

FEAS+ Faculty Guide: Managing Delegate Entries

Maintaining full control over your professional record.

1. Reviewing New Citations

When a delegate enters information on your behalf, it will not appear on your generated CV until you manually approve it.

How to locate "Needs Review" entries:

- **The Quick Way:** Log in to feas.fsu.edu and scroll to **Most Recent Entries** at the bottom of the homepage. Look for the **"Needs Review"** status in the State column. Click the entry title to jump directly to it.
- **The Comprehensive Way:** Click **Add/Edit Entries** from the homepage. Within the CV Builder, check the **General, Teaching, Research, or Service** tabs. Any pending items will be listed in a **"Needs Review"** section at the top of the citation list.

Favorite Name	Last Run	Saved as Favorite		
Summary of Accomplishments - Standard - 1 Year		5/5/2025 3:10 PM		
Specialized Faculty Promotion CV	7/11/2024 2:16 PM	7/11/2024 2:12 PM		
OER CV		12/11/2023 11:29 AM		

Entries	Entry Type	State	Last Edit Date
Published (9/2018) Global cancer statistics 2018: GLOBOCAN estimates of incidence and mortality worldwide for 36 cancers in 185 countries	Referred Journal Articles	Completed	9/12/2025 10:40 AM
Published (1/2006) Using thematic analysis in psychology	Referred Journal Articles	Completed	9/12/2025 10:40 AM
Published (8/2019) A Moderated Mediation Model of Self-Concept Clarity, Transformational Leadership, Perceived Work Meaningfulness, and Work Motivation	Referred Journal Articles	Completed	9/12/2025 10:40 AM
Published (6/2009) ImageNet: A large-scale hierarchical image database	Referred Journal Articles	Completed	9/12/2025 10:40 AM
Published (1/2003) Common method biases in behavioral research: A critical review of the literature and recommended remedies.	Referred Journal Articles	Completed	9/12/2025 10:40 AM

2. Approving or Modifying Entries

Once you have located an entry that requires attention:

1. **Expand & Inspect:** Click the category heading to expand it, then click the **Citation Title** to view full details.
2. **Edit:** Update or change any details within the fields as necessary.
3. **Finalize:**
 - **Accept:** Saves the citation to your CV and moves it to the **Completed** section.
 - **Delete:** Removes the citation if you do not want it added to your record.
4. **Repeat:** Continue this process until all citations are marked as **Completed**.

The screenshot displays the FEAS+ Faculty Expertise and Advancement System interface. At the top, the FSU Florida State University logo is visible on the left, and the user's name 'Hi Tiffany' and a menu icon are on the right. Below the header, there is a navigation bar with 'Home (DEV Version)' and 'Enable tips' checked. The main content area is divided into tabs: 'General', 'Teaching', 'Research' (selected), and 'Service'. A 'Generate CV' button is located in the top right corner of the main area. On the left side, there is an 'Add Research Entry' button. The central text area contains a message: 'We can import contracts and grants from OMNI and can also import publications from ORCID or from publication extract files. [Click here](#) to jump to the import dialog.' On the right side, there is a sidebar with a summary of citation counts. The sidebar is organized into sections: 'Needs Review' (1), 'Imported' (2), and 'Completed' (40). Each section lists specific categories and their counts. The 'Needs Review' section includes 'Refereed Journal Articles' (1) and 'Published (8/2011) Heavy ...'. The 'Imported' section includes 'Refereed Journal Articles' (2), 'Published (2017) FEAS', and 'Published (2009) Faculty Exp...'. The 'Completed' section includes 'Research and Original Creative ...', 'Refereed Journal Articles' (40), 'Refereed Books' (5), 'Refereed Book Chapters' (2), 'Internet Web Site Development' (2), 'Contracts and Grants Funded' (2), 'Contracts and Grants Pending' (2), and 'Additional Research or Original ...' (1). At the bottom of the page, there is a footer with copyright information for Florida State University, contact information for the Office of Faculty Development and Advancement, and social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a plus sign for more options.



Use the **Quick Icons** (Edit, Accept, Delete, or Rollback) located next to the entry title for faster processing without opening the full edit view.



Modify

Open the citation to enter or change details as needed before final approval.



Accept

Saves the citation to your CV and moves it to the "Completed" section automatically.

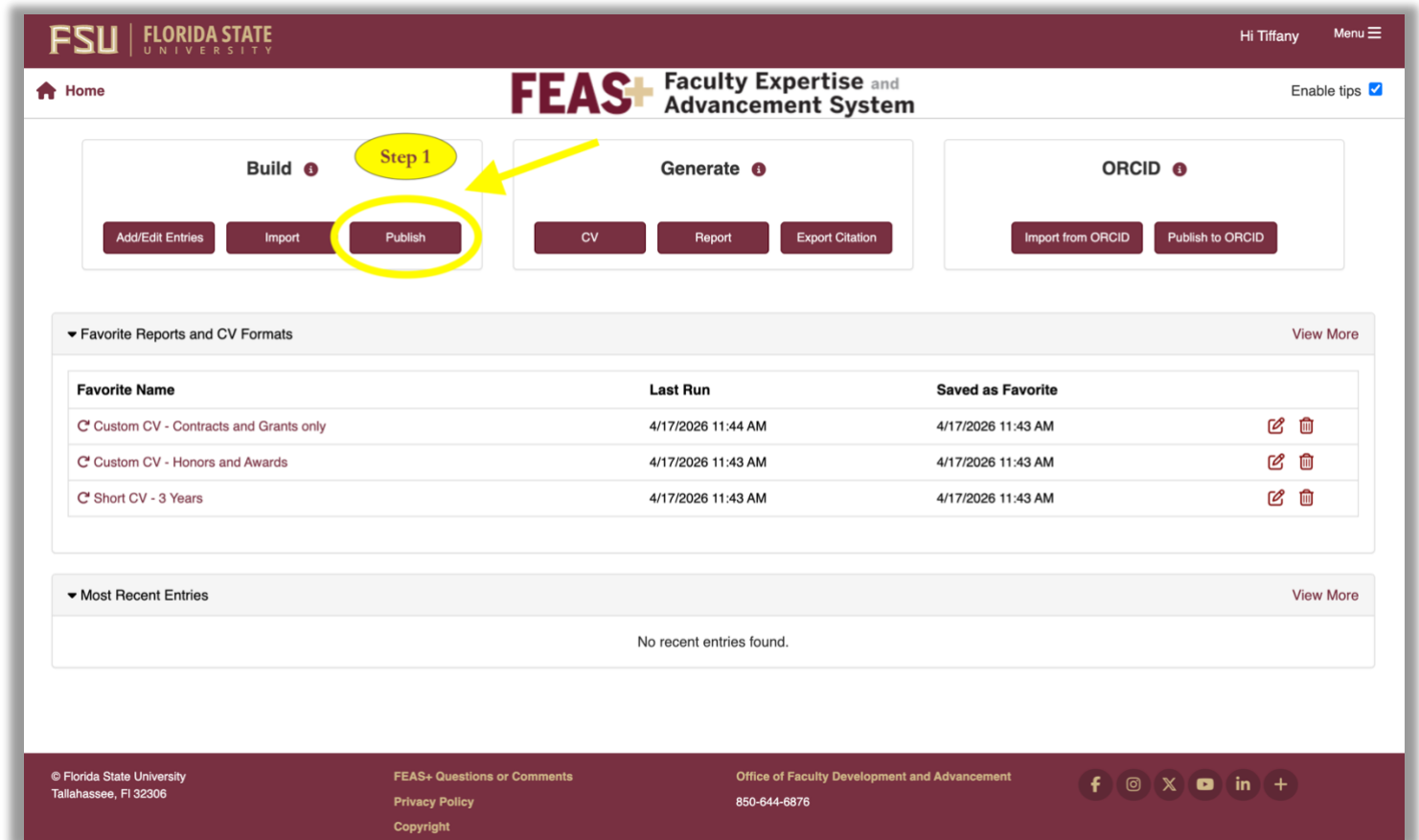


Delete

Removes the citation entirely if you do not want it included in your record.

3. Publishing to the Public Interface

Publishing your CV creates a **permanent URL** for your email signature or departmental site and makes your expertise discoverable to students and colleagues at <https://www.fsu.edu/cvdb>.

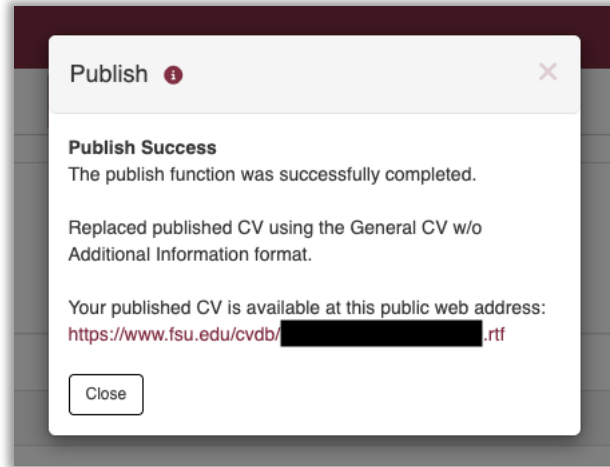


Step-by-Step Publishing

Step	Action	Details
1	Initiate	Click the Publish button on the FEAS+ homepage.
2	Configure	In the modal window, confirm your CV type. To change it, click Set CV Format , choose the format that you would like publicly displayed from the pull-down menu, and click "Save".

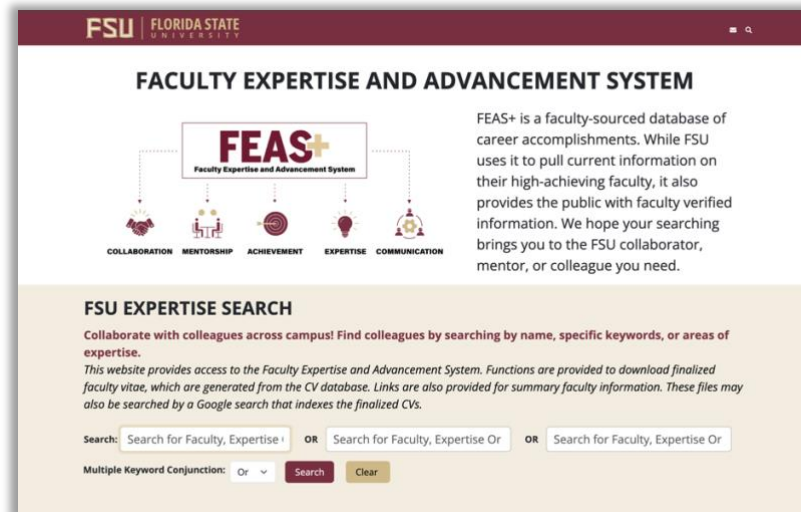
- 3 **Execute** Click **Publish**. The system will confirm a successful upload.

- 4 **Verify** Click your **Permanent URL** to preview the public version.



Search the Public Interface

Search for collaborators and other experts at <https://www.fsu.edu/cvdb>.



Questions or Technical Issues?

Contact us:
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