

How to Approve, Modify, or Delete a Citation Entered by a Delegate

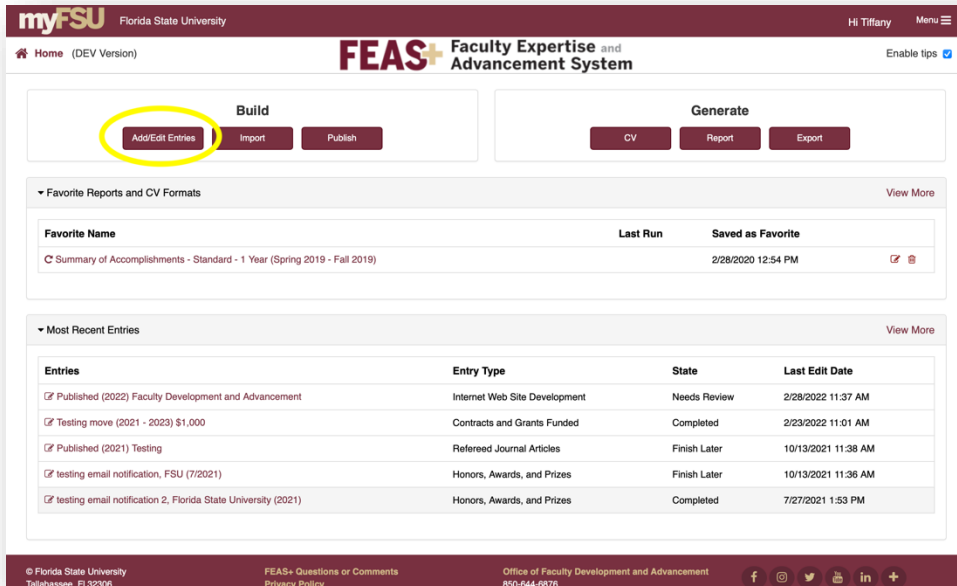
If a college, department, or faculty member has opted to appoint a delegate to enter CV information on behalf of a faculty member, these citations do not appear on the generated CV until the faculty member approves the entry. A faculty member always retains control of their CV.

1. Log in to <https://feas.fsu.edu>

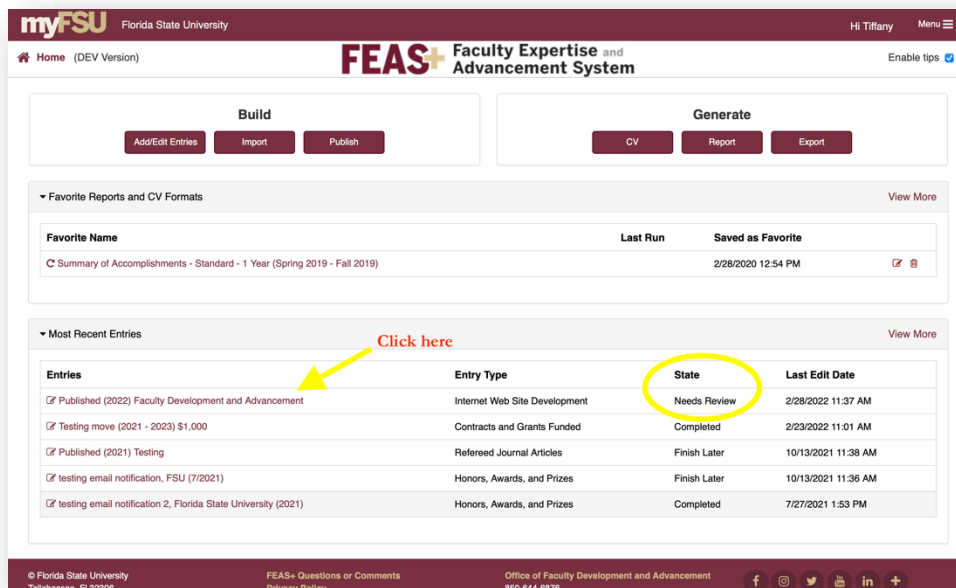
The screenshot shows the FEAS+ web application interface. At the top, there is a navigation bar with the myFSU logo, Florida State University text, and a user profile for 'Hi Tiffany'. Below this is a secondary header with the FEAS+ logo and 'Faculty Expertise and Advancement System'. The main content area is divided into two sections: 'Build' and 'Generate'. The 'Build' section contains buttons for 'Add/Edit Entries', 'Import', and 'Publish'. The 'Generate' section contains buttons for 'CV', 'Report', and 'Export'. Below these are two expandable sections: 'Favorite Reports and CV Formats' and 'Most Recent Entries'. The 'Most Recent Entries' section contains a table with columns for 'Entries', 'Entry Type', 'State', and 'Last Edit Date'. The footer contains copyright information for Florida State University, contact information for the Office of Faculty Development and Advancement, and social media icons.

Entries	Entry Type	State	Last Edit Date
<input checked="" type="checkbox"/> Published (2022) Faculty Development and Advancement	Internet Web Site Development	Needs Review	2/28/2022 11:37 AM
<input checked="" type="checkbox"/> Testing move (2021 - 2023) \$1,000	Contracts and Grants Funded	Completed	2/23/2022 11:01 AM
<input checked="" type="checkbox"/> Published (2021) Testing	Refereed Journal Articles	Finish Later	10/13/2021 11:38 AM
<input checked="" type="checkbox"/> testing email notification, FSU (7/2021)	Honors, Awards, and Prizes	Finish Later	10/13/2021 11:38 AM
<input checked="" type="checkbox"/> testing email notification 2, Florida State University (2021)	Honors, Awards, and Prizes	Completed	7/27/2021 1:53 PM

2. Click on the Add/Edit Entries button

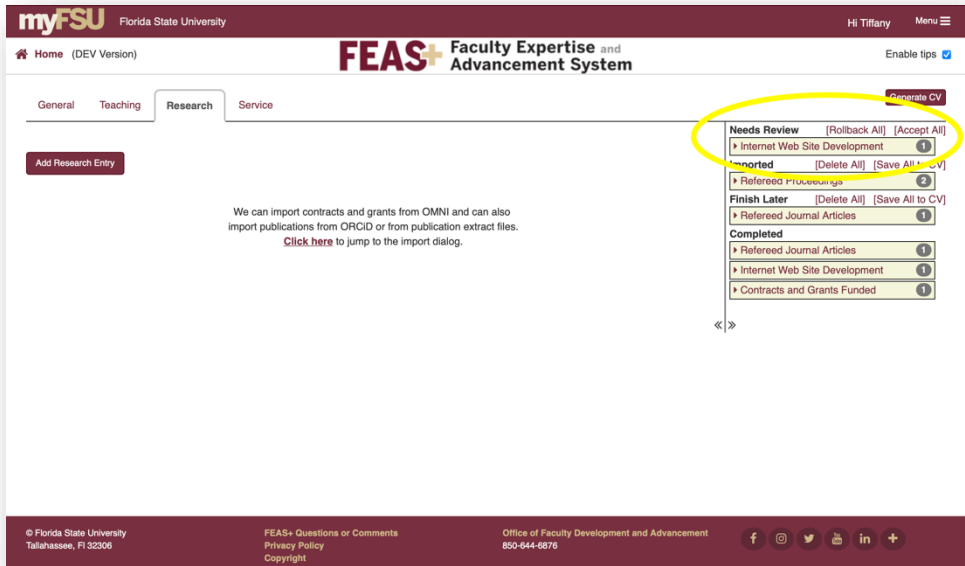


a. A quick way to know what entries that a delegate has added is to look at the bottom of the FEAS+ homepage. Under “Most Recent Entries” will be a list of citations, which includes a column for the “State” of the entry. You can click on the entry title to quickly jump to the citation.

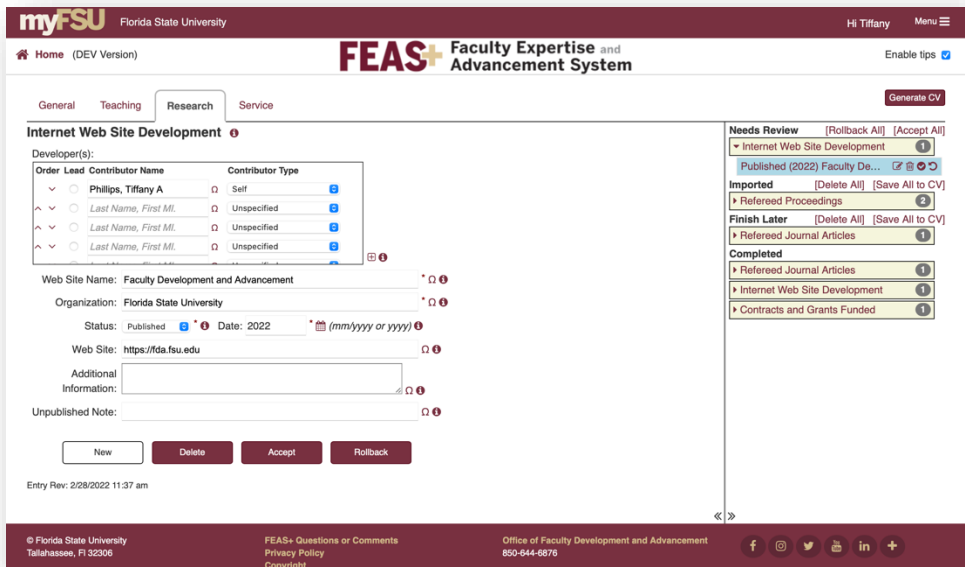


3. (Note: skip this step if you used 2a above.)

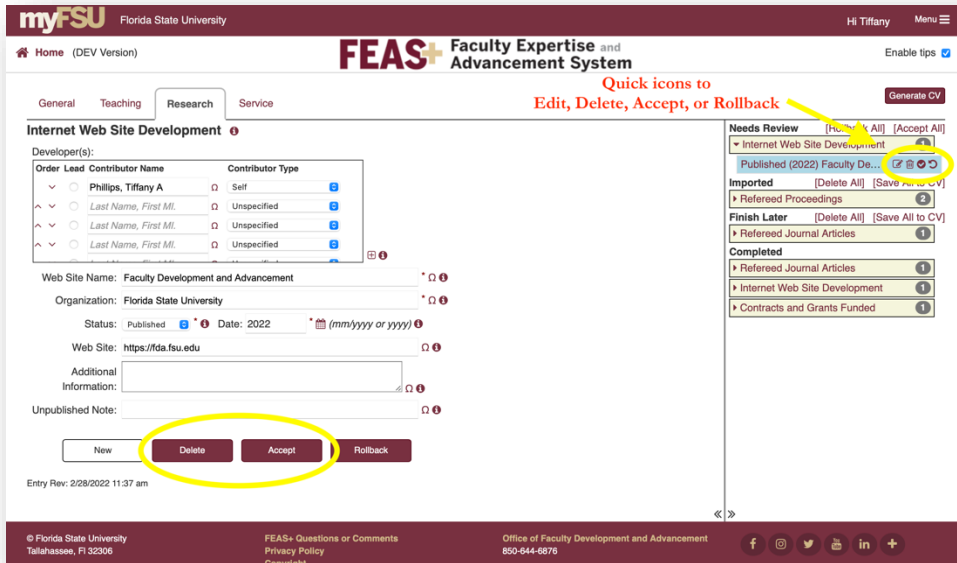
On the CV Builder, under each tab (General, Teaching, Research, Service), look for a section labeled “Needs Review”. This will appear at the top of the citation list.



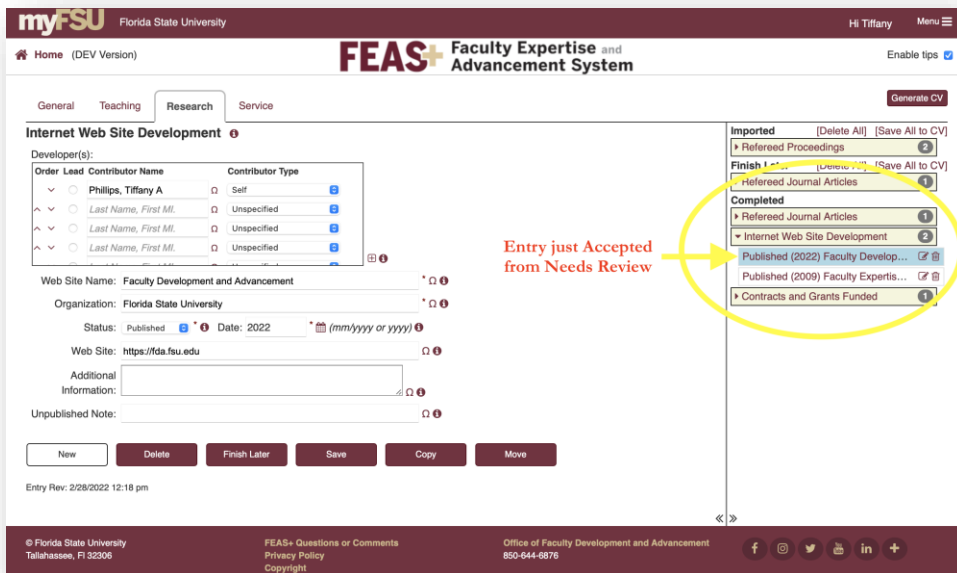
4. Click on the category heading to expand it. Click on the title of the citation to review the details.



- Enter or change any details as needed, then click on Accept to save the citation to your CV. Alternately, if you do not want to add the citation, click on Delete.



- If accepted, the entry will automatically be moved under the Completed section.

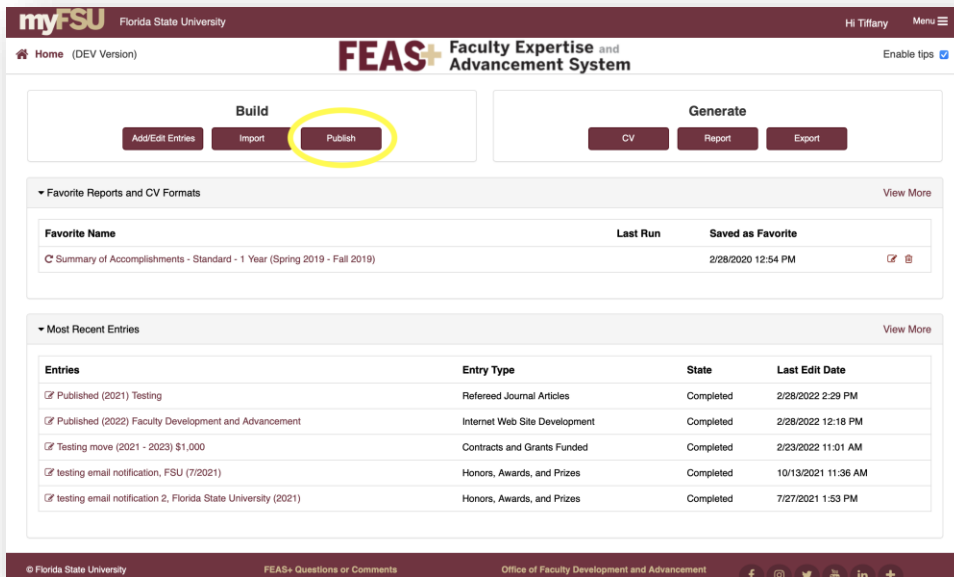


- Repeat from step 3 until all citations are listed under "Completed".

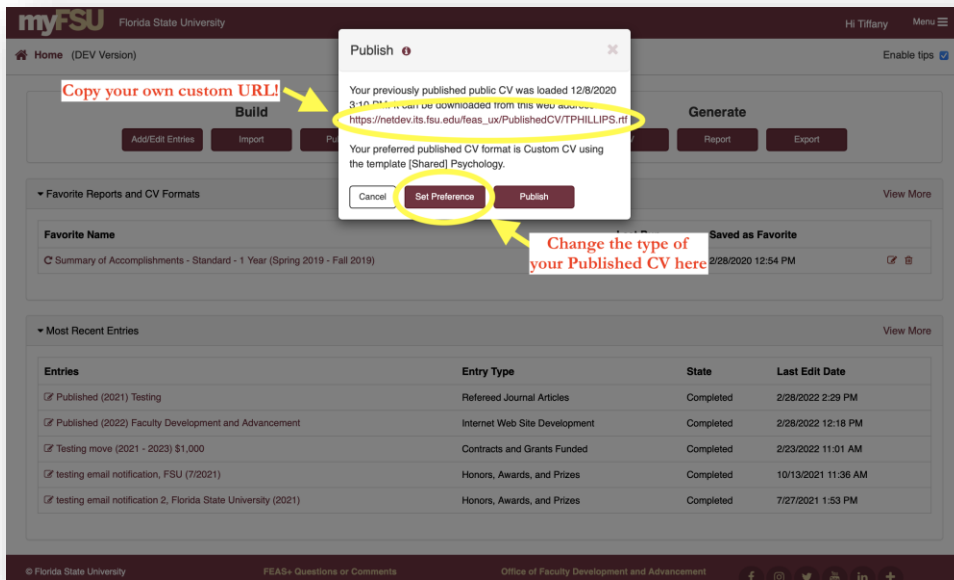
How to Publish a CV to the Public Interface

There are many advantages to publishing a version of your CV on the [FEAS+ Public Interface](#). First, this website allows colleagues and students to easily see your research interests and expertise. Second, publishing your CV creates a permanent URL (web address) that you may use on your departmental website, in your email signature, etc.

1. Go to the FEAS+ homepage at <https://feas.fsu.edu>
2. Click on the Publish button



- In the modal window, confirm the type of CV that you want to upload to the [Public Interface](#). If you wish to change the type, click on the Set Preference button.
(Note: copy your custom URL so that you may share it with your colleagues, department, or paste it into your email signature!)



- Click on Publish. The system will confirm that the upload is successful. Click on your custom URL to check your CV. You may click on Close when you are done.

