

How to Find, Validate and Discard CV Records



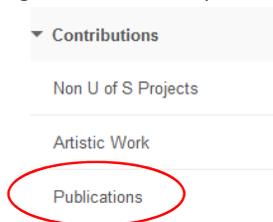
This is a condensed version of the UnivRS Information Guide - CV Activities and Contributions Module. It is intended to help locate and update CV records in UnivRS.

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.

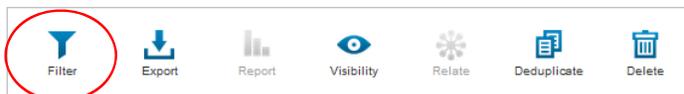
To locate CV records:

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.

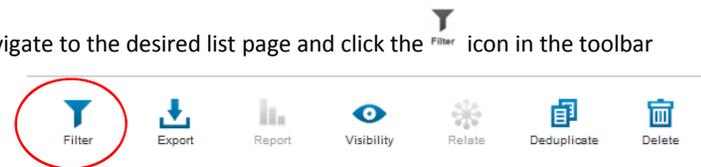
Publications (0)



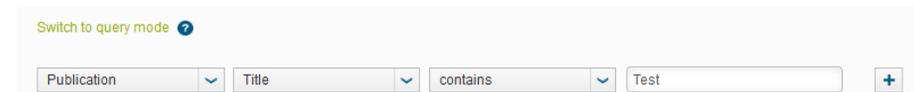
How to find existing CV records

To filter for CV records:

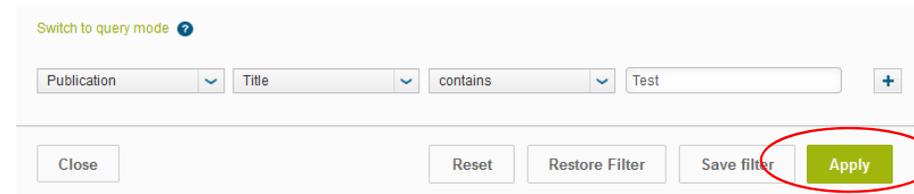
1. Navigate to the desired list page and click the **Filter** icon in the toolbar



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.



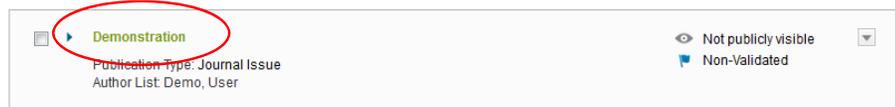
3. Once all criteria has been selected, click the **Apply** button on the list page to execute your search and find results. Results will appear in the list page below. Note: The criteria may be modified at any time to refine your results.



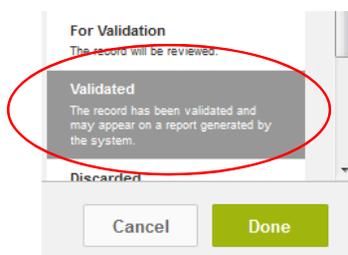
How to validate existing CV records

To validate a CV record:

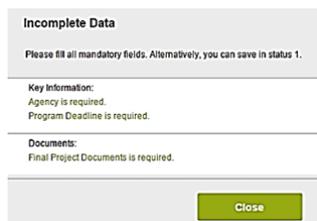
1. Click on the title of the desired record in the list page to open the CV record.



2. Once opened, review the contents of the record and update as needed.
3. Click the **Save and Close** button at the bottom of the screen, select **Validated** in the pop-up window and then 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.

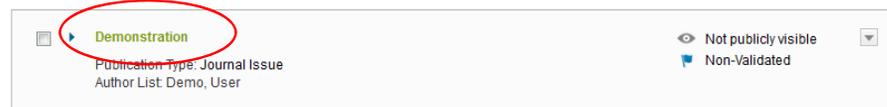


Once the record is saved, the list page will displayed. The records are sorted in descending order and display the status of the record. Only **Validated** records will appear in a CV generated by UnivRS.

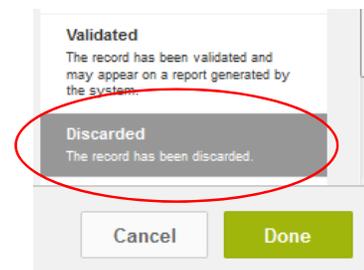
How to discard existing CV records

To discard a CV record:

1. Click on the title of the desired record in the list page to open the CV record.



2. Once opened, review the contents of the record to verify it should be discarded.
4. Click the **Save and Close** button at the bottom of the screen, select **Discarded** in the pop-up window and then 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 record is saved, the list page will displayed. The records are sorted in descending order and display the status of the record. **Discarded** records will NOT appear in a CV generated by UnivRS.