

PROTOCOL FOR UPDATING FACULTY BIO INFORMATION IN THE FACULTY EXPERTISE DATABASE (FEDS)

The web-pages for the departmental faculty on the new Department of Psychiatry website are populated with information from the Faculty Expertise Database (FEDS). Faculty can update the information in FEDS at anytime by logging in with their PennKey.

Step-by-step instructions for updating information in FEDS

- Go to <https://www.med.upenn.edu/apps/my/fapd>
 - Enter your PennKey and Password and click 'login'
 - You will be taken to the Faculty Affairs and Professional Development (FAPD) gateway to applications screen. There will be a column on the left side of the screen that lists the applications you have access to, under "FAC TOOLS", click on the "Faculty Expertise Database (FEDS)" link.
 - When you get to your personal FEDS page you will see a series of categories down the left side of the screen and 5 tabbed categories at the top of the screen. You will only need to work in the first 2 tabbed categories (Expertise Data Entry, and Expertise Output)
 - Begin on the **Expertise Data Entry** tab – the categories on the left side of the screen should begin with 'cv information, biographical info, contact information, etc.).
 - Each one of these categories can be selected and edited individually. When you select a category, i.e. contact information, you will be taken to a screen that shows the information that is currently in the FEDS database. You might not have any information in the database for some categories. To add or edit the information for that category, click on the button labeled 'Insert New Record'. You will be taken to a screen that shows fields for the information pertinent to that category. For example, if you are adding or updating contact information, the screen will give fields for contact type, address, phone, etc. Once you have entered the information into the fields, you can hit the 'Save Changes' button at the bottom of the screen and your information will be updated in the system. The changes that you make will be reflected on your faculty web bio 24 hours later. The information that is featured on your individual faculty page is from the following FEDS categories:
 - Biographical Information
 - Contact Information
 - Education
 - Postgraduate Training
 - Appointments (Penn Faculty Appointments)
 - Publications (10 will be listed on your bio page – instructions on how to select these 10 to follow below)
 - Expertise Statements

- The next tab is the **Expertise Output** section. When you select this tab you will have different, corresponding categories on the left side of the screen.
- The first category 'View/Download CVs' takes you to a screen that allows you to select files that have been created using the data that you entered into your FEDS database. CVs, Grant Sheets, and etc. will be automatically created for you in the proper format using the data you entered into the system. You can download and print a copy of your updated CV or other file as soon as you have updated the information in the data entry section.
- In order to select which 10 publications you would like to appear on your faculty web bio pages, you need to select the category "Select Public Publications" on the left side of the screen.
- This will take you to a screen that will list the 10 publications that currently appear on your faculty web bio (assuming you have entered publications into FEDS). Next to each publication is a drop down box with the numbers 1-10.
- If you are satisfied with the list of 10 publications, you can use the drop down boxes to order the appearance of the publications on your faculty web bio. Click the button labeled "Set Display Order" when you are satisfied with the order.
- If you would like to change the publications that appear on your webpage, you should click on the link to "Select Alternate Publications".
- This will take you to a screen listing all of the publications that you have entered into the FEDS database. You can select any of these (up to 10) to be included on your faculty web bio. You can change the list of public publications as frequently as you would like. Your changes will be reflected on your faculty web bio within 24 hours.

TO ASSIGN A DESIGNEE TO UPDATE YOUR INFORMATION

Log onto FEDS with your own PennKey and password (no one else will be able to access your security settings in the system). You have the ability to assign designees to update your FEDS information by clicking on the third tab at the top of the screen (security) and you can add /modify who has permission to view and edit your information in the database. Fill in requested fields as required and submit changes.

Below is a memo from Dean Rubenstein to all SoM faculty dated September 7, 2005 announcing the launch of the FEDS web application and outlining how it should be used by faculty

TO: School of Medicine Faculty

FROM: Arthur H. Rubenstein, MBCh

RE: New Faculty Expertise Database (FEDS)

I am pleased to announce that Faculty Affairs and Professional Development (FAPD) will release an update to the Faculty Expertise Database (FEDS) today, September 7, 2005. As you know, FEDS was designed to address the institutional need to obtain accurate, up-to-date information about our faculty and their expertise and to make that information accessible, with varying levels of security, to faculty, administrators, and others both inside and outside the institution. FEDS is a powerful tool that allows you to easily store, update and print your CV in the standard School of Medicine CV format. FEDS also provides you with an excellent resource for identifying collaborators and mentors among your SOM faculty colleagues.

The new version of FEDS is part of the FAPD Gateway to Applications available at <http://www.med.upenn.edu/apps/my/fapd/>

You will need your PENNKey and password to log into the Gateway.

As part of this update, the School of Medicine homepage will have a link to a public display of some of your data stored in FEDS, including your on-campus address, research or clinical expertise statements you have entered, and a list of recent publications. The public interface can be reached at <http://www.med.upenn.edu/> and click on "Faculty."

If a professional picture of you exists, it will be displayed in addition to the public data. If you are a member of the Biomedical Graduate Studies faculty, for example, photos are already available. If your picture does not exist and you would like one on the public page, please contact Ben Adams (adamsben@mail.med.upenn.edu), Project Leader, SOM Information Services.

I strongly encourage you to use this excellent resource. If you need assistance with accessing or using FEDS, please contact Faculty Affairs and Professional Development at 215-898-4631.