



UnivRS Information Guide: CV Activities and Contributions

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1. Introduction

The University Research System (UnivRS) is a web-based system with CV management capabilities. It is a central repository intended to simplify the pre-and post-award and compliance processes, while producing reports and CV documents as needed. The data stored in UnivRS may help facilitate a research network among the faculty, finding shared research interests and building collaborations at the University of Saskatchewan (U of S).

For information about UnivRS or U of S policies on Research and Scholarly Activities, visit:

<http://www.usask.ca/research>

For information about the U of S Standardized CV, Form 1 or Form 2, visit:

http://www.usask.ca/vpfaculty/tenure_%20promotion/forms.php and/or review the U of S Faculty Association Collective Agreement.

2. Login

To access UnivRS:

- Login to PAWS, go to **Admin Services** in the left-hand navigation bar and click on **UnivRS**. Then click **Access UnivRS** to open the UnivRS Public Web. The **Sign In** option is located at the top-right hand of the screen.

OR

Go to the U of S webpage, click on the **Faculty and Staff** tab, and select **Research Services**. Then click on



- Enter your NSID and password (same as PAWS) and click the **Login** button.

NSID Account Login

Username:

Password:

Figure 1: Login

To logout, click on your role at the top of the screen to see the drop-down menu, and select **Logout**. Note: under normal circumstances, you are automatically logged out after thirty (30) minutes of inactivity.

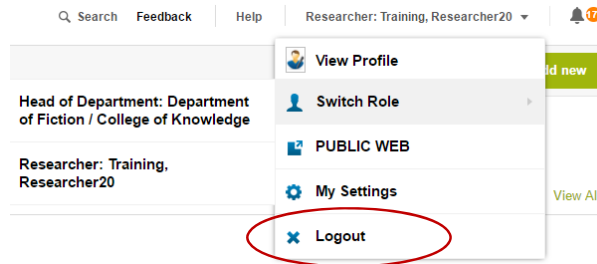


Figure 2: Logout

3. Dashboard

The dashboard is divided into four sections, which are summarized below. Selecting **Dashboard** on the navigation bar will bring you back to this page at any time.

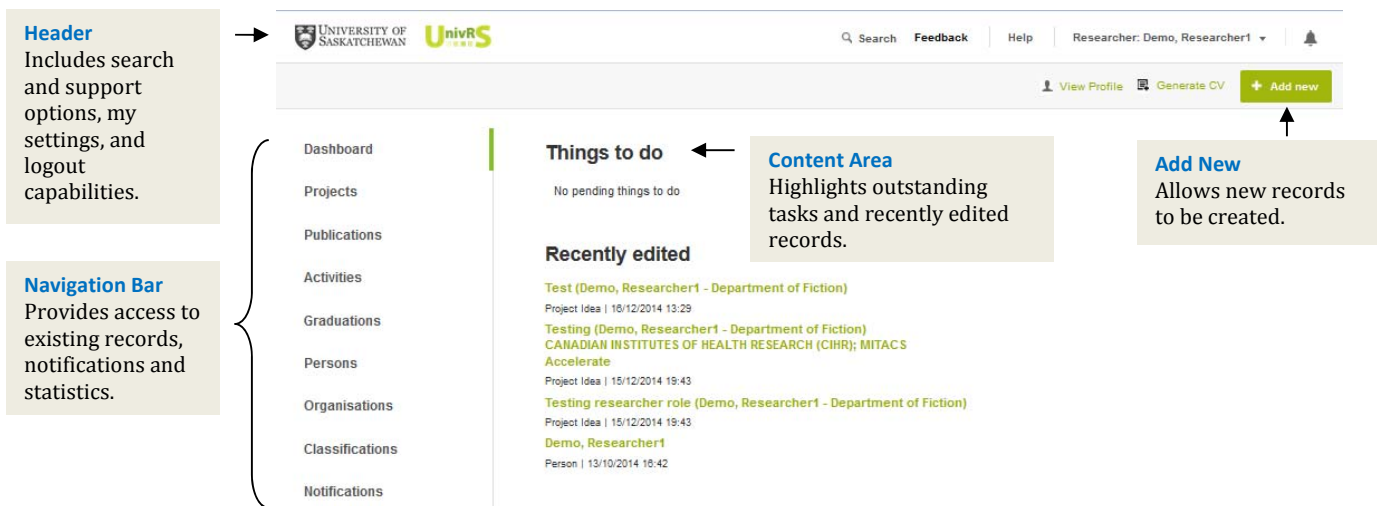


Figure 3: Dashboard

3.1 Switch Role

A role defines a type of end user in UnivRS, and all end users must have at least one role assigned to access information. Most end users in UnivRS have been assigned a **Researcher** role. Rights to content may be restricted, depending on the assigned role.

The main roles and permissions in the Contributions and CV Activities modules include:

- **Researcher:**
 - Create – Activities, contributions and additional records, depending on the situation.
 - Edit – Activities and contributions on which you are listed.
 - View – Activities and contributions that list you as a contributor.
- **Head of Department:**
 - View – Activities and contributions affiliated with your Department, after the record has been **Validated**.
- **Dean:**

- View – Activities and Contributions affiliated with your Department, after the record has been **Validated**.

Select end users have more than one role assigned to them in the following situations:

- Department heads, associate deans, deans and/or directors for a unit.
- 'Acting' department heads, deans and/or directors.

Switch Role allows you to move between the roles assigned to you. When you are using a delegated role, you have the access assigned to that role but not the other roles held by the end user who made the delegation.

To switch roles:

- Click on your role at the top of the screen, select **Switch Role** from the drop-down menu and then select the role from the list of options. If you only have one role in UnivRS, the **Switch Role** option is not available.

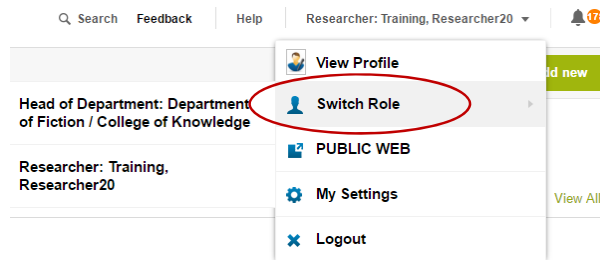


Figure 4: Switch role

3.2 My Settings

My Settings allows you to set message preferences, delegate your role to another end user and/or upload a photo to your profile.

To access **My Settings**:

- On the header, click on your role and select **My Settings** from the drop-down menu.

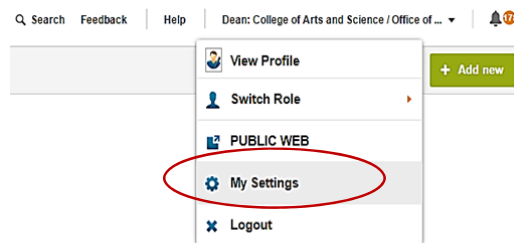



Figure 5: My Settings

- **Messaging Settings:**
 - You may receive notifications by email and/or via the UnivRS internal messaging system. To view unread notifications in UnivRS, select **Notifications** on the navigation bar or click the  icon on the header to view unread notifications.

- **Role Delegation:**
 - You can delegate your role to another end user so they can complete any tasks in UnivRS, when you are unavailable. You will maintain access to your role and receive notifications, despite it being delegated to another end user.
 - To delegate your role:
 - Use **Switch Role** to change to the role you wish to delegate.
 - Click the **New delegation** button.



Figure 6: New delegation button


- Enter the last name of the preferred delegate and clicking the  button.



Figure 7: Search field




- Click the  button to add your delegate.
-  Demo, Researcher4: Researcher (Demo, Researcher4)

Figure 8: Add delegate

- Click the **Delegate** button to save the selection.



Figure 9: Delegate button

- To remove the delegation, click the  icon beside the delegate's name and then click the **Delete** button in the pop-up window.


My Role UnitManager - Department of Fiction / College of Knowledge is delegated to User Demo Researcher4 

Figure 10: Delete delegation

4. CV Activities

To add a CV activity:

- Click the **Add New** button on the dashboard and select **CV Activity** from the **Activities** drop-down menu.



Figure 11: Add a CV activity

- Move your cursor over each type of CV activity to view the help text. Click on the desired type of CV activity to create the record.

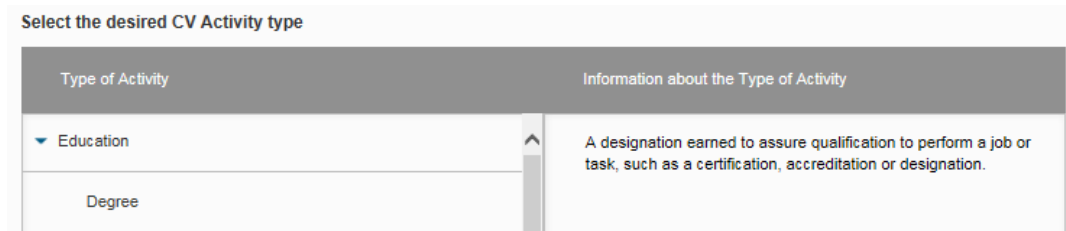


Figure 12: CV Activity types

- Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another CV activity template, click the **Change** text under the **Type of Activity** field to transfer content to the new template.
- Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. An additional pop-up window may identify fields that must be completed to set the workflow. Note: only records set to **Validated** will appear in a CV generated by UnivRS.

Once the workflow is set, the list page for CV activities is displayed. The records are sorted in descending order and display the status of the record.

5. Contributions

Contributions contain four primary components: artistic work, publication, intellectual property and search profile. Each of these components corresponds to a section in the U of S Standardized CV and/or the generic Canadian Common CV.

5.1 Artistic Work

To add an artistic work:

- Click the **Add New** button on the dashboard and select **Artistic Work** from the **Contributions** drop-down menu.

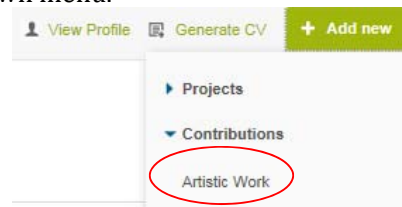


Figure 13: Add a new artistic work record

- Move your cursor over each type of artistic work to view the help text. Click on the desired type of artistic work to create the record.

Select the desired Artistic Work type	
Type of Artistic Work	Information about the Type of Artistic Work
Composition or Recording	Works such as audio or musical compositions, film, video or new media, or radio or television programming produced for dissemination purposes, including commercial dissemination.
Exhibition, Performance or Production	

Figure 14: Artistic work types

- Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another artistic work template, click the **Change** text under the **Type of Artistic Work** field to transfer content to the new template.

Tabs

Navigates to sections in the record. An asterisk indicates that at least one field is required in that section.

Edit

Key Information *
Related Information *

Key Information ?

Type of Artistic Work: *

Composition or Recording

Change

Internal ID:

Help Text

Provides information to assist with the completion of a field.

Figure 15: Edit page for composition or recording

- Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. An additional pop-up window may identify fields that must be completed to set the workflow. Note: only records set to **Validated** will appear in a CV generated by UnivRS.

Once the workflow is set, the list page for artistic work is displayed. The records are sorted in descending order and display the status of the record.

5.2 Intellectual Property

To add an intellectual property contribution:

- Click the **Add New** button on the dashboard and select **Intellectual Property** from the **Contributions** drop-down menu.

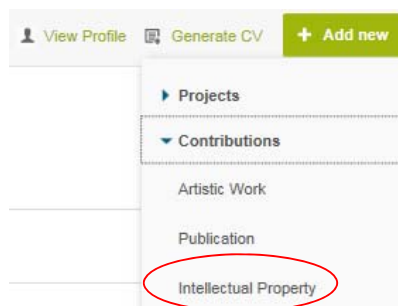


Figure 16: Add an intellectual property record

- Complete all fields marked with an asterisk (*) and other fields, as required.

- Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. An additional pop-up window may identify fields that must be completed to set the workflow. Note: only **Validated** records identified as patents will appear in the U of S Standardized CV generated by UnivRS.

Once the workflow is set, the list page for intellectual property is displayed. The records are sorted in descending order and display the status of the record.

5.3 Publication

There are four ways to add a publication:

1. Manually:

- To add manually, click the **Add New** button on the dashboard and select **Publication** from the **Contributions** drop-down menu.

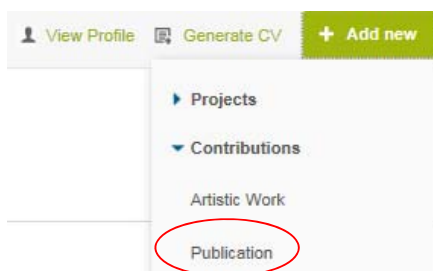


Figure 17: Add a publication

- Move your cursor over each type of publication to view the help text. Click on the desired type of publication to access the edit page.

Select the desired Publication type

Type of Publication	Information about the Type of Publication
Anthology	Conference publications include abstracts and papers. Abstracts are texts of a specified length that state the issue to be discussed in a proposed conference paper. It serves as the basis for the acceptance of the paper at a conference. The abstract is published along with the paper.
▼ Book-Related Publications	

Figure 18: Publication types

- Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another publication template, click the **Change** text under the **Type of Publication** field to transfer content to the new template.

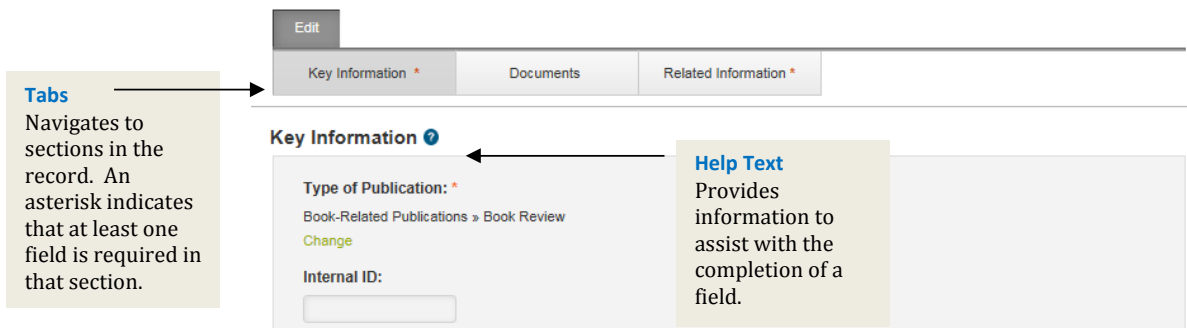


Figure 19: Edit page for book review

- Once completed, click the **Save and Close** button.
- Scroll down and click on the **Validated** text in the pop-up window. If required fields have not been completed, a pop-up will appear. Clicking the green text in the window takes you to the tab with the incomplete field.
- Click the **Done** button. Only records set to **Validated** will appear in a CV generated by UnivRS

Once the workflow is set, the list page for publications is displayed. The records are sorted in descending order and display the status of the record.

2. Import from online publication databases:

- To import from an online database, click the **Add New** button on the dashboard and select **Publication** from the **Contributions** drop-down menu.
- Click **Import from** in the **How would you like to enter your publication?** field and select **external sources** from the drop-down menu.

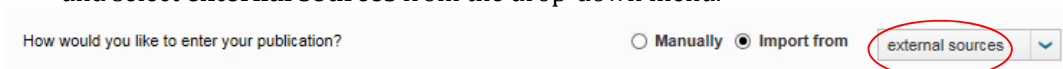


Figure 20: Import option

- Click the  button to select one desired business card.

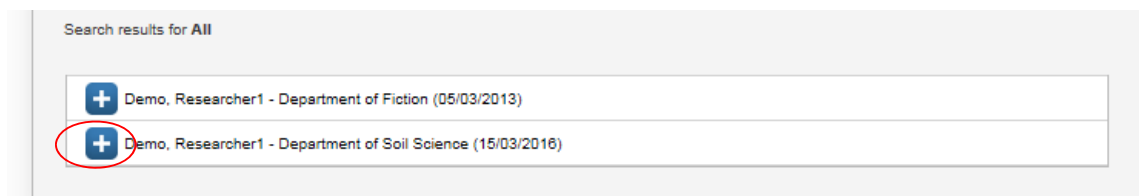


Figure 21: Business card

- Select at least one source by checking the box beside the name of the publication database (e.g. Web of Science), including any desired criteria.

Figure 22: Search parameters

- Click the **Search** button to execute your search. Results will appear below the search box. If you selected more than one publication database, results may be separated by tabs. Each tab represents a different source (e.g., PubMed, Web of Science, etc.); each page produces up to ten (10) publications at one time.

Tabs

Navigates to difference sources (PubMed, Web of Science, etc.).

Web of Science Lite (86)

Publication(s)	Desired Action
<input type="checkbox"/> Integrating Supply Uncertainties from Stochastic Modeling into Integrated Water Management: Case Study of the Saskatchewan River Basin Hassanzadeh Elmira, Elshorbagy Amin, Wheeler Howard, Gober Patricia, Nazemi Ali JOURNAL OF WATER RESOURCES PLANNING AND MANAGEMENT, FEB : 2016, ID:000368828800011 Link to WoS	Import and relate to you

Pages

Navigates to additional publications.

Figure 23: Search results

- Select the publication(s) to be imported by checking the box beside the name of each publication.
- When completed, click the **Validate** button.
- Import the selected publication(s) by clicking the **Confirm** button. It may take several minutes to import into UnivRS.

Figure 24: Confirm and import

- Once completed, an import overview will be provided. Click the **Validate your publications** text to assess the list page for publications.

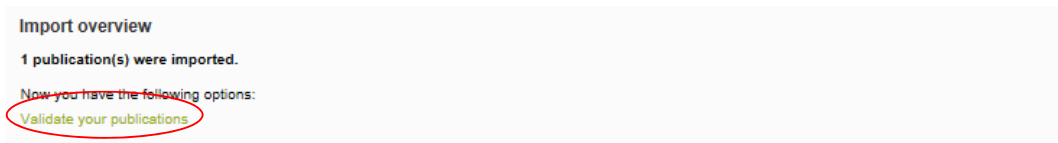


Figure 25: Validate your publications

- Open each record by clicking on the title of the publication.
- Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another publication template, click the **Change** text under the **Type of Publication** field to transfer content to the new template.
- Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. If required fields have not been completed, a pop-up will appear. Clicking the green text in the window takes you to the tab with the incomplete field. Note: Only records set to **Validated** will appear in a CV generated by UnivRS.

Once the workflow is set, the list page for publications is displayed. The records are sorted in descending order and display the status of the record.

3. Import from a file:

- To import from a file, click the **Add New** button on the dashboard and select **Publication** from the **Contributions** drop-down menu.
- Click **Import from** in the **How would you like to enter your publication?** field and select **file** from the drop-down menu.



Figure 26: Import option



- Click the  button to select one desired business card.
- Click  to upload a BibTeX, Endnote (X1/X2/Tag), Reference Manager (RIS) or Refworks file from your desktop computer.
- Once the file is uploaded, click the **Import publications** button to import the desired publication(s). It may take several minutes to import into UnivRS.



Figure 27: Importing publications

- Once completed, an import overview will be provided. Click the **Validate your publications** text to assess the list page for publications.

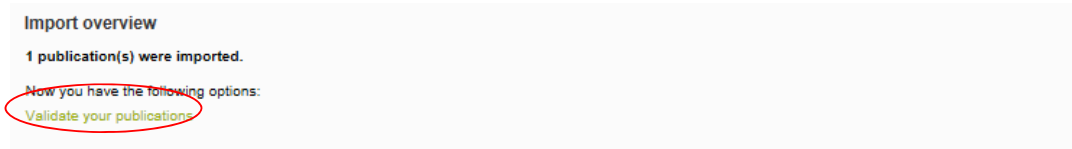


Figure 28: Validate your publications

- Open each record by clicking on the title of the publication.
- Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another publication template, click the **Change** text under the **Type of Publication** field to transfer content to the new template.
- Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. An additional pop-up window may identify fields that must be completed to set the workflow. Note: only records set to **Validated** will appear in a CV generated by UnivRS.


Once the workflow is set, the list page for publications is displayed. The records are sorted in descending order and display the status of the record.

4. Import from a search profile:

- Create a search profile:
 - Click the **Add New** button on the dashboard and select **Search Profile** from the **Contributions** drop-down menu.
 - Select at least one source, including any desired parameters, and click the **Save and Close** button.
 - Set the workflow to **Active** and click the **Done** button.
 - Once the workflow is set, the list page for Search Profiles is displayed. The records are sorted in descending order and display the status of the record. Note: the search profile will only need to be created once.
- Import from a search profile:
 - Click the **Add New** button on the dashboard and select **Search Profile** from the **Contributions** drop-down menu.
 - Click **Import from** in the **How would you like to enter your publication?** field and select **search profiles** from the drop-down menu.



Figure 29: Import option

- Click **Use Saved Search Profile(s)** to select an existing search profile. Click **Edit Search Profile(s)** to edit an existing search profile at any time.
- Click the  button to select one desired business card.

- Click **Run search profile**. It may take several minutes to produce results.
- Results will appear below the search function and may be separated into tabs and pages. Each tab represents a different publication database (e.g. PubMed, Web of Science, etc.); each page produces up to ten (10) publications at one time.
- Click **Import** to import the desired publication(s). It may take several minutes to import into UnivRS. Rejected publications will be stored in your search profile for future reference.



Figure 30: Search results

- When a publication has been imported, the **Reject** and **Import** options will be replaced with **Imported**.

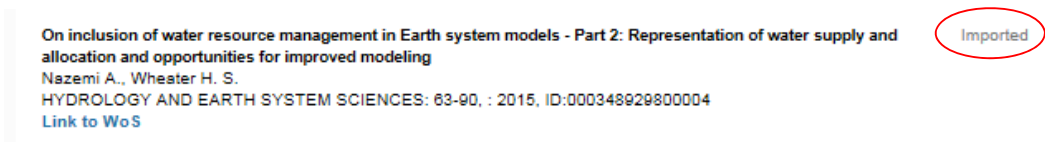


Figure 31: Imported

- After you have imported or rejected the publication(s), click **Publications list view** to assess the list page for publications. Only records that have a status of **Non-Validated** will be shown.
 - Open each record by clicking on the title of the publication.
 - Complete all fields marked with an asterisk (*) and other fields, as required. If you wish to change to another Publication template, click the **Change** text under the **Type of Publication** field to transfer content to the new template.
 - Once completed, click the **Save and Close** button, select **Validated** from the pop-up window and click the **Done** button. If required fields have not been completed, a pop-up will appear. Clicking the green text in the window takes you to the tab with the incomplete field. Note: Only records set to **Validated** will appear in a CV generated by UnivRS.

Once the workflow is set, the list page for publications is displayed. The records are sorted in descending order and display the status of the record.

6. List Pages

A list page is limited to one type of information (e.g., a list of publications) and provides access to existing records in UnivRS. You may filter, export and generate reports on existing records based on identified criteria in the toolbar. Rights to content and reports may be restricted, depending on the role assigned.

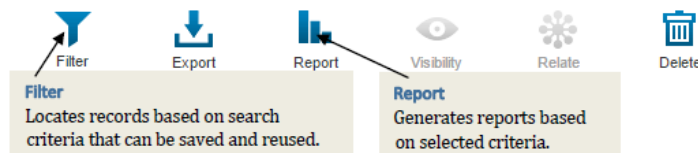



Figure 32: Toolbar for list page

Filters can be used to apply unlimited search criteria, such as fields and workflow statuses, to locate desired information. Multiple criteria can be entered by using the  button.

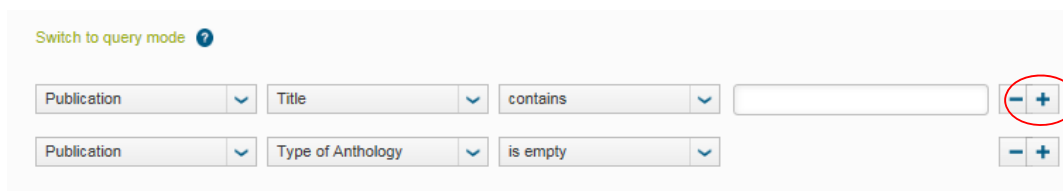


Figure 33: Applying a filter

Each record is presented with key information, including the title and workflow status. A record may be browsed, opened or cloned by clicking on the title or by using the arrow on the right-hand side of each record.

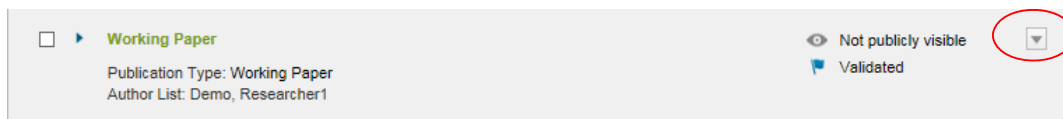


Figure 34: Functions available for a record

7. Curriculum Vitae and Forms

To generate a curriculum vitae (CV) or forms:

- Click the **Generate CV** button on the dashboard and select an output template from the menu.

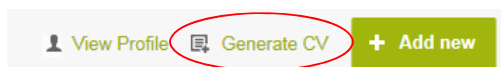


Figure 35: Generate CV

- Select the type of content you would like to include in the CV or form, including preferred start and end dates. All content will be checked by default; blank dates will provide a comprehensive CV.
- Once completed, click the **Generate CV** button to generate the CV or report.

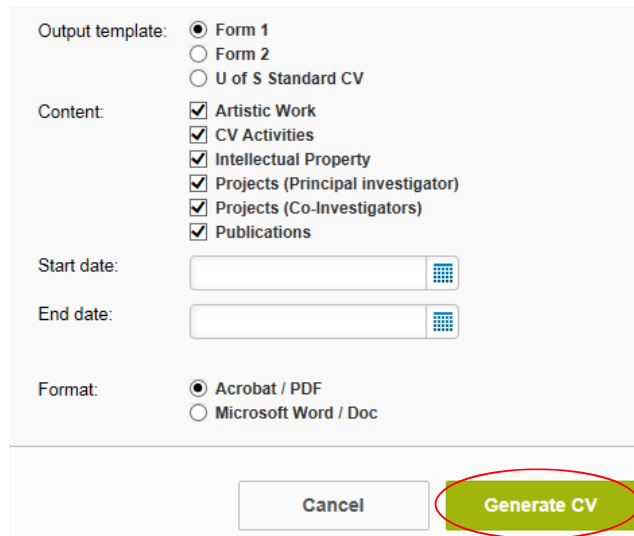


Figure 36: Generate CV

- Once generated, you will be prompted to open, save or cancel the document on the bottom of your screen. Click the desired option to retrieve or cancel the report.

Do you want to open or save cv.pdf from univrsapptest.usask.ca?

Open Save Cancel ×

Figure 37: CV Options

8. Tasks

To create a task:

- Click the **Add New** button on the dashboard and select **Task** from the **Activities** drop-down menu.
- Complete all fields marked with an asterisk (*) and other fields, as required.
- Once completed, click the **Save and Close** button, select **In Progress** from the pop-up window and click the **Done** button. If required fields have not been completed, a pop-up will appear. Clicking the green text in the window takes you to the tab with the incomplete field.

Once the workflow is set, a list page for tasks is displayed and a notification is sent to the person assigned to complete the task. The records are sorted in descending order and display the status of the record. Any change to the workflow status will send a notification to the person registering the task.

Tasks appear in the **Things to Do** section of the dashboard for the person responsible for completing the task. The person responsible for completing the task can change the status to **Completed** or **Declined**.

Things to do

▾ 1 A task has been assigned to you

[View All](#)

Figure 38: Things to do

9. Support

For further information, we encourage you to visit www.usask.ca/univrs-resources to access other UnivRS Information Guides, browse frequently asked questions or read project documents. In-person training is offered through [Training Services](#).

If you require assistance using UnivRS, please complete the help form in UnivRS or contact univrs.support@usask.ca.