

Quick Reference: Data Entry in the Career Activity Module

Last updated 7-8-2019

Navigation for Data Entry

1. Data entry occurs in the **Profile** and **Activities** pages. Click on either in the left navigation menu. The profile page contains sections that are relatively stable so need less updating over time. The activities page is where most career accomplishments are entered.
2. The body of the page contains the list of sections where data entry occurs. Click on a **section name** to expand the section so that you can review, add, update, or delete records.
3. Click on the **question mark icon** to view guidance for the section. On the activities page, guidance also appears when you expand a section.
4. Press **Show All** to expand all sections or **Hide All** to collapse all sections.
5. Press **Jump to Section** to search for and jump to a particular section.

Review and Update Data

Honor/Award Title ^	Conferring Organization ^	Description ^	Display publicly on faculty profile? ^	Start Month ^	Award/Honor Type ^	Activity Type ^	Actions
Elected Fellow	American Association for the Advancement of Science		Yes	December 2014	External	Research	

Add (7)

6. Upon expanding a section, a summary table appears allowing you to review the data already entered. Click on a column header to sort by that column in ascending or descending order.
7. Click the **Add** button to open a data entry form and enter a new record. (The button does not appear if manual entry of records is not allowed in the section.) Scroll to the bottom of the data entry form to press a **Save** option when you are done. Press **Save and Add Another** if you need to enter multiple records in succession.



8. The **Actions** column at the right of the data summary table displays allowable actions for each record. For records imported from campus source systems, not all of these actions are allowed.
 - a. Click the **pencil icon** to edit a record.
 - b. Click the **x icon** to delete an existing record.
 - c. Click the **overlapping squares icon** to clone a record. This action creates a new record by copying an existing record and allowing you to make updates.