



## COLLEGE OF MEDICINE UNIVERSITY OF IBADAN

### **APCVmAKER MANUAL (ACADEMIC STAFF PROMOTION SOFTWARE)**

#### **USER'S GUIDE**

#### **TABLE OF CONTENTS**

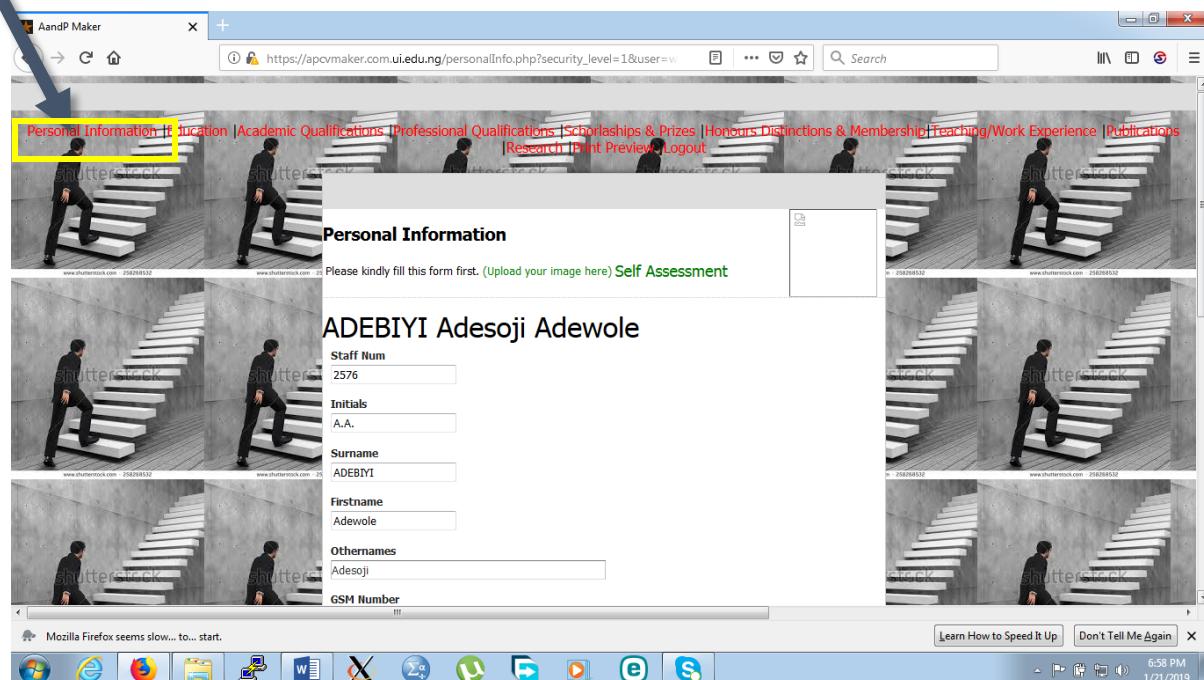
1.0 Introduction.....	2
2.0 Module of Content.....	2
2.1 Personal Information.....	2
2.2 Education.....	3
2.3 Academic Qualifications.....	3
2.4 Professional Qualifications.....	4
2.5 Scholarships and Prizes.....	4
2.6 Honours, Distinctions and Membership.....	5
2.7 Teaching and Work Experience .....	5
2.8 Publications.....	6
2.9 Research.....	6
2.10 Print Preview.....	7
2.11 Logout.....	7
3.0 Getting Started.....	7
3.1 How to Login.....	7

#### **1.0 INTRODUCTION**

Apcvmaker is an application software developed for use in the College of Medicine, University of Ibadan for Academic Staff to make use of it to fill in their Curriculum Vitae. This user guide contains a substantial set of guidelines allowing a detailed information on how to login in and upload your CVs.

## 2.0 MODULES OF CONTENT

**2.1 Personal Information:** This contains the details of the candidate (Name, Staff Number, Phone number, DOB, Faculty, Department, and Appointments etc.) and it is automatically filled in by the system with respect to the informations provided by the Personnel Division of the College of Medicine, University of Ibadan. Some corrections can be effected in this aspect.



**2.2 Education:** This module handles the different institution of education attended by the User and it's to be entered one after the other.

Personal Information | Academic Qualifications | Professional Qualifications | Scholarships & Prizes | Honours Distinctions & Merit Awards | Teaching/Work Experience | Publications | Research | Print Preview | Logout

Please type in Institutions attended

### University Education (with dates)

Please kindly fill in Institutions Attended. ([Add new Institution](#))

**Institution**

Select ....

**Starting date**  
 /  /   
 DD MM YYYY

**Ending date**  
 /  /   
 DD MM YYYY

[More](#) [Save](#)

Developed by College of Medicine Software Unit

https://apcmaker.com.ui.edu.ng/education.php

Mozilla Firefox seems slow... to... start.

Learn How to Speed It Up | Don't Tell Me Again

7:12 PM  
1/21/2019

**2.3 Academic Qualifications:** Handles the different qualifications obtained by the User.

Personal Information | Academic Qualifications | Professional Qualifications | Scholarships & Prizes | Honours Distinctions & Merit Awards | Teaching/Work Experience | Publications | Research | Print Preview | Logout

Please type in your Academic Qualifications Obtained

### Academic Qualifications (with dates and granting bodies)

Please kindly fill in Institutions Attended. ([Add new Qualification](#))

**Qualification**

Select ....

**Awarding Institution**  
 Adamawa State University 2016-07-04 To 2019-05-12

**Granting Date**  
 /  /   
 DD MM YYYY

[Save](#)

Developed by College of Medicine Software Unit

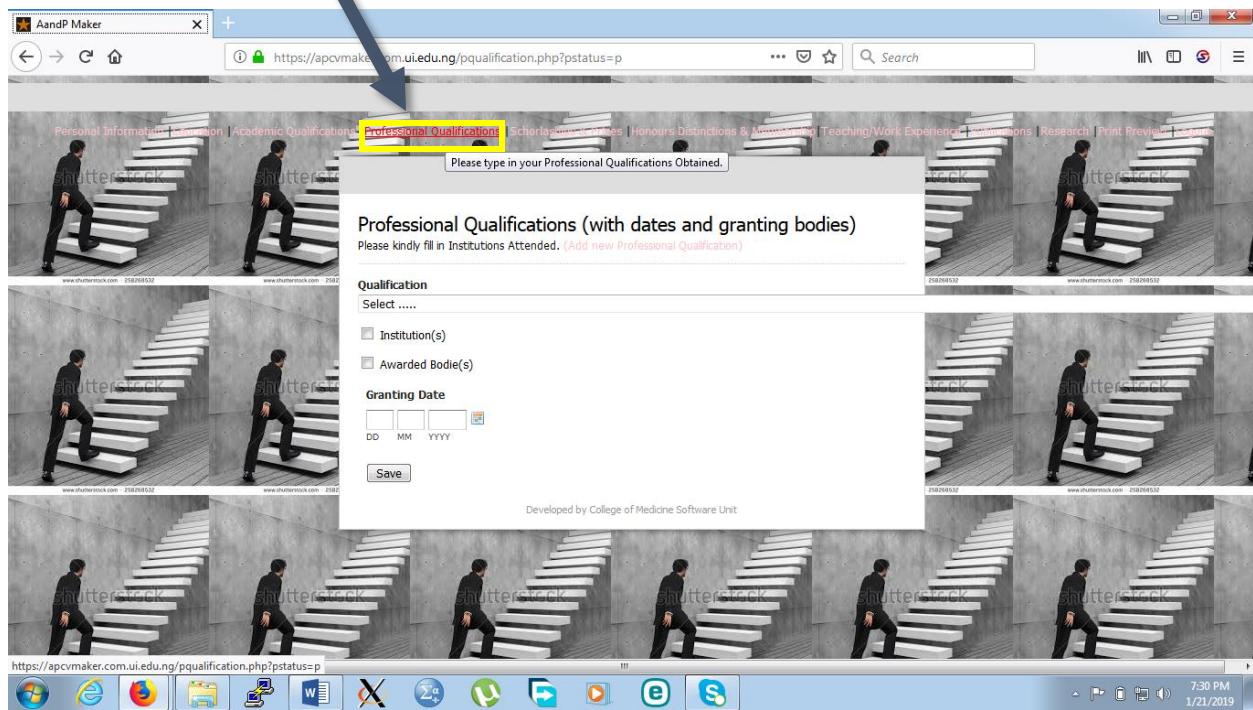
https://apcmaker.com.ui.edu.ng/qualification.php?pstatus=a

Mozilla Firefox seems slow... to... start.

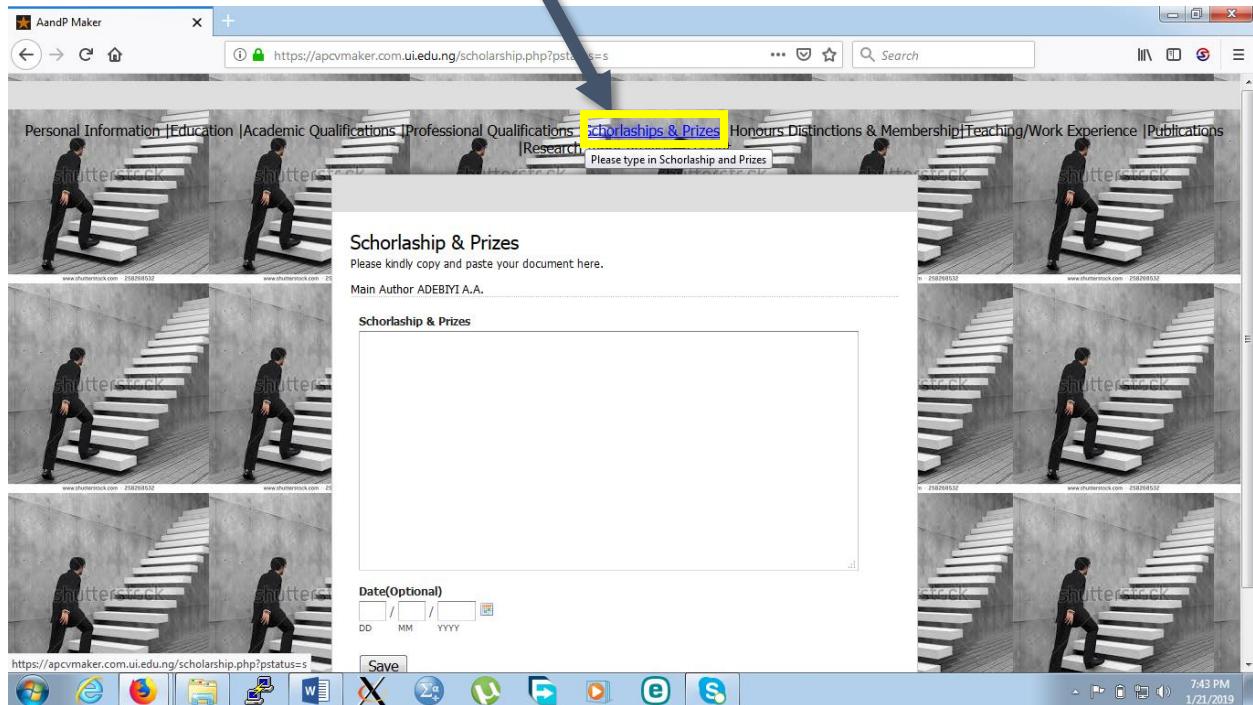
Learn How to Speed It Up | Don't Tell Me Again

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1/21/2019

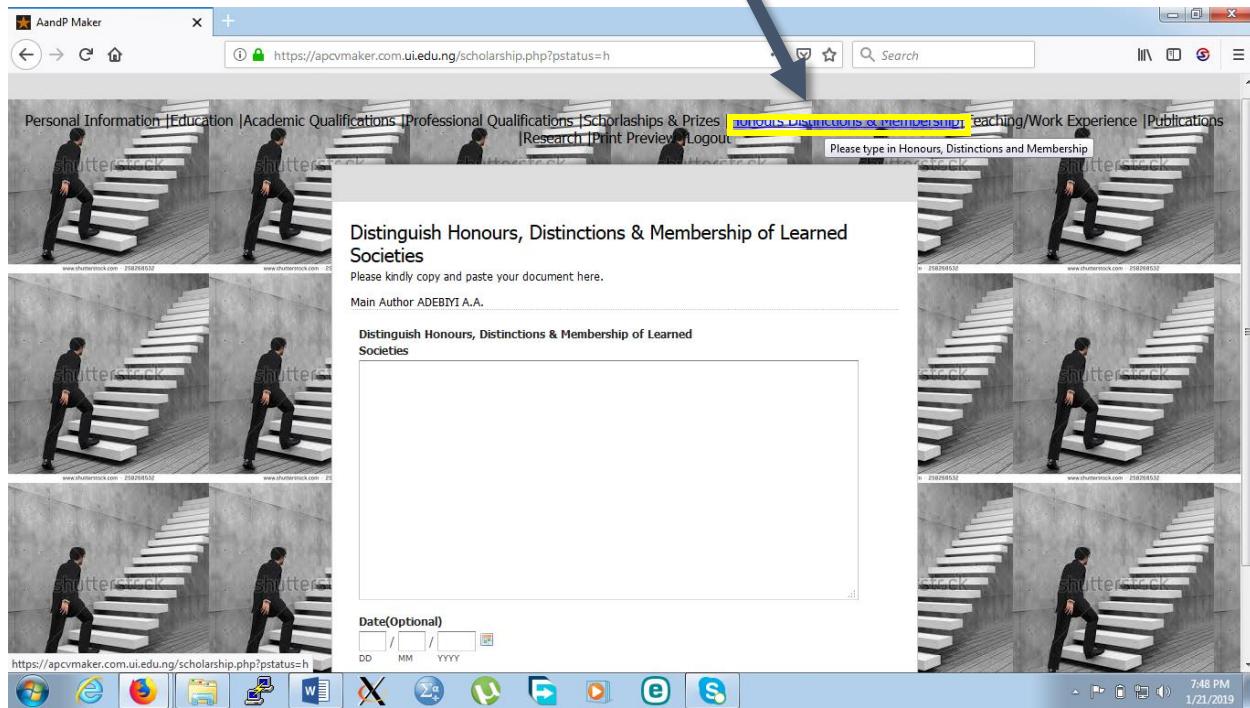
**2.4 Professional Qualifications:** In this module, candidate fill in the various professional qualifications and the awarding bodies.



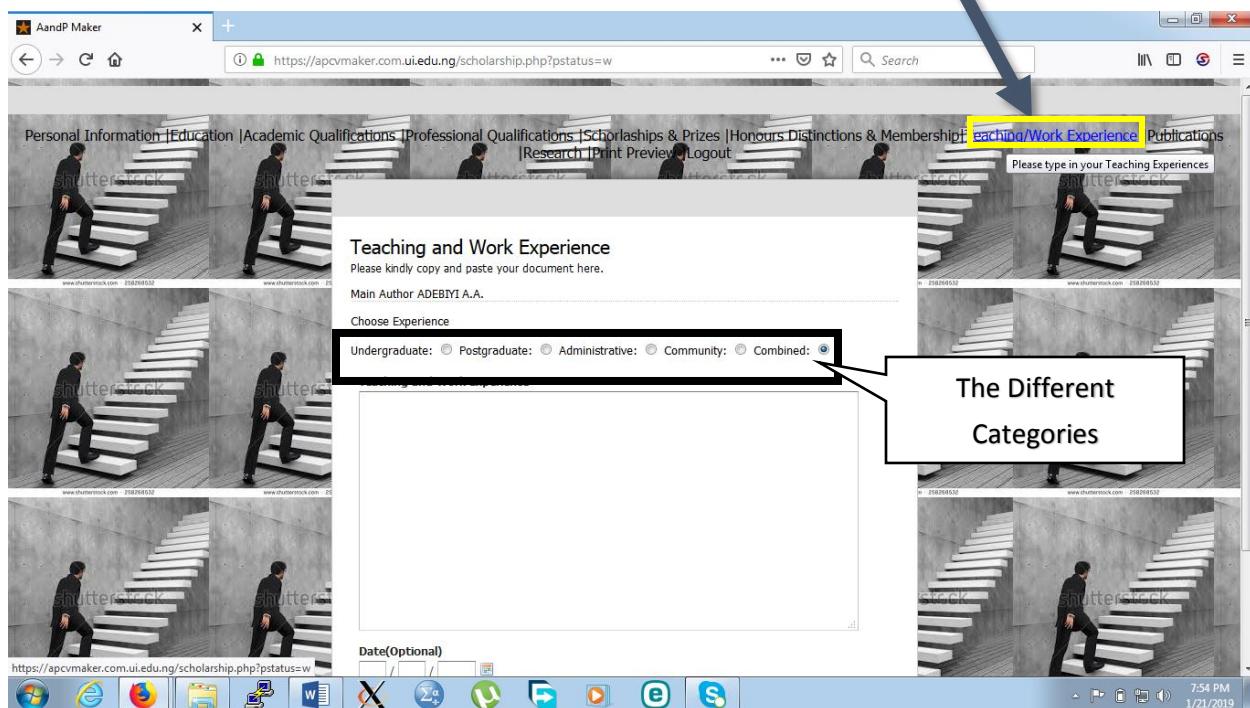
**2.5 Scholarship and Prizes:** This module handles the list of scholarship and prizes owned by the User.



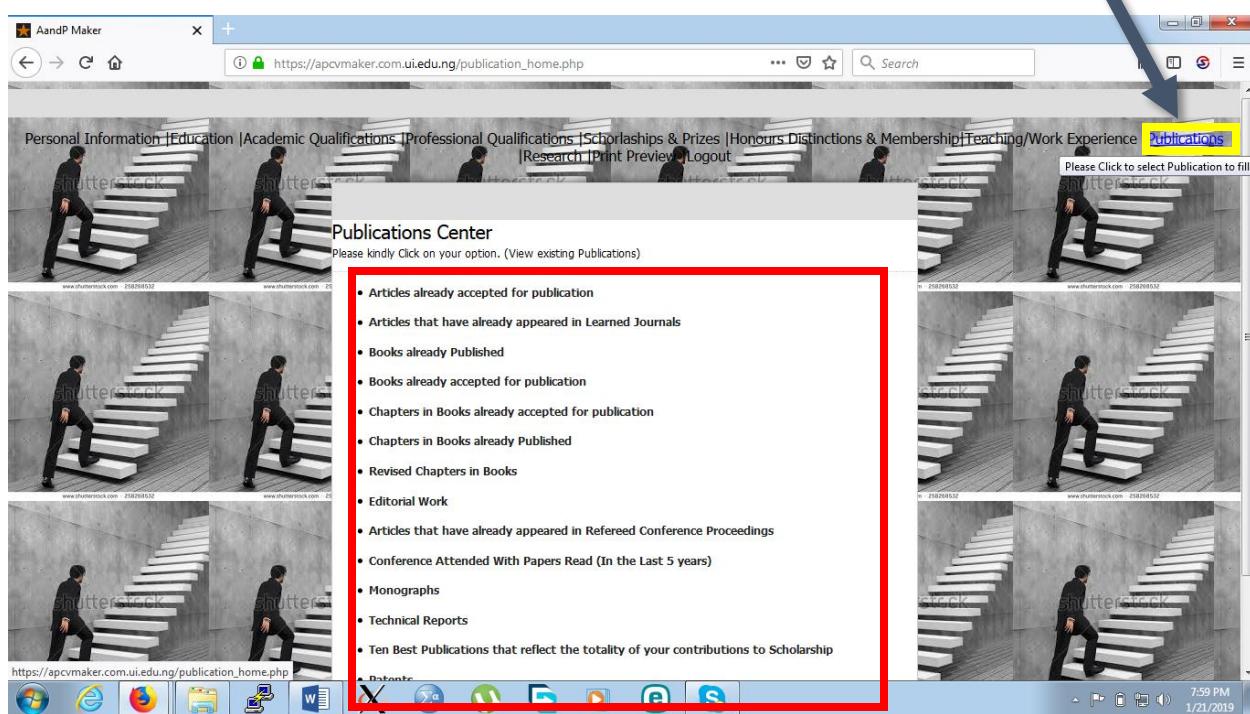
**2.6 Honours, Distinctions and Membership:** This handles all the list of Honours, Distinctions and Membership of Learned Societies.



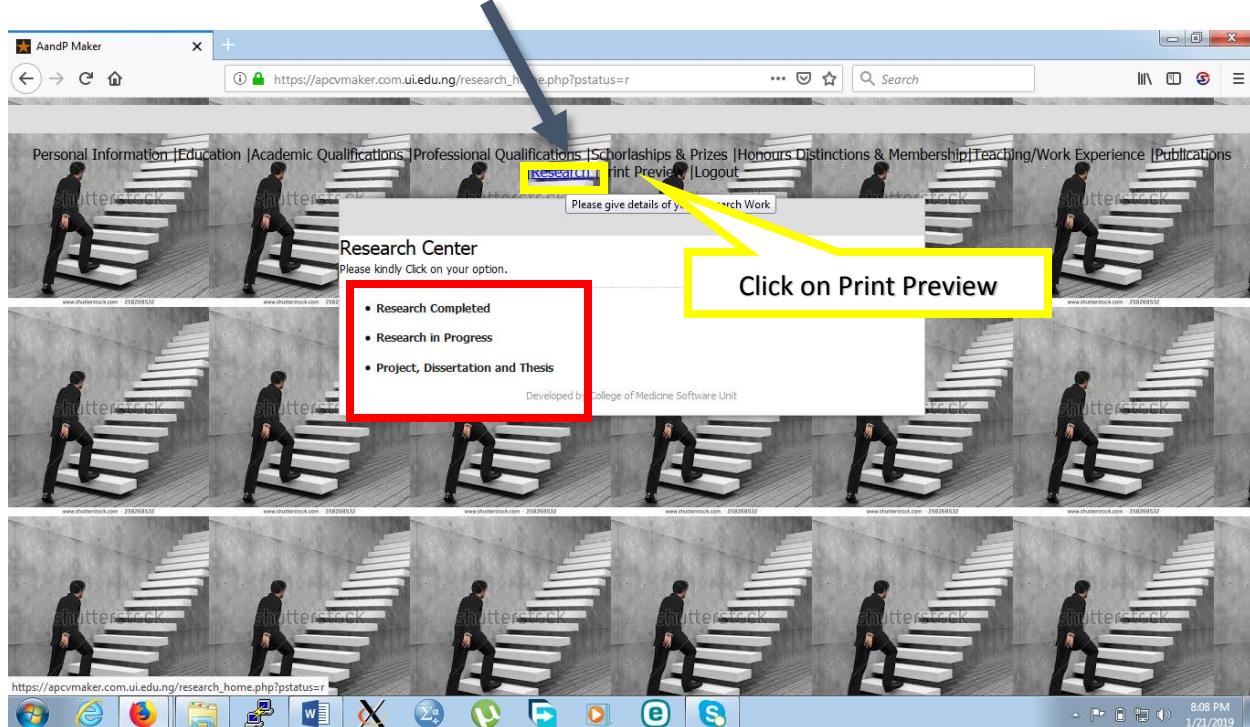
**2.7 Teaching and Work Experience:** Handles the details of Teaching and Work Experience for the candidate by arranging them under different Categories (**Undergraduate, Postgraduate, Administrative, and Community Service**).



**2.8 Publications:** In this module, the User select one after the other from the list of publications options given (**Articles already accepted for publications, Books already published etc.**).



**2.9 Research:** In this aspect, the User fills in all the research work by selecting one after the other from the various categories (**Completed, In Progress, Projects, Dissertation and Thesis**).



**2.10 Print Preview:** This module projects all contents that is entered by the User and it can be checked at regular interval.

<https://apcvmaker.com.ui.edu.ng/printcss.php>

**2017 PROMOTION EXERCISE  
CURRICULUM VITAE**

I

a. Name: Adewole Adesoji Adebivi  
b. Date of Birth: 19 August, 1967  
c. Department: Medicine  
d. Faculty: Clinical Sciences

II.

a. First Academic Appointment: Assistant Lecturer  
b. Present Post(with date): Senior Lecturer (01 February, 2012)  
c. Date of Last Promotion: 01 February, 2012  
d. Date Last Considered (in cases where promotion was not through): Not applicable

III. University Education (with dates)

a. Adamawa State University 2016 - 2019  
b. Ahmadu Bello University 2016 - 2018

IV. Academic Qualifications (with dates and granting bodies)

a. B.Sc.(Agr.) (Bachelors Degrees in Agricultural 2019  
Economics )

9:15 PM  
1/21/2019

**2.11 Log Out:** This module is clicked to exit the page.

[https://apcvmaker.com.ui.edu.ng/personalInfo.php?security\\_level=1&user=VADEBIYI](https://apcvmaker.com.ui.edu.ng/personalInfo.php?security_level=1&user=VADEBIYI)

Please click to logout your account

**Personal Information**

Please kindly fill this form first. (Upload your image here) **Self Assessment**

**ADEBIYI Adesoji Adewole**

Staff Num  
2576

Initials  
A.A.

Surname  
ADEBIYI

Firstname  
Adewole

Othernames  
Adesoji

GSM Number  
8033471650

9:20 PM  
1/21/2019

## 3.0 GETTING STARTED

### 3.1 How to Login

- Open any web browser i.e. Internet explorer, Mozilla Firefox, Google Chrome etc.

- Type in this in the URL: <https://apcvmaker.com.ui.edu.ng> and push the enter key

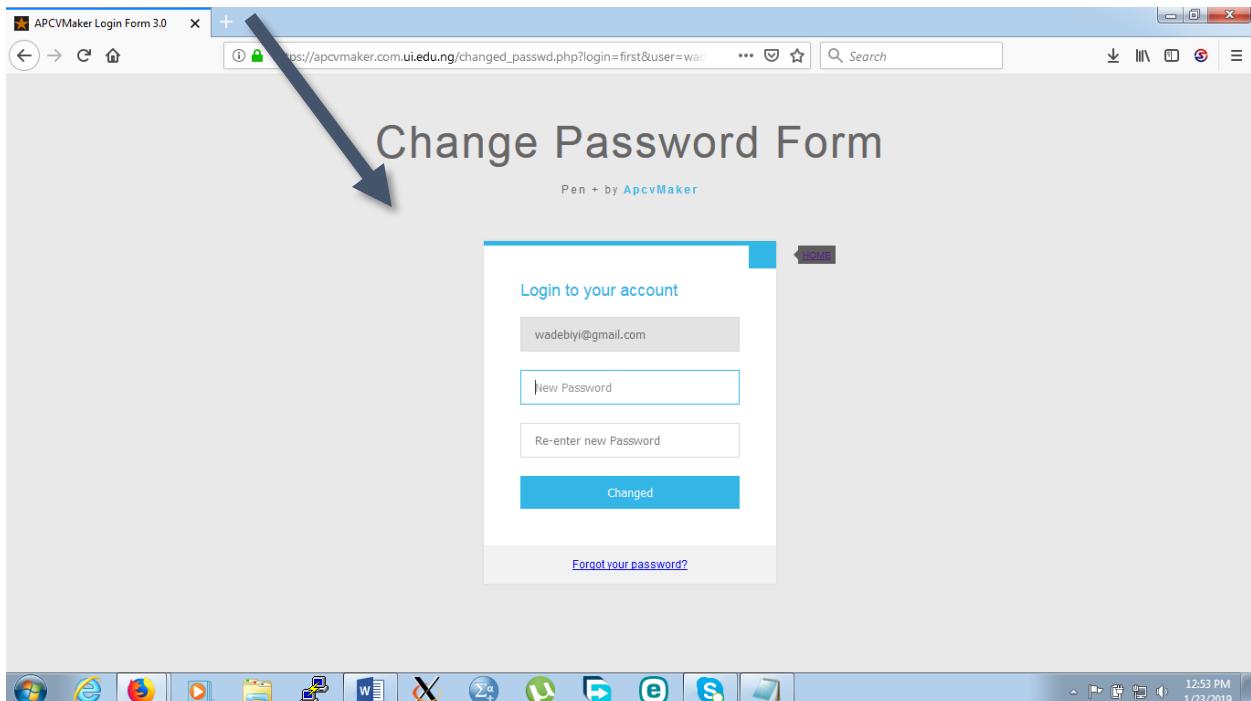


This is the first screen you will see: The **HOME** Page

- Then click on **LOGIN** Button

If you are a **New User**, type in your email address (e.g [user@domain.com](mailto:user@domain.com)) as the **Username** and **Password** and pick the **year** of the Promotion Exercise you want to apply for but if you are an **existing user**, login in with your **Username (Email)** and your already **changed password**. Click on the Login Button or press enter key on your keyboard.

For a **New User**, You will be taken to this page to change your password.



**NOTE:** The password is case sensitive. As **people** is not the same as **People**

After changing the password, another page will come up asking you to login again with the **New password** you just changed to.

Authors' Login Form

Pen + by ApcvMaker

Login to your account

Email

Password

Promotion Year 2017

Login

[Forgot your password?](#)

Personal Information | Education | Academic Qualifications | Professional Qualifications | Scholarships & Prizes | Honours Distinctions & Membership | Teaching/Work Experience | Publications | Research | Print Preview | Logout

Personal Information

Please kindly fill this form first. (Upload your image here) [Self Assessment](#)

ADEBIYI Adesoji Adewole

Staff Num  
2576

Initials  
A.A.

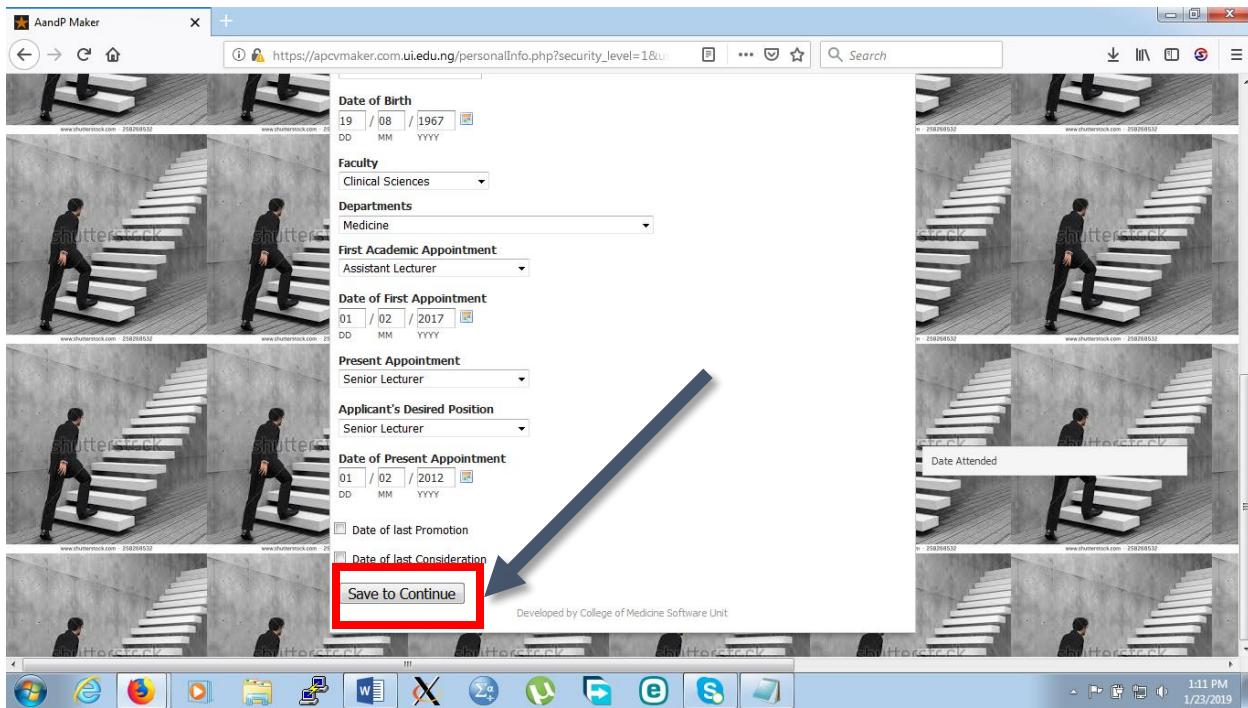
Surname  
ADEBIYI

Firstname  
Adewole

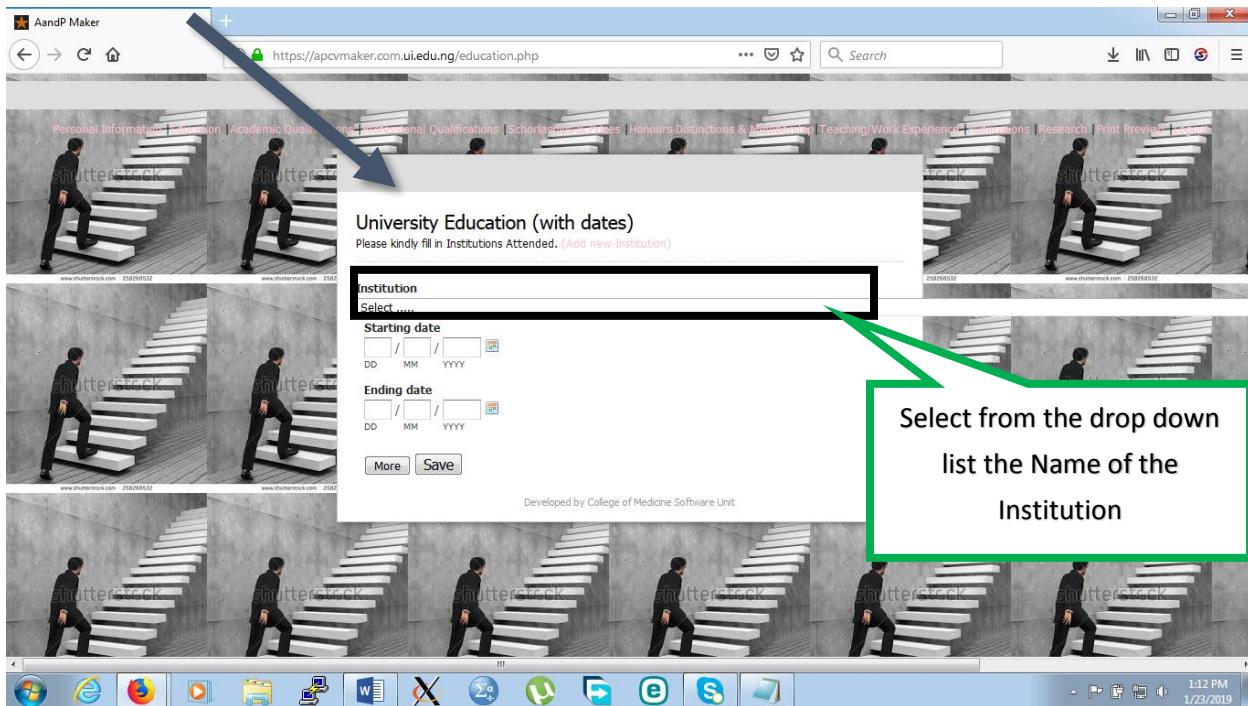
Othernames  
Adesoji

GSM Number  
8033471650

The **Personal Information** Page comes up for both New and Existing Users to check the information that is automatically provided by the system if they are correct, scroll down to save and continue. In a situation where the information entered are not correct, corrections can be performed on them before saving and proceeding to the next page.

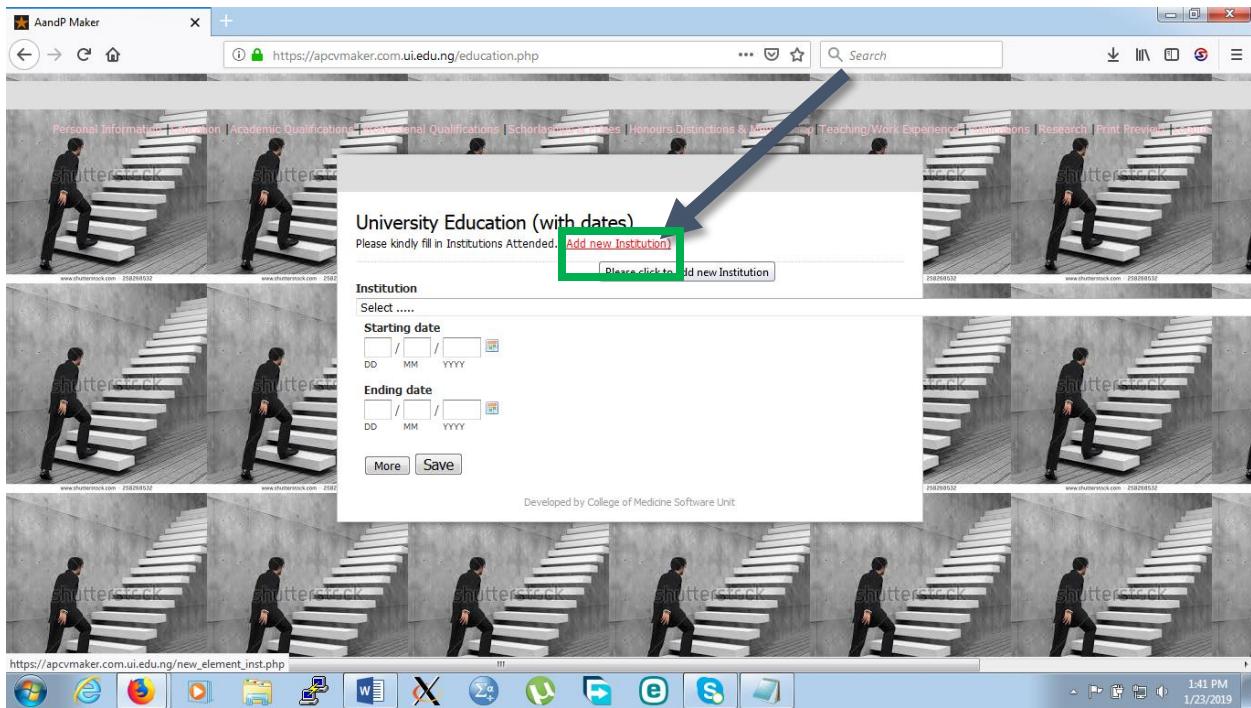


After clicking on save to continue, another page will be loaded asking for the **EDUCATION**.

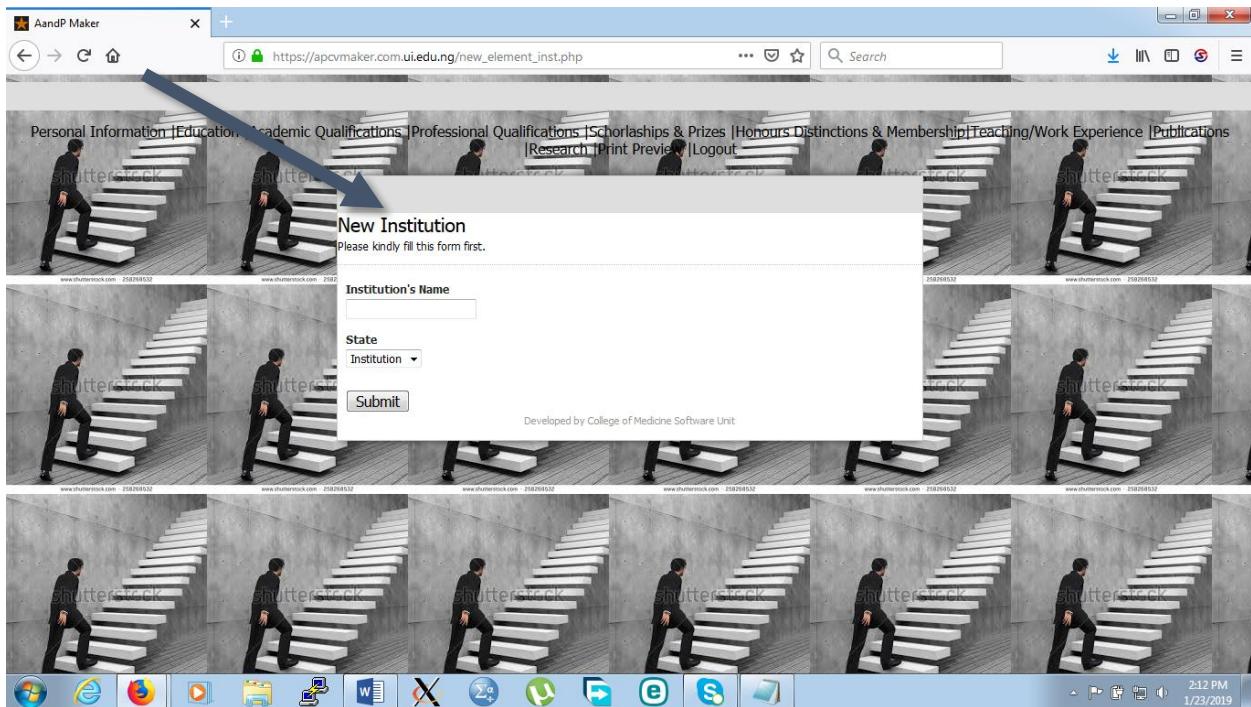


Select the name of the **institution** attended by clicking on the drop down box. Institutions attended by the User is filled in one after the other and if more than one, **click more**, to add another university education.

**NOTE:** If the Institution attended can't be found on the drop down menu for the Institution, Click on **add new institution** at the Top menu.

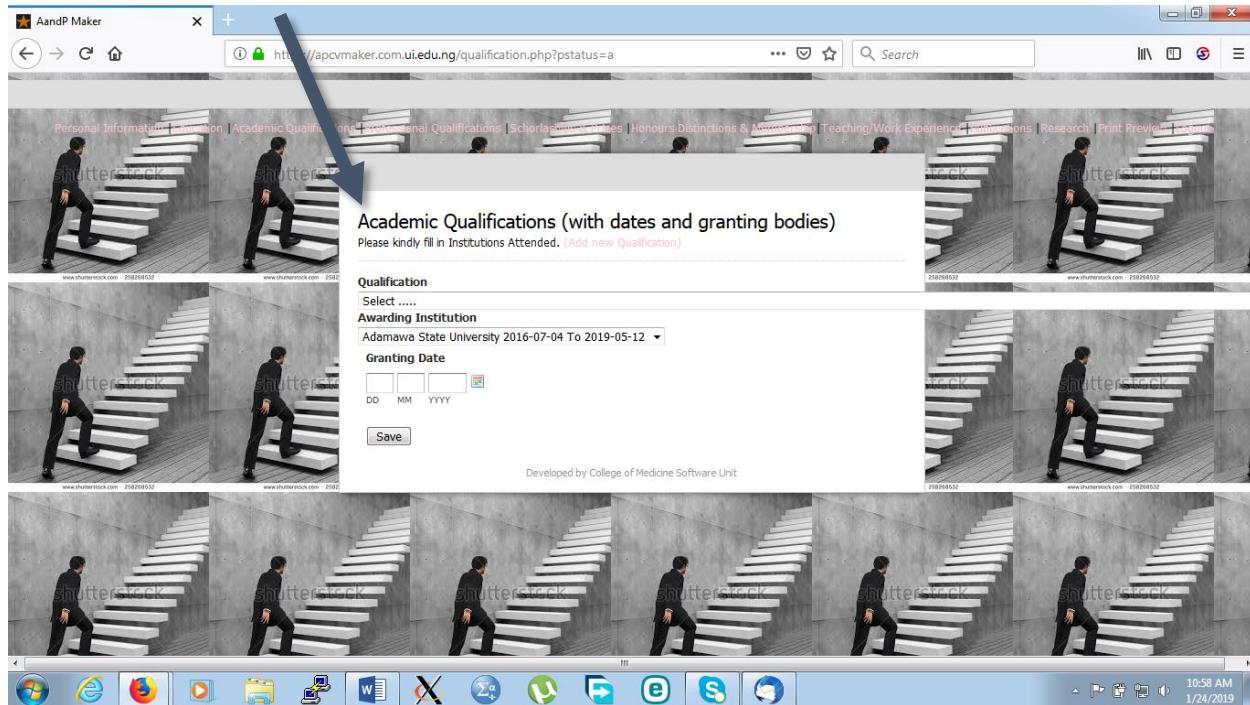


The form below pops up.

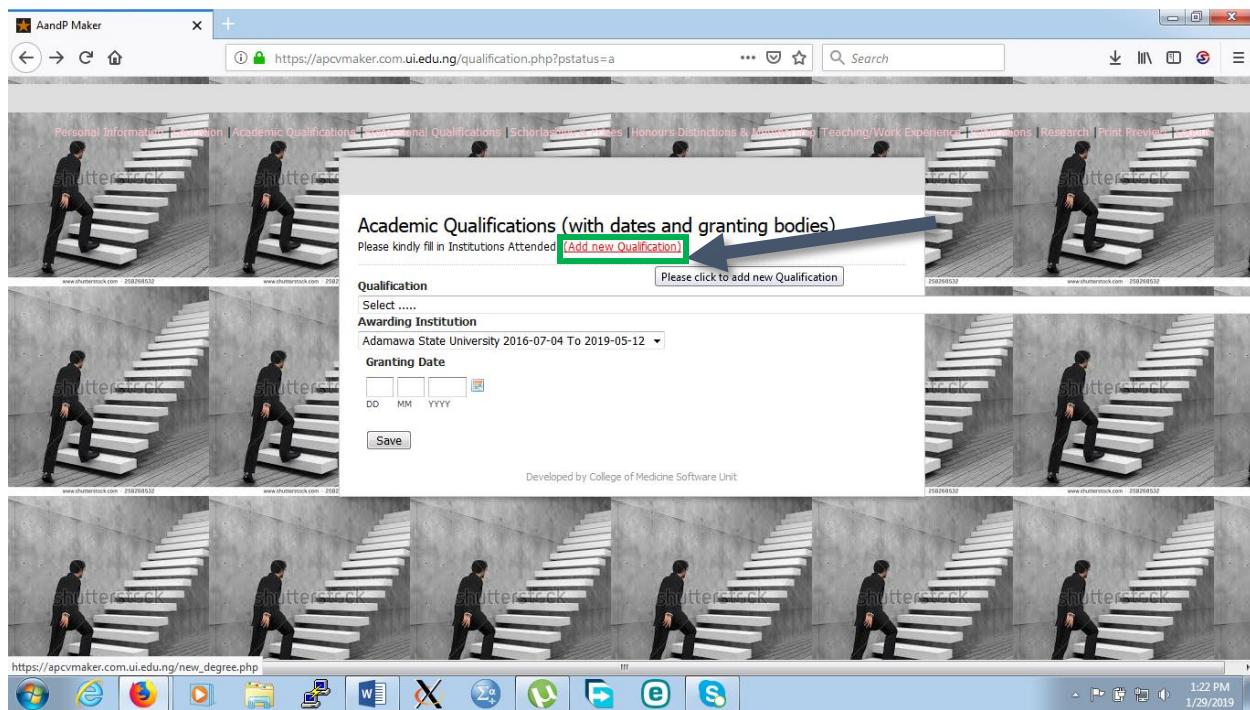


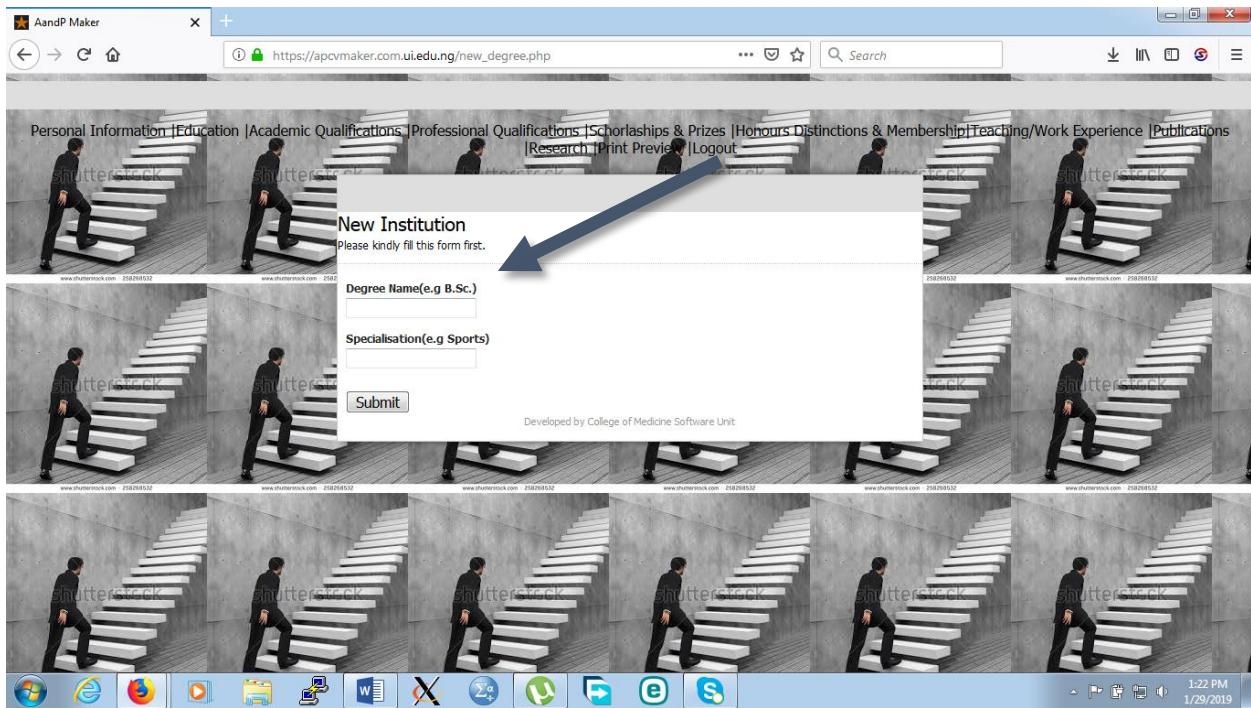
Type in the **Name of the Institution** and select from **State drop menu** if it's an **Institution or an Awarding Bodies**. Click on **Submit Button** to go back to the Education Page to continue.

On the next page, you will fill the form for **ACADEMIC QUALIFICATIONS**, Select from the **Qualification and Awarding Institution** drop down menu and fill in the **Granting Date** and save.

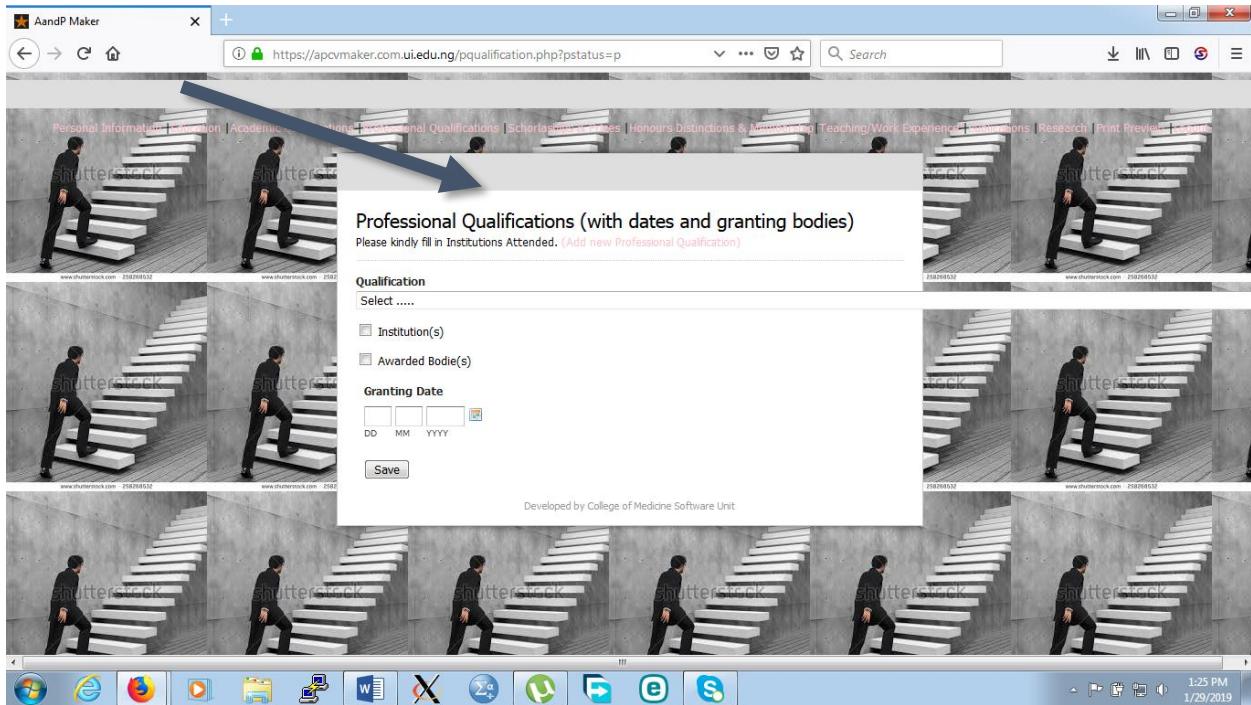


**NOTE:** If any Qualification could not be found on the list of Qualifications on the drop down menu, Click on **add new Qualification** at the top menu of the form. Fill in the **Degree Name** and the **Specialisation**, then save and go back to the form to pick it on the list.

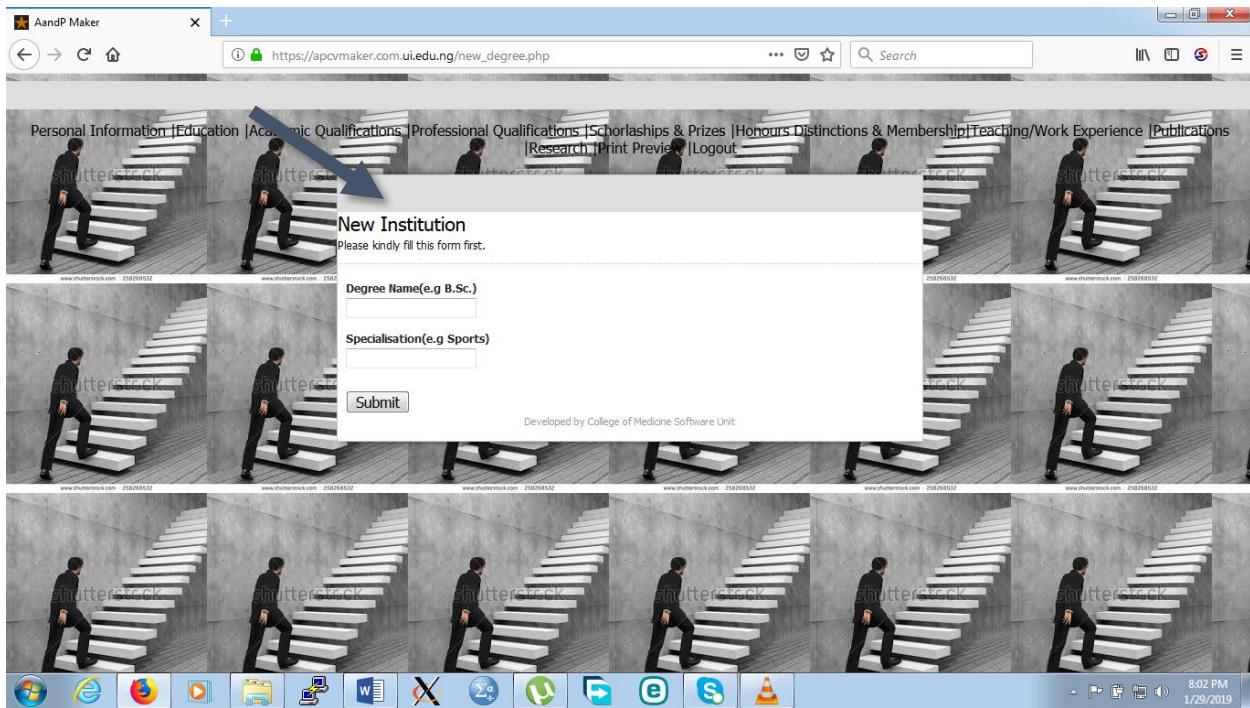




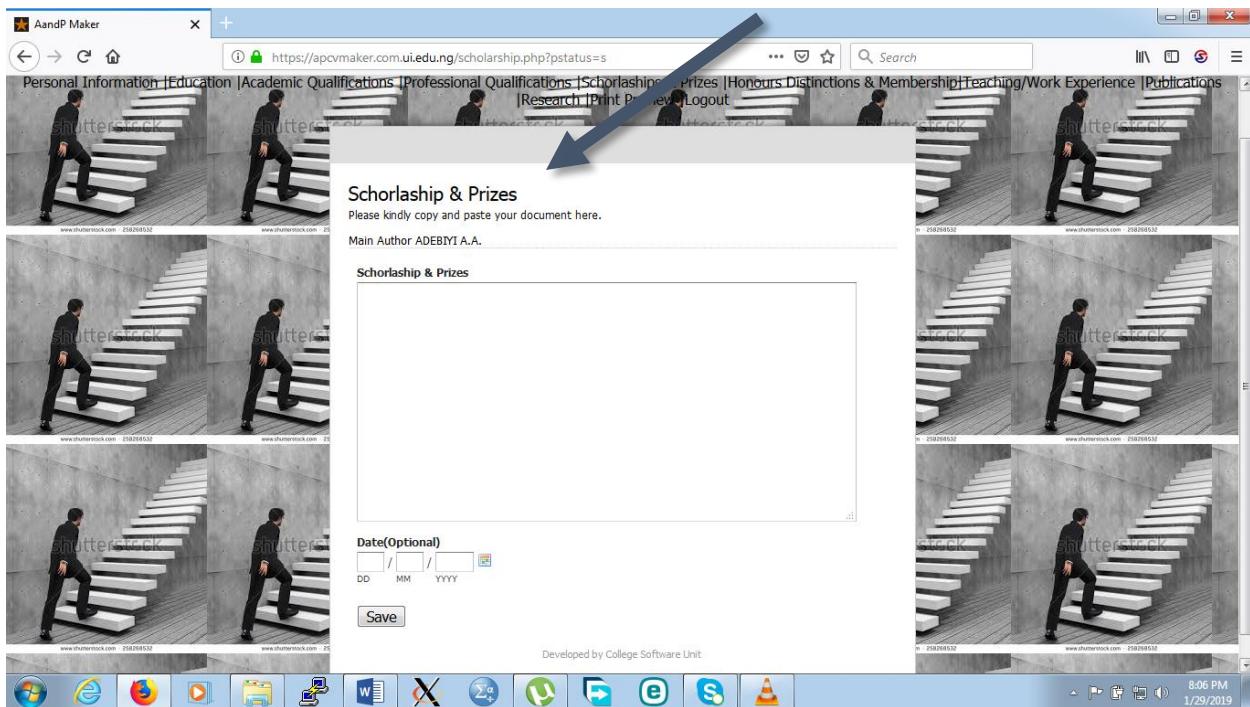
After saving, the next page to fill is **PROFESSIONAL QUALIFICATIONS**, Select from the **Qualification drop down menu** and check the box to pick if it's **awarded by an Institution or an Awarding Bodies** and select from its drop down and also filling in the **Granting dates**.



**NOTE:** If the Professional Qualification is not on the list, Click on add professional Qualification button at the top menu. Add the **Degree Name** and **Specialisation** then save.



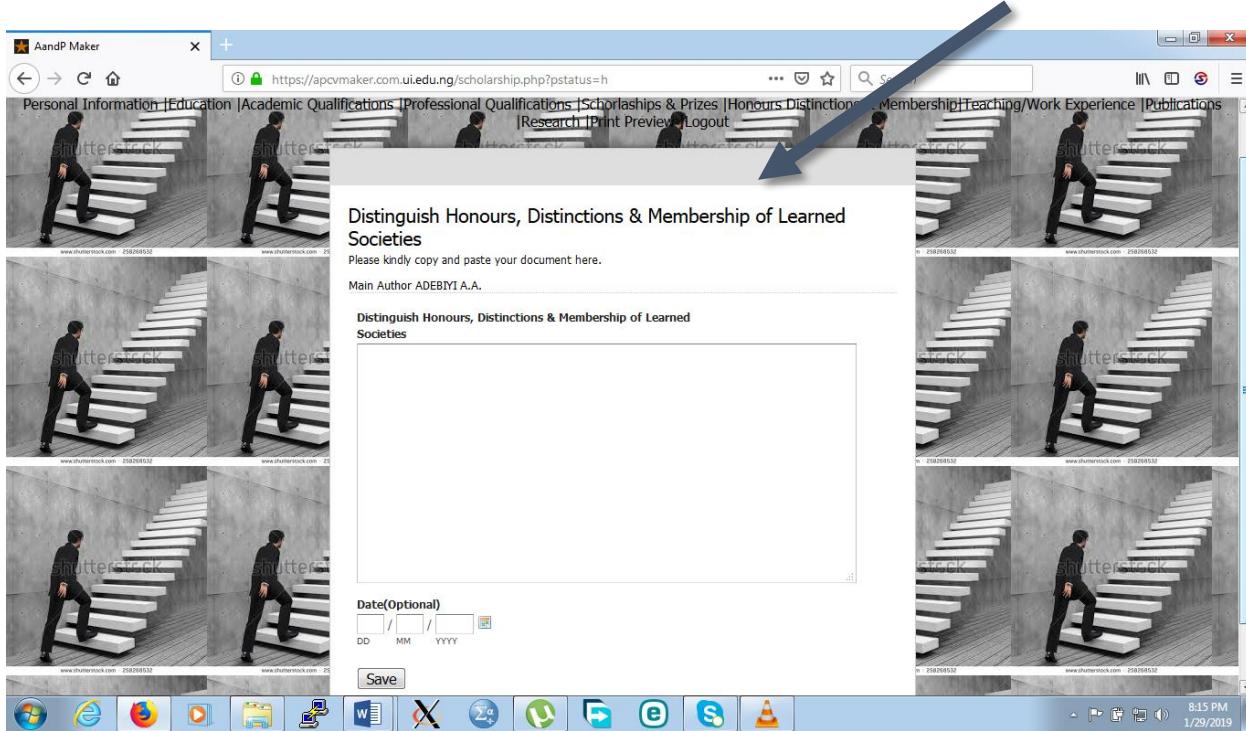
The next page to fill is **SCHOLARSHIPS AND PRIZES**, kindly **copy and paste** your documents **one after the other** in the box provided saving **each one before pasting the second one.**



**NOTE:** Do not number the list as the system automatically puts the numbering.

Proceed to **HONOURS, DISTINCTIONS AND MEMBERSHIP**, kindly **copy and paste** your documents in the box provided **one after the other** and **saving each one before pasting the second one**. Scroll down to continue.

**NOTE:** Do not number the list as the system automatically puts the numbering.



After saving, proceed to **TEACHING AND WORK EXPERIENCE**.

There are **Four Categories** here, which are:

**UNDERGRADUATE:** Work performed for undergraduate are entered by clicking the check box beside the Undergraduate menu into this category one after the other, saving at each interval.

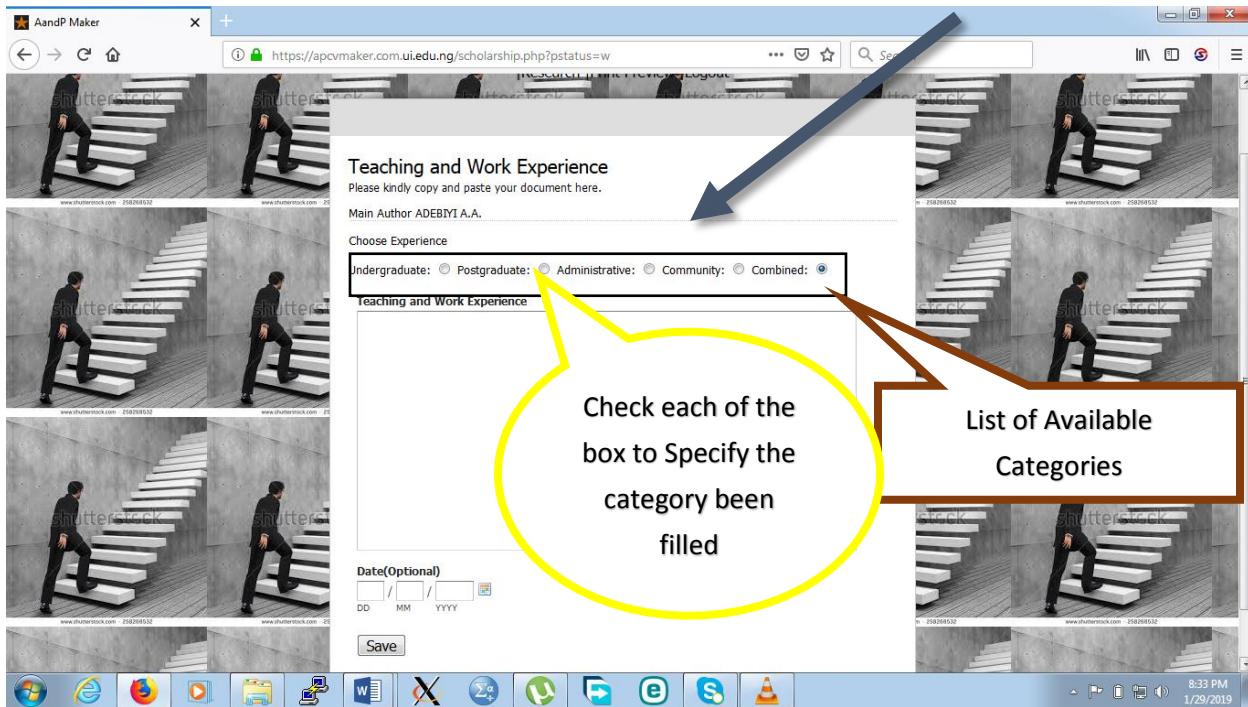
**POSTGRADUATE:** All the list for work done for postgraduates are input in this category one after the other.

**ADMINISTRATIVE:** All administrative duties performed by user are entered in this form one after the one saving each one before pasting the second one.

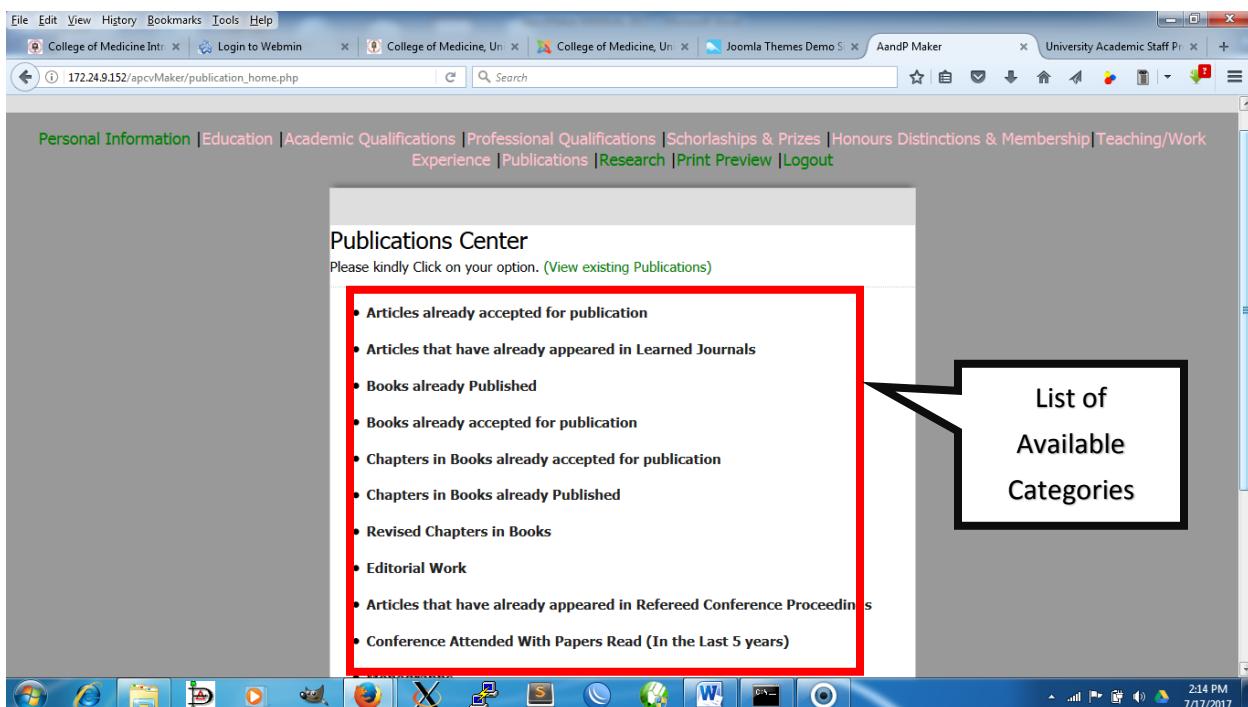
**COMMUNITY:** Community services data are also entered into this category one after the other

**COMBINED:** This category can only be used by users that are not making use of **Undergraduate, Postgraduate, Administrative and Community categories**. It is combined because the work experience of the User is not distributed into any category. It is also to be entered one after the other, saving each entry.

**NOTE:** Do not number the list as the system automatically puts the numbering

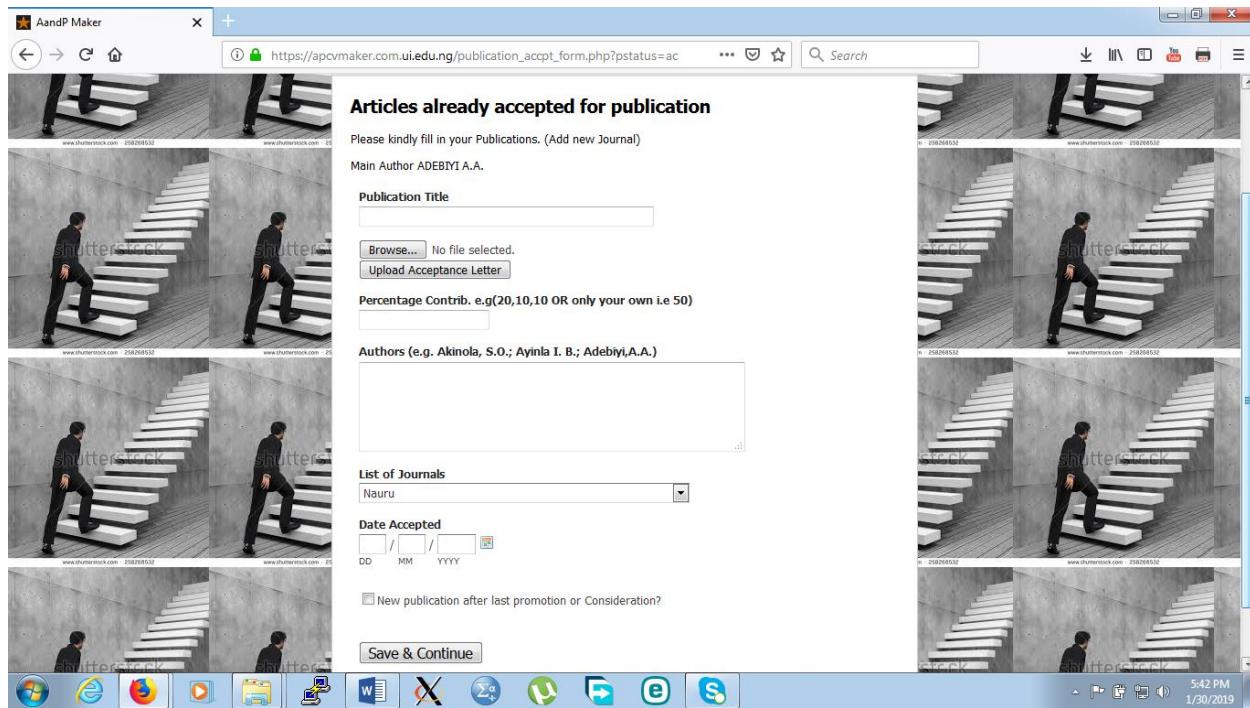


The next page is **PUBLICATIONS**, here you will have to select from the Categories listed one after the other and upload your documents to it.

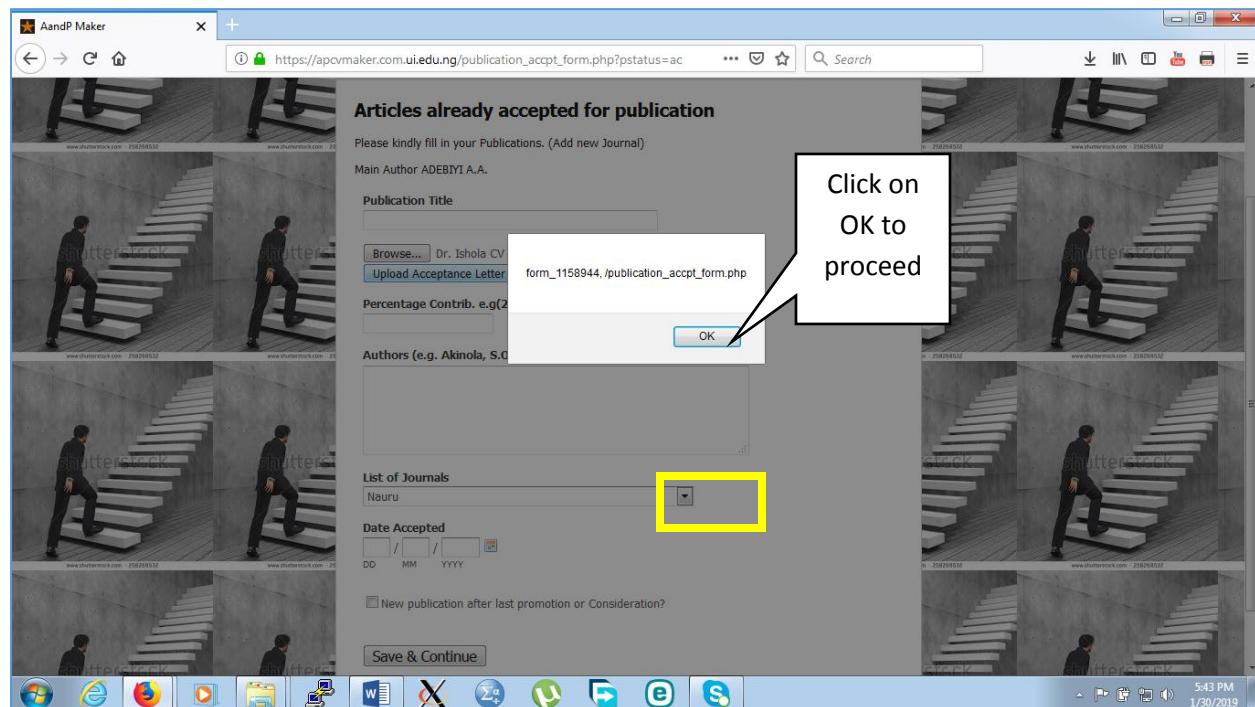


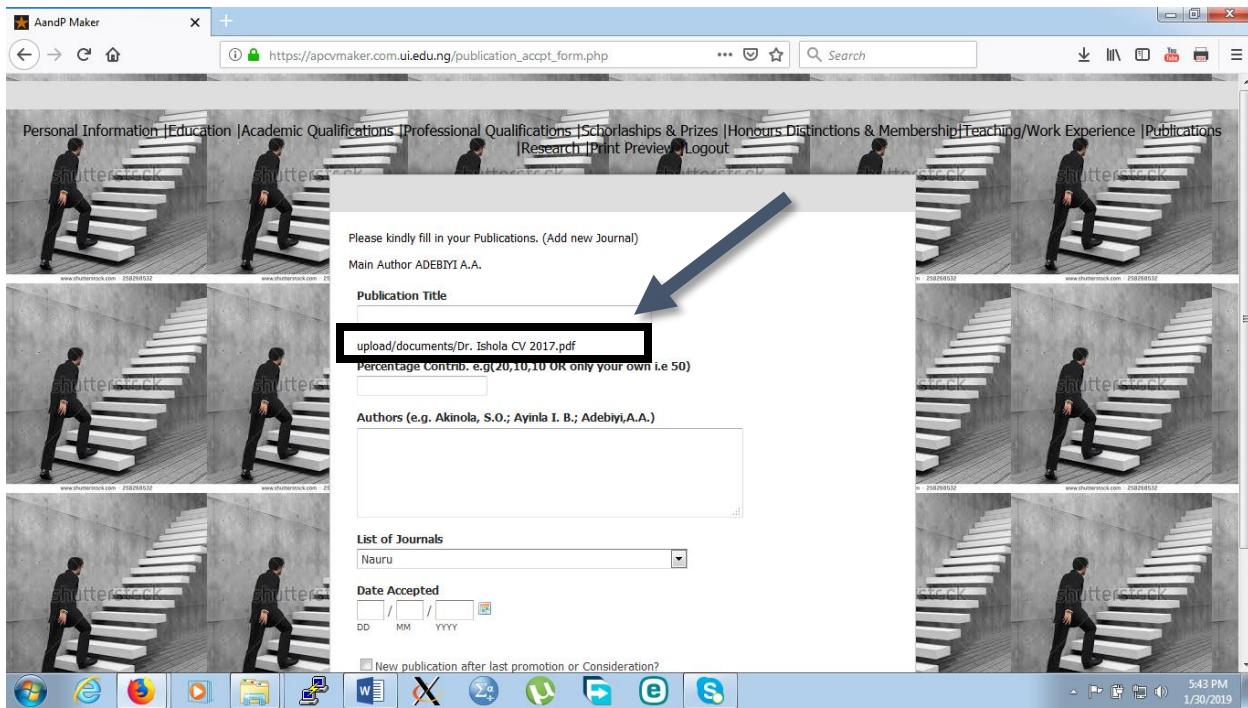
## FOR ARTICLES ALREADY ACCEPTED FOR PUBLICATION

Click on it to see the form to fill.



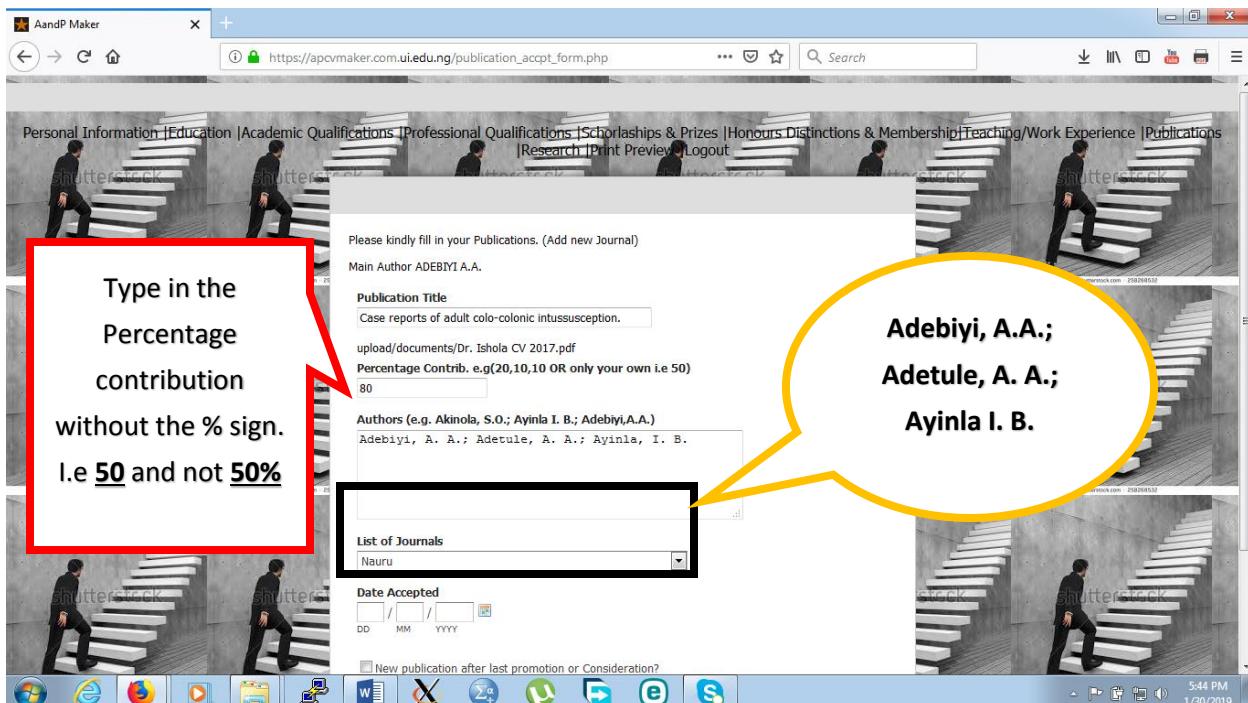
Fill in the **Publication Title**, Upload your documents by using the **browse button** to navigate to where the **pdf document** is placed on the computer. Click on the upload **Acceptance letter** button as shown in the figure below.



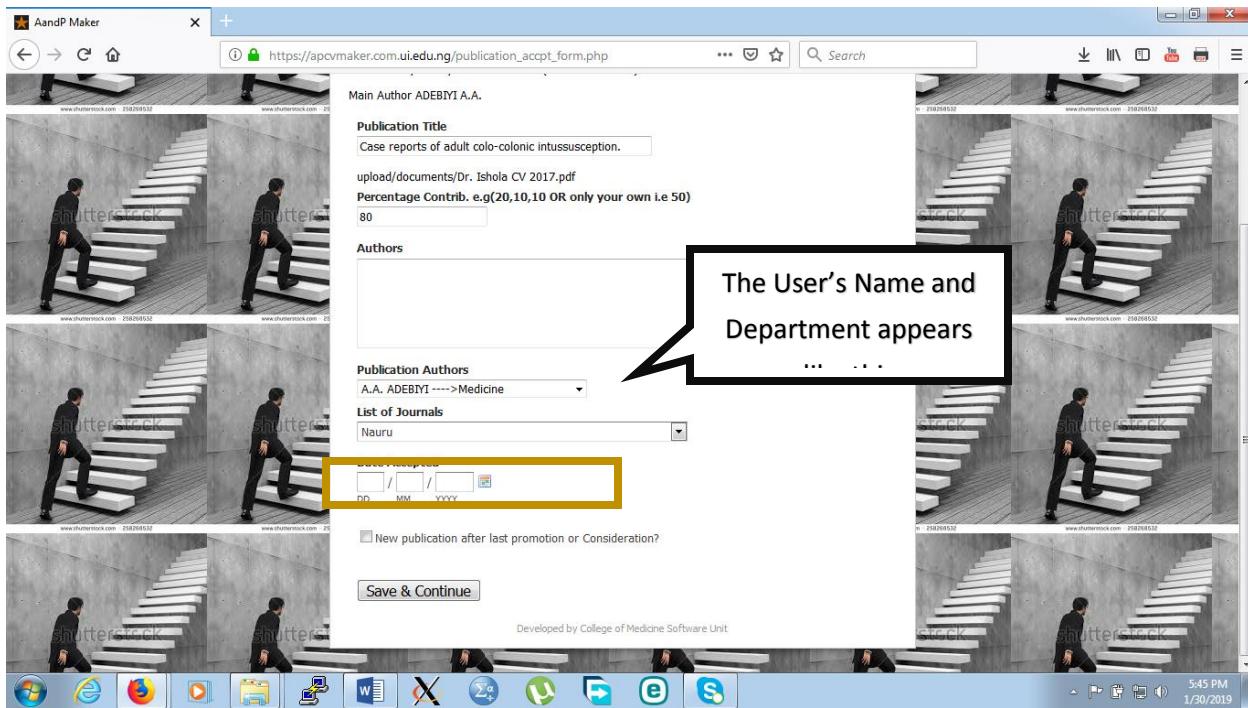


Fill in the **percentage contribution**.

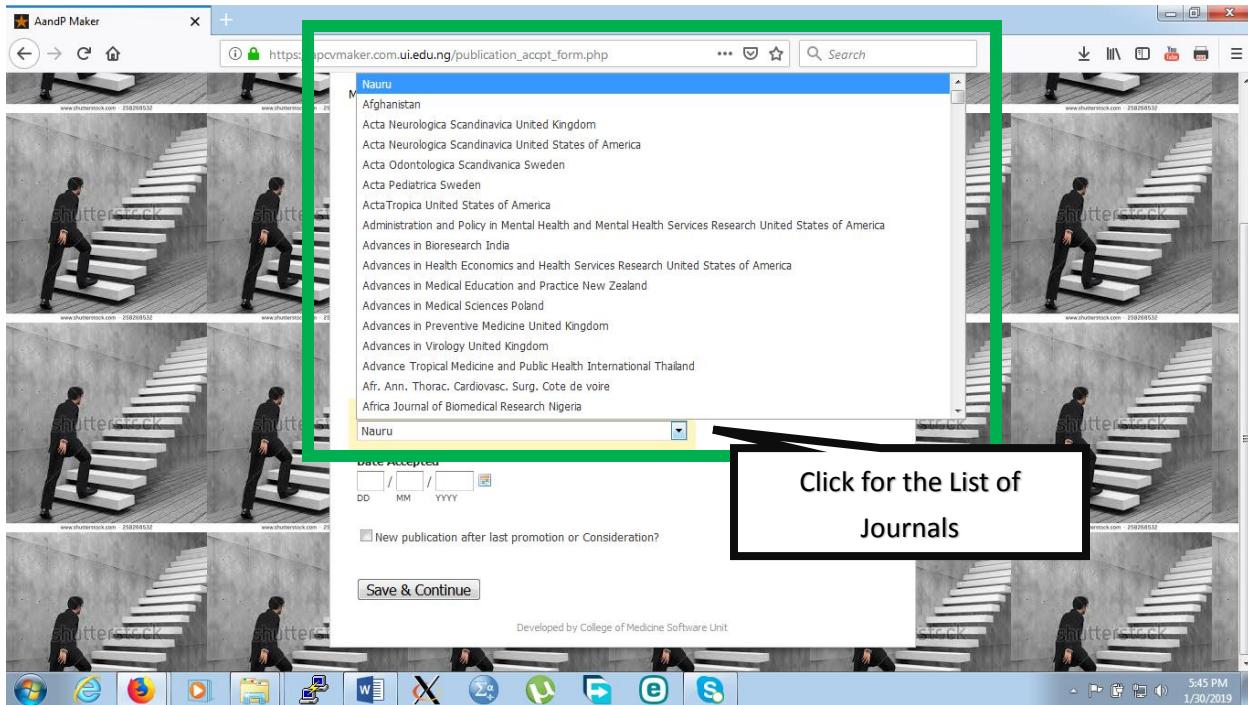
**NOTE** to fill in the authors, the Surname, Initials.; **Example (Adebiyi, A. O.; Bash, H. O.; Lawal, S. O.; Oyenuga, G. K.)** The last author **does not** have a **semi colon (;**). For one author, no need for the semi colon (**Kehinde, M. B.**).



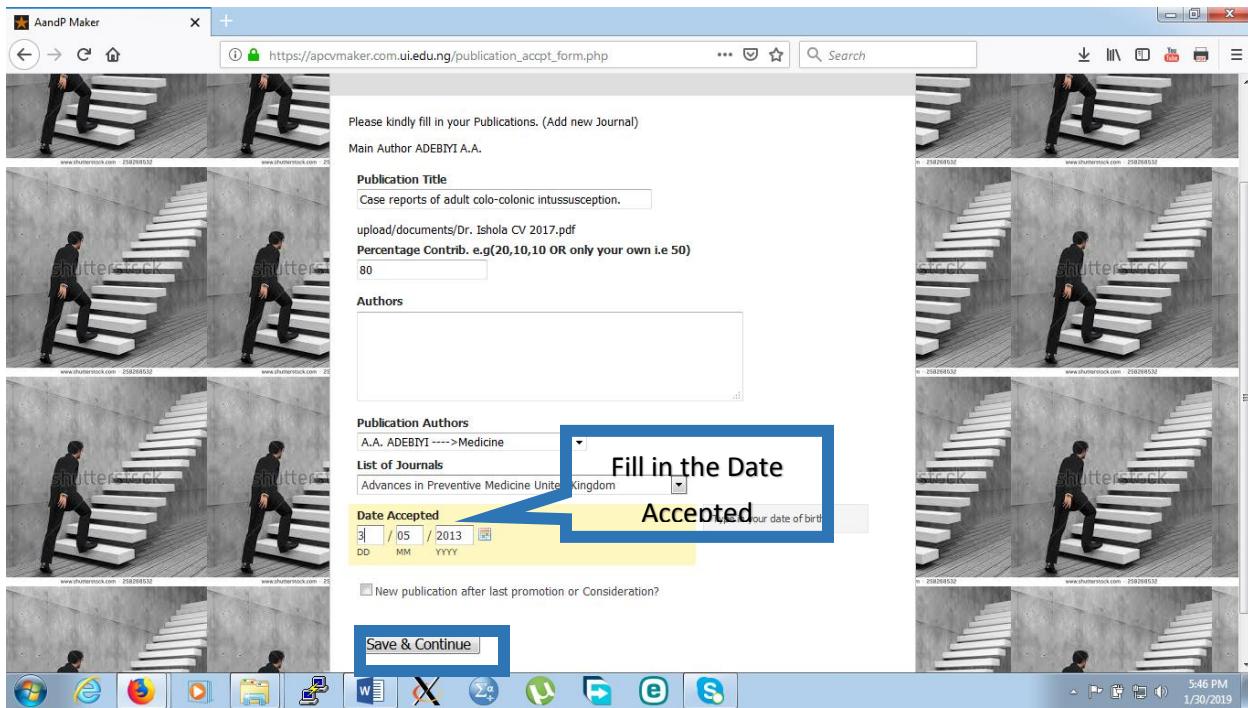
Make sure your **NAME** appears like the figure below with the correct **department**.



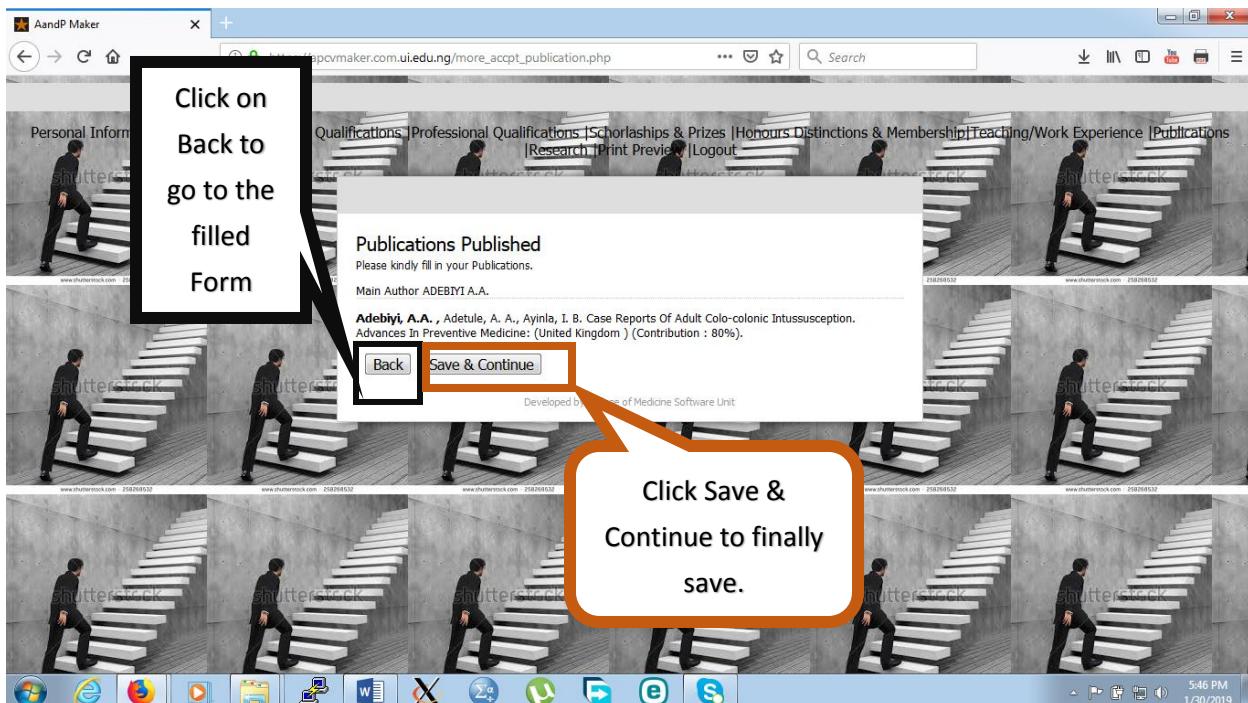
Proceed to select from the **list of journal** drop down.



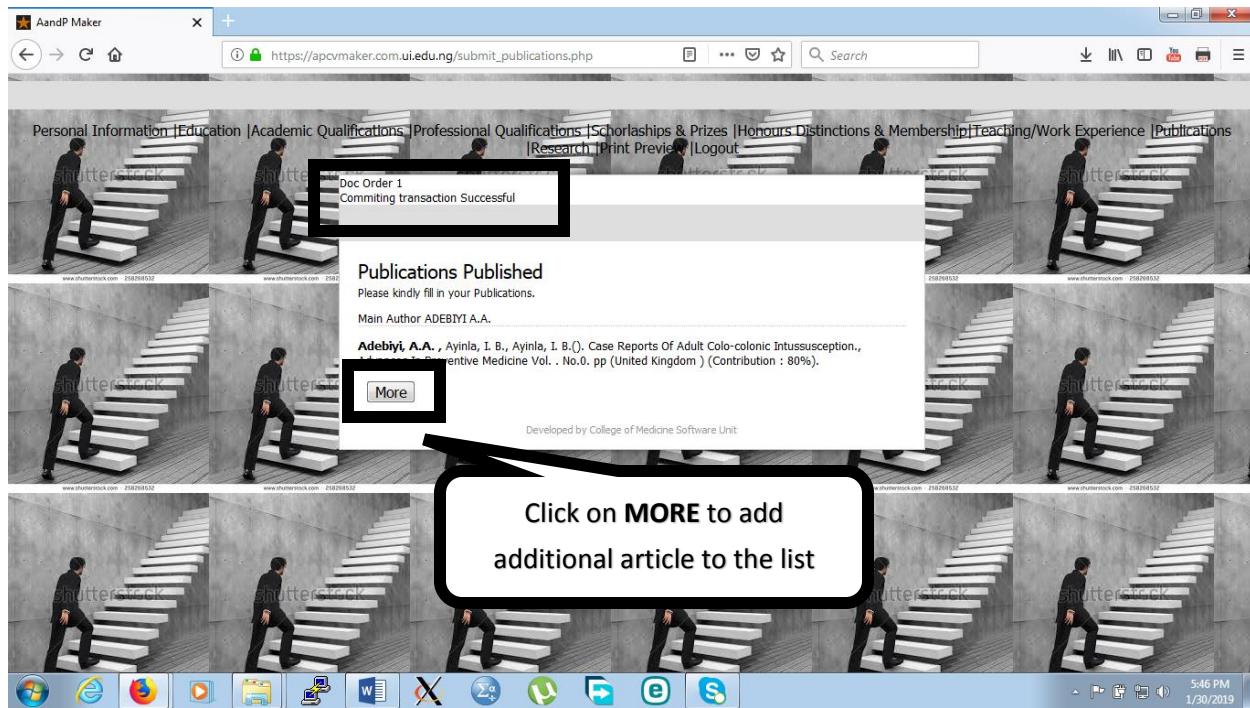
Input the dates then **click on save & continue**.



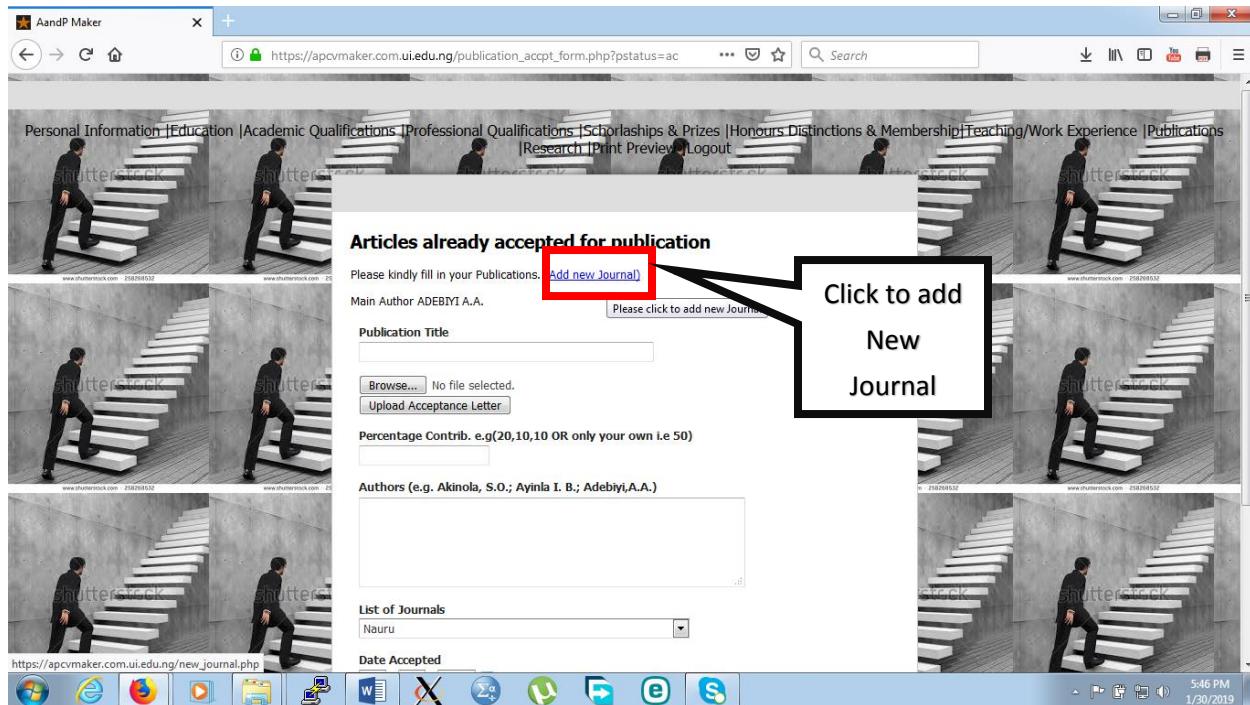
After saving, a **preview of the data entered** pops up to cross check that everything is correct, if not click on **BACK** to see the filled form again and make corrections. If the data entered are accurate, proceed to **finally save** it.



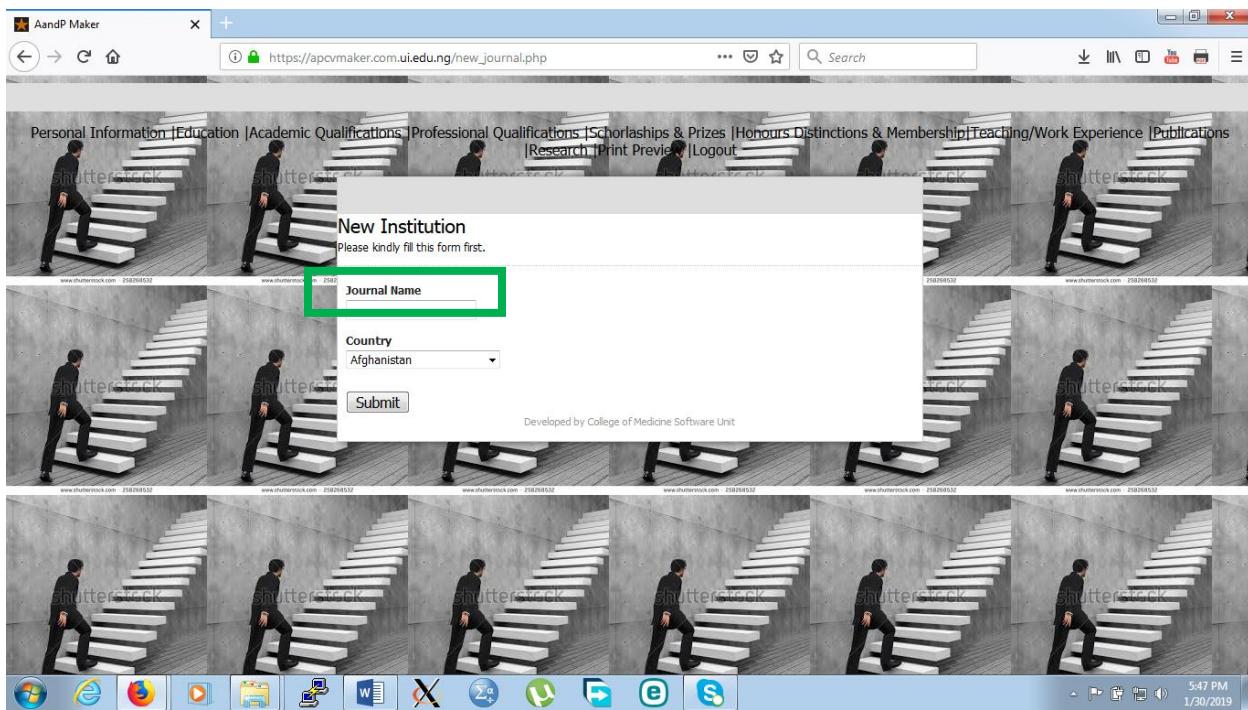
After saving, the process can either **COMMENT ROLLING BACK TRANSACTION FAILED** OR **COMMITTING TRANSACTION SUCCESSFUL** at the top Menu as shown in the diagram below.



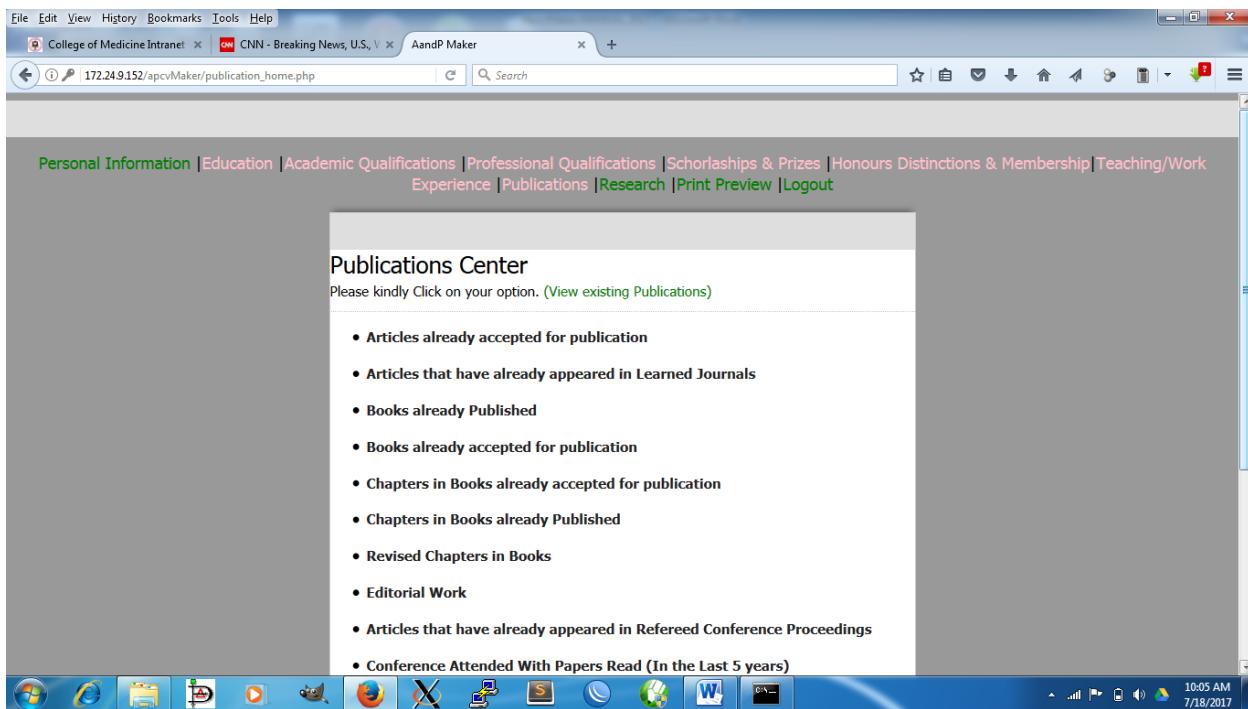
**NOTE:** If the **Name of the Journal** is not on the listed drop down, go to the top of the form and click on **ADD NEW JOURNAL** as shown in the Figure below



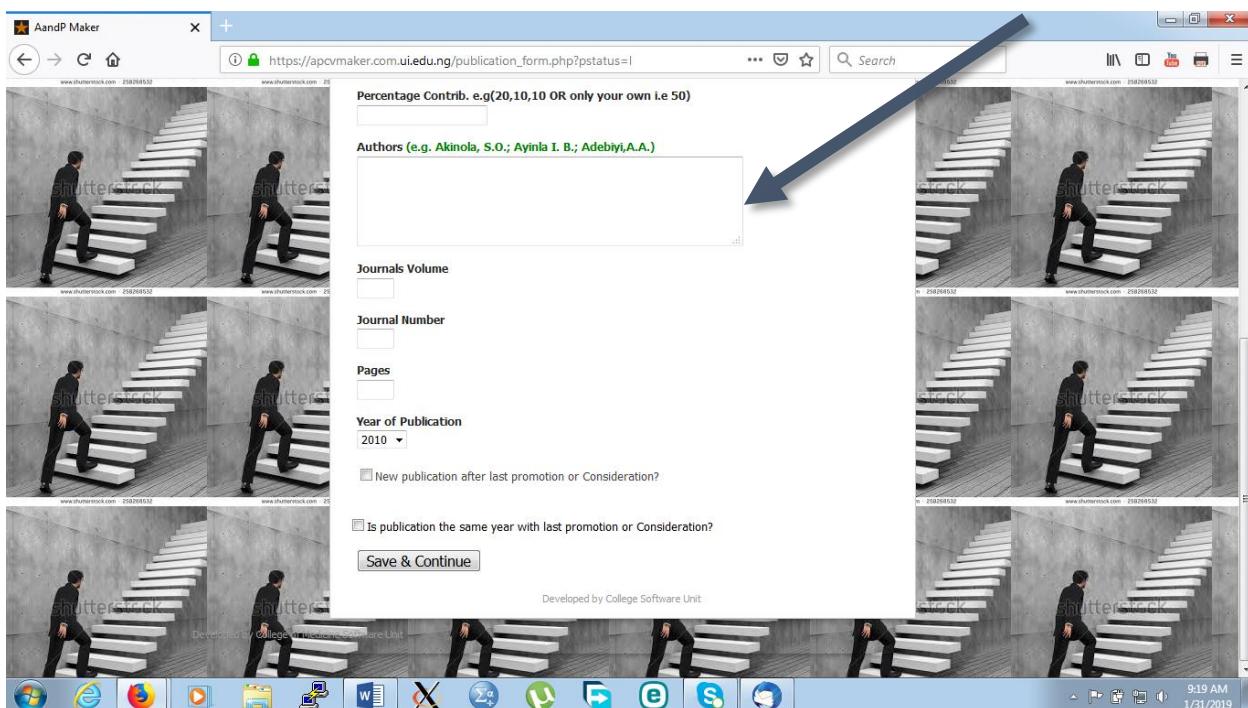
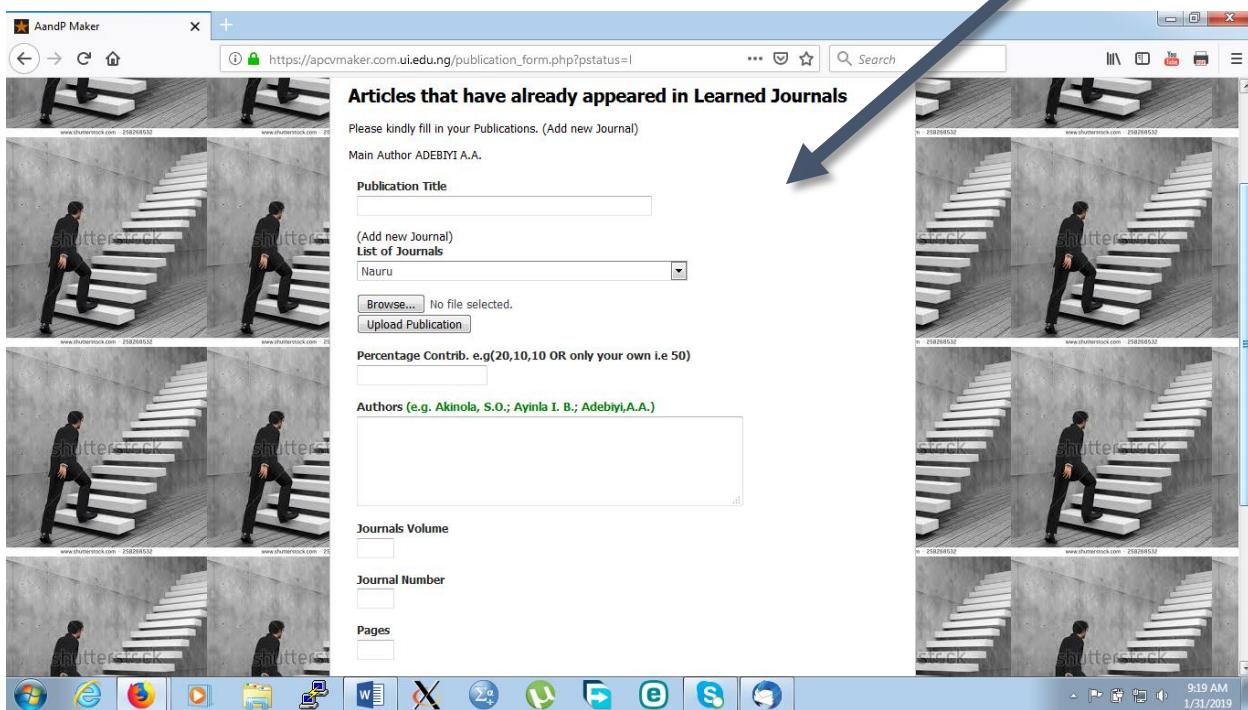
Fill in the **Name of the Journal** and select from the **list of countries** from the listed menu. Submit and go back to the form to pick it from the list of Journals.



Click on **Publications** at the top of the page to go back to the main option



Click on **ARTICLES THAT HAVE ALREADY APPEARED IN LEARNED JOURNALS**, click on it Fill in the **Publication Title**, browse to upload necessary documents, allocate the percentage contribution, pick from the **list of journals** or **add new ones**, **Journal Volume, Journal Number, Pages, Year of Publications** fill in the boxes then check the box for New publication after last promotion or Last consideration? Fill in the year of publication, save and continue.



Go back to publication to click on **BOOKS ALREADY PUBLISHED**

Fill in the necessary information as applicable. Scroll down to save and continue to proceed to the next Publication.

**NOTE:** If the **Name of the Publisher** is not on the listed drop down, go to the top of the form and click on **ADD NEW PUBLISHER** as shown in the Figure below

#### Click on **BOOKS ALREADY ACCEPTED FOR PUBLICATIONS**

Fill the boxes as appropriate and upload necessary documents, scroll down to click Save and Continue.

**Books Already Accepted for Publication**

Please kindly fill in your Publications. (Add new Publisher)

Main Author

Book's Title (Name)

Browse... No file selected.  
Upload Acceptance Letter

Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)

Authors (e.g. Akinola, S.O.; Oluwole, D.A.; Adebiyi,A.A.)

Publishers  
Wadell, Lagos : Nigeria

Year  
2010

New publication after last promotion or Consideration?

**Save & Continue**

Developed by College Software Unit

## CHAPTERS IN BOOKS ALREADY ACCEPTED FOR PUBLICATION

**Chapter in Books Already Accepted for Publication**

Please kindly fill in your Publications. (Add new Publisher)

Main Author

Book's Title

Chapter's Title

Browse... No file selected.  
Upload Acceptance Letter

Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)

Editors

Authors (e.g. Akinola, S.O.; Oluwole, D.A.; Adebiyi,A.A.)

Publishers  
Wadell, Lagos : Nigeria

Year  
2010

New publication after last promotion or Consideration?

**Adebiyi, A.A.;  
Adetule, A. A.;  
Ayinla I. B.**

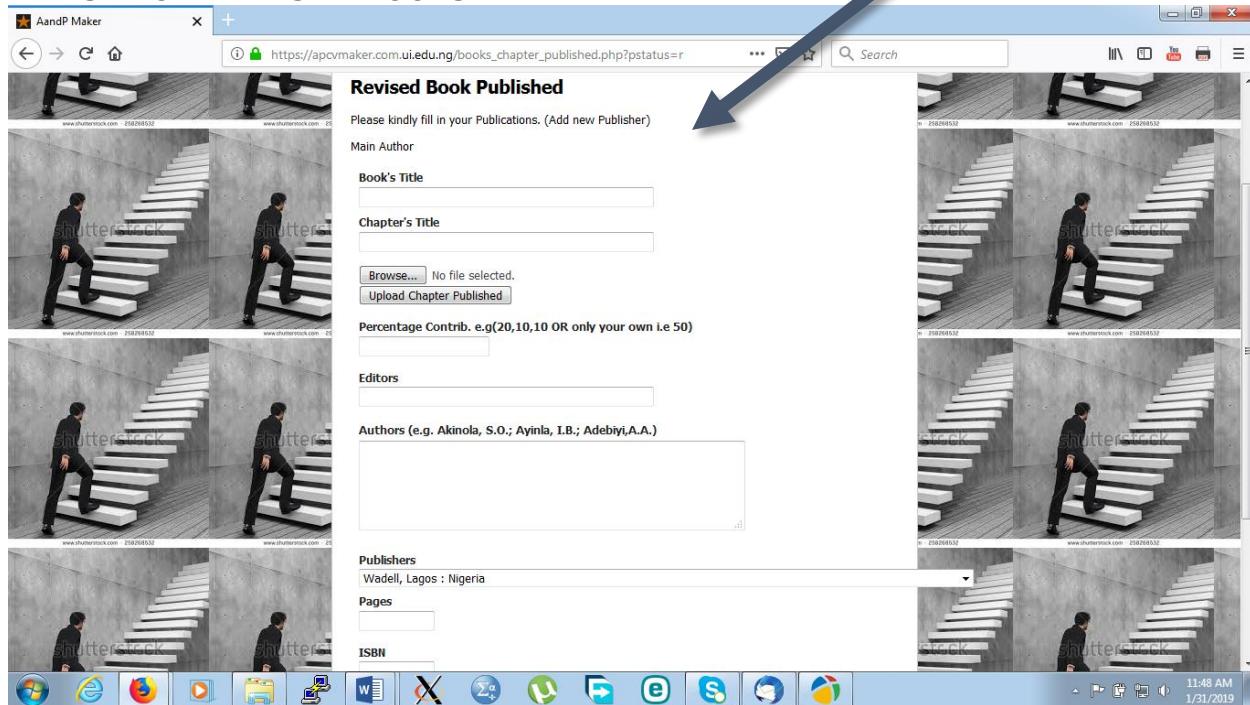
Fill in the boxes provided i.e. (**the Book's title, chapter's title**), browse your system to upload the needed document, allocate percentage contribution, fill in the name of the Editor like the format for the Authors (**Adebiyi, A. A.; Keyila, J. D.; Mufasa, R. E.; Theophelious, D. Q.**) and Authors, select from the list of publishers and also select the year. Proceed to Next stage

## CHAPTERS IN BOOKS ALREADY PUBLISHED



Fill in the **book's title, chapter's title and browse your system to upload the document required, and allocate percentage contribution, fill in the editor, Authors, publishers, ISBN, Year** as appropriate.

Also do these for the following Categories of the **Publications:**  
**REVISED CHAPTERS IN BOOKS**



## EDITORIAL WORK

AandP Maker x + https://apcmaker.com.ui.edu.ng/books\_editorial.php?pstatus=e Editorial Work

Please kindly fill in your Publications. (Add new Journal)

Main Author

Book's Title

Browse... No file selected.  
Upload Edited Book

Percentage Contrib. e.g (20,10,10 OR only your own i.e 50)

Editors e.g (Akinola, S.O.; Ayinla, I.B.; Adebiyi,A.A.)

Publishers  
Wadell, Lagos : Nigeria

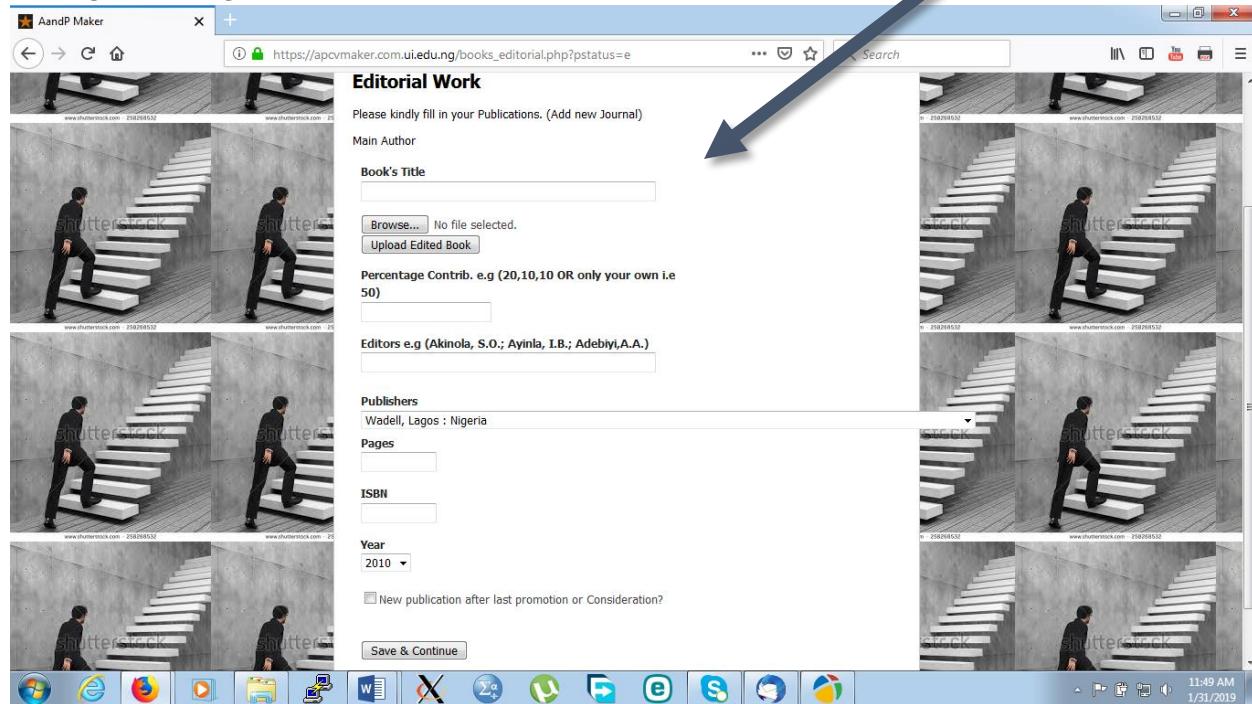
Pages

ISBN

Year  
2010 ▾

New publication after last promotion or Consideration?

Save & Continue



11:49 AM  
1/31/2019

## ARTICLES PUBLISHED IN CONFERENCE PROCEEDINGS

AandP Maker x + https://apcmaker.com.ui.edu.ng/publication\_proc\_form.php?pstatus=pr Articles Published in Conference Proceedings

Please kindly fill in your Publications. (Add new Publisher)

Main Author

Publication Title

Title of the Proceeding/Conference

Conference's Name

Browse... No file selected.  
Upload Publication

Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)

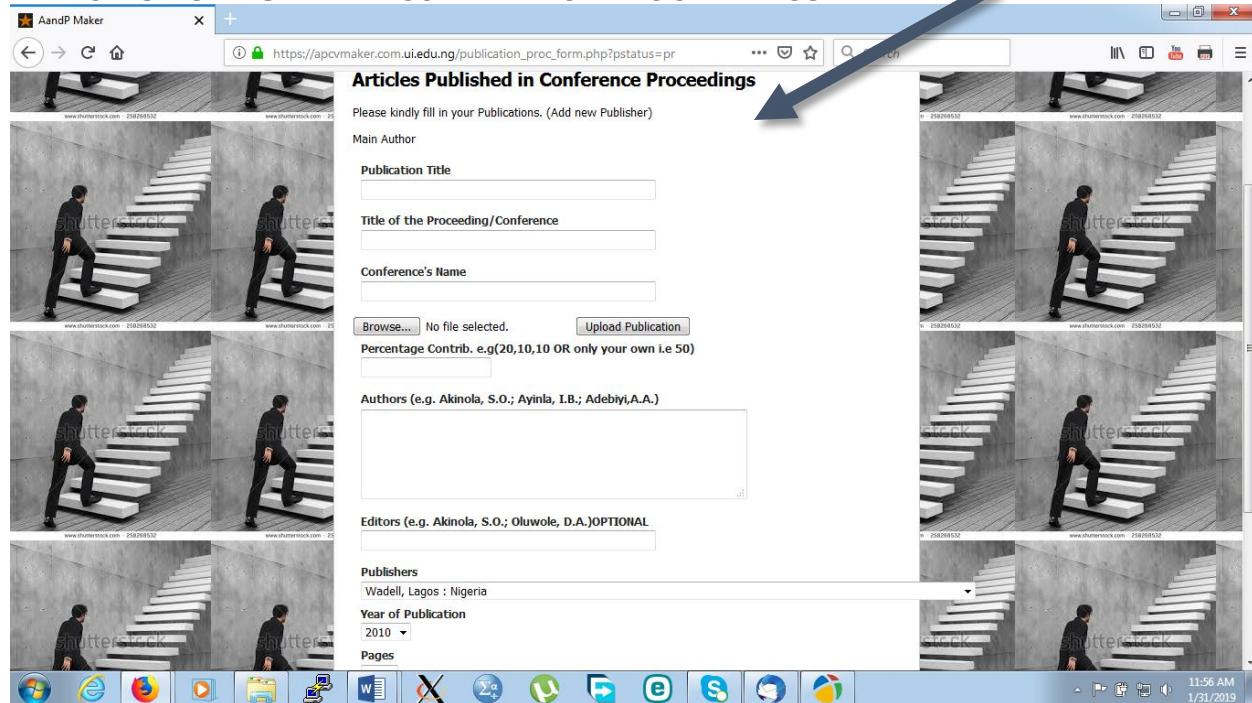
Authors (e.g. Akinola, S.O.; Ayinla, I.B.; Adebiyi,A.A.)

Editors (e.g. Akinola, S.O.; Oluwole, D.A.) OPTIONAL

Publishers  
Wadell, Lagos : Nigeria

Year of Publication  
2010 ▾

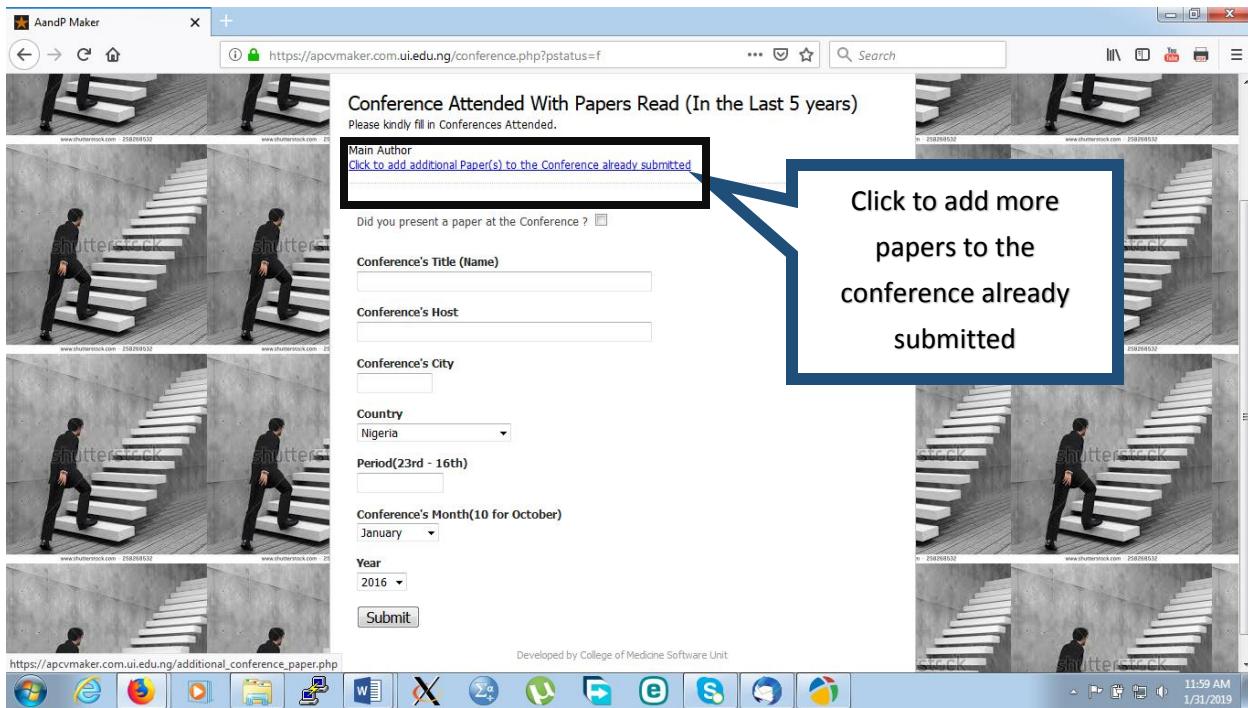
Pages



11:56 AM  
1/31/2019

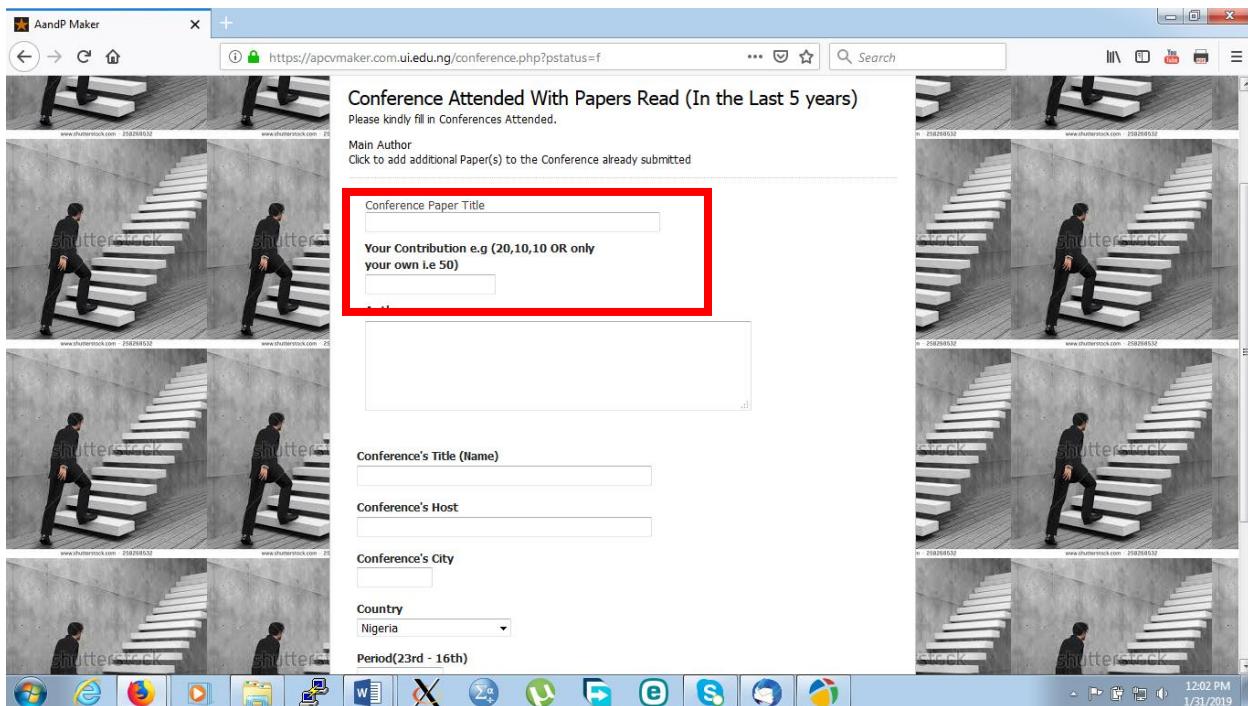
## CONFERENCE ATTENDED WITH PAPERS READ (IN THE LAST 5 YEARS)

In this Category, Fill in all the boxes as appropriate.

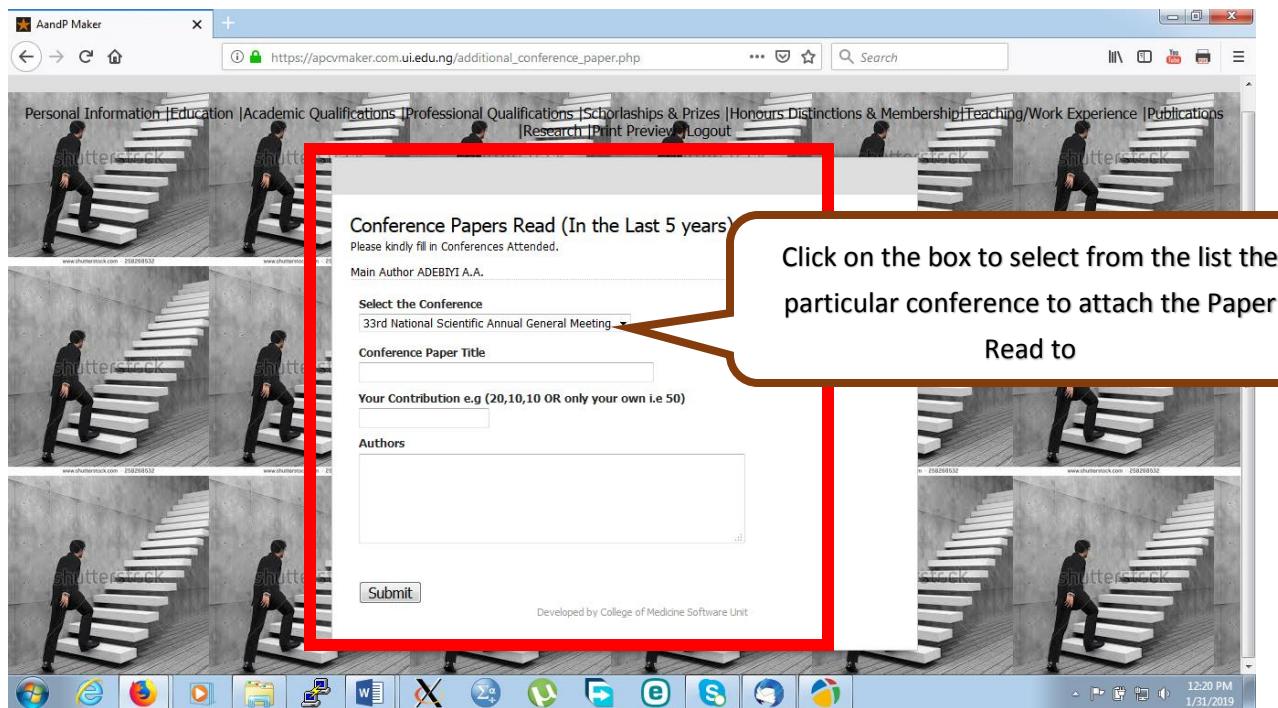


**NOTE:** Check on the box in front of **Did You present a paper at the Conference** to add Paper read at the Conference as shown in the diagram below.

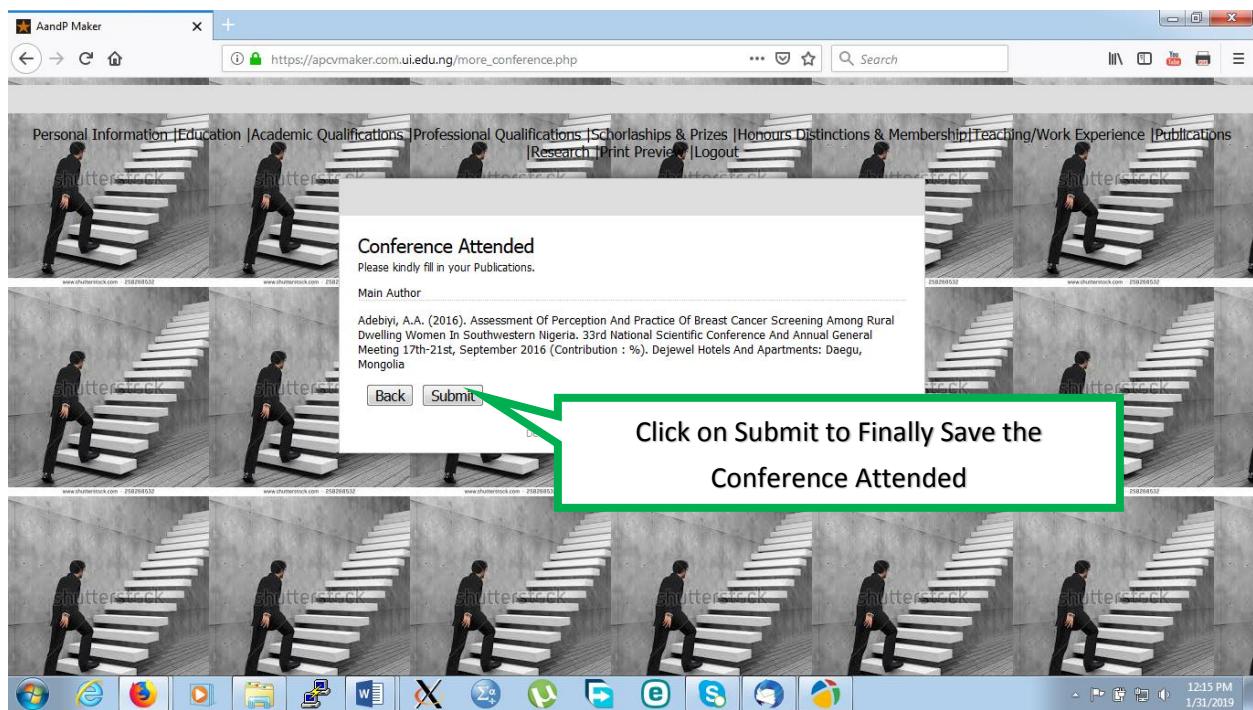
**More** Papers read can be added to a single conference by clicking on **Click to add additional Paper's to the Conference already submitted** as shown in the Diagram above



After Clicking on **Click to add additional Paper's to the Conference already submitted**, as pop up box comes up as shown in the diagram below



Fill in the **Conference Paper Title** and **Percentage Contribution** with the **Authors**, then Click on **Submit** to Save.



The Next Category is **MONOGRAPHS**.

Fill in the Boxes as appropriate and Save before proceeding.

**Monographs Reports**

Please kindly fill in your Publications. (Add new Publisher)

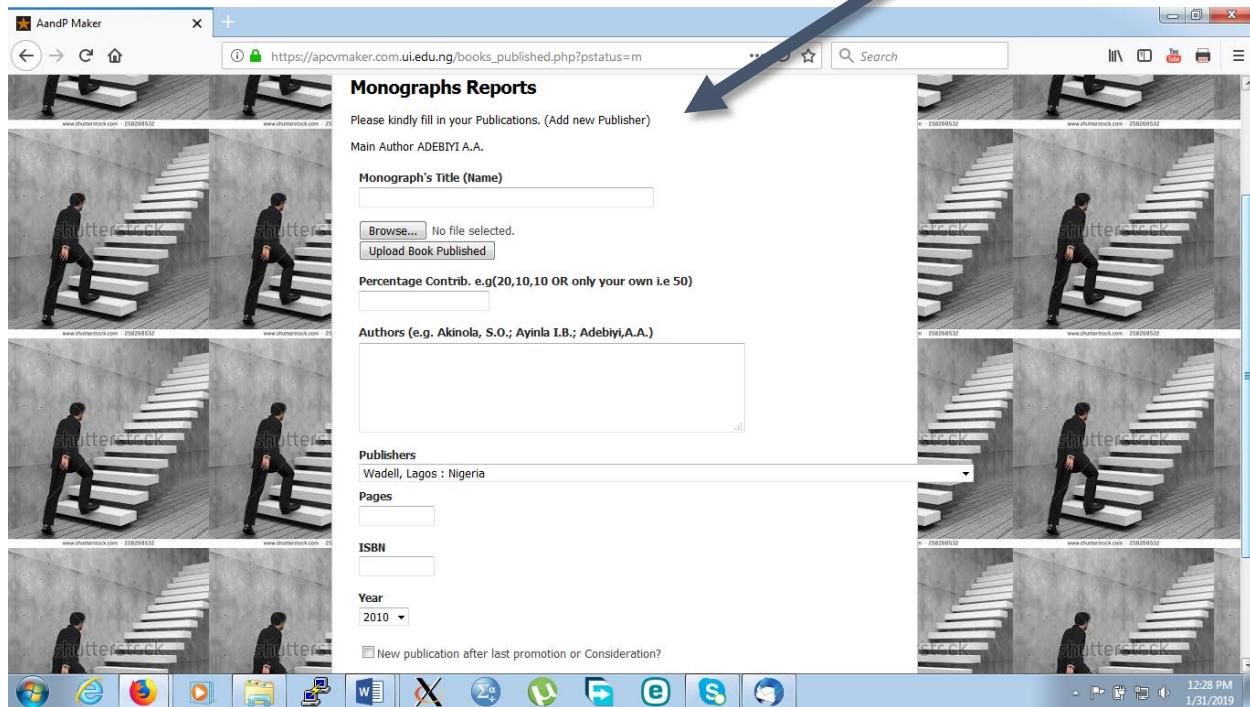
Main Author ADEBIYI A.A.

**Monograph's Title (Name)**  
  
 No file selected.

**Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)**

**Authors (e.g. Akinola, S.O.; Ayinla I.B; Adebiyi,A.A.)**

**Publishers**  
  
**Pages**  
  
**ISBN**  
  
**Year**  
  
 New publication after last promotion or Consideration?



## TECHNICAL REPORTS

**Technical Reports**

Please kindly fill in your Publications. (Add new Journal)

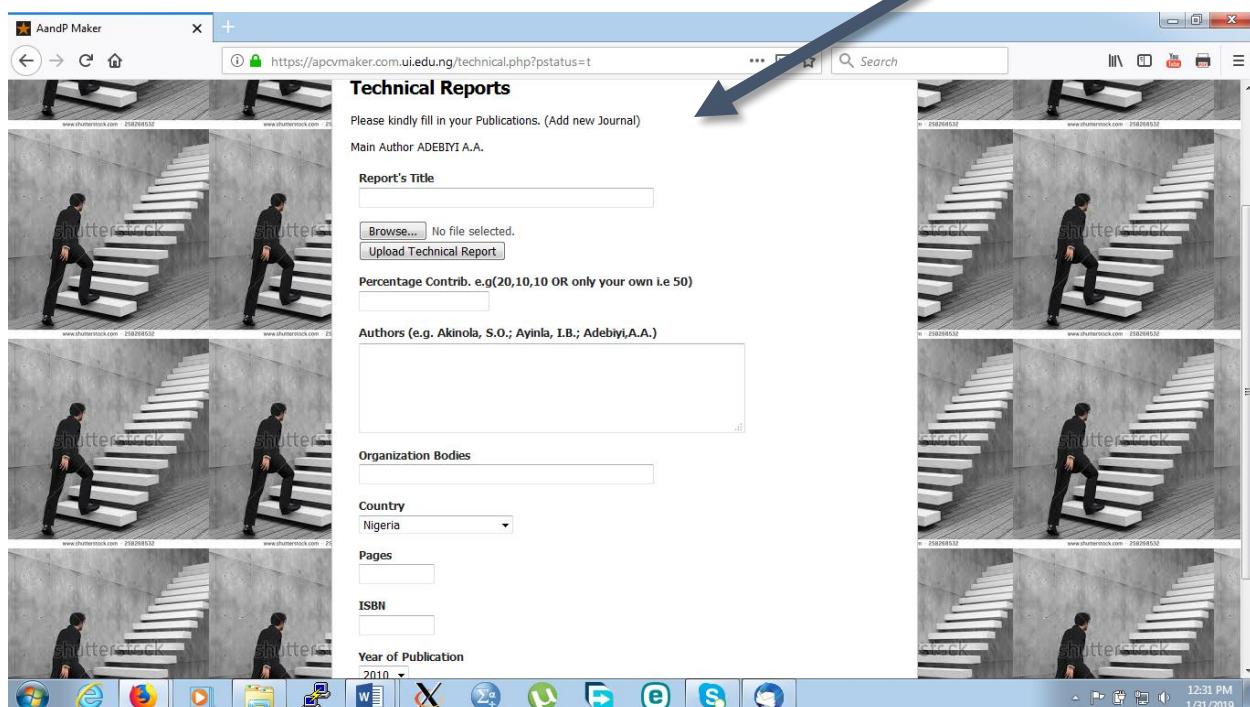
Main Author ADEBIYI A.A.

**Report's Title**  
  
 No file selected.

**Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)**

**Authors (e.g. Akinola, S.O.; Ayinla, I.B.; Adebiyi,A.A.)**

**Organization Bodies**  
  
**Country**  
  
**Pages**  
  
**ISBN**  
  
**Year of Publication**



Continue to Fill as Required.

## TEN BEST PUBLICATIONS THAT REFLECT THE TOTALITY OF YOUR CONTRIBUTIONS TO SCHOLARSHIP.

- In this Publication Category, User will have to click to

Publications And Books  
Please kindly fill in your Publications.  
Main Author ADEBIYI A.A.

**Articles that have already appeared in Learned Journals**

Total Number of Publications is 5

- (1.) Adebiyi, A.A. , Adetule, A.A. and Ayinla, I.B. (2001). Case Reports Of Adult Colo-colonic Intussusception., African Health Sciences Vol. 8.8. pp 12-19 (Uganda ) (Contribution : 80%) Serial: 1
- (2.) Adetule, A.A. , Ayinla, I.B. , Adegoke, H. U. and Adebiyi, A.A. (2009). Mortality Of Emergency Abdominal Surgery In High, Middle And Low Income Countries., Africam Journal Of Biomedical Research Vol. 44.2. pp 1-5 (Nigeria ) (Contribution : 50%) Serial: 2
- (3.) Adebiyi, A.A. (2005). Mortality Of Emergency Abdominal Surgery In High, Middle And Low Income Countries., Advances In Preventive Medicine Vol. 9.5. pp 12-19 (United Kingdom ) (Contribution : 60%) Serial: 3
- (4.) Ogah, O.S. , Ogundibi, A.O. , Adebiyi, A.A. , Oladapo, O.O. , Okoko, C.A. , Adeyemi, B.F. , Adesoye, J.M. , Aje, A. and Ojji, B.D. and Falase, O.A (2008). Amyloidosis With Cardiac Involvement In A 54- Year Old Nigerian: A Case Report. , Nigeria Journal Of Cardiology Vol. 5.2. pp 38-43 (Nigeria ) (Contribution : 50%) Serial: 4
- (5.) Adebiyi, A.A. , Ogah, O.S. , Akere, A. and Olegbajo, J.A. (2017). Echocardiographic Study Of Left Ventricular Structure And Function In Nigerian Patients With Chronic Liver Disease, Nigerian Journal Of Cardiology Vol. 14.1. pp 26-30 (Nigeria ) (Contribution : %) Serial: 5

**Publications Accepted**

Total Number of Publications is 1

- (1.) Adebiyi, A.A. , Adetule, A. A. and Ayinla, I. B. (3rd May, 2013). Case Reports Of Adult Colo-colonic Intussusception., Advances In Preventive Medicine (United Kingdom ) (Contribution : 80%).

**Articles that have already appeared in Refereed Conference Proceedings**

select from the List of already filled in Publications as one of the Best Publications and will have to provide the Reason why the publication is one of the best.

Personal Information | Education | Academic Qualifications | Professional Qualifications | Scholarships & Prizes | Honours Distinctions & Membership | Teaching/Work Experience | Publications | Research | Print Preview | Logout

Please kindly copy and paste your document!

Main Author ADEBIYI A.A.

One of the 10 best Publications?

Do you want to supply Percentage Contribution?

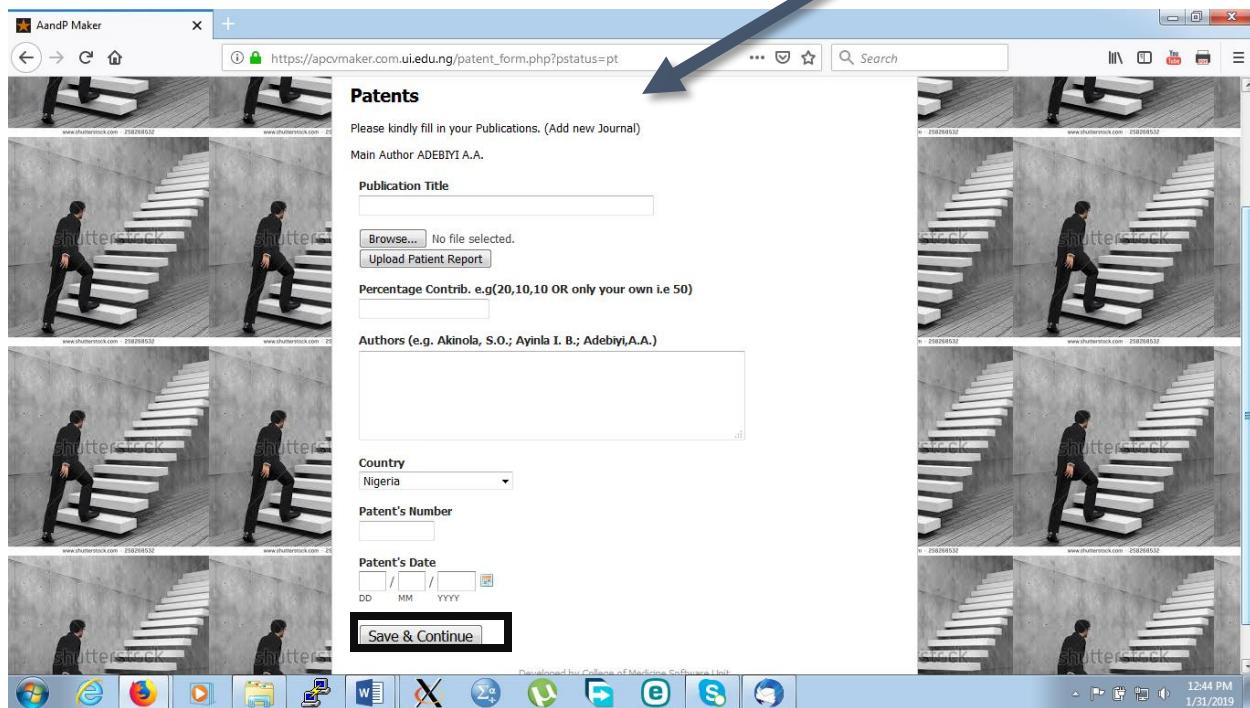
Your comment on this Paper (Optional)

Do you want to make general corrections?

Do you want to make general corrections?

Copy and paste a brief summary about it in then submit to save and continue.

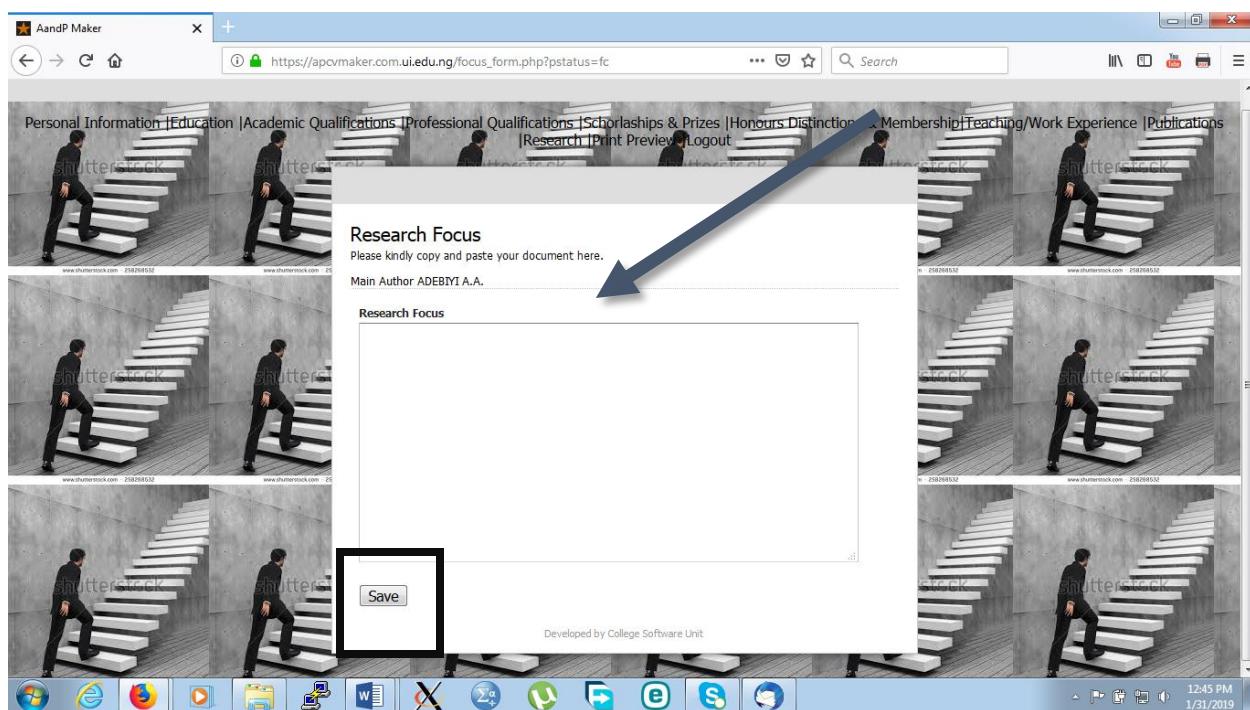
## PATENT



The screenshot shows a web browser window titled "AandP Maker" with the URL [https://apcmaker.com.ui.edu.ng/patent\\_form.php?pstatus=pt](https://apcmaker.com.ui.edu.ng/patent_form.php?pstatus=pt). The page is titled "Patents" and displays a form for patent submission. The form includes fields for "Publication Title", "Percentage Contrib. e.g(20,10,10 OR only your own i.e 50)", "Authors (e.g. Akinola, S.O.; Ayinla I. B.; Adebiyi,A.A.)", "Country" (set to Nigeria), "Patent's Number", "Patent's Date" (with a date input field DD/MM/YYYY), and a "Save & Continue" button. The background of the page features a repeating image of a man sitting on a set of white steps against a concrete wall. The browser's toolbar and taskbar are visible at the bottom.

Fill in the boxes as appropriate.

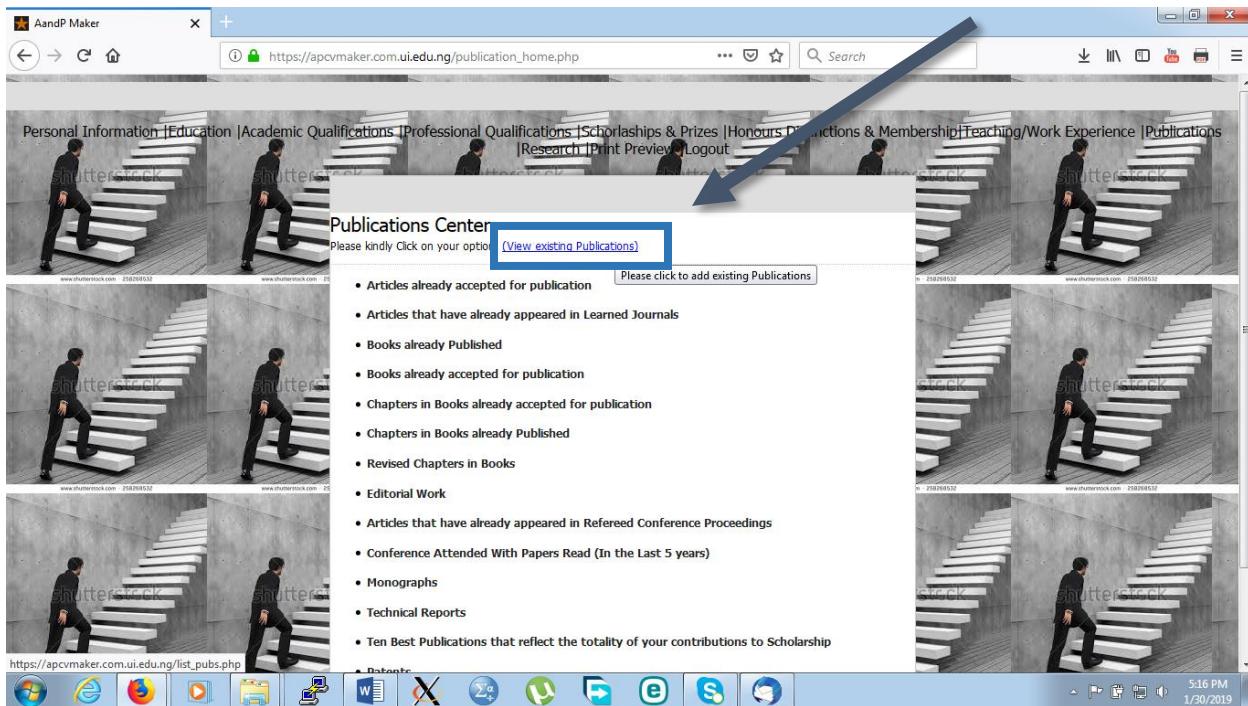
For **RESEARCH FOCUS**, click on it, copy and paste the document in the box provided.



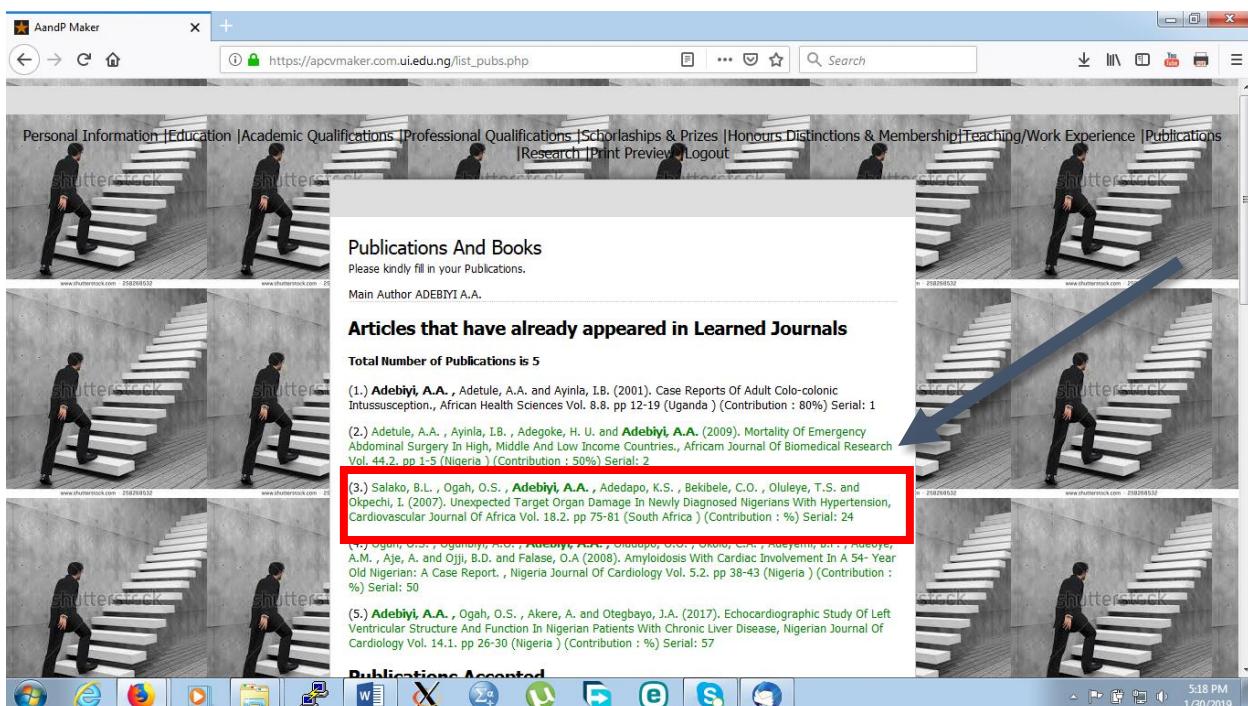
The screenshot shows a web browser window titled "AandP Maker" with the URL [https://apcmaker.com.ui.edu.ng/focus\\_form.php?pstatus=fc](https://apcmaker.com.ui.edu.ng/focus_form.php?pstatus=fc). The page is titled "Research Focus" and displays a form for entering research documents. It includes a "Main Author" field (set to "ADEBIYI A.A.") and a "Research Focus" text area with a "Save" button. The background features a repeating image of a man sitting on a set of white steps. The browser's toolbar and taskbar are visible at the bottom.

## HOW TO MAKE CORRECTIONS ON PUBLICATIONS.

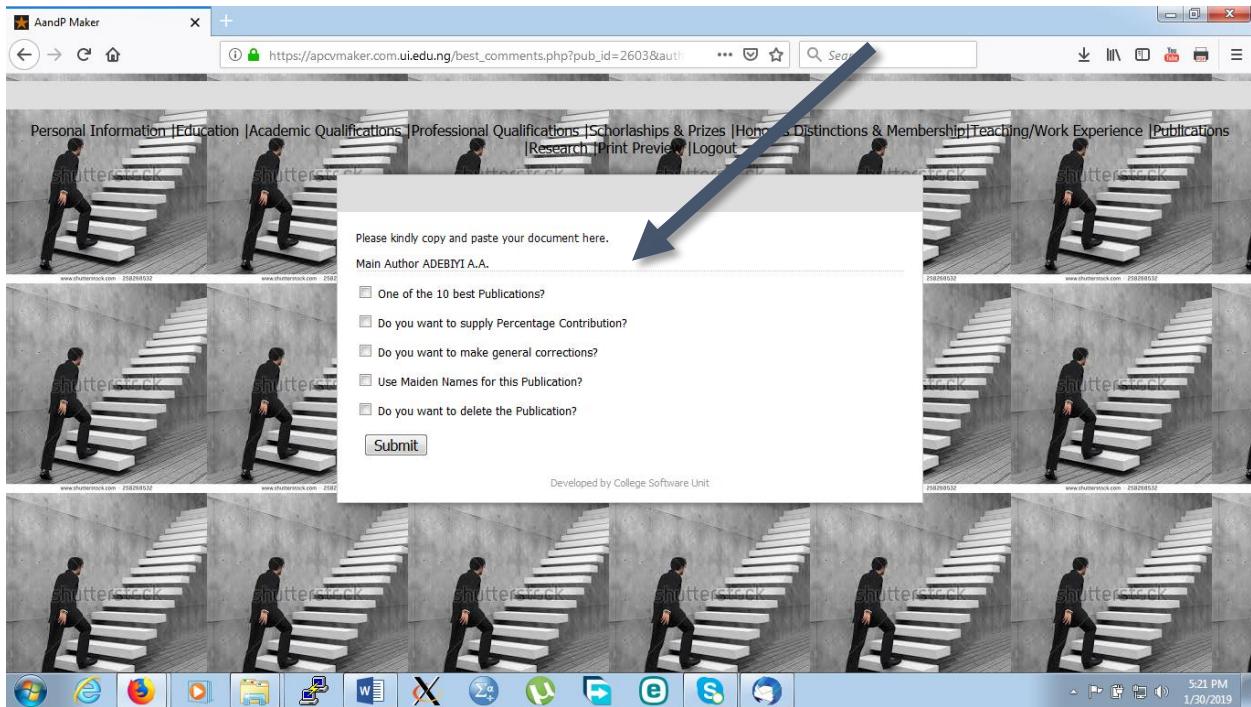
To make corrections on already filled publications, Click on **PUBLICATION** at the top menu,  
Click on **view existing publications**,



This brings out all the list of **already filled articles**, as shown below. Click on the **particular article to be edited**

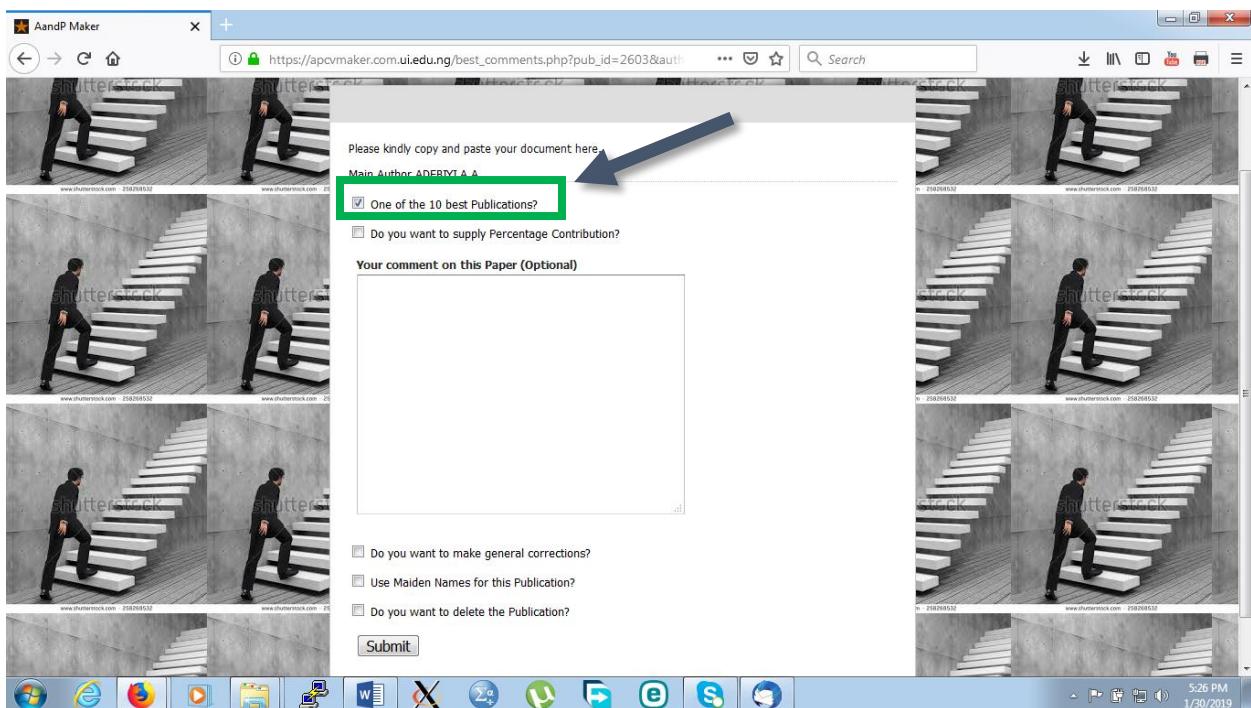


A Pop up box shows up as shown in the diagram below.



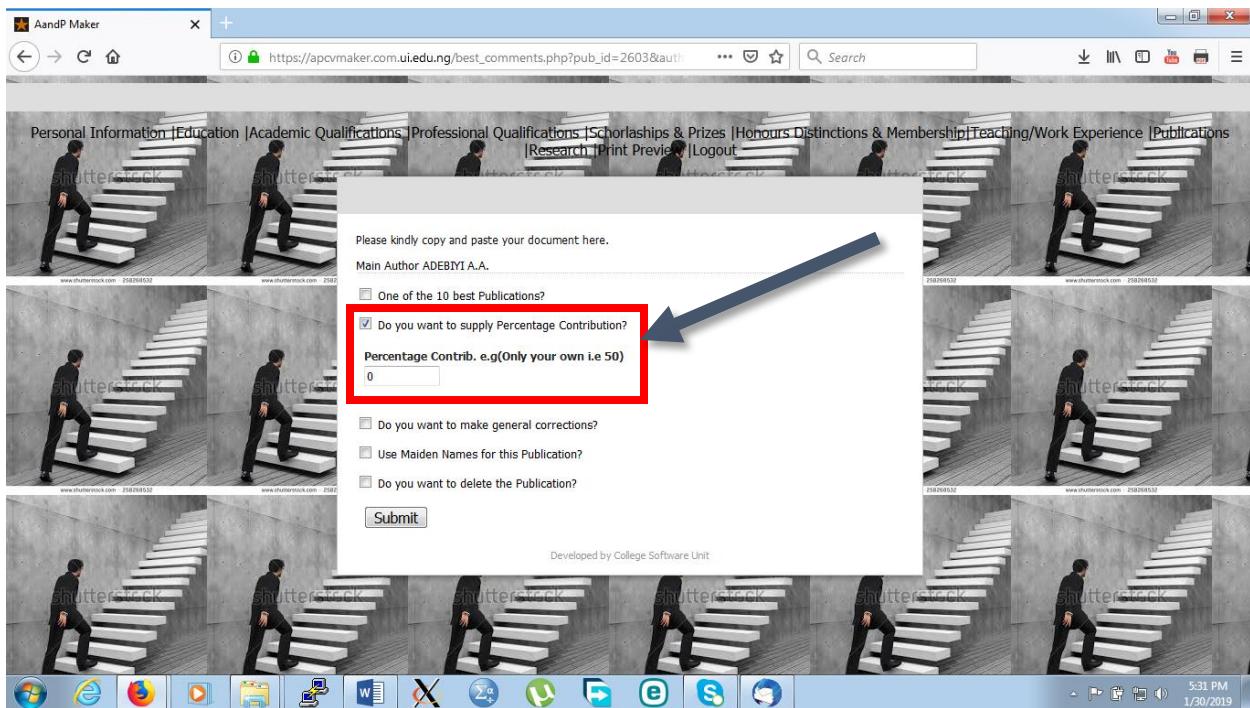
The **action to be performed determines** the option to pick from the listed menus.

**One of the 10 best Publications?:** To make the article one of the best publications, pick the check box in front



Copy and paste why this article is one of the best in the check box provided and click on submit to finish.

**Do you want to supply Percentage Contribution?:** Percentage contribution can be added to already filled articles that does not have percentage contribution and also correction can be made to the ones that are not correct by clicking on the check box in front of the question.



**Do you want to make general corrections?:** General corrections can be made to articles by clicking on the box in front of the question as shown in the diagram below.

**Authors Position on the List:** This handles the position number of the Author on the Authors list (**Adebiyi, A.A., Geyiju, F. D. and Hingu, G. K.**) can be rearrange as (**Geyiju, F.D., Hingu, G. K. and Adebiyi, A. A.**) if only **Author ADEBIYI, A. A.** will **CHANGE** his author's position to **3** from the previous **1**.

**Journals Volume:** Journal Volumes can be corrected from the previous Volume number to the new Volume number.

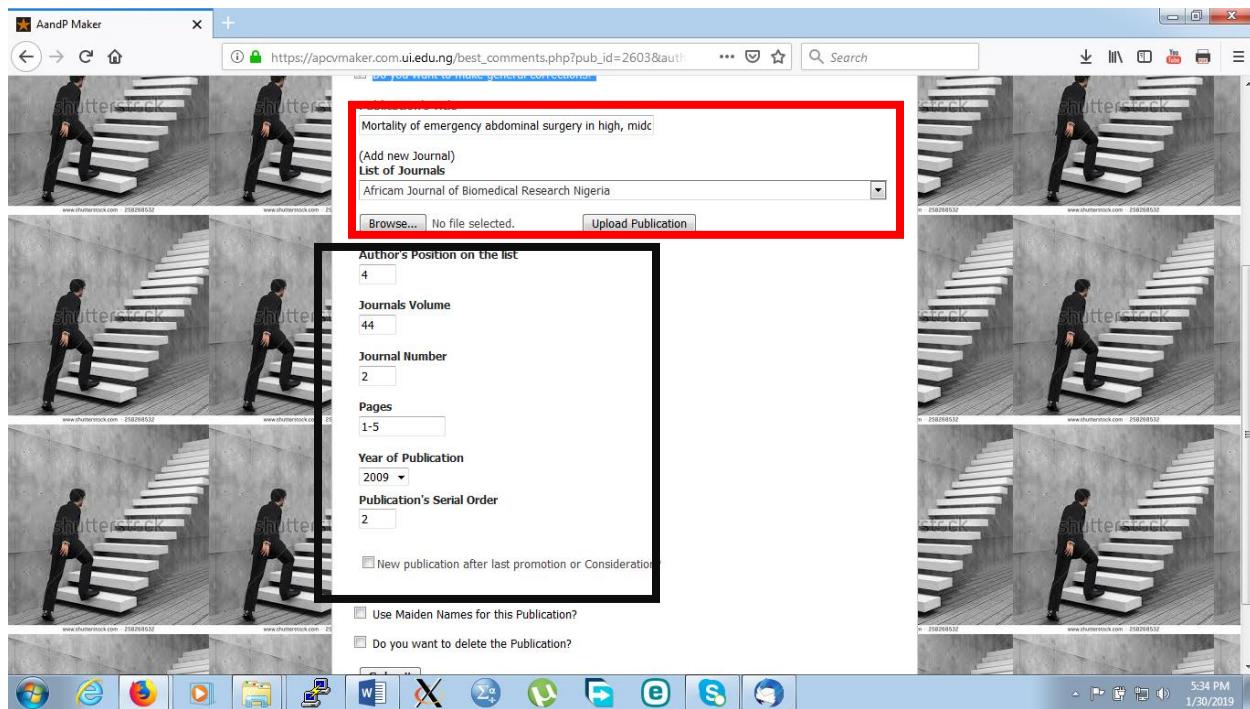
**Journal Number:** Journal Number can also be changed to the new number.

**Pages:** Corrections can be made to Pages.

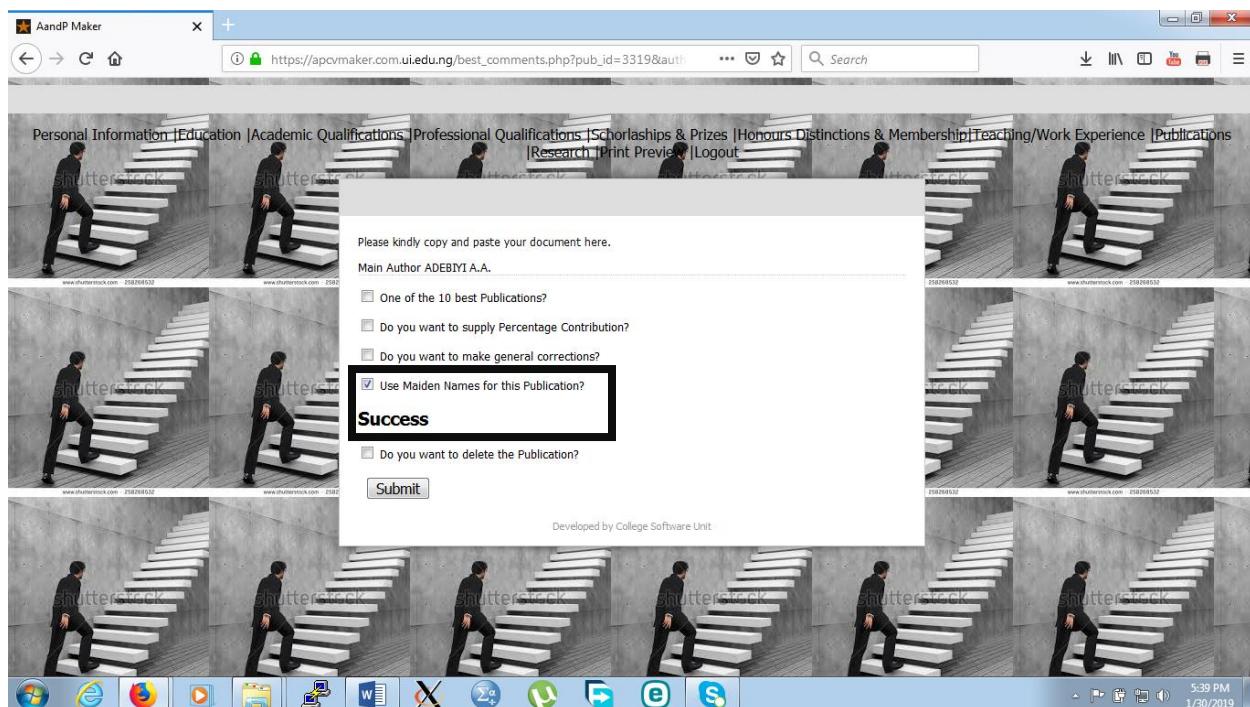
**Year of Publication:** Adjustment can be made to the publication year picked initially.

**Publication's serial Order:** This handles the order of the publication on the List, (**Article 1** can be **changed to 7** by making use of this menu).

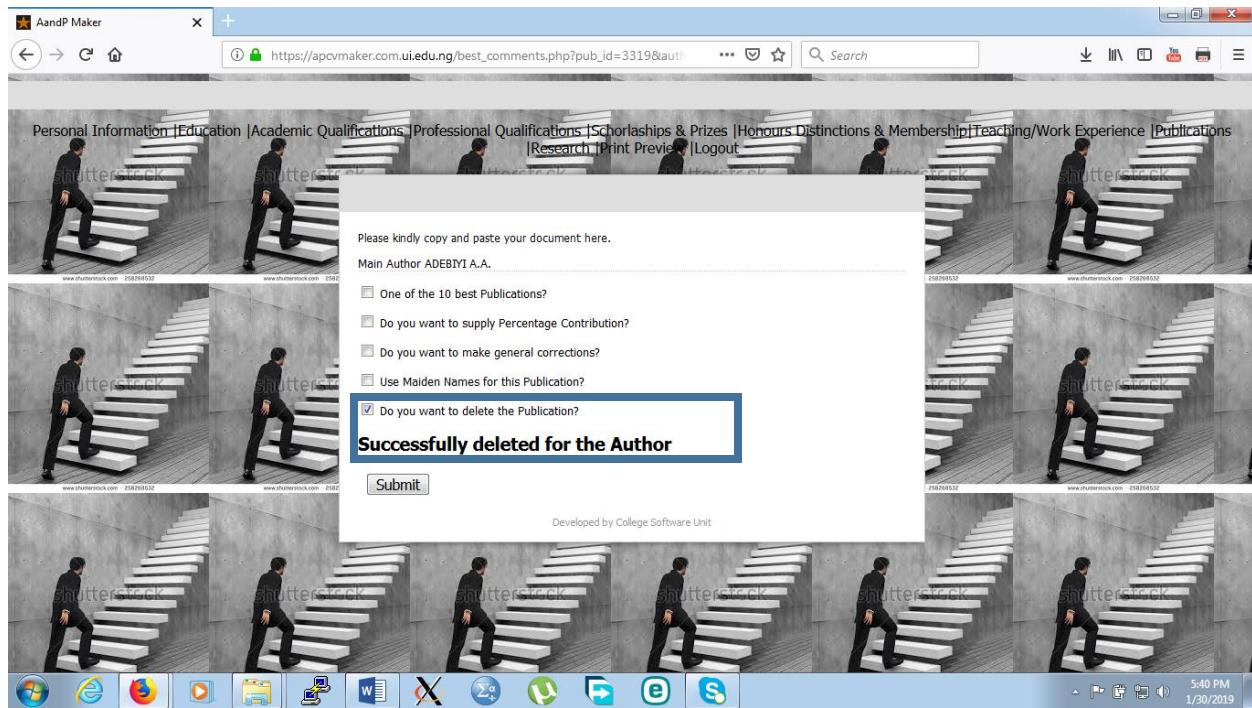
**NOTE:** Corrections **CANNOT** be made to **Publications Title, List of Journals, and Browse to upload Publications.**



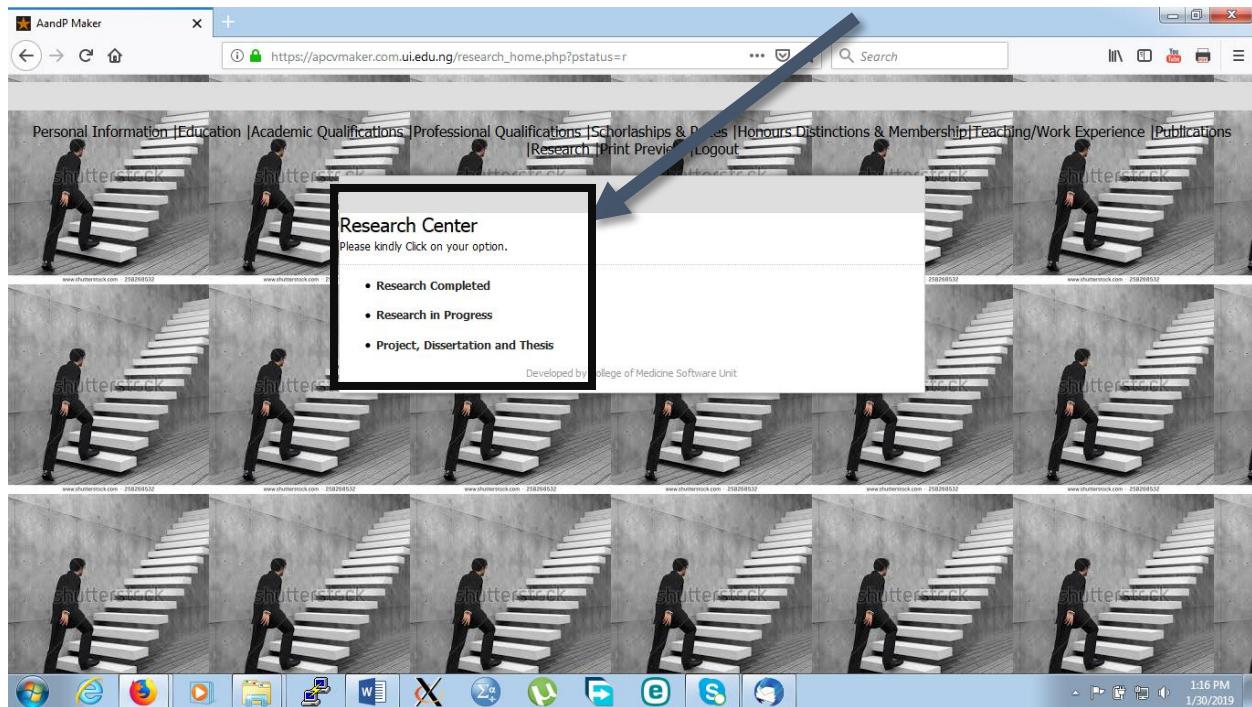
## Use Maiden Names for this Publication?



## Do you want to delete the Publication?

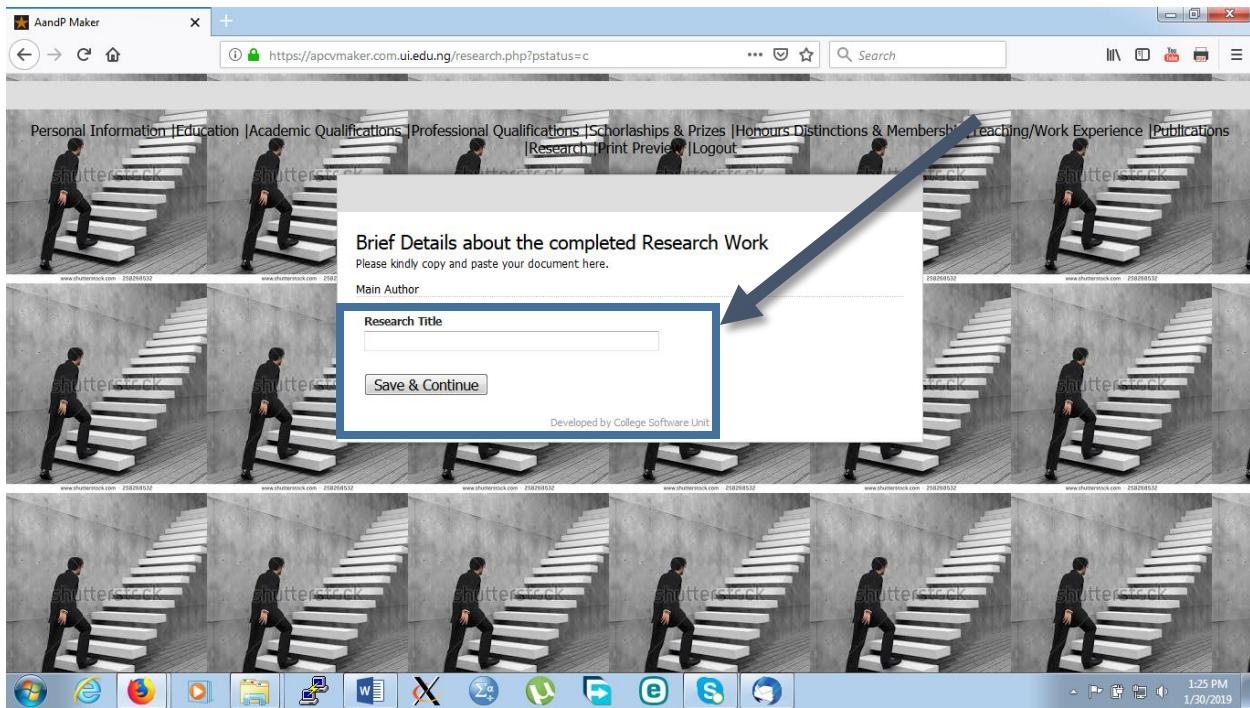


## RESEARCH



Select the options one after the other to fill.

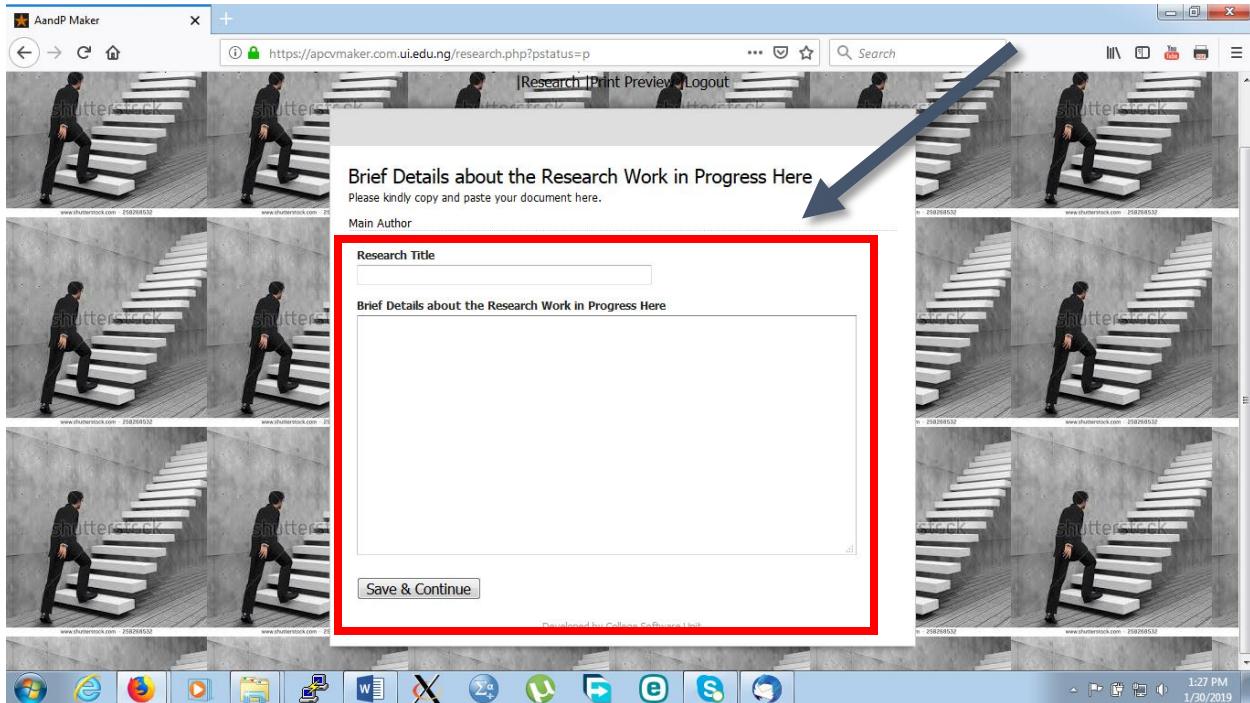
For **RESEARCH COMPLETED**



Fill in the **Research Title**, click on **save and continue**.

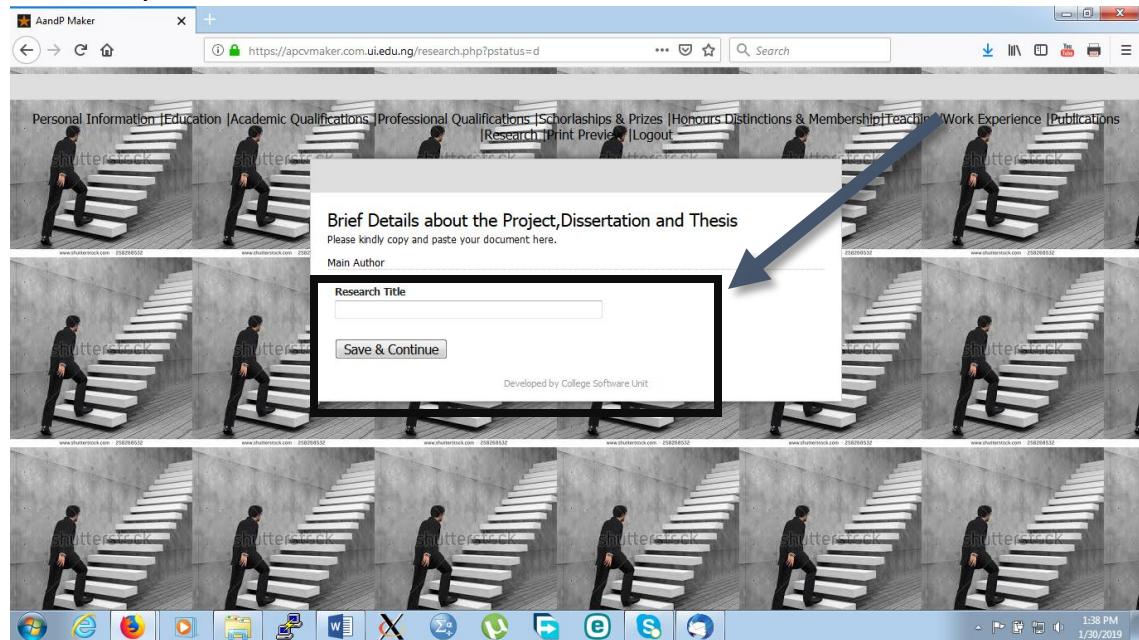
Go back to the top of the page to select **RESEARCH** then click on

## RESEARCH IN PROGRESS



Fill in the **Research Title**, and brief details about the research work in progress, submit.

## PROJECT, DISSERTATION AND THESIS



Fill as appropriate and save each document before pasting the second one.

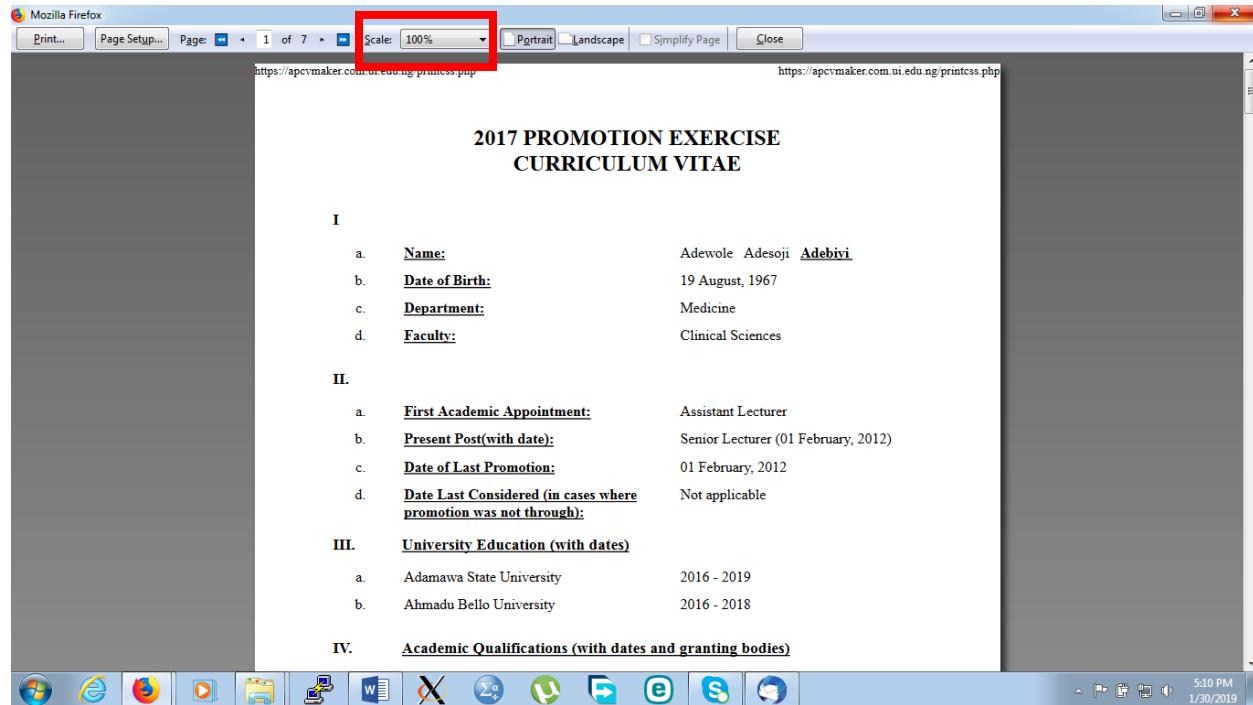
## PRINT PREVIEW

The final stage is the print preview page where all information filled from the beginning will be seen as shown in the diagrams below.

The screenshot shows a print preview of a curriculum vitae. The title at the top is '2017 PROMOTION EXERCISE CURRICULUM VITAE'. The page is divided into sections: I, II, III, and IV. Section I contains personal details: Name (Adewole Adesoji Adebiyi), Date of Birth (19 August, 1967), Department (Medicine), and Faculty (Clinical Sciences). Section II contains academic appointment details: First Academic Appointment (Assistant Lecturer), Present Post (Senior Lecturer), Date of Last Promotion (01 February, 2012), and Date Last Considered (Not applicable). Section III lists university education: Adamawa State University (2016 - 2019) and Ahmadu Bello University (2016 - 2018). Section IV lists academic qualifications: B Sc.(Agr.) (Bachelor's Degree in Agricultural Economics) from 2019. At the bottom right of the page, there is a box with the text 'Click Here to print this page'. The browser interface includes a toolbar at the top and a taskbar at the bottom.

**NOTE:** Scroll down with your mouse to the end of the page.

To **Print** the document, Click on the Check Box at the top right hand, It's brings out **options**, Navigate to the **print menu** and click on it. Change Its Scale to 100% to make bold. Then Print.



**Thank You.**