eProfessional

Quick Start Guide

UNIVERSITY OF
Cincinnati

eProfessional Quick Start Guide

eProfessional is software created by AIT&L, under an IAIMS initiative, which makes managing your professional information simple and central. Generate CVs, webpages, and other reports with the click of a mouse button. Enter your publications and other accomplishments with easy uploads from RefWorks or EndNote, or type them in manually. Find out what other University of Cincinnati faculty are working on with eProfessional's powerful search function. Search by keyword or name to find others to collaborate with.

After logging into eProfessional you will notice three areas to click on and enter:

1. Manage
   - Manage Professional Data
   - Choose your Delegates (if applicable)
   - Act on Behalf of (if applicable)
2. Report
   - View eProfessional Documents
3. Search

For further details about these three areas read on.

➤ Area 1: Manage

Just as its name suggests, the "Manage" portion of eProfessional lets you manage your eProfessional information. After clicking on the "Manage" link, three options appear: "Manage Professional Data" and in some cases, you may see "Choose your Delegates" or "Act on Behalf of."

The "Manage Professional Data" link is where you will build all of the information in your eProfessional account. This is where to go to upload a photograph, add publications, work experience, research interests, keywords, education, honors, research support, and other items. If you want add something to your eProfessional account, it can be found in the "Manage Professional Data" area.

"Choose your Delegates" lets eProfessional users select UC faculty or staff to act on their behalf. Delegates are able to modify and add information in eProfessional. Only certain users will have this option. "Act on Behalf of" will appear if you are someone's delegate. Click this option to edit the information of the account you are a delegate of.

➤ Area 2: Report

After entering in all of your information you will want to see how eProfessional generates CVs, webpages and other reports. The report area is where to go to see this

information. From the homepage, after clicking on "Report," one option appears: "View eProfessional Documents." The possible documents to view will be two curricula vitae (one public, one private), two webpages (one public, one private) and other documents, depending upon your field.

Each of these possible publications will be automatically generated from the data provided in the "Manage" area. With one mouse click and seconds later, you will see the selected report on your computer screen.

In order to meet the needs of all eProfessional users, there are several report output options available. For your convenience flexible output options include: "View," "XML," "Download," and "Edit." Clicking on "View" enables you to view the report in your web browser; no modifications can be made. The "XML" option will open the document in XML (Extensible Markup Language). "Download" allows you to download the report as a Microsoft Word document, Excel file, or PDF. Once in Word or Excel, you can edit the document just as you would normally in these programs. Finally, "Edit" lets you hide and show any of your data entries, as well as move the order of entries up or down in their category.

> ### Area 3: Search

There are two ways to search in eProfessional: by keyword and by name. The keyword search is a free text search of the *public webpages* of eProfessional users. For the name search, simply type in the last name of the person you are looking for and with a few clicks, you can see their public webpage. Note, if a user has hidden some of their data entries in their *public webpage*, these items will not appear in a search. Only the public webpage is searched, not the private webpage or CVs. It is important for eProfessional users to review their public webpage, as every bit of information that is not hidden is available for anyone to see online.

Access eProfessional at: http://webcentral.uc.edu/eprof/