1. The BioBuilder site works only in Internet Explorer!
2. After navigating to the BioBuilder homepage (https://comis.med.uvm.edu/peoplemanagement), sign in on the pop-up window using your COM Net ID and password. Then click on ‘People’ on the left-hand side navigation bar.
3. Find the faculty whose bio you are editing/completing by typing their last name into the search box – then click on their last name to access their bios and information.
1. Prior to editing a bio, review the address(es). To edit or add an address, click on the ‘ADDRESSES’ button on the Create/Edit Person page. (The address list here appears as a drop down menu for selection in “BIOS”).
1. Add an address by clicking ‘CREATE ADDRESS’.
2. Remove an address by selecting the check box next to the address you want to remove.
3. To edit an existing address, click on the portion of the address listed under Type (it will be green and underlined).
1. To edit or add email addresses, click on the ‘EMAIL ADDRESSES’ button on the Create/Edit Person page.
2. Add a new email address by clicking ‘CREATE EMAIL ADDRESS’.
3. Remove an address by selecting the check box next to the email address which you want to remove.
BIO Edits – add Bio Details

Bios are organized by categories called “bio details”. The UVM Web Template is a summary that at a minimum needs the following bio details populated:

- Academic Appointment
- Academic Interest
- Awards and Honors
- Education
- Expertise
- Publications (Peer Reviewed preferred) and/or Publications: Faculty are asked to select five most representative of their work and interests and give that information to their department webmaster and include a link to their PubMed or Google Scholar page which will be added as a last entry under Publications.
- Research Grants
- Research Interests
- Website (lab or research program site)

1. To edit bios and bio details, click ‘BIOS’ on the Create/Edit Person page. This will take you to the Bios page, where any pre-existing bios will be listed.
1. Select “UVM Web Template Bio” on the Bios page to make changes. DO NOT update Comprehensive or “Web” – this is the EZ Site bio and will be made inactive after launch.

2. Click on ‘CREATE A BIO DETAIL’ to add details/information about the faculty member.

3. Select a category for the Detail by choosing one from the drop down menu. You may include any categories you please, but make sure to include the following categories:
   - Academic Appointment
   - Academic Interests
   - Awards and Honors
   - Education
   - Expertise
   - Publications (Peer-Reviewed)
   - Research Grants
   - Research Interests
   - Website (for lab and/or research website links)
1. Click ‘EDIT’ and it will take you to a page with a text box. You have 2 choices:
   o Enter all the information/entries for the category in one Detail
   o Enter only 1 of the entries for the category, and then repeat the steps for each separate entry
2. Although entering the information one at a time takes much longer, it allows the editor to pick and choose which Details are included in the bio(s). If all the information is entered at once, the Category as whole must be included or excluded from the bio or edited.

5. The Active checkbox will already be checked; this means that the Detail will appear in the bio(s) to which it is applied. Uncheck the checkbox if you do not want the Detail to show in the bio(s) but you want the Detail to be an option for this bio(s).
6. Click ‘OK’ when complete. If you would like to add more Details, click ‘SAVE AND ADD ANOTHER’. If you are done adding Details, click ‘DONE’.
1. To create a bio, click on ‘BIOS’ from the Create/Edit Person screen. This takes you to the Bios page where all pre-existing bios will be listed. Select “UVM Web Template Bio.” DO NOT choose Comprehensive or “Web” – this is the EZ Site bio and will be made inactive after launch.
Virginia L Hood - UVM Web Template Bio Bio
Bio ID #22629

After saving, click **Preview** to see the bio.
Saves the bio to a format that can be edited in Microsoft Word. **Requires Office XP or higher.**

**Owner Group**
- Self

**Private**
- [ ]

**Active**
- [x]

**Summary**
[EDIT]

Professor of Medicine
Department of Medicine
Division of Nephrology and Hypertension

**Research Overview**
[EDIT]

**Image**
[CHANGE]

Image selected

**Contact Information**
[CHANGE]

**Home:** no address

**Work:** Nephrology Unit, Rehab 2, UHC, Mailstop 443RE2, 1 South Prospect St, Burlington, VT 05401

**Email:** virginia.hood@uvm.edu

**Categories**
[SELECT]

<table>
<thead>
<tr>
<th>Order</th>
<th>Category</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Website</td>
<td>Details</td>
</tr>
<tr>
<td>2</td>
<td>Education</td>
<td>Details</td>
</tr>
<tr>
<td>3</td>
<td>Academic Interests</td>
<td>Details</td>
</tr>
</tbody>
</table>
The category order on the UVM Web Template Bio should be preselected so it displays:

1. Website
2. Education
3. Academic Interests
4. Expertise
5. Research Interests
6. Academic Appointments
7. Research Grants
8. Awards and Honors
9. Publications (Peer Reviewed) and/or Publications
1. At the top of the page, there is a PREVIEW button which obviously opens a window with a preview of the bio. Here, you can see what the bio will look like.

Virginia Hood, M.D.

**Work Address**
Medicine, DU-Rehab Bldg, Rm 2389
 virginia.hood@uvm.edu

**Education**
Methodist Ladies College, Burwood, New South Wales, Australia 1963
M.B.B.S. Faculty of Medicine, University of Sydney, Australia 1970
M.P.H. Harvard School of Public Health, Boston, MA, USA, 1993

**Postdoctoral Training**
1970-1974, Medical Resident, Mater Misericordiae Hospital, Sydney, Australia
1974-1976, Nephrology Fellow, Royal Prince Alfred Hospital, Sydney, Australia
1976-1977, Nephrology Fellow, University of Vermont, Burlington, Vermont

**Certification/Board Eligibility**
1973 Member of Royal Australasian College of Physicians
1977, Fellow of Royal Australasian College of Physicians
September 16, 1987, Diplomate American Board of Internal Medicine
November 1, 1988, Diplomate American Board of Internal Medicine (Nephrology)
1991, Fellow of the American College of Physicians

**Academic Appointments**
1977-1978, Clinical Assistant Professor of Medicine, University of Vermont
1978-1984, Assistant Professor of Medicine, University of Vermont
1984-1993, Associate Professor of Medicine, University of
1. Currently, it is not recommended to use the EXPORT button. If you want to work with the bio content in Microsoft Word, you can copy and paste content from the bio preview into a Word document. Use the Clear Formatting command on the Home toolbar to clean invisible formatting before pasting into BioBuilder.
2. Leave the Owner Group on ‘Self’.
3. The Private Checkbox is originally unchecked – keep it unchecked. The Active checkbox is originally checked – keep it checked.

Virginia L Hood - UVM Web Template Bio Bio
Bio ID #22529

After saving, click Preview to see the bio.

Saves the bio to a format that can be edited in Microsoft Word. Requires Office XP or higher.

Owner Group: Self
Private
Active

Jump to:
image
categories

12
1. Summary and Research Overview are text fields that can hold various information.

2. The Summary text field is used for information that migrates to the business card, the top part of the bio.
   a. The 1st line of the Summary text field is the Faculty member’s title.
   b. The 2nd line is the Department Name.
   c. If you want to create a link to their clinical bio & clinical address information at FAHC, make that link on the 3rd line with a sentence saying “Link to Clinical Information.” There is a link icon in the toolbar.
   d. If your faculty member is insistent, you may add a link to the faculty member’s CV in the 4th line. That is with the understanding that they must keep their CV up to date.
1. Image is where you can upload, change or delete a photo for the bio. The photo should ideally be 150 x 200 pixels.
1. Contact Information is the section where the addresses and emails you added earlier can be chosen. Make sure the addresses appear by looking at the preview. Click ‘CHANGE’ to select which addresses show on the bio. However, you cannot edit the addresses from here.
1. Select “Order” to change the Category/bio details display order. Click ‘SELECT’ to add another category.

The category order on the UVM Web Template Bio should be numbered as follows:

- Website
- Education
- Academic Interests
- Expertise
- Research Interests
- Academic Appointments
- Research Grants
- Awards and Honors
- Publications (Peer Reviewed) and/or Publications

<table>
<thead>
<tr>
<th>Order</th>
<th>Category</th>
<th>Details</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Education</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Postdoctoral Training</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Certification/Board Eligibility</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Academic Appointments</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Major Visiting Appointments</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other Professional Appointments</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Clinical Appointments</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Licensure</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Teaching - Local Contributions</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Professional Positions</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Professional Activities</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Awards and Honors</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Research Grants</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Research Support</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Journal Reviews</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Professional Societies</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Presentations</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Publications</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Abstracts</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Clinical Expertise</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Academic Interests</td>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>

Last Update User: MEDIC2Appteam
Last Update Date: 11/23/2011 3:38:23 PM
1. On the next page, check which Categories you want (there are pages of Categories and they all show, not just ones with Details in them) and click ‘SAVE’ to save the ones you’ve selected and ‘DONE’ when complete.

2. Remove a Category by checking the Remove box next to the unwanted Category.
1. To edit the contents of a Category, click Details. Here, all of the Details that are included in the Category are listed.
   - Create a new Detail by clicking ‘ADD NEW’.
   - To edit a Detail, click ‘EDIT’.
   - Click ‘EDIT’ again, make additions or changes in the text box and click ‘OK’.
   - Click ‘SAVE & ADD ANOTHER’ or ‘DONE’ when editing is complete.
   - Then click ‘SAVE’ and/or ‘DONE’ again.

1. When you are finished with the bio, continue to click ‘SAVE’ or ‘DONE’ until you return to the People - Find page.