

## Customer Support

- **Do not use VPN with Advance**
- Click  to access the Academic Affairs Custom CV help pages
- Email ideas, questions, and issues to [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu)

## Getting Started

1. Advance works best when using the **Firefox** or **Chrome** browsers.
2. Login to MyAccess (<https://myaccess.ucsf.edu/>)
3. Select Advance from the applications within MyAccess
4. Click the My CV tab – **IMPORTANT: Custom CV *copies* data from My CV; make sure your My CV data is up to date before beginning this process; Changes made to My CV after creation process will not affect the Custom CV**
5. Mouse over the Custom CV sub tab to select Create New CV



## Overview

The process for creating a Custom CV is simple:

1. Create the CV
  - a. Select the Create New CV option from the Custom CV menu
  - b. Name your CV – this name will be selectable from the Custom CV menu
  - c. Use the check-boxes to select My CV sections to include in the CV
  - d. Save the CV
2. Customize the CV
  - a. The General Information section
    - Select which items to include in the CV
    - Select a format for this part of the CV
  - b. Other sections – steps that might make the CV more useful
    - Rename a section header
    - Select/de-select specific items to display in each section
    - Add Sub Headers, if desired
    - Re-organize the items within the section
  - c. Create and populate a Custom Section
  - d. Re-organize the sections of the CV
3. Export the CV
  - a. Click the Export button to create a Word version of the CV
  - b. After saving the Exported CV, you can modify the content, save to PDF, or print the document

## The Section Picker

- Advance displays a page where you can
  - Select the sections of My CV to include in the Custom CV
  - Name this Custom CV here (will display in the Custom CV menu)
  - Click Create to save this Custom CV


## The Custom CV buttons

After creating the custom CV you can

- Rename the CV – change the name and click Rename to save the change
- Return to the Section Picker to select different sections to include in the CV
- Add a Custom Section where you can
  - Add new information (e.g., a descriptive paragraph)
  - Compile information from several My CV sections (e.g., publications from several publication sections, etc.)
  - See below for more information about this feature
- Copy this Custom CV to save it as a new/different Custom CV
- Delete this Custom CV
- Re-organize the sections you've selected for this Custom CV

## Select items to include in the Custom CV

After creating the Custom CV, you can

- Select the items to include in the CV
  - Click the Edit link (appears when you mouse over a section) to open
  - Change the “Section name” to better describe what is included
  - Select items individually or Select All or Deselect All for a gross selection
  - Use the “Filter rows” feature to find specific items to select individually
- Add Sub-headers by clicking the  icon – remember to select the Sub-header row so it appears in your Custom CV
- Reorganize items by clicking and dragging them to the desired location within

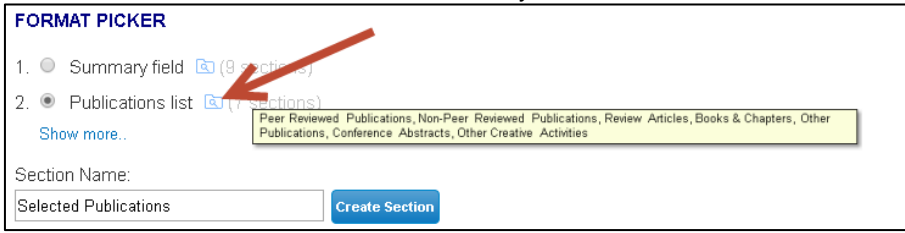
## Working with Custom Sections

There are three reasons to add a Custom Section to your Custom CV

1. You want to add a descriptive paragraph to the CV
2. You have some things to add to the CV that are not part of My CV
3. You want to group things from different My CV sections into one section

### Create a Custom Section

- Click the Add Custom Section button (top of CV) to begin the process
  - Or select a Custom Section that you created for a earlier Custom CV: Click Section Picker and select the custom section from the lower right
- Choose a format for this Custom Section
  - The format defines the structure: paragraph; list with years, etc.
  - There are six formats – click “Show more...” to see all six
  - Mouse over the folder icon to see the My CV sections like this format

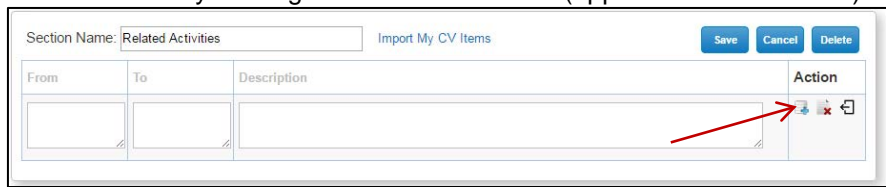


- Type the header name you want to display and Click Create Section

### Populate the Custom Section with information

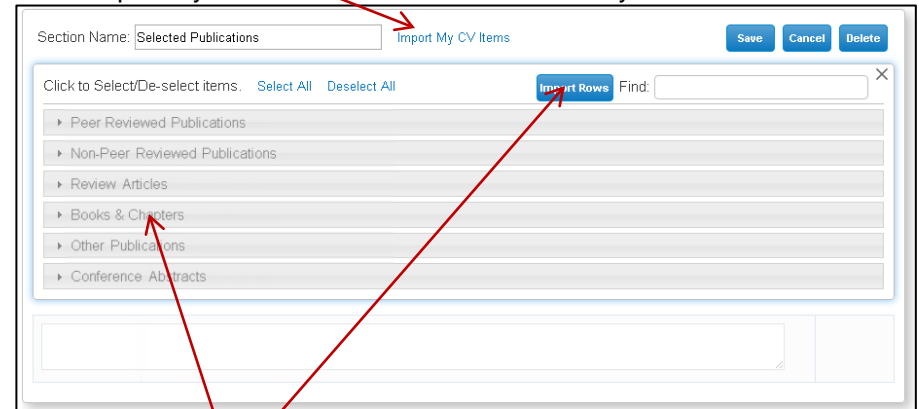
There are two ways to add text to your Custom Section

1. Type text into the rows, adding new rows as necessary
  - a. Add new rows by clicking on the Add Row icon (appears on mouse over)



## 2. Import My CV items into a Custom Section

a. Click “Import My CV Items” to view sections from My CV

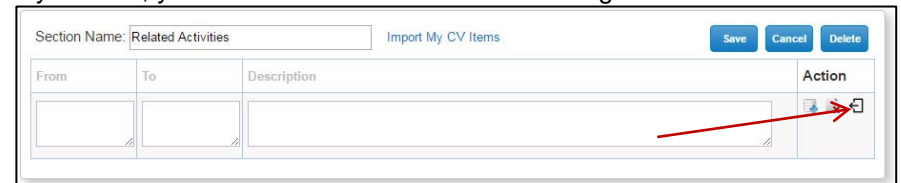


b. Click on a section name to view the items within that My CV section

c. Click on individual items to select

d. Click Import Rows button to import the selected items into the Custom Section

e. If you want, you can add a “Sub Header” and reorganize content as desired



f. You can also add new items (things not included in My CV)

g. Modify the Column Header text when appropriate

h. Click Save to close the Edit window

## Select a format for the General Information section of the CV

Select one of three formats within the top section of the Custom CV:



You may want to deselect some of the the items within General Information to optimize the look of the CV

