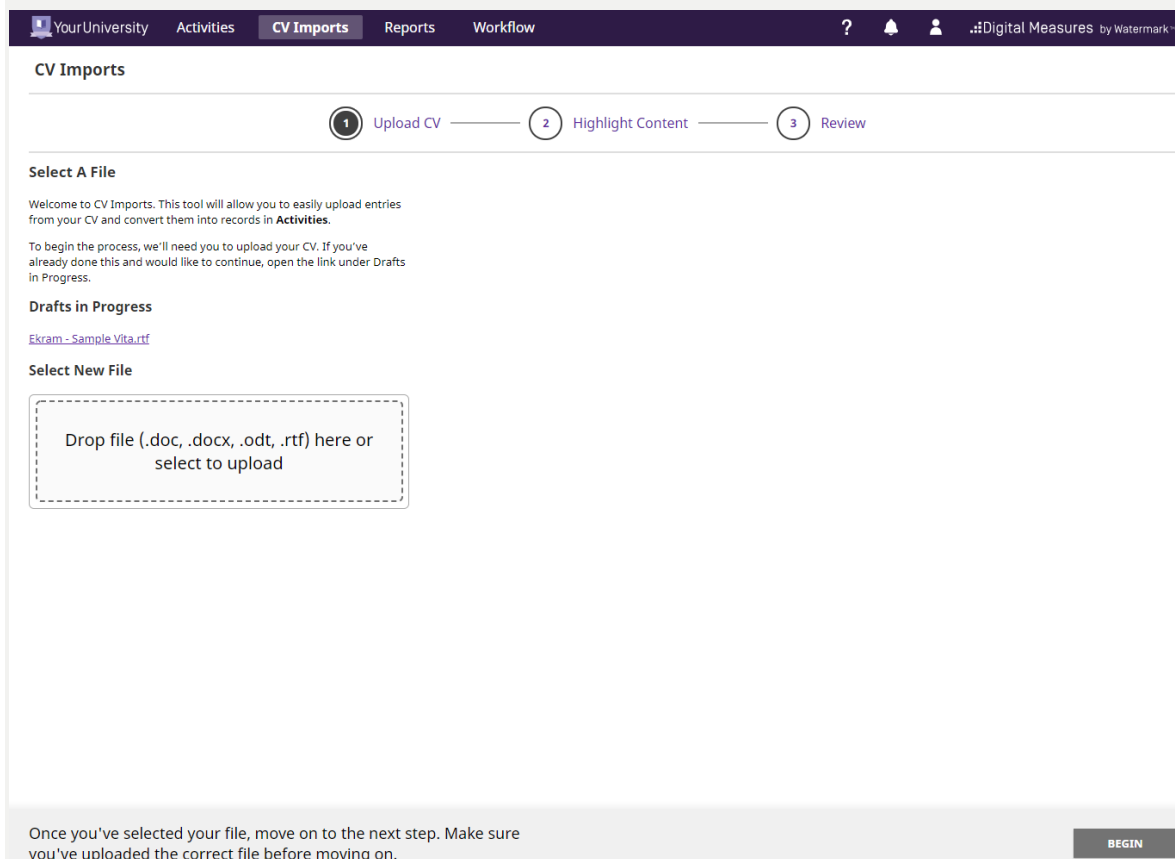


USING CV IMPORTS: STEP-BY-STEP

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.



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 shows a web interface for 'CV Imports' with a navigation bar containing 'Your University', 'Activities', 'CV Imports', 'Reports', and 'Workflow'. The main content area has a progress indicator with two steps: '1 Upload CV' and '2 Highlight Content'. Below this is a 'Select an Activity Type' section with the instruction 'Select the types of activities you'd like to import.' A preview of a CV entry is shown, including the title 'Annual Activity Report - Standard University of Minnesota', reporting period 'January 1, 2017 - December 31, 2019', and details for 'Kenneth Leopold', a Professor in the Department of Chemistry at the University of Minnesota from 1997 to the present. A right-side drawer is open, titled 'Select an Activity Type', featuring a 'Filter Activity Types' dropdown menu set to 'All'. Below the filter are two categories of activity types: 'General Credentials/Expertise' with links for Degrees, Graduate/Post-Graduate Training, Licensures and Certifications, Awards and Honors, Media Appearances and Interviews, Faculty Development Activities, and Attended; and 'Career Information' with links for Professional Positions, Administrative Assignments, Consulting, and Professional Memberships.

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:

1. 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.

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

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

Would you like to remove this highlight?

KEEP HIGHLIGHT

REMOVE HIGHLIGHT

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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

2. 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.

The screenshot displays the 'CV Imports' interface. At the top, a navigation bar includes 'YourUniversity', 'Activities', 'CV Imports', 'Reports', and 'Workflow'. A user profile icon and 'Digital Measures by Watermark' are also visible. Below the navigation bar, the page title 'CV Imports' is shown, along with a 'last saved, 3:50 PM' timestamp and a 'SAVE' button. A progress indicator shows three steps: '1 Upload CV', '2 Highlight Content', and '3 Review', with '2 Highlight Content' being the active step. On the left, a sidebar under the heading 'Degrees' lists options: 'Highlight Entries', 'Confirm Entries' (highlighted), 'Highlight Fields', 'Year Completed*', 'Degree', 'Institution', 'Emphasis / Major', and 'Review Degrees'. The main content area is titled 'Confirm Entries' and contains the following text: '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.' Below this text is a 'MERGE OR SPLIT ENTRIES' button. Two entries are listed: 'Entry 1' (PhD, Cell Biology, Duke University, 1996) and 'Entry 2' (MD, Molecular Biology, Duke University, 1990). Each entry has a red trash icon to its right. At the bottom of the interface, there is a '← BACK' button on the left, the instruction 'Once you've confirmed that your entries are correct, move on to the next step.' in the center, and a 'NEXT' button on the right.

3. 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.

The screenshot shows the 'CV Imports' workflow in Digital Measures. The top navigation bar includes 'Your University', 'Activities', 'CV Imports', 'Reports', and 'Workflow'. The 'CV Imports' section is active, with a 'SAVE' button and a timestamp 'last saved, 3:59 PM'. The workflow progress shows three steps: '1 Upload CV', '2 Highlight Content' (current step), and '3 Review'. On the left, a sidebar under 'Degrees' lists 'Highlight Entries', 'Confirm Entries', 'Highlight Fields' (selected), 'Year Completed*', 'Degree', 'Institution', 'Emphasis / Major', and 'Review Degrees'. The main content area is titled 'Highlight Fields' and contains the following text: '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 *.' Below this text are two sections: 'Recommended Fields' (Degree, Institution, Emphasis / Major) and 'Date Fields' (Year Completed). At the bottom, there are 'BACK' and 'NEXT' buttons, with the text 'When you're ready to begin, move on to the next step.' in between.

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.

MANUAL ENTRY

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.

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

← BACK

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

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

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.

4. 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.

CV Imports last saved, 4:20 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**

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	Current Status	Title of Contribution
Skipped - Add Info	Skipped - Add Info	Methamphetamine Use and Cardiovascular Disease

Authors/Editors/Translators

1st Author/Editor/Translator

People at Test University	First Name	Middle Name/Initial
Franklin, Francis M (CVIfaculty)	Skipped	Skipped

Last Name	Role *
Skipped	Author

Expected Date of Submission

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

← [BACK](#) [NEXT](#)

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

5. 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

Filter Activity Types: [All]

General Credentials/Expertise
[Degrees](#)
[Graduate/Post-Graduate Training](#)
[Licenses 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.

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**