

UVM Web Template Bio Manual for BioBuilder

[Edit an existing bio](#)

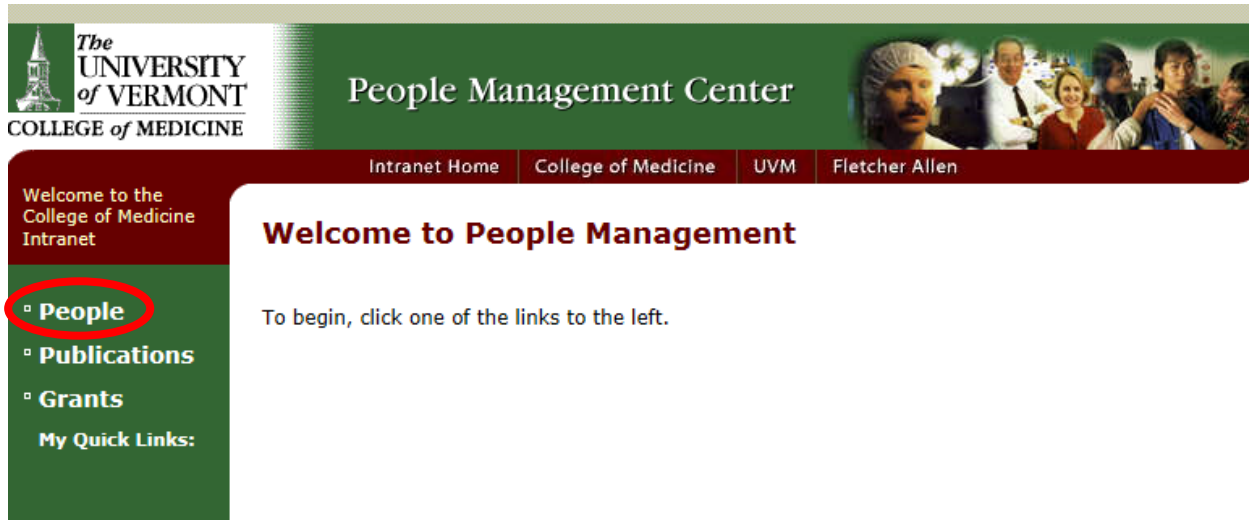
[Create a new bio](#)

[Delete a bio](#)

Note: The BioBuilder site only works in Internet Explorer.

How to: Edit an existing bio

1. Navigate to the BioBuilder homepage (<https://comis.med.uvm.edu/peoplemanagement>)
2. Sign in using your COM Net ID and password.
3. Select "People" in the left-hand side navigation menu.



4. Type the **last name** of the faculty whose bio you are editing into the search bar.
5. Select the appropriate person from your search results by clicking on their last name.



6. To change any basic information (Public Name, Primary Email Address, etc), select the appropriate text box and type, or select a new option from the drop down menu that appears.

7. To edit the content of the bio, select the green button at the top of the screen labeled "BIOS"

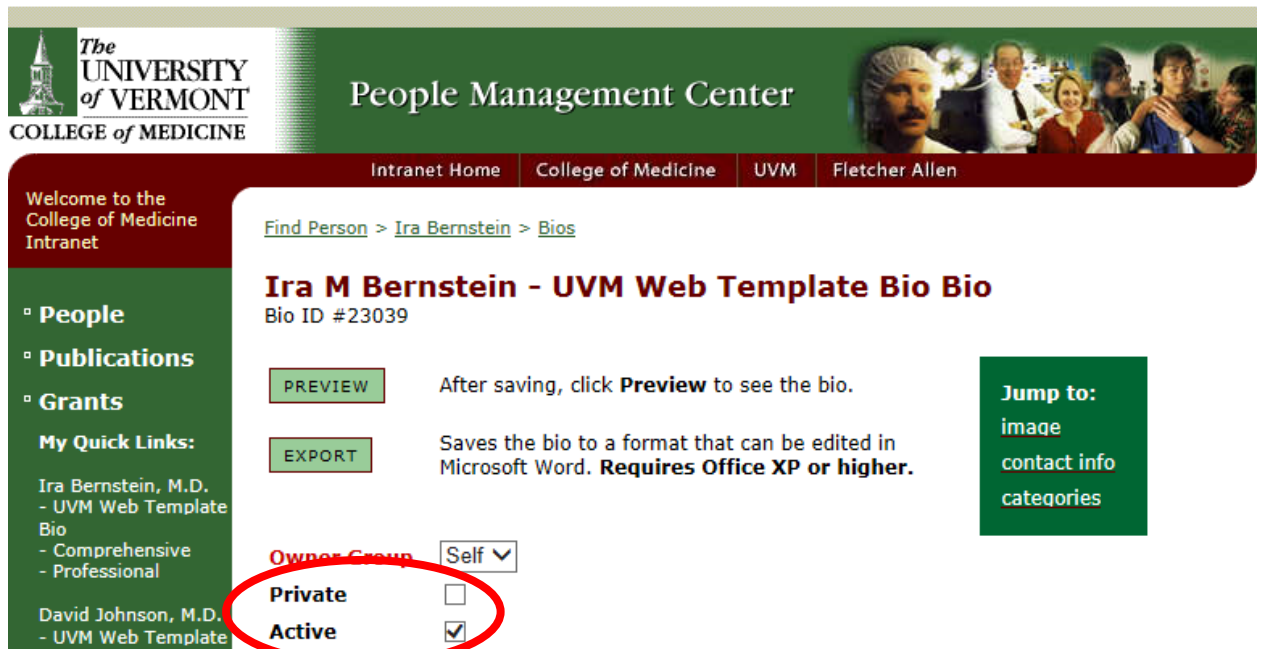
The screenshot shows the 'People Management Center' interface. On the left is a green sidebar with navigation links: 'People', 'Publications', 'Grants', and 'My Quick Links'. The 'My Quick Links' section lists two bios: 'Ira Bernstein, M.D.' and 'David Johnson, M.D.', each with links to 'UVM Web Template Bio', 'Comprehensive', and 'Professional'. The main content area has a header 'Create/Edit Person' and a row of buttons: 'LISTS', 'GRANTS', 'PUBLICATIONS', 'ROLES', 'ADDRESSES', 'RELATIONSHIPS', 'BIOS' (circled in red), 'EMAIL ADDRESSES', and 'DEGREES'. Below these buttons are input fields for 'SSN', 'First Name' (Ira), 'Middle Name' (Mark), 'Last Name' (Bernstein), and 'Public Name' (Ira Bernstein, M.D.).

8. Select the UVM Web Template Bio.

The screenshot shows the 'Bios' page for Ira Bernstein. It features a table with columns: 'ID', 'Bio Type', 'Description', and 'Active'. The 'Bio Type' column contains three entries: 'UVM Web Template Bio' (circled in red), 'Comprehensive', and 'Professional'. Each entry has a 'COPY' button to its right. A 'BACK' button is located at the bottom left of the table area.

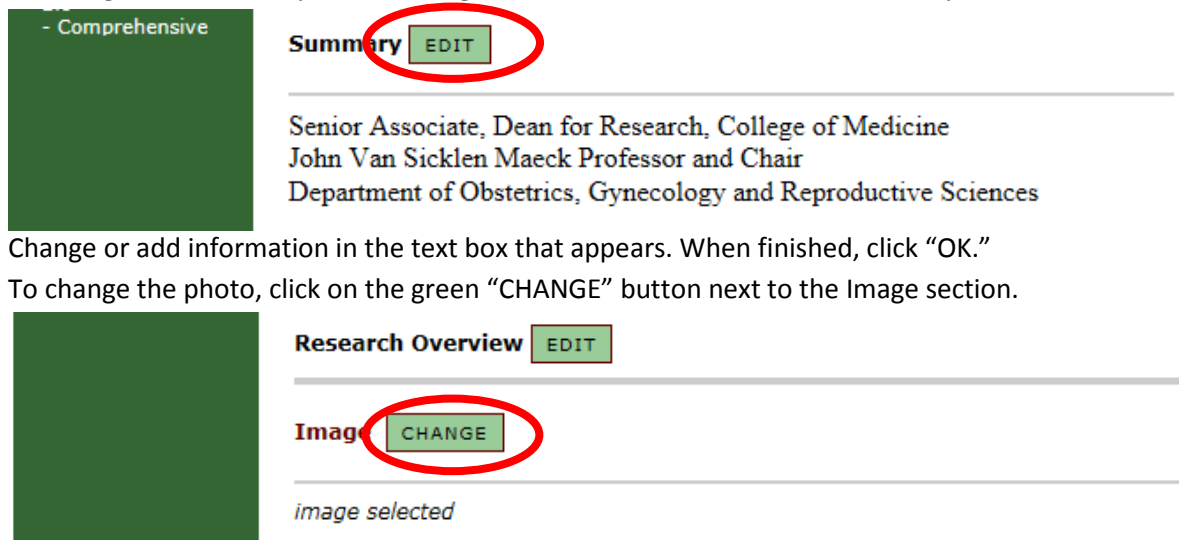
ID	Bio Type	Description	Active
23039	UVM Web Template Bio	Bio to be used for the UVM web templates	Y COPY
5466	Comprehensive	Comprehensive	Y COPY
23194	Professional	Professional	Y COPY

9. Confirm that this bio is Active, and not Private.



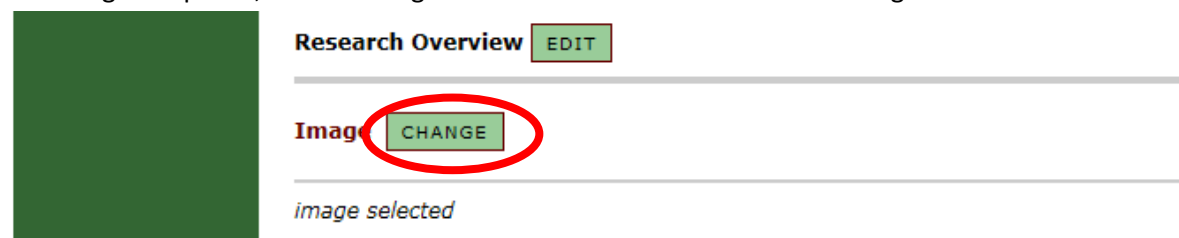
The screenshot shows the UVM People Management Center interface. The header includes the University of Vermont logo and the title 'People Management Center'. The navigation bar contains links for 'Intranet Home', 'College of Medicine', 'UVM', and 'Fletcher Allen'. The left sidebar lists 'People', 'Publications', and 'Grants', along with 'My Quick Links' for Ira Bernstein, M.D. and David Johnson, M.D. The main content area displays the bio for 'Ira M Bernstein - UVM Web Template Bio Bio' with Bio ID #23039. It includes 'PREVIEW' and 'EXPORT' buttons, instructions on how to preview and export the bio, and a 'Jump to:' section with links for 'image', 'contact info', and 'categories'. The 'Owner Group' is set to 'Self'. The 'Private' checkbox is unchecked, and the 'Active' checkbox is checked, both of which are circled in red.

10. To change the "Summary," select the green "EDIT" button next to the Summary section.



The screenshot shows the 'Summary' section of the bio page. The 'Summary' label and the 'EDIT' button are circled in red. The bio text includes 'Senior Associate, Dean for Research, College of Medicine', 'John Van Sicklen Maeck Professor and Chair', and 'Department of Obstetrics, Gynecology and Reproductive Sciences'. Below the bio text, there is a text box for editing the summary, followed by a 'Change or add information in the text box that appears. When finished, click "OK."' instruction.

11. To change the photo, click on the green "CHANGE" button next to the Image section.



The screenshot shows the 'Image' section of the bio page. The 'Image' label and the 'CHANGE' button are circled in red. The bio text includes 'Research Overview' and 'Image'. Below the 'Image' section, there is a text box for editing the image, followed by a 'Make sure the photo you are planning to use is appropriately sized (150 pixels x 200 pixels). If you are replacing an existing image, check the box next to "Remove This Image" and click the green "SAVE" button.' instruction.

Make sure the photo you are planning to use is appropriately sized (150 pixels x 200 pixels). If you are replacing an existing image, check the box next to "Remove This Image" and click the green "SAVE" button.

Intranet

- People
- Publications
- Grants

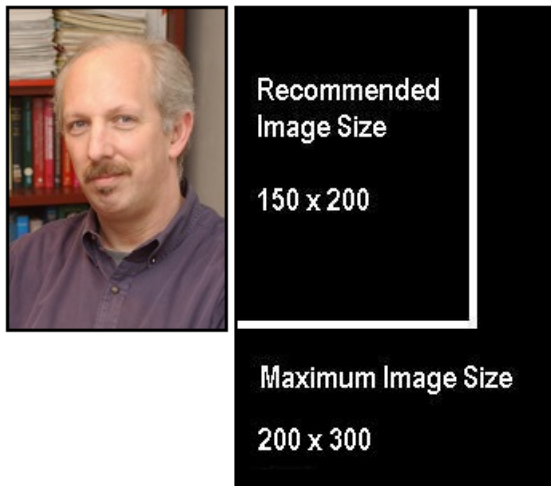
My Quick Links:

Ira Bernstein, M.D.
 - UVM Web Template Bio
 - Comprehensive
 - Professional

David Johnson, M.D.
 - UVM Web Template Bio
 - Comprehensive

Bio Image

The recommended size for bio images is 150 pixels wide by 200 pixels high. The maximum size is 200 pixels wide by 300 pixels high.



Remove This Image



New Image Filename

Browse...

*You must use the **Browse** button to select your image, then click **Save** or **Done**.*



DONE

CANCEL

To select a new photo, click the gray “Browse...” button, find your photo, and click “Open.” Click the green “SAVE” button.



Image Filename

Browse...

*You must use the **Browse** button to select your image, then click **Save** or **Done**.*



DONE

CANCEL

Confirm your photo, then click the green “DONE” button.

- To change the contact information, click the green “CHANGE” button next the Contact Information section.



Contact Information

CHANGE

Home: no address

Work: Obstetrics & Gynecology, MFU-Smith, Rm 419

Email: Ira.Bernstein@uvm.edu

Do not include a home address.

To change the Work address or email, select the appropriate choice from the drop down menu.

Publications

Grants

My Quick Links:

Ira Bernstein, M.D.
- UVM Web Template Bio
- Comprehensive
- Professional

David Johnson, M.D.
- UVM Web Template Bio
- Comprehensive

Select Contact Information

Using the select lists below, choose the contact information that you want displayed on this bio.

Home: No Address

Work: Obstetrics & Gynecology, MFU-Smith, Rm 419

Email: Ira.Bernstein@uvm.edu

Include Phone #
☐

Include Fax #
☐

SAVE

CANCEL

CREATE NEW ADDRESS

CREATE NEW EMAIL

Publications

Grants

My Quick Links:

Ira Bernstein, M.D.
- UVM Web Template Bio
- Comprehensive
- Professional

David Johnson, M.D.
- UVM Web Template Bio
- Comprehensive

Select Contact Information

Using the select lists below, choose the contact information that you want displayed on this bio.

Home: No Address
Obstetrics & Gynecology, MFU-Smith, Rm 407
111 Colchester Ave., Shep 3, Burlington, VT 05401

Work: Obstetrics & Gynecology, MFU-Smith, Rm 419

Email: Ira.Bernstein@uvm.edu

Include Phone #
☐

Include Fax #
☐

SAVE

CANCEL

CREATE NEW ADDRESS

CREATE NEW EMAIL

To add a new email or address, click the green “CREATE NEW ADDRESS” or “CREATE NEW EMAIL” button.

- Comprehensive
- Professional

David Johnson, M.D.
- UVM Web Template Bio
- Comprehensive

Work: 111 Colchester Ave., Shep 3, Burlington, VT 05401
Obstetrics & Gynecology, MFU-Smith, Rm 419

Email: Ira.Bernstein@uvm.edu

Include Phone #
☒

Include Fax #
☒

SAVE

CANCEL

CREATE NEW ADDRESS

CREATE NEW EMAIL

Enter appropriate information, and click the green “SAVE” button.

When all the contact information is correct, click the green “SAVE” button.

Publications

Grants

My Quick Links:

Ira Bernstein, M.D.
- UVM Web Template Bio
- Comprehensive
- Professional

David Johnson, M.D.
- UVM Web Template Bio
- Comprehensive

Select Contact Information

Using the select lists below, choose the contact information that you want displayed on this bio.

Home: No Address

Work: Obstetrics & Gynecology, MFU-Smith, Rm 419

Email: Ira.Bernstein@uvm.edu

Include Phone #
☒

Include Fax #
☒


SAVE

CANCEL

CREATE NEW ADDRESS

CREATE NEW EMAIL

13. To add a new category, click the green “SELECT” button next to the Categories section. (**NOTE:** It is suggested you don’t add new categories, but instead try to work with the nine already available.)



Categories **SELECT**

Order	Category		Remove
1 ▼	Website	Details	<input type="checkbox"/>
2 ▼	Education	Details	<input type="checkbox"/>
3 ▼	Academic Interests	Details	<input type="checkbox"/>
4 ▼	Research Interests	Details	<input type="checkbox"/>
5 ▼	Expertise	Details	<input type="checkbox"/>
6 ▼	Academic Appointments	Details	<input type="checkbox"/>
7 ▼	Research Grants	Details	<input type="checkbox"/>
8 ▼	Awards and Honors	Details	<input type="checkbox"/>
9 ▼	Publications	Details	<input type="checkbox"/>

Last Update User MED\skassel1

Last Update Date 05/31/2013 16:14:35

SAVE **DONE** **CANCEL**

Find the new category either searching by name in the search bar, or by searching alphabetically through the list.

Intranet

People

Publications

Grants

My Quick Links:

Ira Bernstein, M.D.

- UVM Web Template Bio

- Comprehensive Professional

David Johnson, M.D.

- UVM Web Template Bio

- Comprehensive

Add Category to Bio

To add a category to this bio, check the Add checkbox in the list of categories and then click the Save button.

Find Bio Category:

Category	Add
Abstracts	<input type="checkbox"/>
Administrative Interests	<input type="checkbox"/>
Appointments	<input type="checkbox"/>
Area of Interest	<input type="checkbox"/>
Board Certification	<input type="checkbox"/>
Book Chapters	<input type="checkbox"/>
Certification/Board Eligibility	<input type="checkbox"/>
Clinical Appointments	<input type="checkbox"/>
Clinical Expertise	<input type="checkbox"/>
Committee Appointments	<input type="checkbox"/>

<< < 1 2 3 4 5 > >>
Showing 1 to 10 of 41

Click the box next to the desired category, and click the green “SAVE” button. Repeat this step for each new category. When all desired categories have been selected and saved, click the green “DONE” button.

Area of Interest

Board Certification

Book Chapters

Certification/Board Eligibility

Clinical Appointments

Clinical Expertise

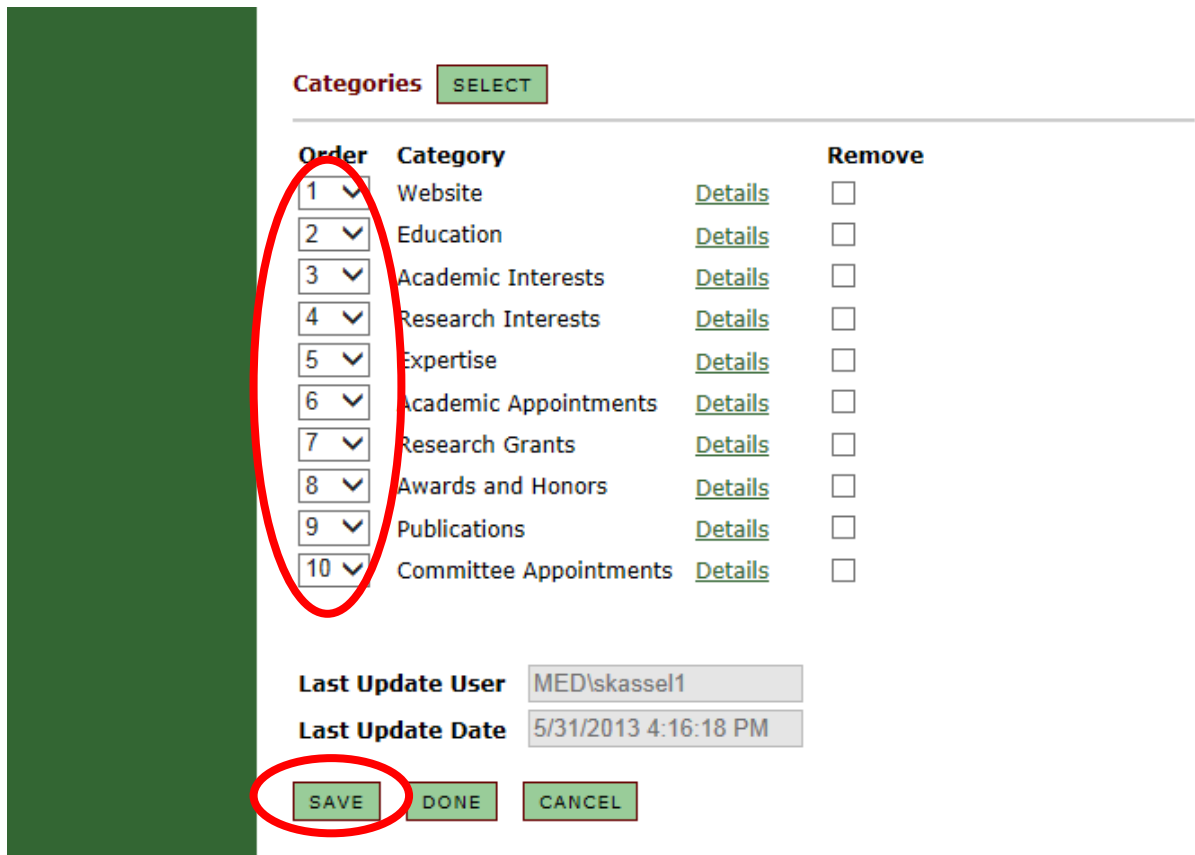
Committee Appointments

☐
☐
☐
☐
☐
☐
☐

<< < 1 2 3 4 5 > >>
Showing 1 to 10 of 41

- To change the order of categories (**NOTE:** Again, this is not recommended), change the numbers to the left of their titles. Make sure no categories have the same number. When the categories

are in the right order, hit the green “SAVE” button.

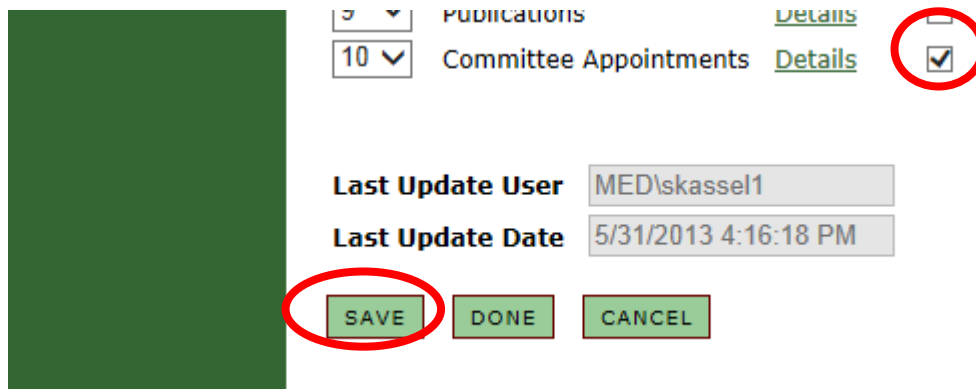


Categories

Order	Category		Remove
1	Website	Details	<input type="checkbox"/>
2	Education	Details	<input type="checkbox"/>
3	Academic Interests	Details	<input type="checkbox"/>
4	Research Interests	Details	<input type="checkbox"/>
5	Expertise	Details	<input type="checkbox"/>
6	Academic Appointments	Details	<input type="checkbox"/>
7	Research Grants	Details	<input type="checkbox"/>
8	Awards and Honors	Details	<input type="checkbox"/>
9	Publications	Details	<input type="checkbox"/>
10	Committee Appointments	Details	<input type="checkbox"/>

Last Update User MED\skassel1
Last Update Date 5/31/2013 4:16:18 PM

15. To remove a category, click on the box to the right of its title, and then click the green “SAVE” button.



9 Publications [Details](#)
10 Committee Appointments [Details](#) ☒

Last Update User MED\skassel1
Last Update Date 5/31/2013 4:16:18 PM

16. To change the content of a category, click the green underlined “Details” button to the right of its title.

Categories

SELECT

Order	Category		Remove
1 ▾	Website	Details	<input type="checkbox"/>
2 ▾	Education	Details	<input type="checkbox"/>
3 ▾	Academic Interests	Details	<input type="checkbox"/>
4 ▾	Research Interests	Details	<input type="checkbox"/>
5 ▾	Expertise	Details	<input type="checkbox"/>
6 ▾	Academic Appointments	Details	<input type="checkbox"/>
7 ▾	Research Grants	Details	<input type="checkbox"/>
8 ▾	Awards and Honors	Details	<input type="checkbox"/>
9 ▾	Publications	Details	<input type="checkbox"/>

Click the green underline “Edit” button next to the appropriate detail.

People

Publications

Grants

My Quick Links:

Ira Bernstein, M.D.

- UVM Web Template Bio

- Comprehensive

- Professional

Education Details

ADD NEW

Order	Detail		Include
1 ▾	B.S. - Union College, Schenectady,...	Edit	<input checked="" type="checkbox"/>

SAVE

DONE

CANCEL

Click the green “EDIT” button to the right of the words “Detail Text.”

▫ People
 ▫ Publications
 ▫ Grants
My Quick Links:
 Ira Bernstein, M.D.
 - UVM Web Template Bio
 - Comprehensive Professional
 David Johnson, M.D.
 - UVM Web Template Bio
 - Comprehensive

Create/Edit Bio Detail

Category Education ▼
Detail Text EDIT B.S. - Union College, Schenectady, N.Y. (1978)
 M.D. - University of Vermont College of Medicine (1983)
Residency:
 George Washington University Hospital (1987)
Fellowship:
 University of Vermont College of Medicine, Maternal Fetal Medicine (1990)
Active ☒
Include on which bios?
☒ Comprehensive
☐ Professional
☒ UVM Web Template Bio
Last Update User MED\C2Appteam
Last Update Date 07/16/2012 12:05:10
SAVE & ADD ANOTHER DONE CANCEL

Change or add information in the text box that appears. When finished, click “OK.”

Confirm that the “Active” box is checked, and click the green “DONE” button.

▫ People
 ▫ Publications
 ▫ Grants
My Quick Links:
 Ira Bernstein, M.D.
 - UVM Web Template Bio
 - Comprehensive Professional
 David Johnson, M.D.
 - UVM Web Template Bio
 - Comprehensive

Create/Edit Bio Detail

Category Education ▼
Detail Text EDIT B.S. - Union College, Schenectady, N.Y. (1978)
 M.D. - University of Vermont College of Medicine (1983)
Residency:
 George Washington University Hospital (1987)
Fellowship:
 University of Vermont College of Medicine, Maternal Fetal Medicine (1990)
Active ☒
Include on which bios?
☒ Comprehensive
☐ Professional
☒ UVM Web Template Bio
Last Update User MED\C2Appteam
Last Update Date 07/16/2012 12:05:10
SAVE & ADD ANOTHER DONE CANCEL

Confirm that the "Include" box is checked, and then click the green "DONE" button.

Education Details

ADD NEW

Order	Detail	Include
1	B.S. - Union College, Schenectady,...	<input checked="" type="checkbox"/>

SAVE DONE CANCEL

17. Click the green "DONE" button to save all your changes.

Last Update User: MED\skassel1

Last Update Date: 05/31/2013 16:36:42

SAVE DONE CANCEL

18. When creating a publications category, it is important to ensure that all of the external links to the publications open in a separate window. This let's viewers open the publications, while also remaining on your department's website.

19. When adding/editing publications ([see Step 16](#)), you'll add the text to the "Edit" tab.

Create/Edit Bio Detail

Detail Text

2012 King, JG, B Flynn, L Vance. "Shared decision making in the prediabetes visit";STFM Resource library, www.afmdrl.org

2012 King, JG.; "How accurate are the commonly available tests for H. pylori Infection?" Desk Answer for the Family Physicians Inquires Network, Accepted for publication. June 2012.

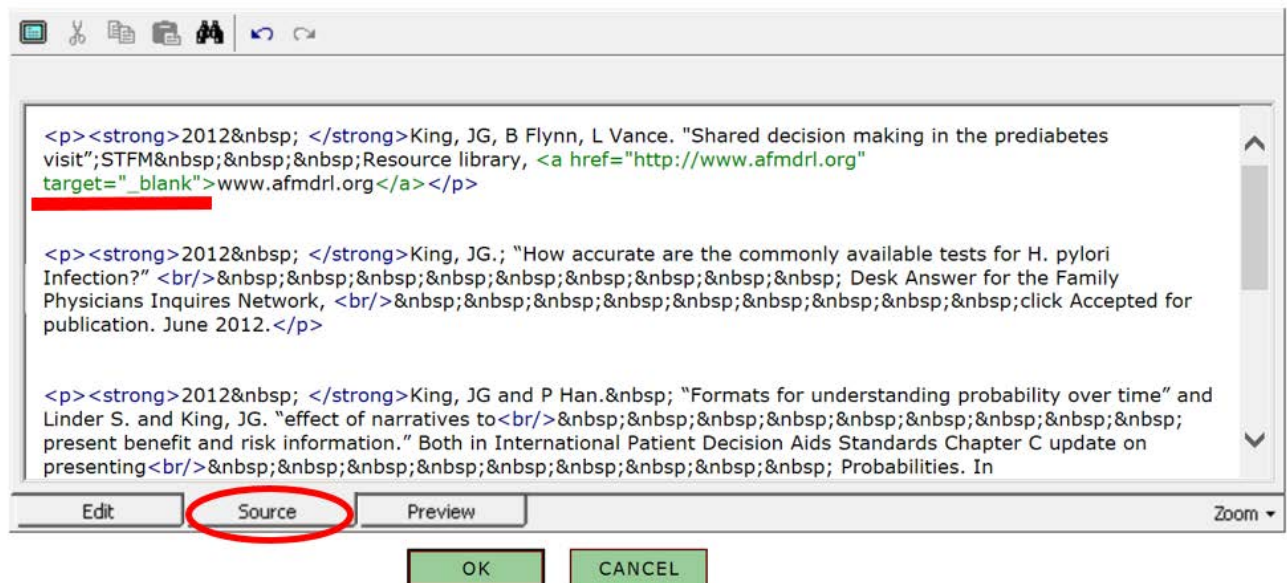
2012 King, JG and P Han. "Formats for understanding probability over time" and Linder S. and King, JG. "effect of narratives to present benefit and risk information." Both in International Patient Decision Aids Standards Chapter C update on presenting

Edit Source Preview

OK CANCEL

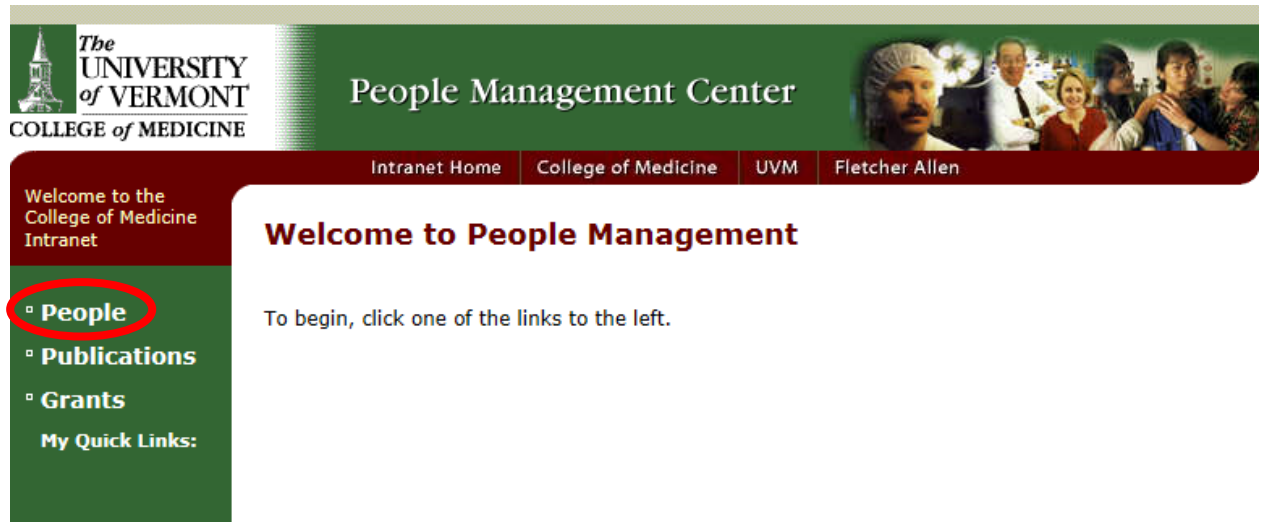
22. The hyperlink source code should look as follows:

```
<a href="http://www.externalwebpage.com" target="_blank">
```

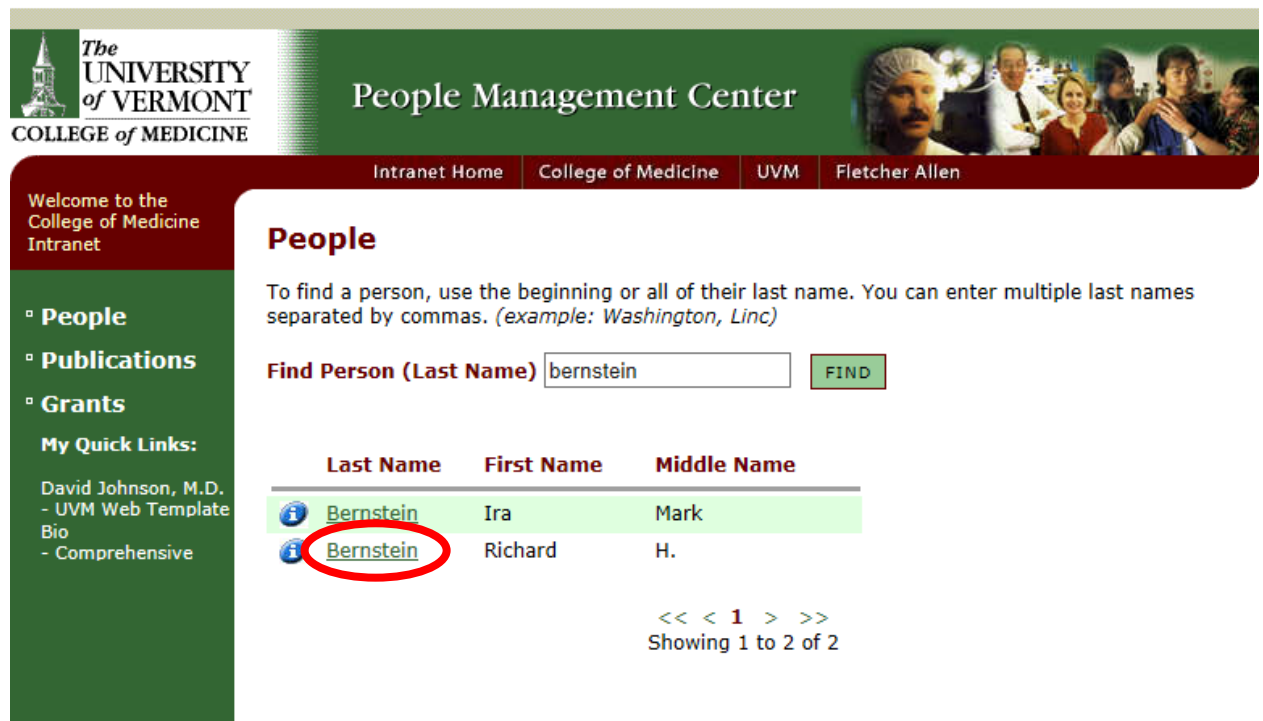


How to: Create a new bio

1. Navigate to the BioBuilder homepage (<https://comis.med.uvm.edu/peoplemanagement>)
2. Sign in using your COM Net ID and password.
3. Select "People" in the left-hand side navigation menu.



4. Type the **last name** of the faculty whose bio you are editing into the search bar.
5. Select the appropriate person from your search results by clicking on their last name.



6. Add any credentials (e.g. M.D., Ph.D.) to the Public Name.

7. Select the green button at the top of the screen labeled “BIOS”

The screenshot shows the 'People Management Center' interface. The header includes the University of Vermont logo and navigation links: 'Intranet Home', 'College of Medicine', 'UVM', and 'Fletcher Allen'. A left sidebar contains a 'Welcome' message and a 'My Quick Links' section with links for Richard Bernstein and Ira Bernstein. The main content area is titled 'Create/Edit Person' and features a grid of buttons: 'LISTS', 'GRANTS', 'PUBLICATIONS', 'ROLES', 'ADDRESSES', 'RELATIONSHIPS', 'BIOS' (circled in red), 'EMAIL ADDRESSES', and 'DEGREES'. Below the buttons, there are input fields for 'SSN', 'First Name' (Richard), 'Middle Name' (H.), 'Last Name' (Bernstein), and 'Public Name' (Richard Bernstein).

8. Click on the green “COPY” button next to the Comprehensive bio.

The screenshot shows the 'Bios' page in the 'People Management Center'. The header and sidebar are identical to the previous screenshot. The main content area is titled 'Bios' and features three buttons: 'CREATE BIO', 'UPLOAD BIO', and 'CREATE A BIO DETAIL'. Below these buttons is a table with the following data:

ID	Bio Type	Description	Active
5972	Comprehensive	Comprehensive	Y

Below the table, there is a 'BACK' button. The 'COPY' button next to the 'Comprehensive' bio is circled in red.

9. From the drop down menu, select UVM Web Template Bio.

The screenshot shows the People Management Center interface. The header includes the University of Vermont logo and the text "People Management Center". Below the header is a navigation bar with links: "Intranet Home", "College of Medicine", "UVM", and "Fletcher Allen". On the left, a sidebar contains "Welcome to the College of Medicine Intranet" and a "My Quick Links" section with links for Richard Bernstein and Ira Bernstein. The main content area shows a breadcrumb trail: "Find Person > Ira Bernstein > Bios > Richard Bernstein > Bios". Below this, the "Copy contents of this biography" section has a "Comprehensive" dropdown and two buttons: "COPY BIO" and "CANCEL". To the right, a "To this unused biography" dropdown menu is open, showing options: "COMET", "Consulting", "Curriculum Vitae", "LINAT", "NIH Grant", "Professional", "Teaching", "UVM Web Template Bio" (which is highlighted with a red circle), "Web", and "Web2".

10. Click the green "COPY BIO" button.

This screenshot is identical to the previous one, but the "COPY BIO" button in the "Copy contents of this biography" section is now highlighted with a red circle, indicating it should be clicked.

11. Note the ID Number of the new UVM Web Template Bio. This will be necessary when linking to the bio from the website.

The screenshot shows the People Management Center website. The header includes the University of Vermont logo and the title 'People Management Center'. The navigation bar has links for 'Intranet Home', 'College of Medicine', 'UVM', and 'Fletcher Allen'. The left sidebar contains a 'Welcome to the College of Medicine Intranet' message and a 'My Quick Links' section with links to Richard Bernstein's Comprehensive Bio, UVM Web Template Bio, and Professional Bio. The main content area is titled 'Bios' and contains three buttons: 'CREATE BIO', 'UPLOAD BIO', and 'CREATE A BIO DETAIL'. Below these buttons is a table with the following data:

ID	Bio Type	Description	Active
25063	UVM Web Template Bio	Bio to be used for the UVM web templates	Y
5972	Comprehensive	Comprehensive	Y

A 'BACK' button is located at the bottom of the table.

12. Click on the green underlined UVM Web Template Bio.

This screenshot is identical to the one above, showing the same website interface. The 'UVM Web Template Bio' link in the table is circled in red, indicating the next step in the process.

13. Confirm that this bio is Active, and not Private.

The screenshot shows the 'People Management Center' interface for The University of Vermont College of Medicine. The page title is 'Richard H Bernstein - UVM Web Template Bio Bio' with Bio ID #25063. On the left sidebar, under 'My Quick Links', there are links for 'Richard Bernstein - Comprehensive', 'Ira Bernstein, M.D. - UVM Web Template Bio - Comprehensive', and 'Ira Bernstein, M.D. - Professional'. The main content area has buttons for 'PREVIEW' and 'EXPORT'. Below these are settings for 'Owner Group' (set to 'Self') and status checkboxes for 'Private' (unchecked) and 'Active' (checked). The 'Active' checkbox is circled in red. At the bottom, there is a 'Summary' section with an 'EDIT' button.

14. Click the green "EDIT" button next to the Summary section.

This screenshot is identical to the one above, showing the same bio page for Richard H Bernstein. In this view, the 'EDIT' button next to the 'Summary' section is circled in red, indicating the next step in the process.

In the text box that appears, enter the person's title (e.g., Professor), and in the line below, enter the person's department (e.g. Department of Family Medicine). If a person has appointments in multiple departments, list the departments one after the other. If a person has an appointment in a subspecialty of the Department of Medicine, enter their title as "Professor

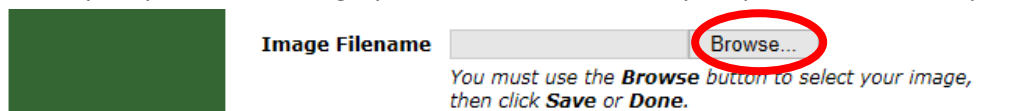
of Medicine, Subspecialty” and their department simply as “Department of Medicine”. When finished, click the green “OK” button.

NOTE: Sometimes, Bio Builder will not save the content of your summary. If you click “OK” and return to the main Bio page, but see no text below the Summary header, simply repeat step 15 until words appear. If you continue to have problems, [contact COMIS](#).

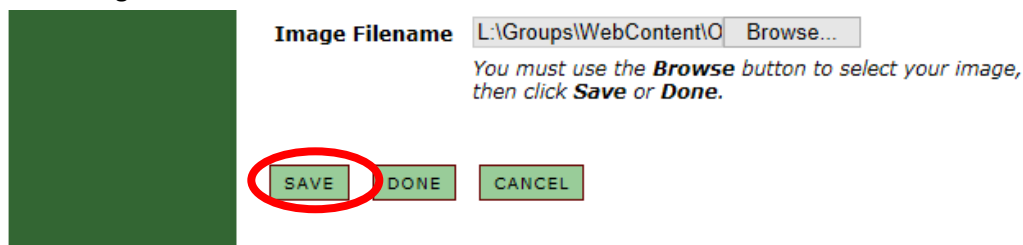
15. Click the green “CHANGE” button next to the Image section.



Make sure the photo you are planning to use is appropriately sized (150 pixels x 200 pixels). To select your photo, click the gray “Browse...” button, find your photo, and click “Open.”



Click the green “SAVE” button.



Confirm your photo.

Intranet

- People
- Publications
- Grants

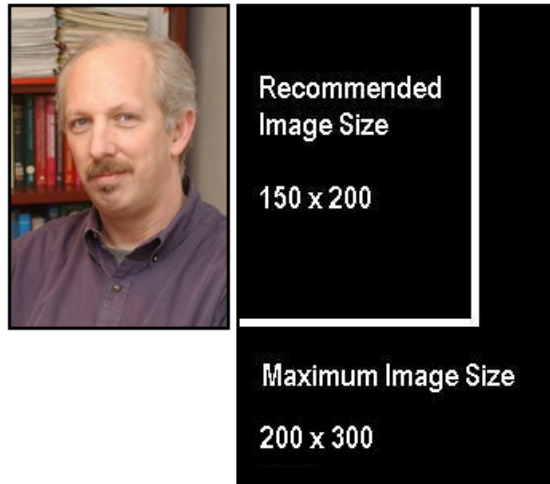
My Quick Links:

Ira Bernstein, M.D.
 - UVM Web Template Bio
 - Comprehensive
 - Professional

David Johnson, M.D.
 - UVM Web Template Bio
 - Comprehensive

Bio Image

The recommended size for bio images is 150 pixels wide by 200 pixels high. The maximum size is 200 pixels wide by 300 pixels high.



Remove This Image ☐

New Image Filename

*You must use the **Browse** button to select your image, then click **Save** or **Done**.*

Click the green "DONE" button.

16. Click the green "CHANGE" button next to the Contact Information section.

Contact Information

Home: no address
Work: no address
Email: no address

Use the drop down menus to select the appropriate Work and Email address. Do not include a Home address. You may decide to Include a Phone # or Fax #, by clicking the boxes to the right of the Work address.

To add a new email or address, click the green "CREATE NEW ADDRESS" or "CREATE NEW EMAIL" button.

Work: ☒ ☒

Email:

Enter appropriate information, and click the green “SAVE” button.

When all the contact information is correct, click the green “SAVE” button.

▫ Publications

▫ Grants

My Quick Links:

Richard Bernstein
- UVM Web Template Bio
- Comprehensive

Ira Bernstein, M.D.
- UVM Web Template Bio
- Comprehensive
- Professional

Select Contact Information

Using the select lists below, choose the contact information that you want displayed on this bio.

Home:

No Address ▾

Work:

P.O. Box 155, Charlotte, VT 05445-0155 ▾

Email:

Richard.H.Bernstein@uvm.edu ▾

Include Phone #
☐

Include Fax #
☐

SAVE

CANCEL

CREATE NEW ADDRESS

CREATE NEW EMAIL

17. Click the green “SELECT” button next to the Categories section.

Categories

SELECT

no items

By checking the “Add” box to the right of each category, select the following categories: Academic Appointments, Academic Interests, Awards & Honors, Education, Expertise, Publications, Research Grants, Research Interests, and Website.

▫ People

▫ Publications

▫ Grants

My Quick Links:

Richard Bernstein
- UVM Web Template Bio
- Comprehensive

Ira Bernstein, M.D.
- UVM Web Template Bio
- Comprehensive
- Professional

Add Category to Bio

To add a category to this bio, check the Add checkbox in the list of categories and then click the Save button.

Find Bio Category

FIND

Category	Add
Abstracts	<input type="checkbox"/>
Academic Appointments	<input checked="" type="checkbox"/>
Academic Interests	<input type="checkbox"/>
Administrative Interests	<input type="checkbox"/>
Appointments	<input type="checkbox"/>
Area of Interest	<input type="checkbox"/>
Awards and Honors	<input type="checkbox"/>
Board Certification	<input type="checkbox"/>
Book Chapters	<input type="checkbox"/>
Certification/Board Eligibility	<input type="checkbox"/>

<< < 1 2 3 4 5 > >>

Showing 1 to 10 of 50

SAVE

DONE

CANCEL

Use the navigation controls at the bottom of the screen to find all appropriate categories.

Board Certification ☐

Book Chapters ☐

Certification/Board Eligibility ☐

<< < 1 2 3 4 5 > >>
Showing 1 to 10 of 50

SAVE DONE CANCEL

Once all categories have been checked, click the green “DONE” button.

Board Certification ☐

Book Chapters ☐

Certification/Board Eligibility ☐

<< < 1 2 3 4 5 > >>
Showing 1 to 10 of 50

SAVE DONE CANCEL

Change the order of the categories by selecting different numbers from the drop down menu to the left of the category list. Change the number of each category to match the table below.

Academic Appointments	6
Academic Interests	3
Awards & Honors	8
Education	2
Expertise	5
Publications	9
Research Grants	7
Research Interests	4
Website	1

Make sure no categories have the same number. When the categories are in the right order, hit the green “SAVE” button.

Categories

SELECT

Order	Category		Remove
6 ▾	Academic Appointments	Details	<input type="checkbox"/>
3 ▾	Academic Interests	Details	<input type="checkbox"/>
8 ▾	Awards and Honors	Details	<input type="checkbox"/>
2 ▾	Education	Details	<input type="checkbox"/>
5 ▾	Expertise	Details	<input type="checkbox"/>
9 ▾	Publications	Details	<input type="checkbox"/>
7 ▾	Research Grants	Details	<input type="checkbox"/>
4 ▾	Research Interests	Details	<input type="checkbox"/>
1 ▾	Website	Details	<input type="checkbox"/>

Last Update User

MED\skassel1

Last Update Date

6/11/2013 3:47:14 PM

SAVE

DONE

CANCEL

To change the content of a category, click the green underlined “Details” button to the right of its title.

Categories

SELECT

Order	Category		Remove
1 ▾	Website	Details	<input type="checkbox"/>
2 ▾	Education	Details	<input type="checkbox"/>
3 ▾	Academic Interests	Details	<input type="checkbox"/>
4 ▾	Research Interests	Details	<input type="checkbox"/>
5 ▾	Expertise	Details	<input type="checkbox"/>
6 ▾	Academic Appointments	Details	<input type="checkbox"/>
7 ▾	Research Grants	Details	<input type="checkbox"/>
8 ▾	Awards and Honors	Details	<input type="checkbox"/>
9 ▾	Publications	Details	<input type="checkbox"/>

Click the green “ADD NEW” button.

Education Details

ADD NEW

Order	Detail	Include
no items		

SAVE **DONE** **CANCEL**

Click the green “EDIT” button next to “Detail Text”

Create/Edit Bio Detail

Category Education

Detail Text **EDIT**

Active ☒

Include on which bios? ☒ Comprehensive ☒ UVM Web Template Bio

Last Update User MED\C2Appteam

Last Update Date 6/11/2013 3:58:33 PM

SAVE & ADD ANOTHER **DONE** **CANCEL**

Add information in the text box that appears. When finished, click the green “OK” button.

Confirm that the “Active” box is checked, then click the green “DONE” button. Click the green “DONE” button again to return to the main Bio page.

NOTE: Not every category needs to have content in it.

NOTE: In the publications category, it is recommended that the five most recent publications are listed fully, and then a link to PubMed or Google Scholar is added at the bottom. To add a hyperlink to text, select the text and then click the Hyperlink button: a small globe in the top

right corner of the text box.

Create/Edit Bio Detail

Detail Text

Times New Roman 3 Normal Style

[View more publications on PubMed.](#)

Edit Source Preview Zoom

Create or Modify Link

18. Click the green “DONE” button to save all your changes.

9 Publications Details

Last Update User MED\skassel1

Last Update Date 05/31/2013 16:36:42

SAVE **DONE** CANCEL

How to: Delete a Bio

To delete the biography of a faculty member who no longer works here, simply uncheck the "Active" box at the top of the bio.

The screenshot shows the 'People Management Center' interface for The University of Vermont College of Medicine. The top navigation bar includes links for 'Intranet Home', 'College of Medicine', 'UVM', and 'Fletcher Allen'. A left sidebar contains a 'Welcome to the College of Medicine Intranet' message and a menu with options: 'People', 'Lists', 'Publications', 'Grants', and 'Organizations'. Below the menu is a 'My Quick Links' section with links to 'John King', 'UVM Web Template Bio', 'Comprehensive', and 'Web'. The main content area displays the bio for 'John F King - UVM Web Template Bio Bio' with Bio ID #23500. It features 'PREVIEW' and 'EXPORT' buttons. The 'EXPORT' button is accompanied by text: 'Saves the bio to a format that can be edited in Microsoft Word. Requires Office XP or higher.' Below these are settings for 'Owner Group' (set to 'Self') and checkboxes for 'Private' and 'Active'. The 'Active' checkbox is circled in red. At the bottom, there is a 'Summary' section with an 'EDIT' button. A 'Jump to:' sidebar on the right offers links to 'image', 'contact info', and 'categories'.

The University of Vermont
COLLEGE of MEDICINE

People Management Center

Intranet Home | College of Medicine | UVM | Fletcher Allen

Welcome to the College of Medicine Intranet

- People
- Lists
- Publications
- Grants
- Organizations

My Quick Links:

- John King
- UVM Web Template Bio
- Comprehensive
- Web

[Find Person](#) > [John King](#) > [Bios](#)

John F King - UVM Web Template Bio Bio

Bio ID #23500

PREVIEW After saving, click **Preview** to see the bio.

EXPORT Saves the bio to a format that can be edited in Microsoft Word. **Requires Office XP or higher.**

Owner Group Self ▼

Private ☐

Active ☐

Summary **EDIT**

Jump to:

- image
- contact info
- categories