

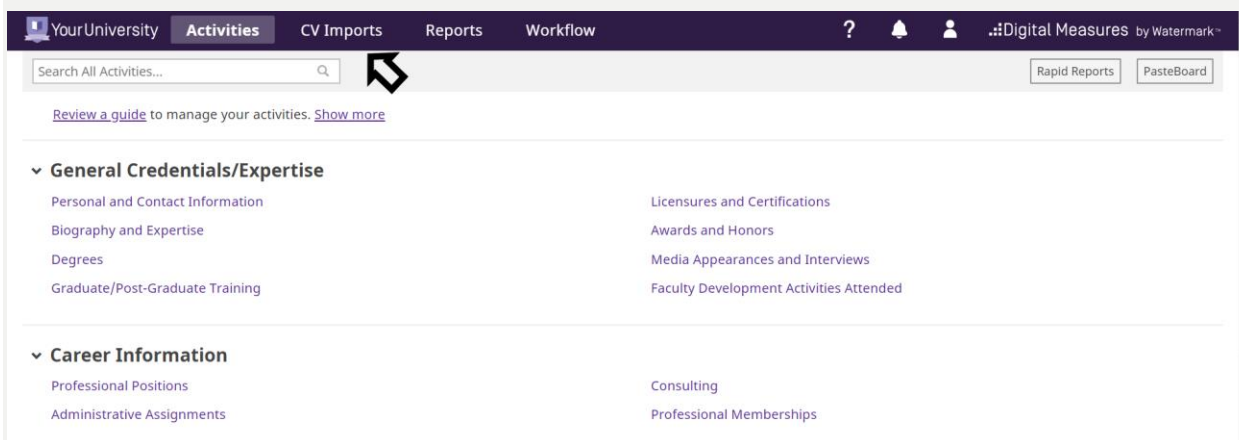
# USING CV IMPORTS

Digital Measures by Watermark is committed to helping you capture, reflect on, and tell the story of your activities and accomplishments. When it comes to gathering faculty's teaching, research and service activities, it may feel like double duty since a lot of this data is already maintained in faculty's CV. We also know that it's time-consuming to repackage the information from a CV numerous times a year to share it with different stakeholders, whether that be for a web profile, a faculty review process, or for an accreditation reporting cycle. The CV Imports tool will allow faculty to transfer data from an existing CV into Digital Measures quickly and accurately.

To activate CV Imports for your database, please submit a general work request. You may also contact your Client Success Manager for any questions or additional information regarding CV Imports. Your Client Success Manager's contact information appears on the Home screen for the top-level administrator within Digital Measures.

## 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.

YourUniversity Activities **CV Imports** Reports Workflow ? .:Digital Measures by Watermark

### CV Imports

1

Upload CV

2

Highlight Content

3

Review

#### Select A File

Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

#### Drafts in Progress

[Ekram - Sample Vita.rtf](#)

#### Select New File

Drop file (.doc, .docx, .odt, .rtf) here or select to upload

Once you've selected your file, move on to the next step. Make sure you've uploaded the correct file before moving on.

BEGIN

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.

YourUniversity Activities **CV Imports** Reports Workflow

### 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**

→

#### Select an Activity Type

Filter Activity Types

General Credentials/Expertise

- [Degrees](#)
- [Graduate/Post-Graduate Training](#)
- [Licensures and Certifications](#)
- [Awards and Honors](#)
- [Media Appearances and Interviews](#)
- [Faculty Development Activities Attended](#)

Career Information

- [Professional Positions](#)
- [Administrative Assignments](#)
- [Consulting](#)
- [Professional Memberships](#)

Teaching/Mentoring

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.

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CV Imports

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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

YourUniversity

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?

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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

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).

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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

**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.

YourUniversity

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?

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CV Imports

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SAVE

1 Upload CV

2 Highlight Content

3 Review

Degrees

Highlight Entries

Confirm Entries

Highlight Fields

Year Completed\*

Degree

Institution

Emphasis / Major

Review Degrees

Confirm Entries

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.

MERGE OR SPLIT ENTRIES

Entry 1

PhD, Cell Biology. Duke University, 1996.

Entry 2

MD, Molecular Biology. Duke University, 1990.

← BACK

Once you've confirmed that your entries are correct, move on to the next step.

NEXT

**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.

1

Upload CV

2

Highlight Content

3

Review

Degrees

- Highlight Entries
- Confirm Entries
- Highlight Fields
- Year Completed\*
- Degree
- Institution
- Emphasis / Major
- Review Degrees

Highlight Fields

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 \*.

Recommended Fields

Degree  
Institution  
Emphasis / Major

Date Fields

Year Completed

← BACK

When you're ready to begin, move on to the next step.

NEXT

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.

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CV Imports

1 Upload CV2 Highlight Content3 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.

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

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

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

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CV Imports

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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

Highlight Title of Contribution

Please highlight the **Title of Contribution** for each of your **Publications** entries. If this information is not in your CV then you can use Manual Entry.

MANUAL ENTRY

Entry 1

Kevil, C. G., Goeders, N. E., Woolard, M. D., Bhuiyan, M. S., Dominic, P., Kolluru, G. K., Arnold, C. L., Traylor, J. G., Orr, A. W. (2019). **Methamphetamine Use and Cardiovascular Disease**. Arteriosclerosis, thrombosis, and vascular biology, 39(9), 1739-1746.

> View Record in Progress, 1 item added.

Entry 2

Luo, Z., Shang, X., Zhang, H., Wang, G., Massey, P. A., Barton, S. R., Kevil, C. G., Dong, Y. (2019). **Notch Signaling in Osteogenesis, Osteoclastogenesis, and Angiogenesis**. The American journal of pathology, 189(8), 1495-1500.

> View Record in Progress, 1 item added.

Entry 3

Jensen, B., Pardue, S., Kevil, C. G., Fago, A. (2019). **Tissue-dependent variation of hydrogen sulfide homeostasis in anoxic freshwater turtles**. The Journal of

← BACK

Once you've highlighted the **Title of Contribution** for each of your **Publications** entries, move on to the next section.

NEXT

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.

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 - <a href="#">Add Info</a>	Skipped - <a href="#">Add Info</a>	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 - <a href="#">Add Info</a>	Skipped - <a href="#">Add Info</a>	Skipped - <a href="#">Add Info</a>

**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.

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### 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, 2019
Publications
Asterisk(\*) - Indicates student author
Published
Refereed Journal Article

#### Select an Activity Type

Filter Activity Types

General Credentials/Expertise

- Degrees
- Graduate/Post-Graduate Training
- Licensures 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.

YourUniversity
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?
Bell
User
Digital Measures by Watermark

### CV Imports

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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

Contribution Type
Book Chapter

Explanation of "Other"
Skipped

Current Status
Submitted

Title of Contribution
The effect of ortho-fluorination on intermolecular interactions of pyridine: Microwave spectrum and structure of the CO<sub>2</sub>- 2,6-difluoropyridine weakly bound complex.

EDIT

BACK

Once you've reviewed your new records and confirmed that everything is correct, import them into Activities.

IMPORT

CV Imports is currently best suited for faculty within Digital Measures who do not have existing data within the system. As our development of CV Imports continues, we will be posting announcements in the [Digital Measures Updates](#) article that highlight exciting new features and how they will benefit all users of Digital Measures at your institution.