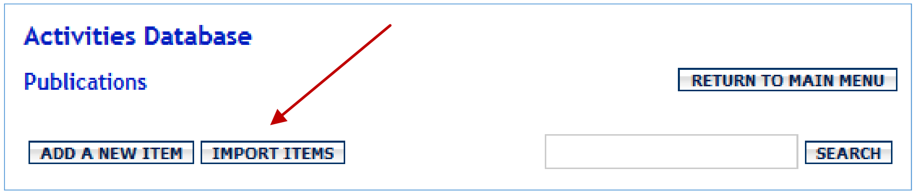
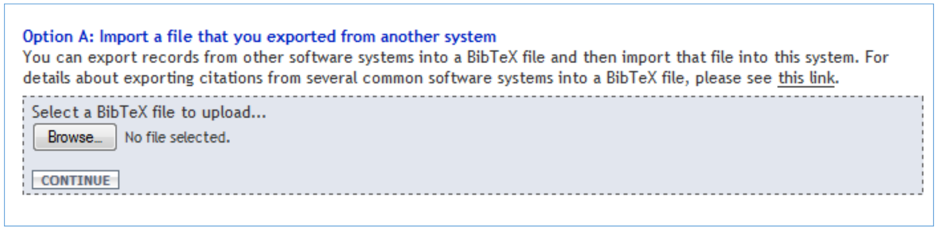
Download Your Publications into PRO

On the Publications screen, you can click on **Import Items.** You can then select the type of download you want to perform (BibTeX or PubMed). This feature should be used for documents published 2013 or later.

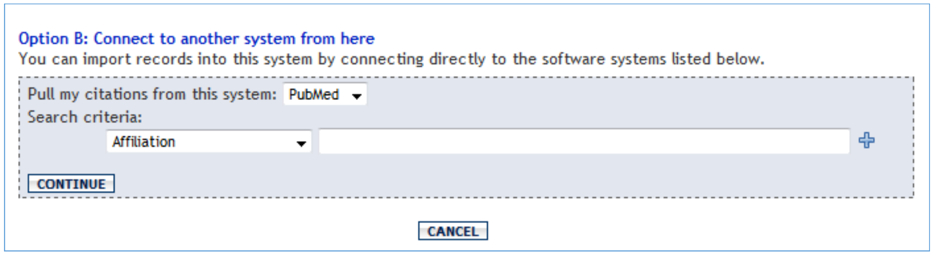


Using **Option A**, you can import your citations from Google Scholar or other system by downloading the citations into a BibTeX file and saving the file to your computer. Use the **Browse** feature to find the file and import the citations into your PRO record.



You can export records from other software systems into a BibTeX file and then import that file into this system. For details about exporting citations from several common software systems into a BibTeX file, please see this link.

You can download publications directly from PubMed by following the directions in **Option B**. This option will search the PubMed database and give you the option to select which records to import. This feature will also help you avoid importing duplicate records.



You can import records into this system by connecting directly to the software systems listed below.

Pull my citations from this system: PubMed

Linda Mannering, *Director*
lmannering@ku.edu
864-5523

Professional Record Online (PRO)

QUICK START

You can run PRO in Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.

1. **Go to KU.edu**
2. **Click myKU.**
3. **Sign into the portal with your username and password.**
4. **Scroll down and look for *Professional Record Online* under *Academics* (left hand side of page). Click "Faculty PRO."**
5. **Click the blue button that says "Log into the PRO system"**
6. **You are directed to the Activities Database Main Menu and see "Welcome, Your Name" at the top.**

Navigating in PRO

SAVE AND RETURN	**Saves current record and returns to prior screen**
SAVE AND ADD ANOTHER	**Saves current record and opens a new record within the same data section**
RETURN (CANCEL)	**Returns to prior screen *without* saving record**
RETURN TO MAIN MENU	**Returns to main menu *without* saving record**
DELETE	**Deletes a record. Appears after you check the box beside the record you intend to delete.**
ADD A NEW ITEM	**Allows you to add a new record**
✎	**Allows you to open a record for editing**
🔍	**Allows you to see (but not change) an existing record**
⎘	**Copies an existing record in the same screen. Edit the copied record and save it as a new record**
?	**Click on icon to see information about the field**
↓	**Click on the arrow to expand/re-size the field box**

Adding Content from a Word or PDF Document

Copy and Paste (ctrl-C, ctrl-V): Highlight the text you wish to copy. Click the **Copy** button (or press **ctrl-C**). Position the cursor in the field where you want the text to appear. Click the **Paste** button (or press **ctrl-V**).

Drag and Drop: Highlight the text you wish to move. Click on the highlighted text and, holding the mouse key, drag it to the new place in your document. Release the mouse key.

Store File: You can upload whole documents (e.g., syllabi, publications). Within a record, click on Store File (usually located at the bottom of a page). Click **Browse** to search your desktop for the file that you want to upload. Click **Open.**

Custom Reports Using APA, Bluebook, MLA, & Chicago Citation Styles

The **Custom Reports** tab (located on the far left side of the screen), allows you to use your records to create a report specifically designed for your school, department, etc.

1 Select the report to run.
CLAS Comprehensive Vitae
Details of how this report is built...

2 Select the date range to use. *More Information >>*
Start Date Jan 01 2013
End Date Dec 31 2013

3 Select report options.
a) Select citation style * Chicago
Legend: * Required

4 Select the file format. *More Information >>*
Microsoft Word

5 Select the page size.
Letter

BUILD REPORT

1. Select the report from the drop down menu.
2. Set the **Start/ End Date** ranges.
3. Select the **citation style.**
4. Select the **File Format** (Microsoft Word, Adobe PDF, HTML).
5. Select the **Page Size.**
6. Click **Build Report.** Click **OK** in the pop-up window to open the document. Save the report to your desktop.

Rapid Reports (**APA style only**) see page 6.

FAQ

PRO will assist individual faculty members in data collection and reporting for multiple purposes through a single database and system. Faculty members will be able to produce standard reports (e.g., annual evaluation, promotion and tenure materials), vitae, bio sketches for grant/award applications, and information for their individual web pages from the PRO system.

Who oversees the development and implementation of PRO?

The project is led by an executive sponsor, a steering committee, a project manager, your school or unit project team and the PRO Data Entry Team members.

How do I know that all my information from my CV was entered into PRO by the PRO Team?

In order to expedite the use of PRO by faculty members, each faculty member's vitae was entered into PRO by a member of the PRO Team. Your information was proofed for completeness and accuracy. Employment references were not keyed to PRO. Some activities during college student years were moved to the "Other Activity" (Languages/Narratives) screen.

How will my data be maintained in the PRO system?

After receiving training on how to use the PRO system, faculty will be responsible for (a) ensuring the accuracy of information entered by the PRO Team and (b) updating their information on a regular basis.

How long will it take me to learn the PRO system? How much time will it take to maintain it each year?

Initial training will take 60 minutes. We expect that you will have to spend 8-10 hours using the system for initial up-date and clean-up. Subsequently, it should take no more than 2 hours per year to maintain your data in PRO.

Is it possible to request additional reports or different versions of CVs in PRO?

Faculty will not be able to create individualized customized reports directly from the system. Faculty will be able to direct specific requests or suggestions to their department chairs or dean who will communicate with the Project Manager.

Who will have access to my data?

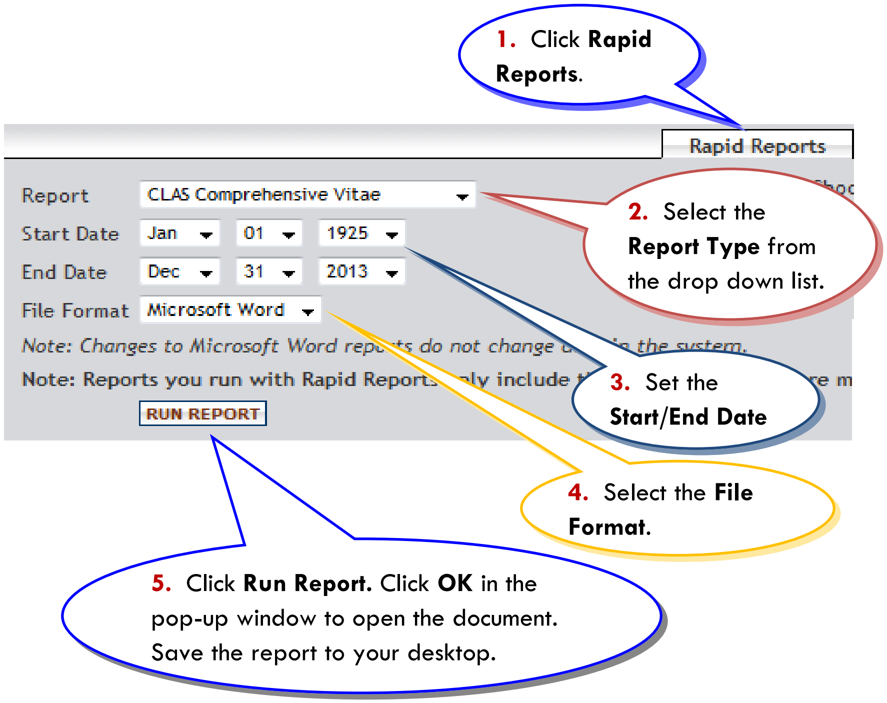
Faculty have exclusive read/write privileges. Deans, department chairs, and other administrators cannot access, view, or edit individual faculty data. These administrators may run reports or download data for faculty in their unit. All persons who currently have access to your personnel and academic records will have reporting access in PRO.

REPORTS

***Custom Reports* vs. *Rapid Reports vs Ad Hoc Reports*?**

When you run reports using the **Custom Report** feature, you can select your citation/editorial style (e.g., APA, Bluebook, Chicago, Chicago B, and MLA). The disadvantage to using Custom Reports is that you have to leave the activities screen to make the report feature selections. The easy way around this is to open two tabs, one for data entry and one for reporting. See Page 2 for instruction on running **Custom Reports**.

Rapid Reports only produces reports in APA style. However, Rapid Report is a fast way to run reports without leaving any of the screens you are in.



Report: CLAS Comprehensive Vitae
Start Date: Jan 01 1925
End Date: Dec 31 2013
File Format: Microsoft Word

1. Click **Rapid Reports.**
2. Select the **Report Type** from the drop down list.
3. Set the **Start/End Date**
4. Select the **File Format.**
5. Click **Run Report.** Click **OK** in the pop-up window to open the document. Save the report to your desktop.

Ad Hoc Reports can be used to download all of your data into a spreadsheet or database. This reporting function allows you to query the PRO database and have the results returned in an Excel spreadsheet or a Word document format.

HELPFUL HINTS

You may find it is easiest to update your PRO record as activities occur throughout the year. Most faculty are updating as activity occurs. The expectation is that all information will be updated and current when the annual report is prepared, generally in early spring.

If you update only annually, then you might want to use the **Paste Board**. Open the Paste Board by clicking on the tab in the bottom right hand corner. Open your document. Block and copy the data in your documents and paste the data into the Paste Board in PRO. Now you can highlight and drag text from the Paste Board into the fields in PRO.

Some screens are used more heavily by some departments than others. You do not have to fill in every field. However, you will need to supply critical information such as **Start/End Dates, Major/Minor, Refereed, Invited, Scope,** and information about student and colleague collaborators (e.g., **Student Level**).

Dates are important! Annual Reports are date driven. Make sure you enter start and/or end dates. You should frequently run the CV report to check formatting of your entries as they appear in print.

Filling in the **Start Date only** will print as “start date-present” (e.g., January 1, 1956-present).

Filling in the **End Date only** will print just the date.

If you fill in **Start** and **End Dates** for presentations, APA style prints only the end date. All other styles will print the start and ends dates that you entered.

Major/Minor. *Annual Reports* and *Promotion and Tenure Reports* will utilize this classification on publications and presentations. Faculty use of major and minor depends on department/unit/school criteria. Consult with your department or unit for guidance on classification of work into major/minor categories.

Scope is required for presentations and professional service entries.

Peer-reviewed/Refereed/Juried and/or **Invited/Accepted**. *Annual Reports, Promotion and Tenure Reports, CVs*, and *P&T CVs* use these categories.

Check the **My Record** box for yourself on all publications, presentations, and grants. This is the only way for the system to identify you regardless of the name that you use for publications, presentations, etc.

Your co-authors and co-presenters from outside KU should be identified by their organization or **Institution** at the time the publication/presentation/grant was authored. This information can be typed into the field. If your co-authors or co-presenters are KU faculty/staff, please check the **KU Fac/Staff/Stu** box. This information is used to analyze collaborative work and is required by the NSF Biosketch. If you will use the NSF Biosketch, go back 5 years and update this information on publications, otherwise begin marking this information going forward.

If your students co-author publications or presentations with you, be sure to identify them. A drop down box under the heading **if student, choose level** allows you to specify their academic level (e.g., undergrad, master, doctoral). If the student is enrolled at KU, check the **KU Fac/Staff/Stu** box beside their name. The *Faculty Student Collaborations* report lists publications, presentations, and grants activity conducted with student collaborators.

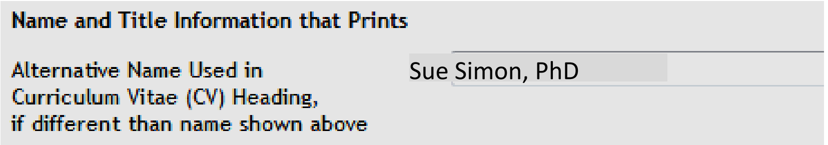
Why is the order of authors in my publication and presentations incorrect? Authors were keyed in the same order as given on your original CV. If authors are not in the expected order, it's likely that you did not give the order of names. Faculty in the Humanities, who were often the only author, omitted their names with citations on original CVs. The arrow keys ▼▲ can be used to re-order authors.

The **Courses Taught** screen shows the courses that you teach each semester. This information is automatically loaded into the system. Fall and Spring courses are loaded approximately 3 weeks following the 20th day of classes. Summer courses are loaded in mid-September.

Faculty should check the information each semester. If you see an error, please send an email describing the problem to *lmannering@ku.edu*. The PRO Team will contact you and make the correction for you. Note that errors in the KU course schedule will be reflected in the PRO record.

Directed Student Learning. . Recording a student once per level (undergrad, master's, doctoral) is preferable, however, the practice varies by discipline according to accreditation or other reporting requirements. For example, you may create one record per student, listing your primary responsibility such as "Dissertation Committee Chair/Member" and including additional responsibilities such as participation in "Examination Committees" in the Comments section.

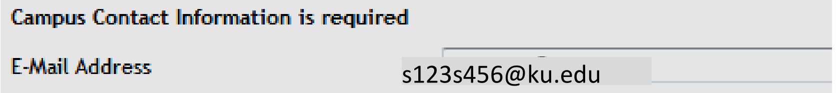
If you do not want your full name to appear at the top of your CV, you can change your name in the heading of your vita by going to the **Personal Information, Teaching/Research Statements, BIO** screen. Type in your preferred name in the box beside **Alternative Name Used in Curriculum Vitae Heading.**



Name and Title Information that Prints

Alternative Name Used in Curriculum Vitae (CV) Heading, if different than name shown above: Sue Simon, PhD

If your email appears as an alphanumeric (see below), you can change it to the alias that you have registered with KU (e.g., pbartell@ku.edu). Go to the **Personal Information, Teaching/Research Statements, BIO** screen. The box beside E-Mail Address shows the email that will appear on all PRO generated material. You can delete the email address and enter the alias address.



Campus Contact Information is required

E-Mail Address: s123s456@ku.edu

Faculty Web Pages

A limited amount of information in the PRO system (your office number, email, teaching/research statements) will integrate with the CMS system to provide content to your faculty web page. Prior to the Faculty PRO-CMS integration, each faculty member's information was manually entered into the CMS by the departmental Web editors. When PRO is used with CMS, selected content is pulled dynamically from PRO, eliminating the need to have it be entered manually in the CMS. Detailed information about the integration can be found at: http://cms.ku.edu/facultypro. Faculty can see the information that PRO shares with the CMS by running the *Web Page Information Report* in Custom Reports.