

How to Find Records using Filters



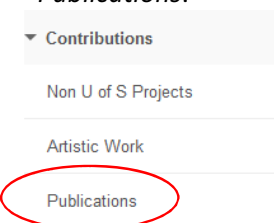
This is a condensed version of the UnivRS Information Guide - CV Activities and Contributions Module. It is intended to help locate CV records in UnivRS.

Where to find CV records

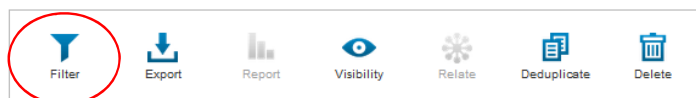
Most CV records are located under two sections - **Contributions** and **Activities** – that can be accessed from the left-hand menu in UnivRS. The contributions section contains four list pages – Non U of S Projects, Artistic Work, Publications and Intellectual Property – and the activities section contains one list page – CV Activities. You may access and update records in these list pages at any time.

To locate CV records:


1. Login at <https://univrsapp.usask.ca/converis/secure/client/login> and switch to your researcher role; if necessary. To switch your role, click on the role at the top right-hand side of the screen, click *Switch Role* and select the *Researcher* role.
2. From the left-hand menu, select the desired list page under Contributions or Activities to access existing records, such as *Publications*.
3. Use the Filter at the top of the list page to locate desired records or scroll through the list page. *Items are listed based on the last time the record was updated in the system.*

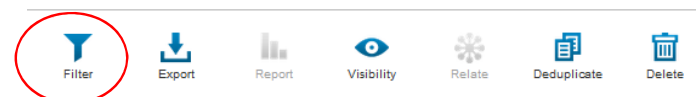



Publications (0)

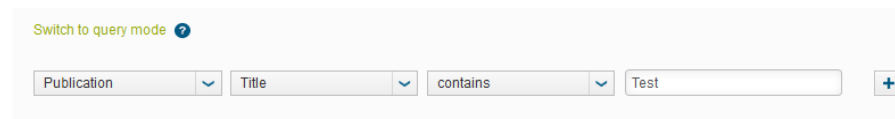


How to find existing CV records using FILTER:

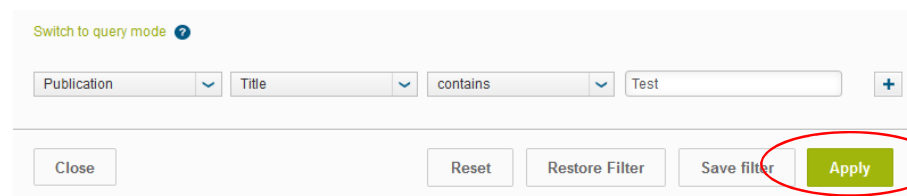
1. Navigate to the desired list page and click the  icon in the toolbar



2. Use the drop-down arrows in the provided columns to refine your results. For example, if you would like to search by title, type Title in the second left-hand column or use the scroll bar in that column to locate Title in the drop-down menu. In the last column, type all or part of the desired title to refine your results. **Note: multiple criteria can be applied by using the  button.**

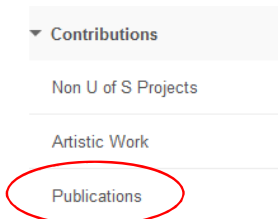


3. Once all criteria has been selected, click the *Apply* button on the list page to execute your search and find results. Results will appear in the list page below. **Note: The criteria may be modified at any time to refine your results**



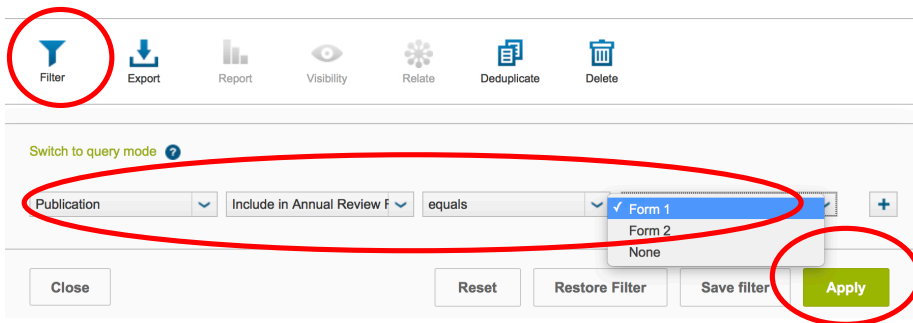
How to Find Items Marked for Form 1 or Form 2

1. From the left-hand menu, select the desired list page under Contributions or Activities to access existing records, such as *Publications*.



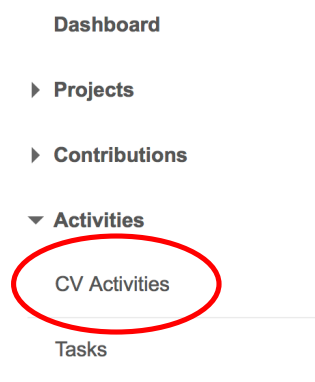
2. Select **Filter**
3. From the second drop down box, choose **Include in Annual Review Form 1 or 2**.
4. Select **equals** from the third drop down box
5. Select **Form 1 OR Form 2 OR none** from the fourth drop down.
6. Select **Apply**. Results will appear in the list page below.

Note: Multiple criteria can be applied by using the **+** button.

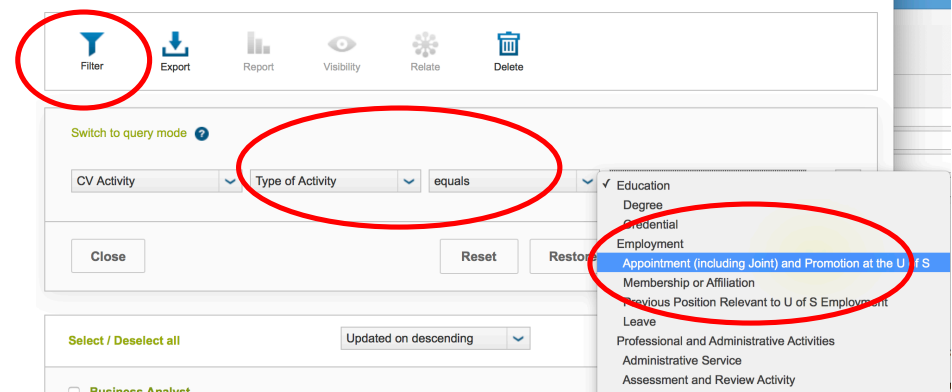


How to Find Items by Type of Activity

1. From the left-hand menu, select the desired the CV Activities list page.



2. Select **Filter**
 3. From the second drop down box, choose **Type of Activity**
 4. Select **equals** from the third drop down box
 5. Select the Type of Activity from the fourth drop down (Example: **Appointments**)
- CV Activities (15)**



6. Select **Apply**. Results will appear in the list page below.

Note: Multiple criteria can be applied by using the **+** button.