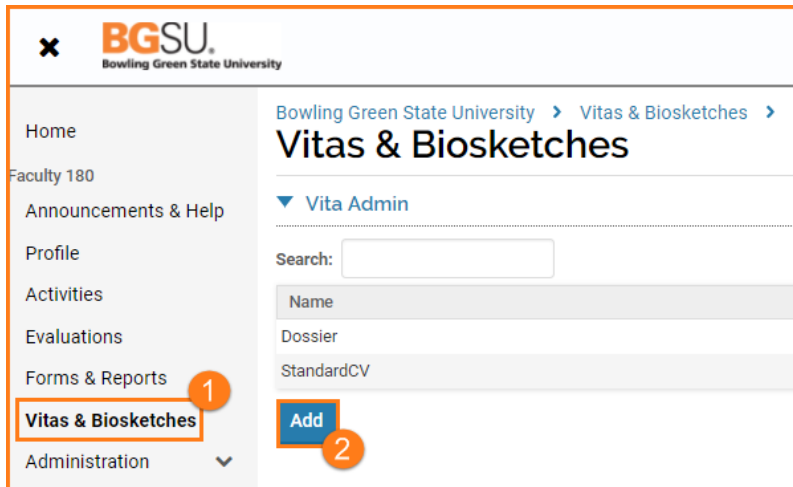


# Faculty180 – Vitas & Biosketches

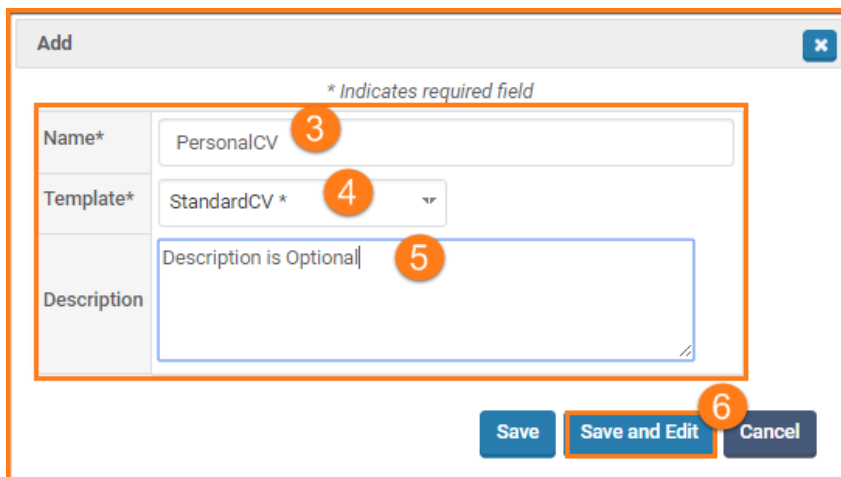
## VITAS & BIOSKETCHES

You can add, view, edit, delete, or clone a vita or biosketch. Once cloned, they are a personal vita template of that faculty user.

- **Dossier** - this is the review dossier. This is how it will look to reviewers. There is an option to export to Word or pdf or share a web link, there is also an option to print.
- **Standard CV** - this is the format from the academic charter. There is an option to export to Word or pdf or share a web link, there is also an option to print.
- **Personal CV** – create a modified version of the Standard CV



1. Click Vitas & Biosketches on the left navigation
2. Click the **Add** button



3. Give document a **Name**
4. Select a **Template**
5. **Description** is optional
6. Click the **Save and Edit** button

**A** General Information

Name: PersonalCV

Description: Description is Optional

Path: p

Allow automatic display of new activities on vita:  Yes  No *Selecting "Yes" will allow new activities to be shown when this vita is displayed*

Show Photo on Vita:  Yes  No

Show Empty Sections:  Yes  No

Hide Vita Name:  Yes  No

Hide Attachments on Vita:  Yes  No

7. Select items to hide/show in the **General Information** Section
8. Select items to hide/show and re-order sections in the Content Section

3 Degrees 2 Items Selected

9. Click on pencil beside section title to rename section (i.e. Degrees – Education)

**B** Content

Hide non-editable sections:  Yes  No

Save Save and Preview Cancel

10. Save and Preview button

Bowling Green State University > Vitas & Biosketches > View Vita >

## Vitas & Biosketches

View Vita

Vita Options

Type\*  Institutional  Personal

PersonalCV

Citation format\* American Psychological Association 6th edition

Date range\*  All  Custom

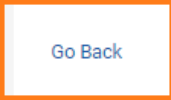
Hide date range in vita output

Note: date range only applies to items from activity input

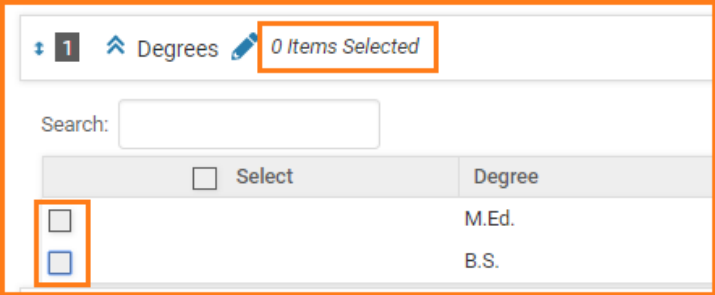
Refresh Vita Export/Share Print

11. Select **Personal** Type
12. Select **Citation format**
13. Select **Date Range**
14. Click **Refresh Vita** button

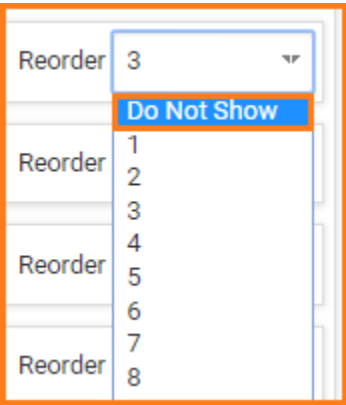
# Faculty180 – Vitas & Biosketches



15. Click **Go Back** link at bottom of screen to return to the edit Personal CV



16. If a category has 0 Items Selected, you may want to expand the selection and check the box to include items on your personal CV.

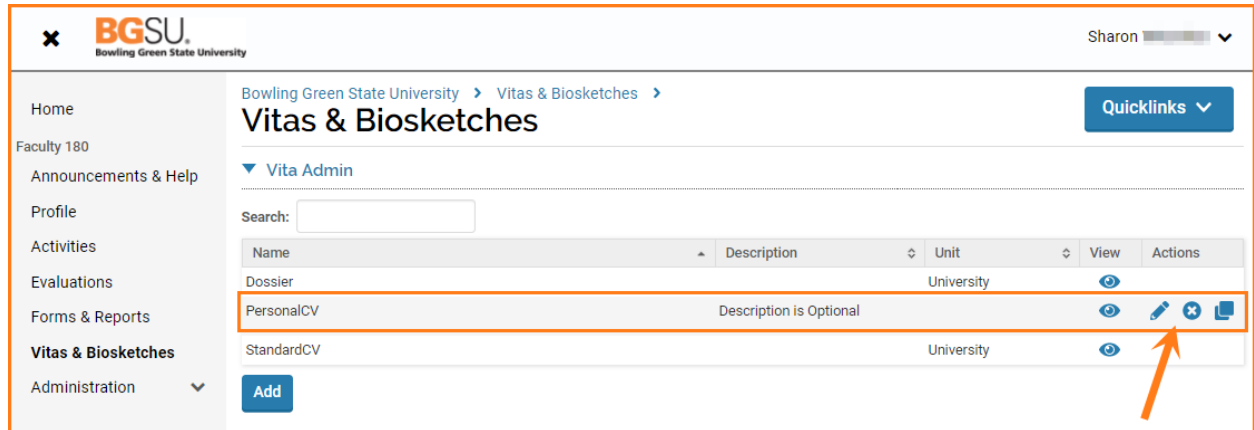


17. If there are no items to select, you may want to click on the dropdown to Reorder and select **Do Not Show**.



18. Continue clicking **Save and Preview** as you fine-tune the fields and activities to show and the order to list them.  
19. Click **Save** when done.

# Faculty180 – Vitas & Biosketches



The screenshot displays the Faculty180 Vitas & Biosketches interface. The top navigation bar includes the BGSU logo and the user name Sharon. The main content area shows a table of CVs under the 'Vita Admin' section. The table has columns for Name, Description, Unit, View, and Actions. The 'PersonalCV' row is highlighted, and an orange arrow points to the 'Actions' column for that row, which contains icons for edit, delete, and copy.

Name	Description	Unit	View	Actions
Dossier		University		
PersonalCV	Description is Optional			
StandardCV		University		

20. You can continue to **edit**, or **delete** or **copy** the CV you just created.

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact [faculty180@bgsu.edu](mailto:faculty180@bgsu.edu) for assistance.