COLLEGE OF MEDICINE

UNIVERSITY OF IBADAN

APCVmAKER MANUAL (ACADEMIC STAFF PROMOTION SOFTWARE)

USER'S GUIDE

# TABLE OF CONTENTS
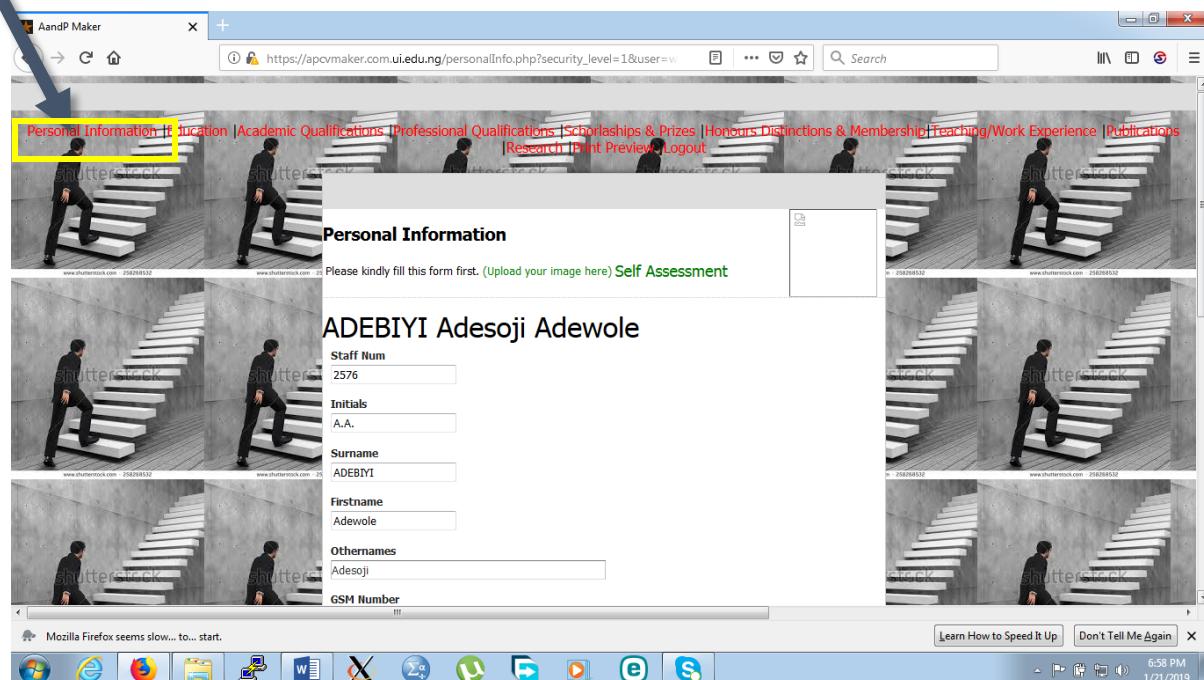
1.0 INTRODUCTION

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.

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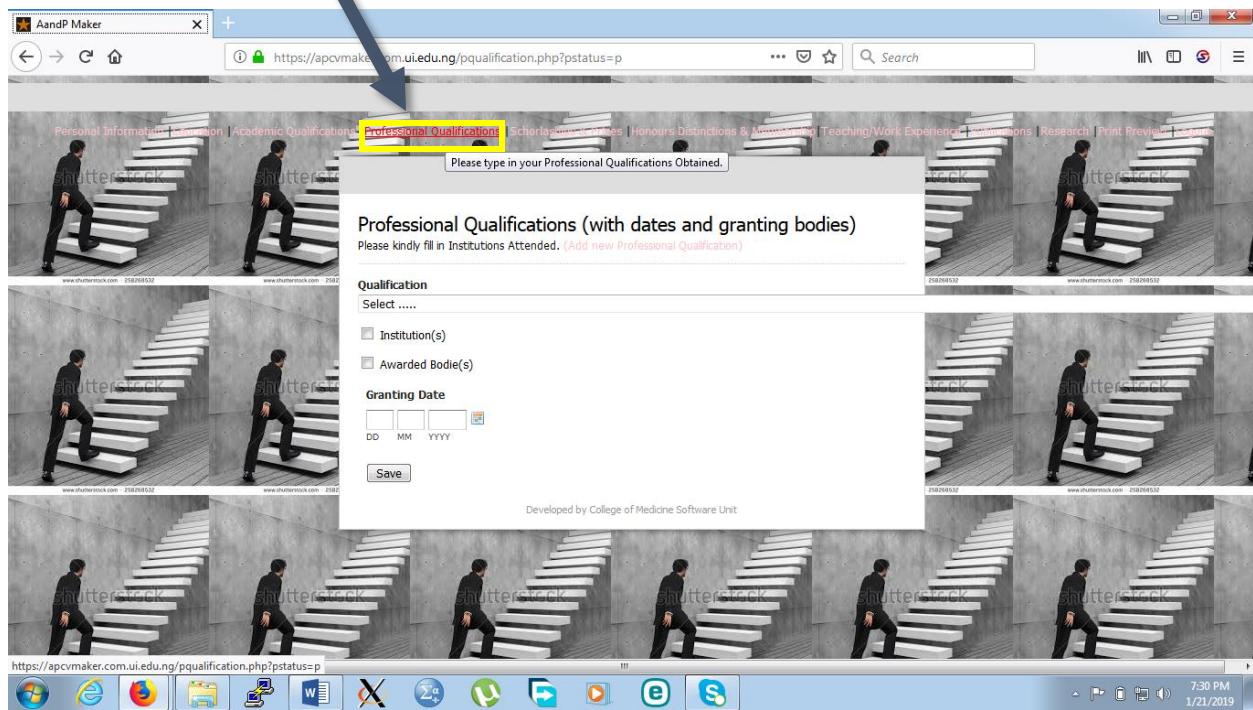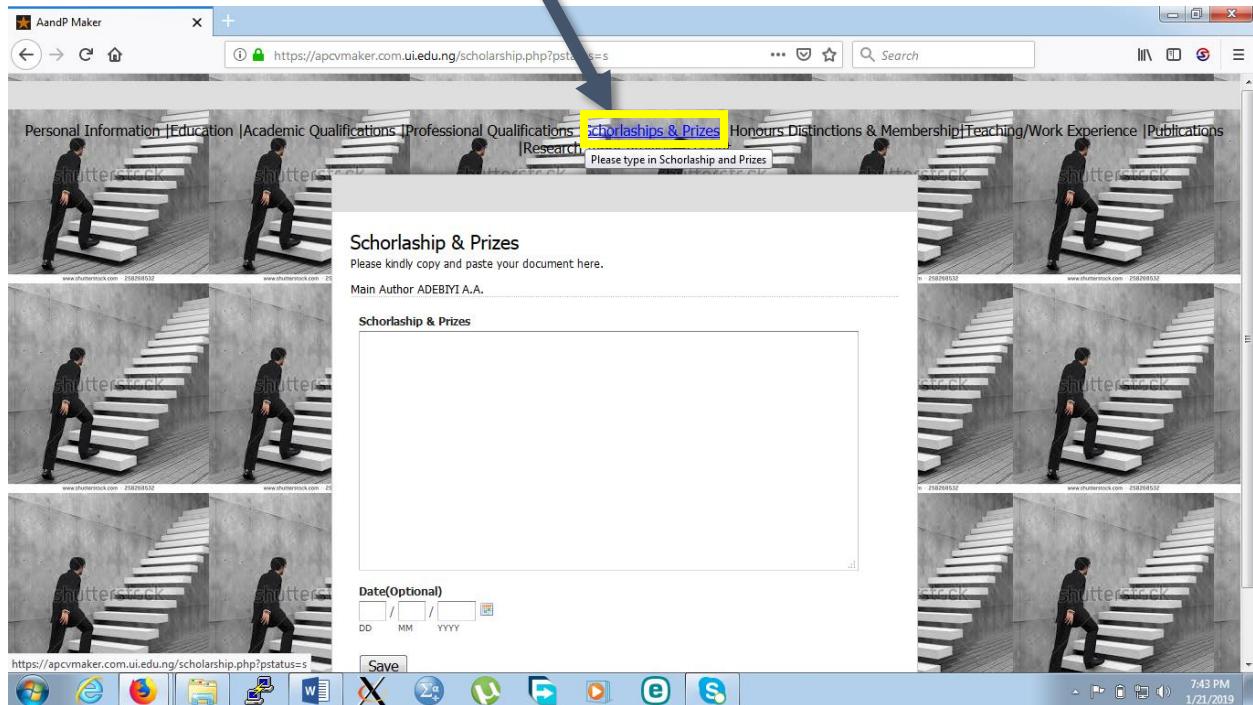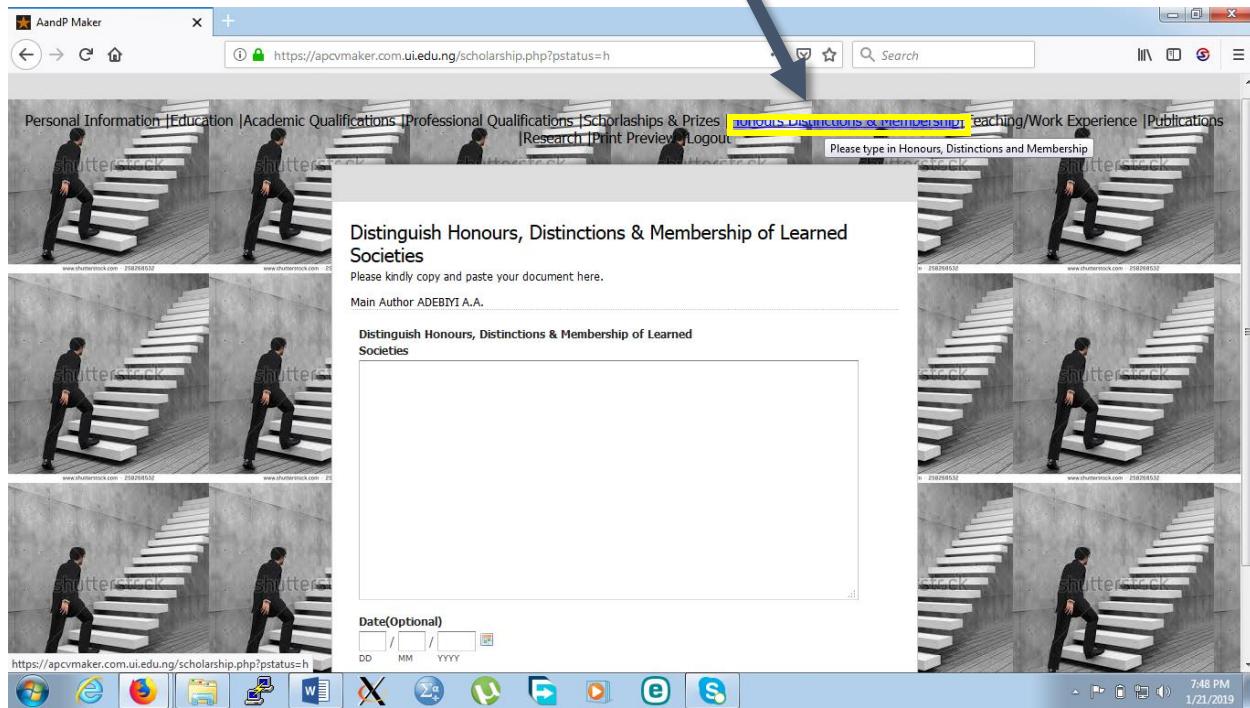

2.4 Professional Qualifications: In this module, candidate fill in the various professional qualifications and the awarding bodies.
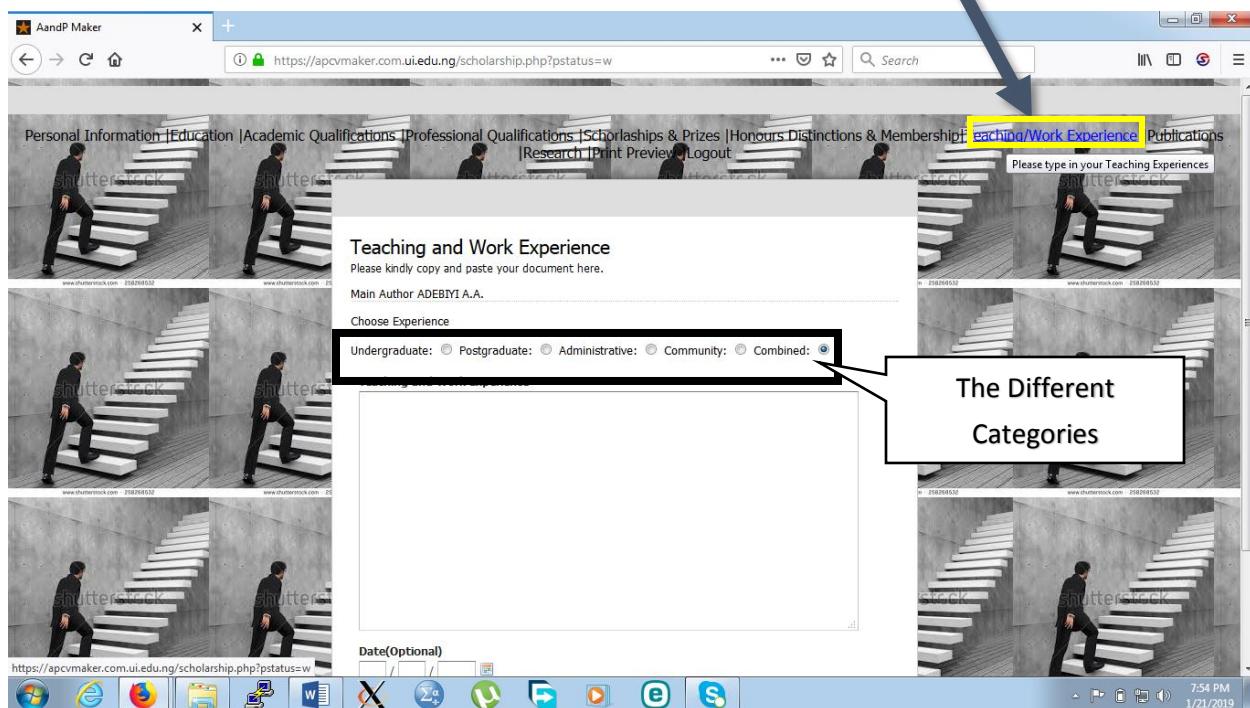
2.5 Scholarship and Prizes: This module handles the list of scholarship and prizes owned by the User.
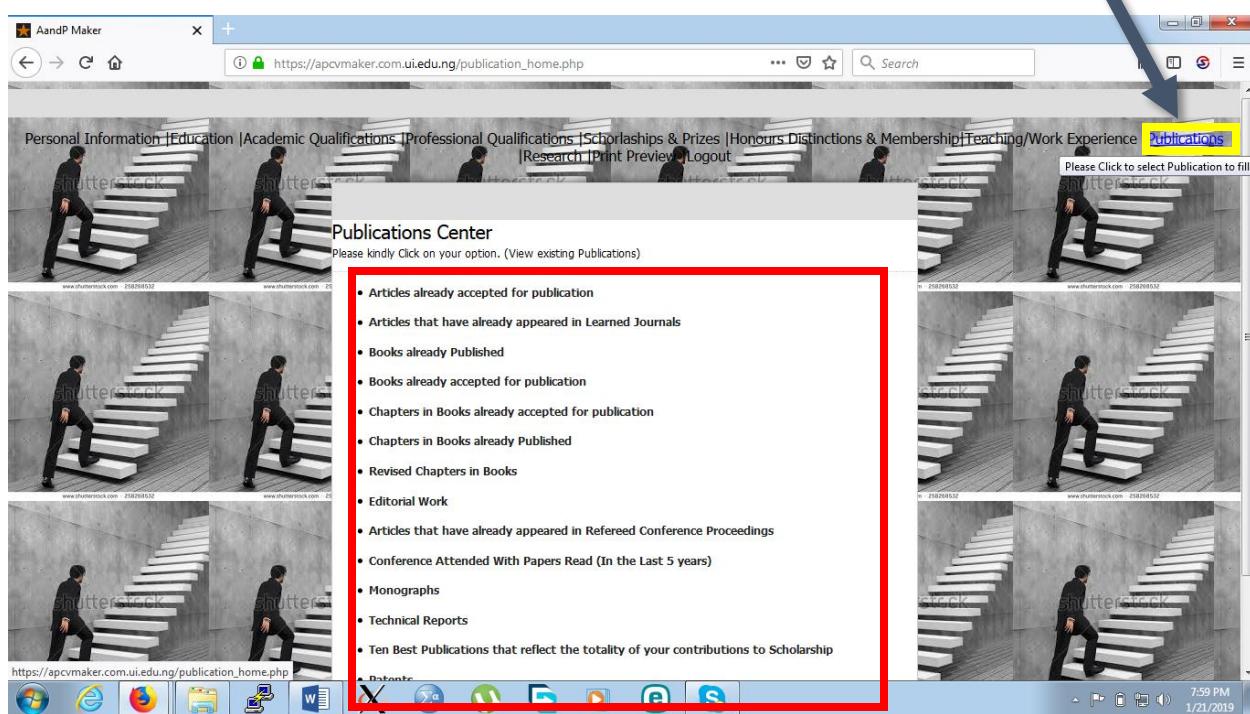

2.6 Honours, Distinctions and Membership: This handles all the list of Honours, Distinctions and Membership of Learned Societies.
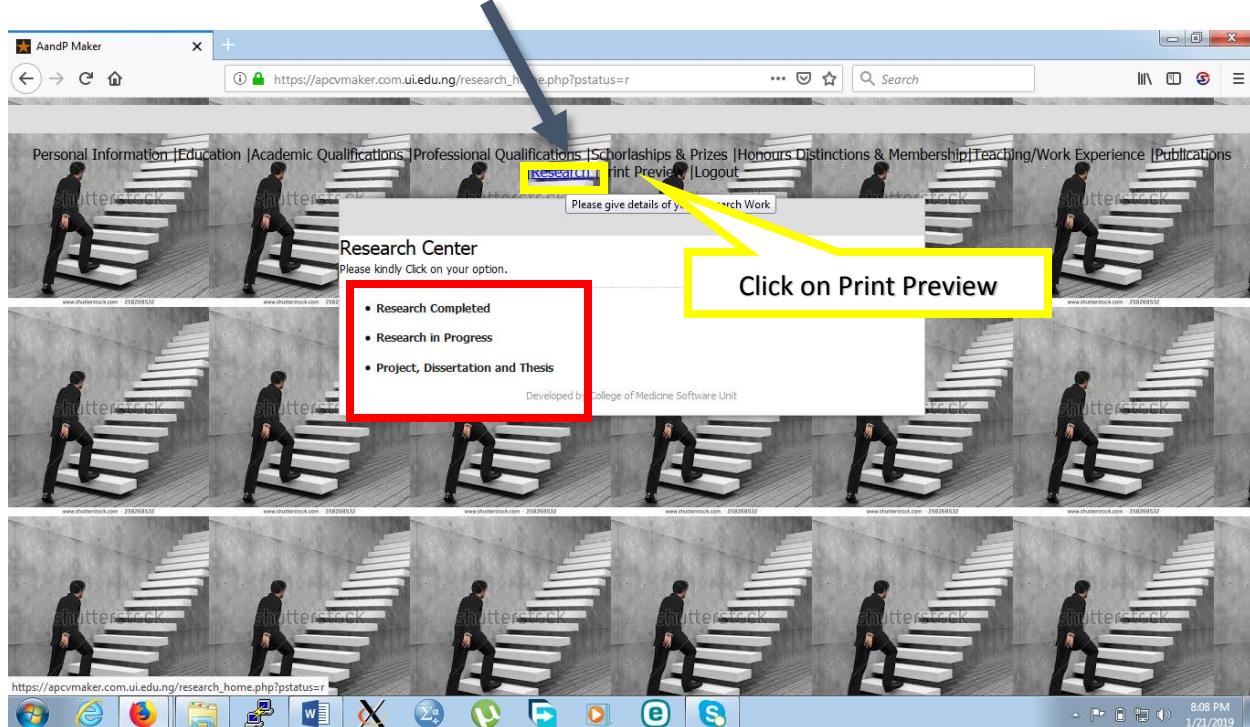
2.7 Teaching and Work Experience: Handles the details of Teaching and Work Experience for the candidate by arranging them under different Categories **(Undergraduate, Postgraduate, Administrative, and Community Service).**

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.

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


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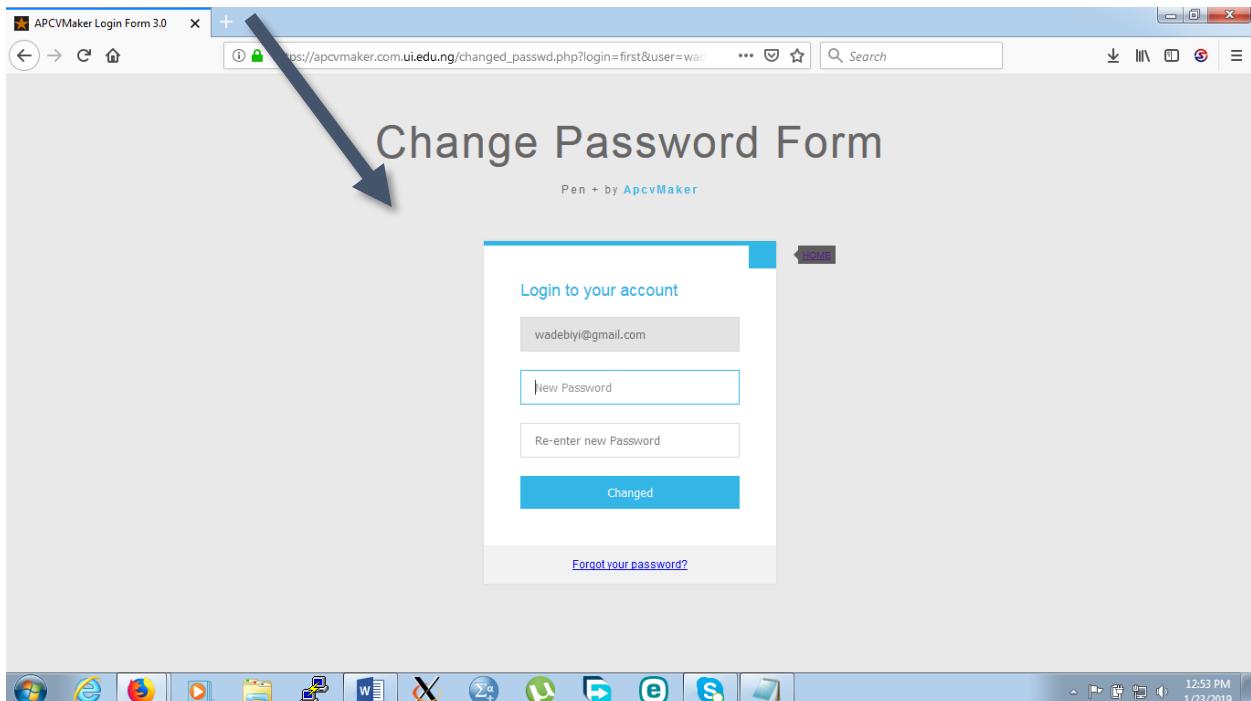
This is the first screen you will see: The **HOME** Page

- Then click on **LOGIN** Button

If you are a **New User**, type in your email address (e.g user@domain.com) 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.
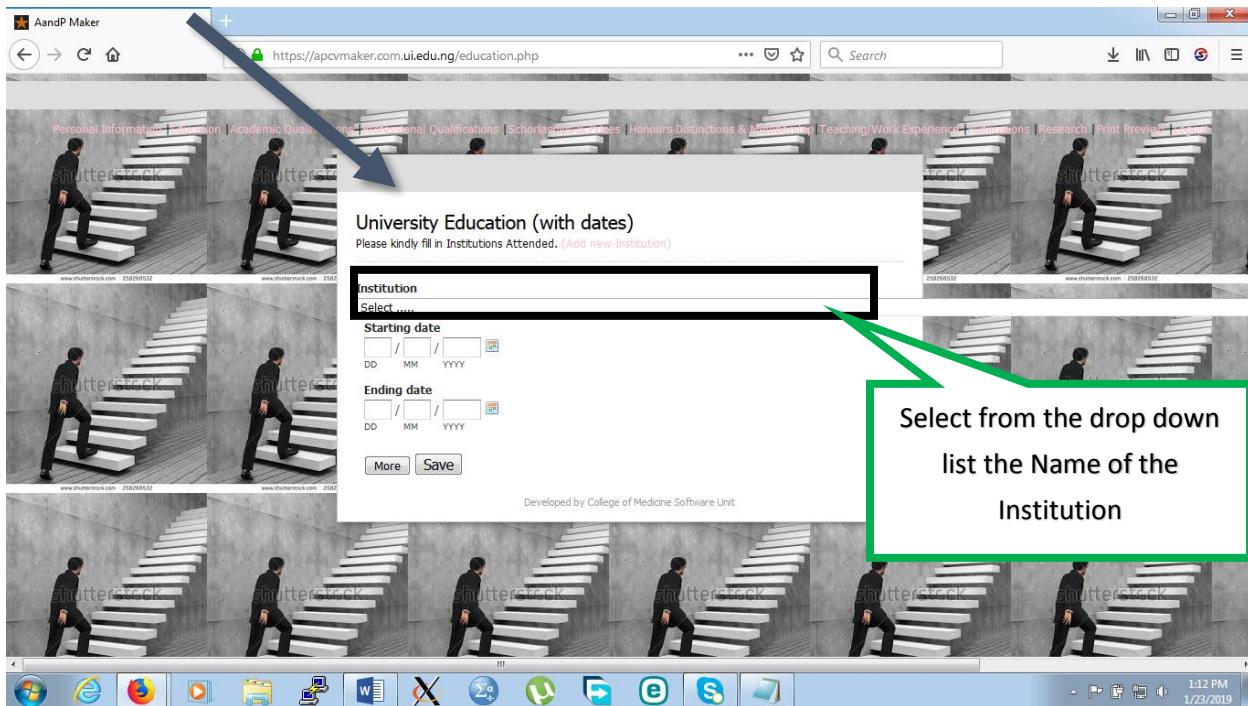
The **Personal Information** Page comes up for both New and Existing Users to check the information that is automatically provided by the system if they are correct, scroll down to save and continue. In a situation where the information entered are not correct, corrections can be perform on them before saving and proceeding to the next page.
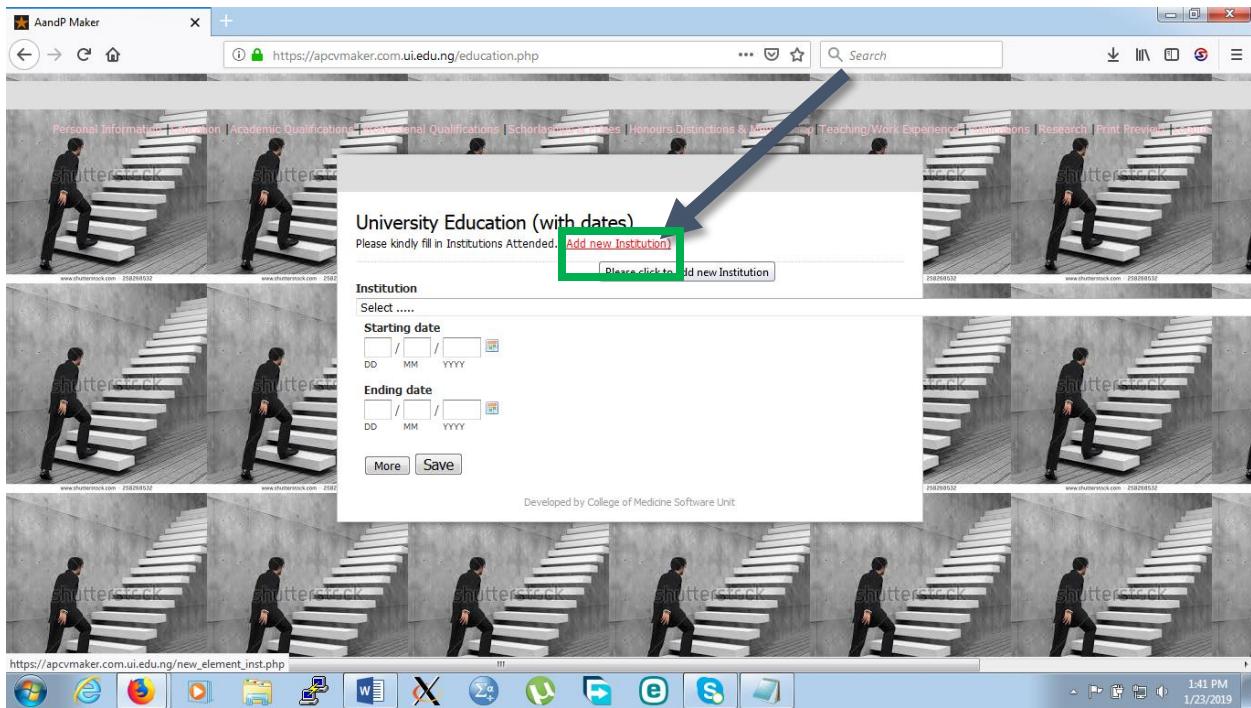
After clicking on save to continue, another page will be loaded asking for the **EDUCATION**.
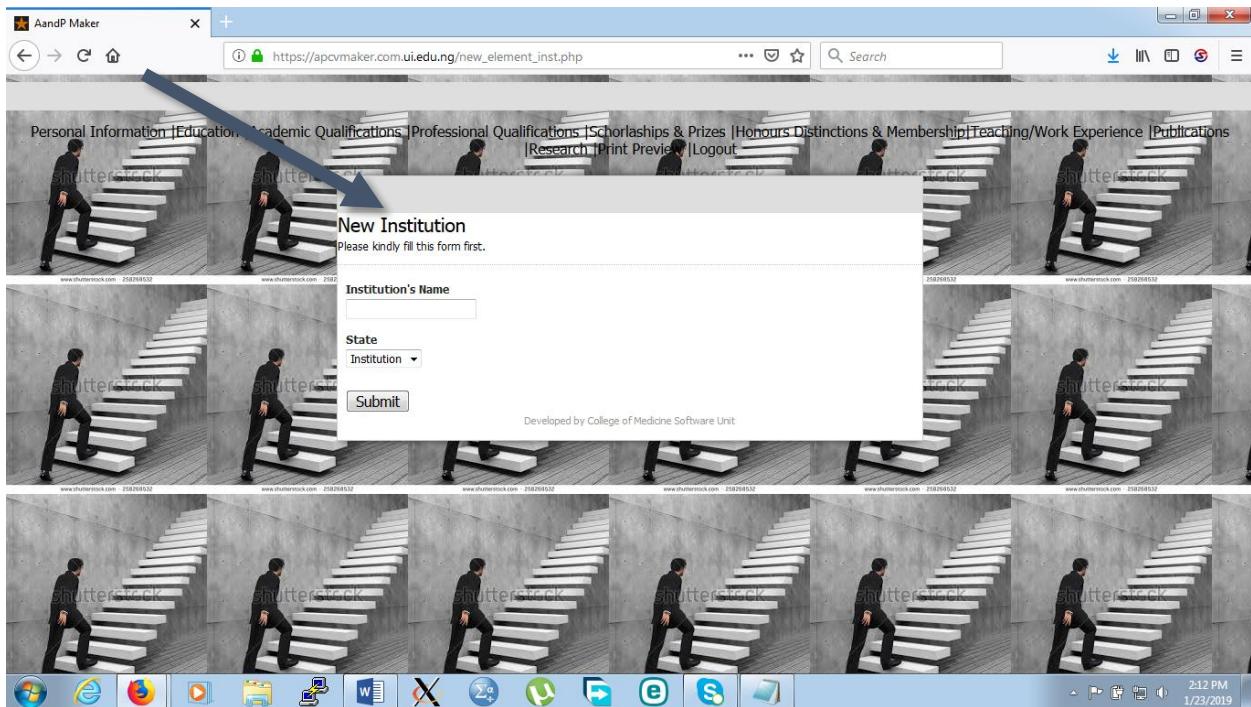
Select the name of the **institution** attended by clicking on the drop down box. Institutions attended by the User is filled in one after the other and if more than one, **click more**, to add another university education.

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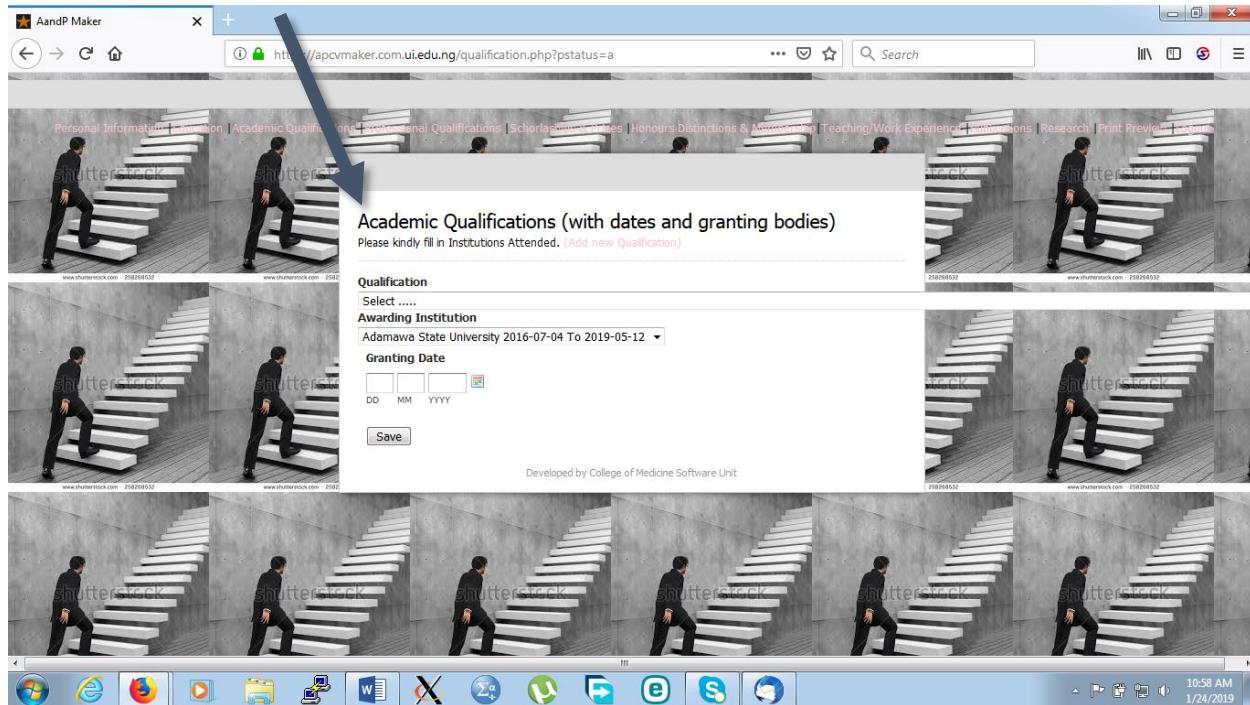
The form below pops up.
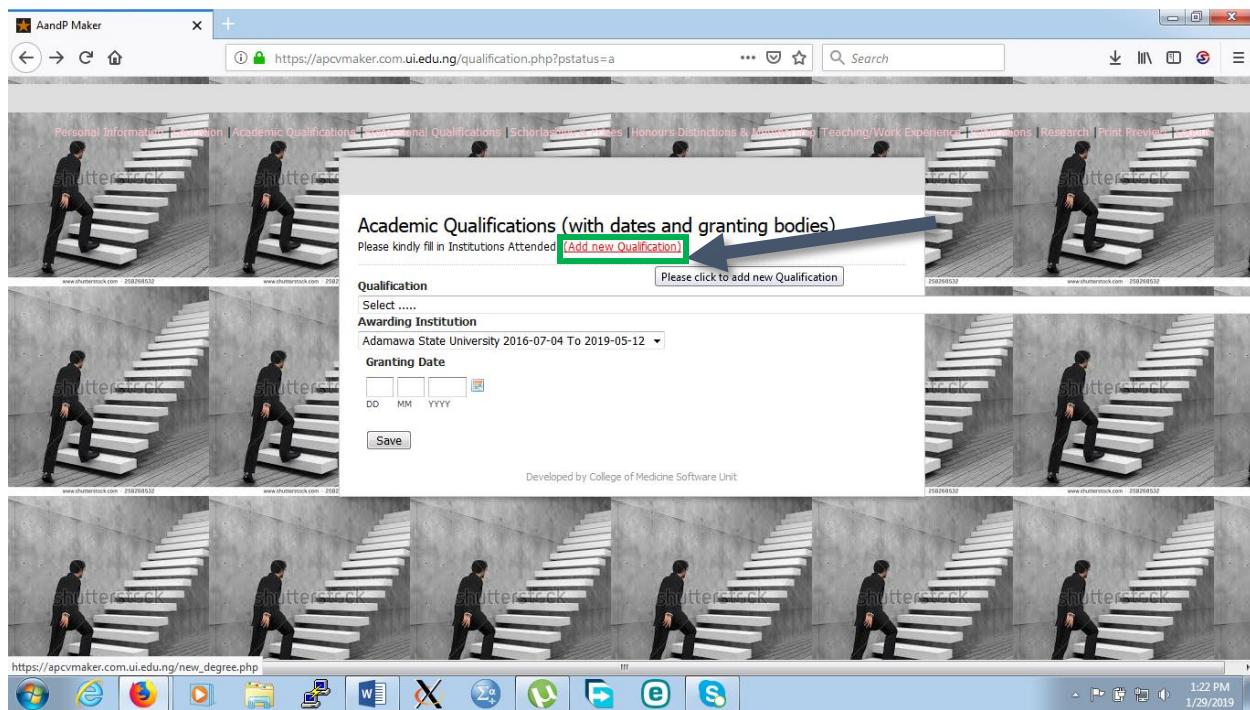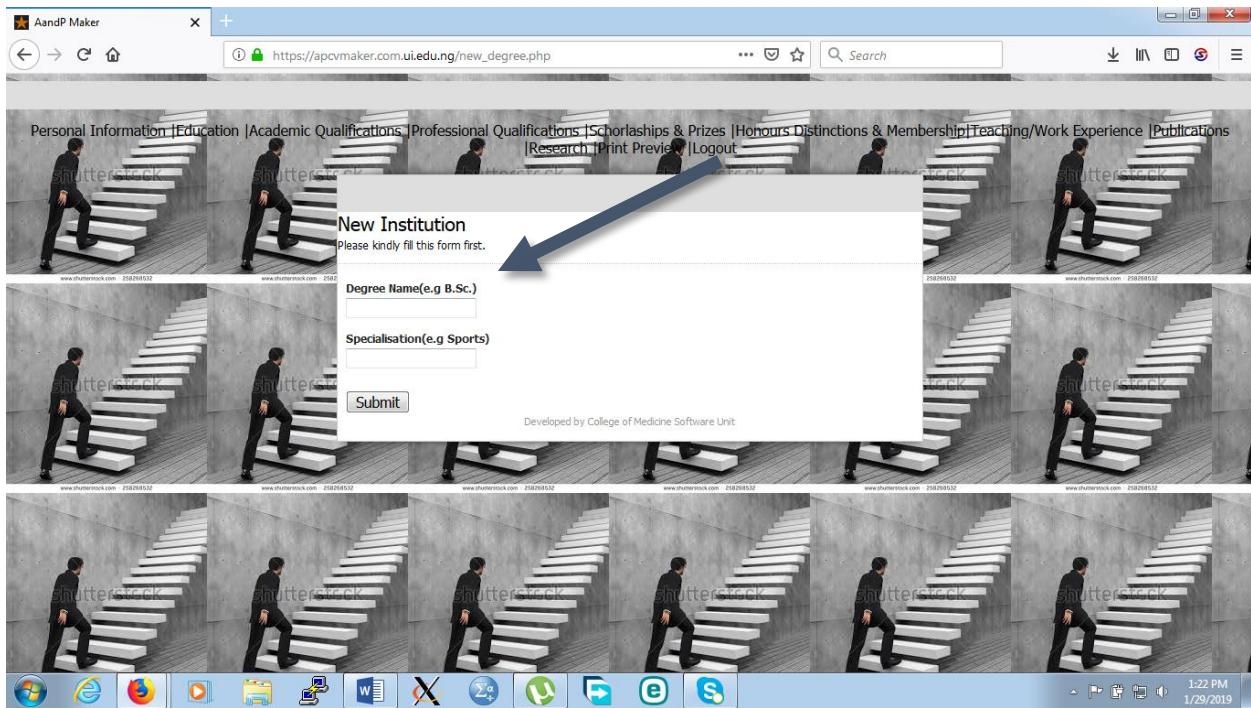
Type in the **Name of the Institution** and select from **State drop menu** if it's an **Institution or an Awarding Bodies**. Click on **Submit Button** to go back to the Education Page to continue.

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**.
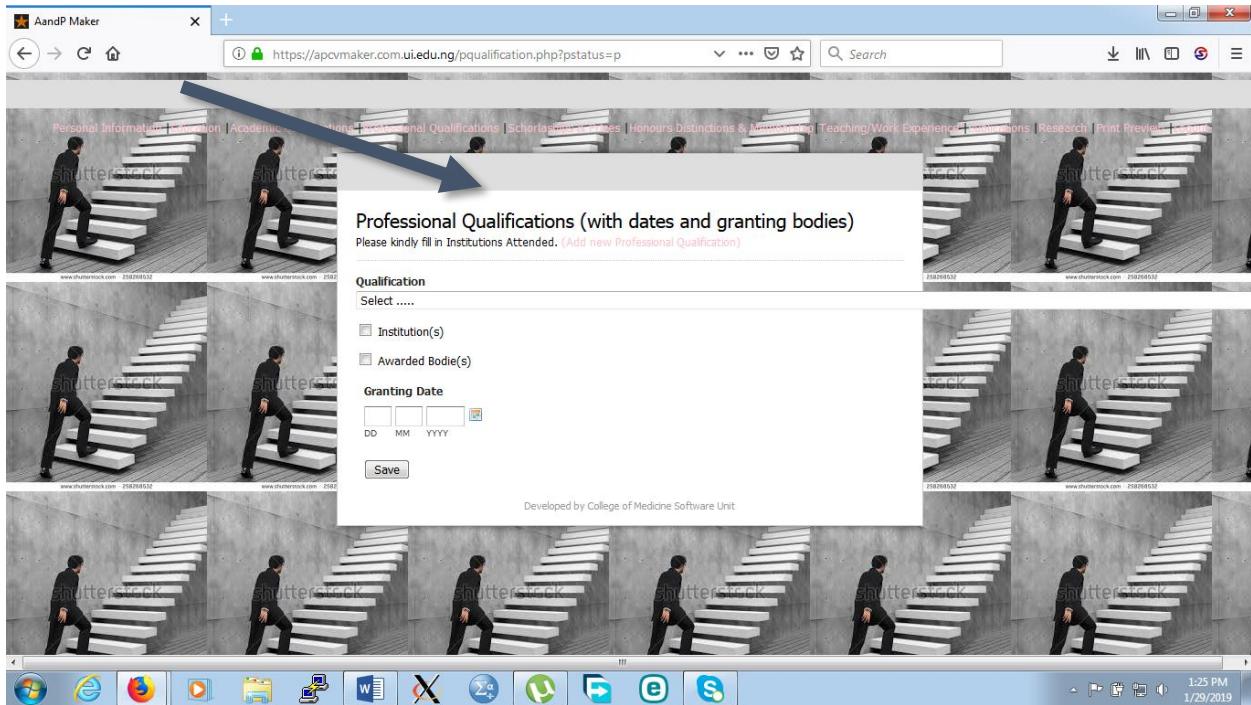
NOTE: If any Qualification could not be found on the list of Qualifications on the drop down menu, Click on **add new Qualification** at the top menu of the form. Fill in the **Degree Name** and the **Specialisation**, then save and go back to the form to pick it on the list.
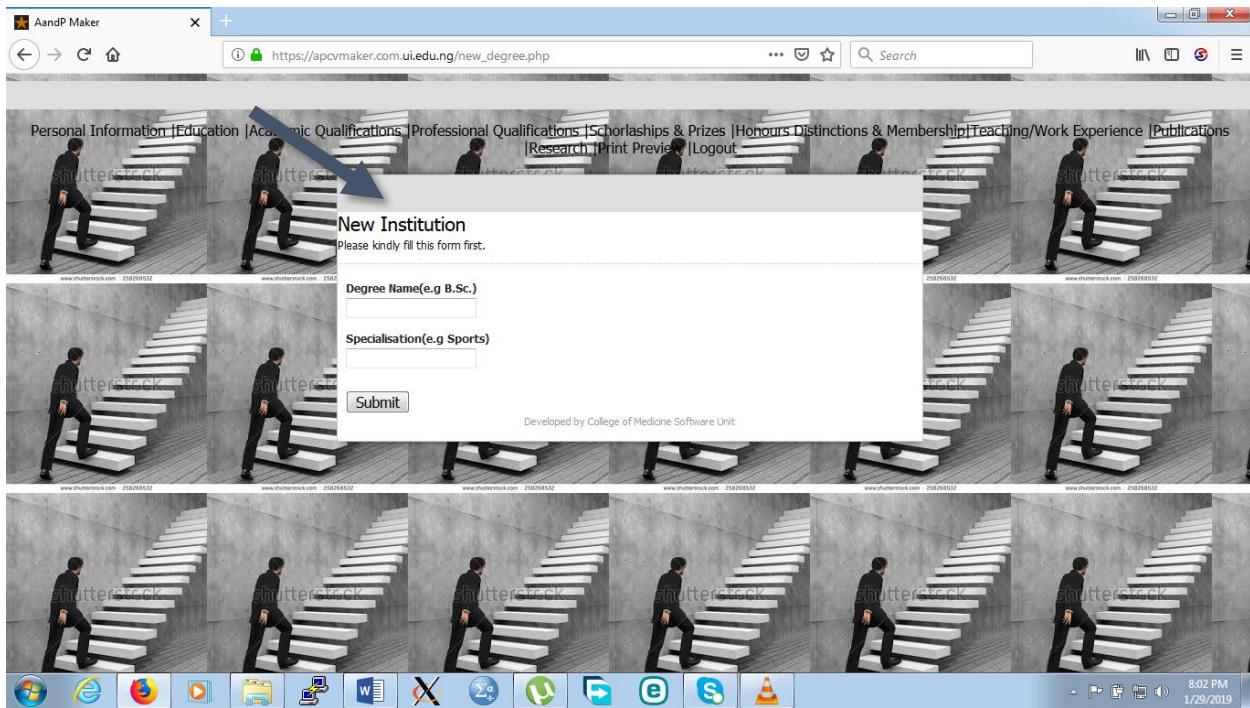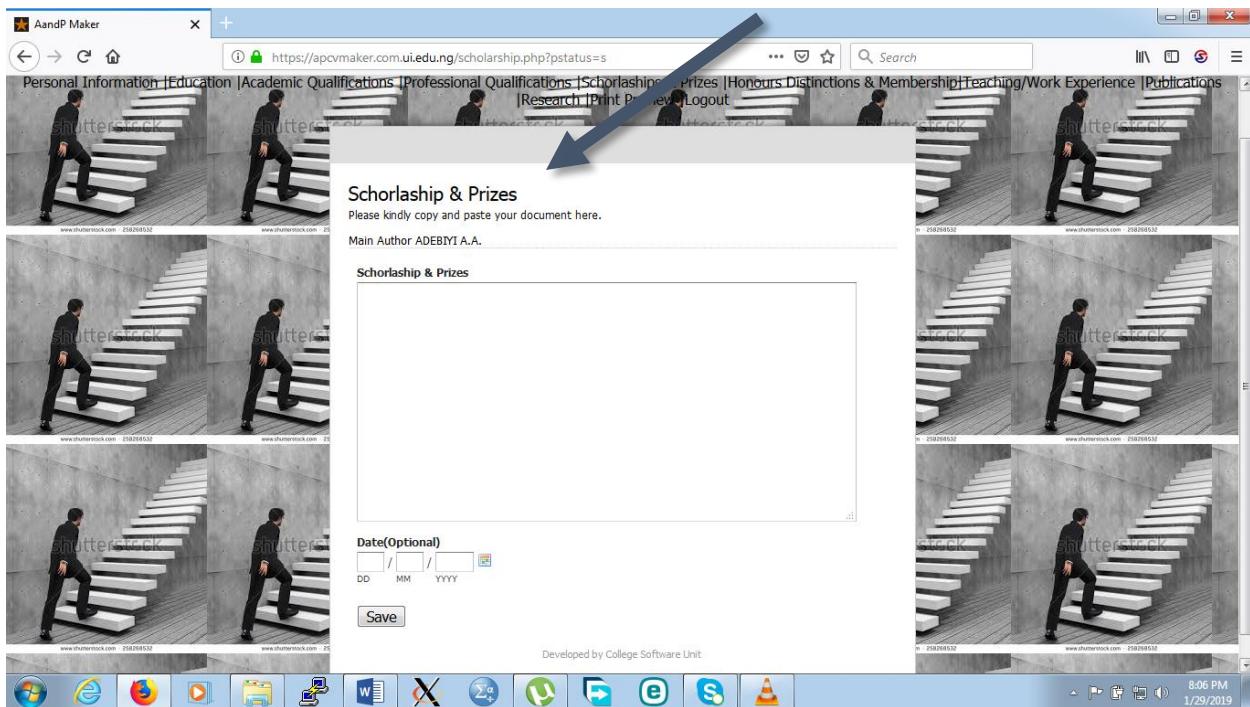
After saving, the next page to fill is **PROFESSIONAL QUALIFICATIONS**, Select from the **Qualification drop down menu** and check the box to pick if it's **awarded by an Institution or an Awarding Bodies** and select from its drop down and also filling in the **Granting dates**.

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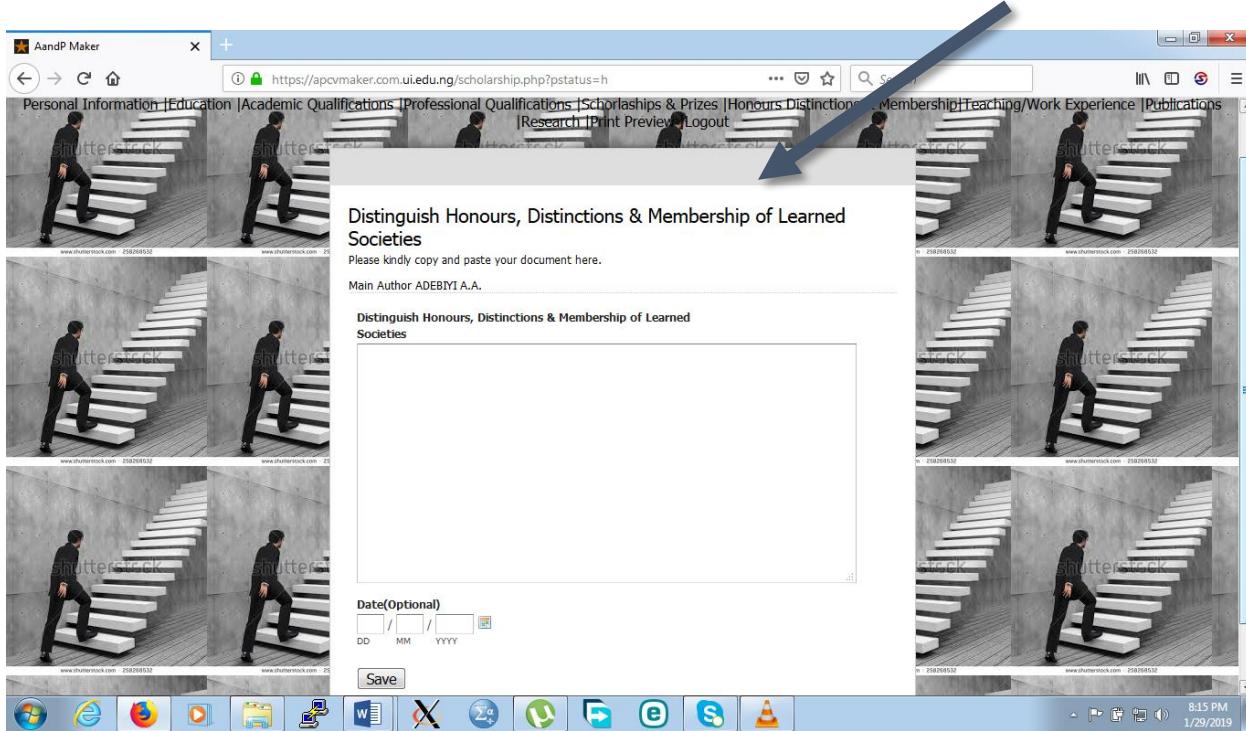
The next page to fill is **SCHOLARSHIPS AND PRIZES**, kindly **copy and paste** your documents **one after the other** in the box provided saving **each one before pasting the second one.**

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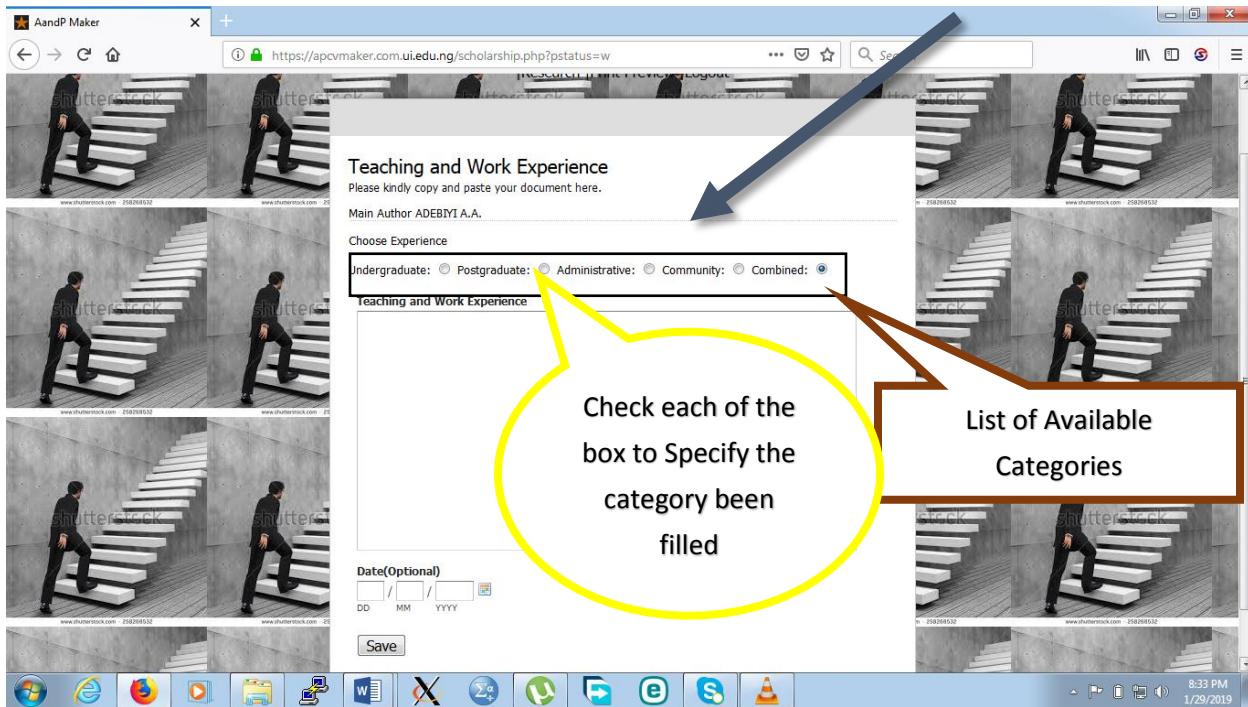
POSTGRADUATE: All the list for work done for postgraduates are input in this category one after the other.

ADMINISTRATIVE: All administrative duties performed by user are entered in this form one after the one saving each one before pasting the second one.
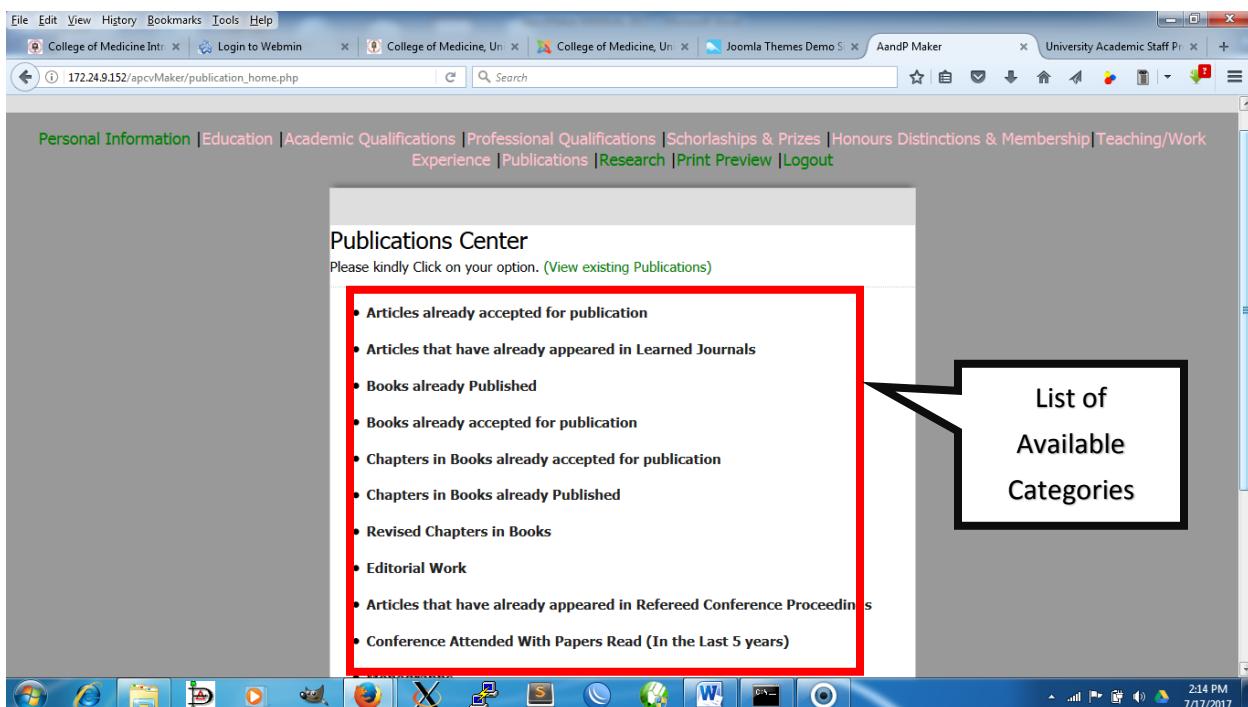
COMMUNITY: Community services data are also entered into this category one after the other

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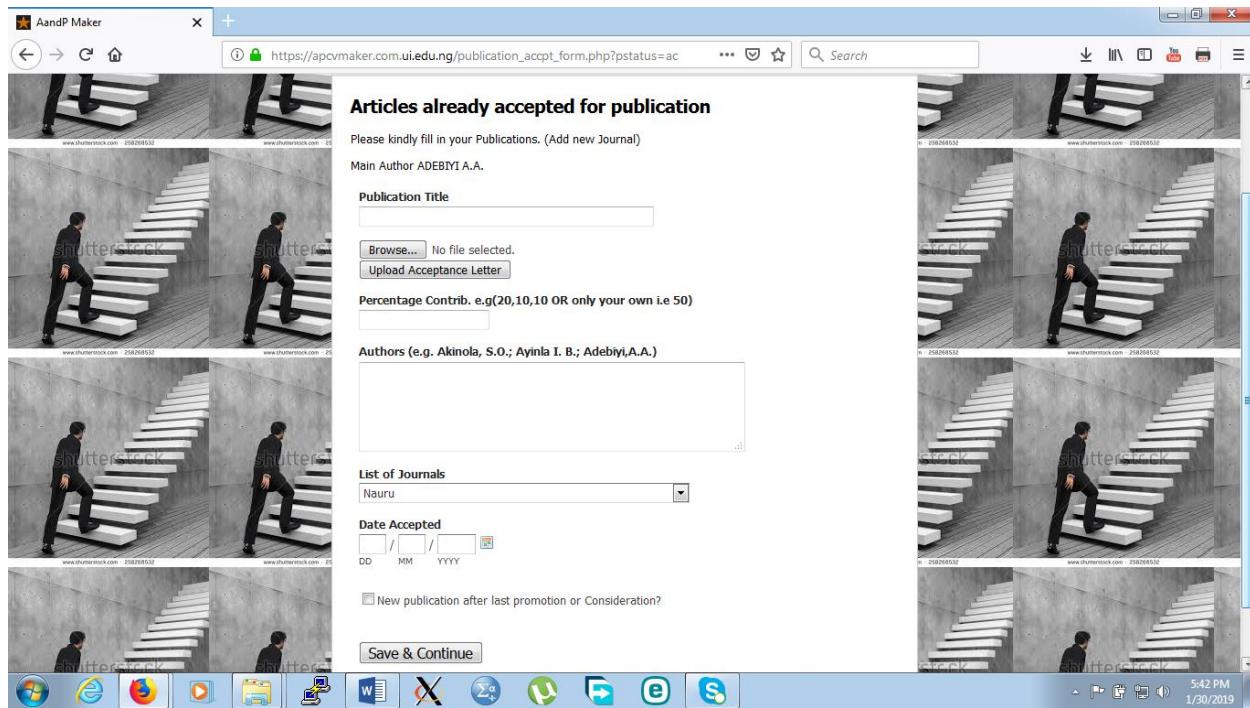
The next page is **PUBLICATIONS,** here you will have to select from the Categories listed one after the other and upload your documents to it.
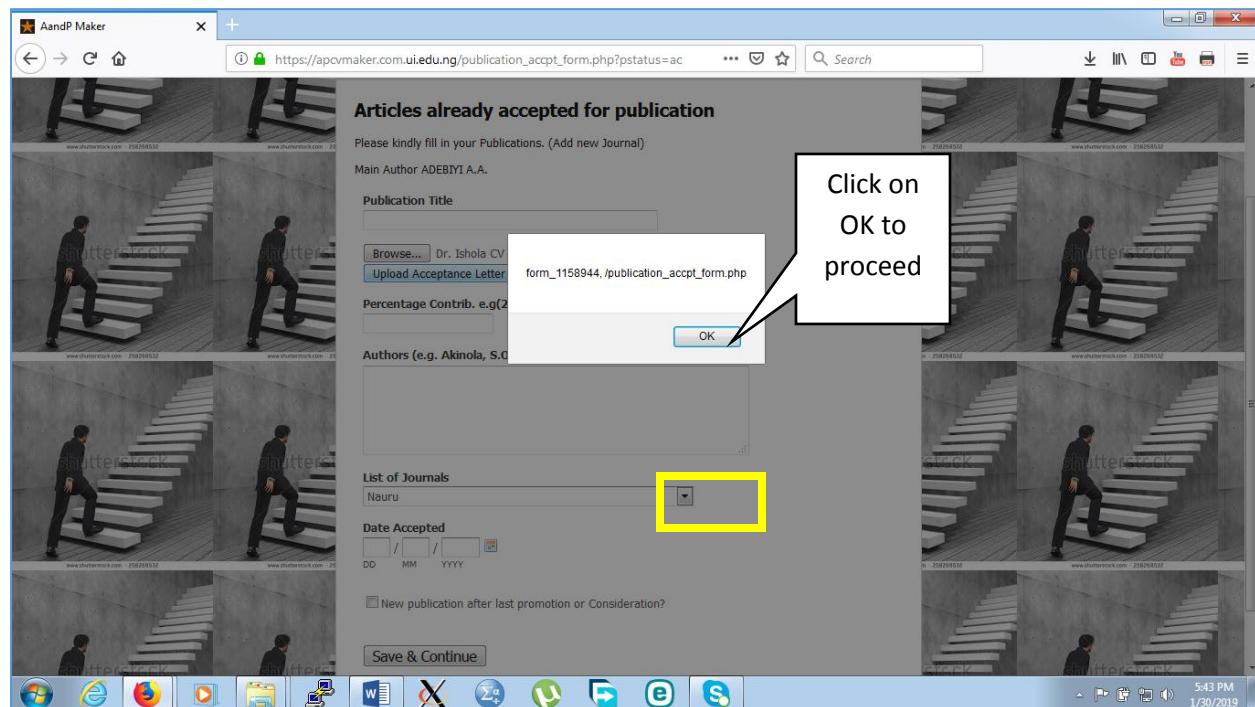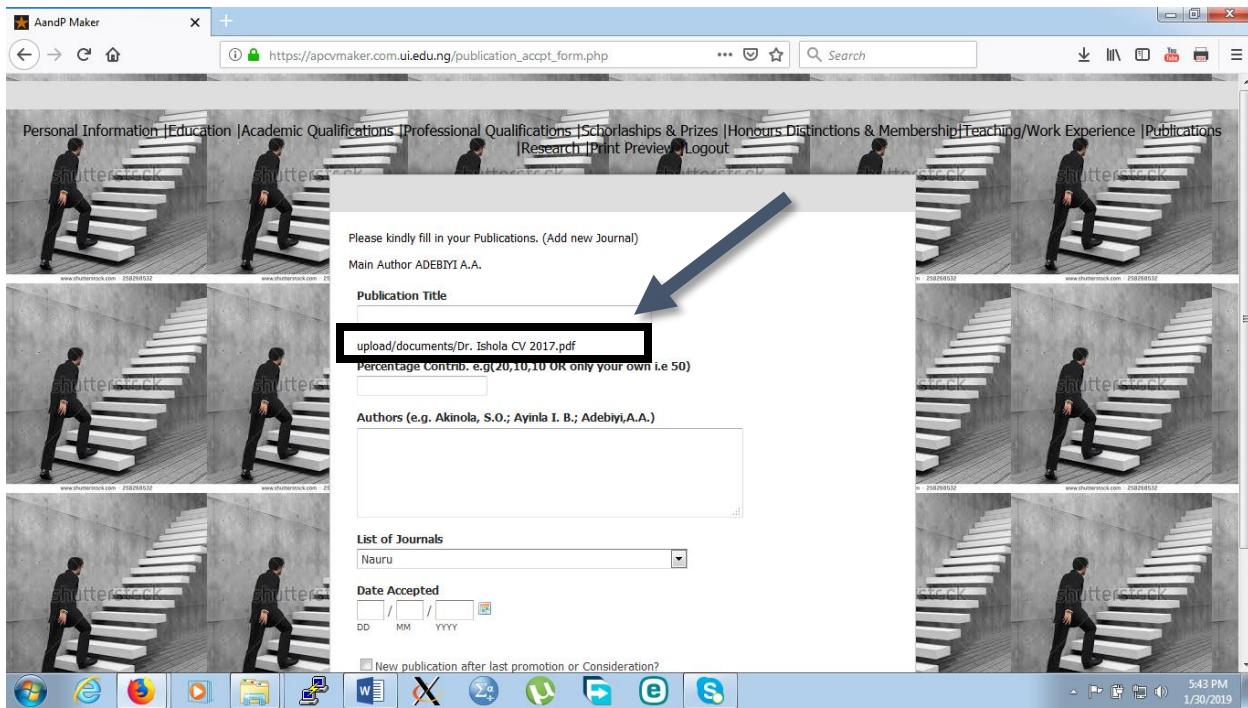
FOR ARTICLES ALREADY ACCEPTED FOR PUBLICATION

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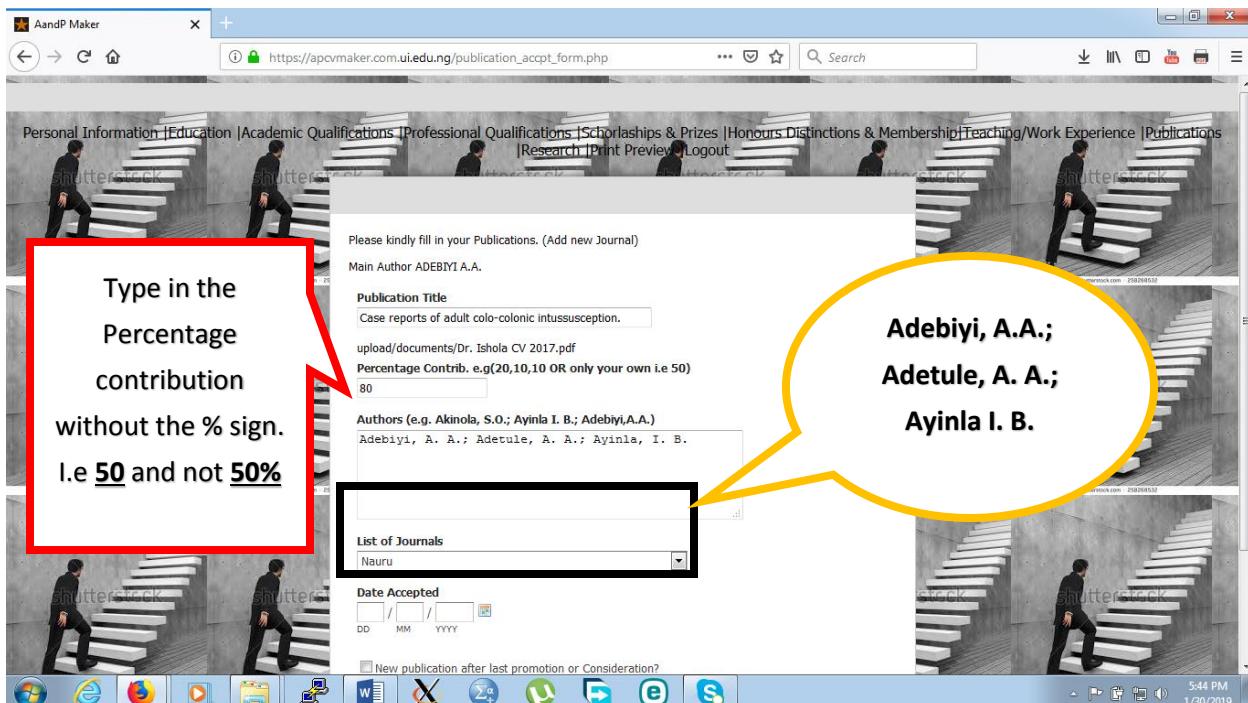
Fill in the **Publication Title**, Upload your documents by using the **browse button** to navigate to where the **pdf document** is placed on the computer. Click on the upload **Acceptance letter** button as shown in the figure below.

Click on OK to proceed
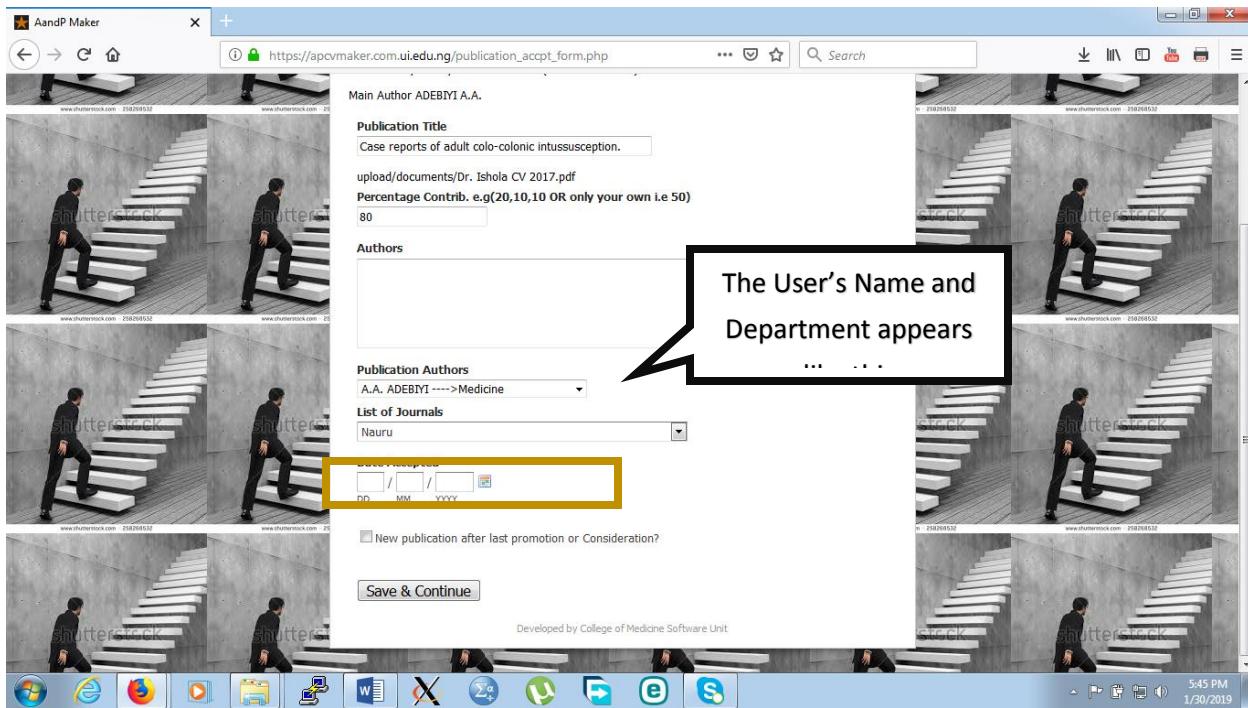
Fill in the **percentage contribution**.
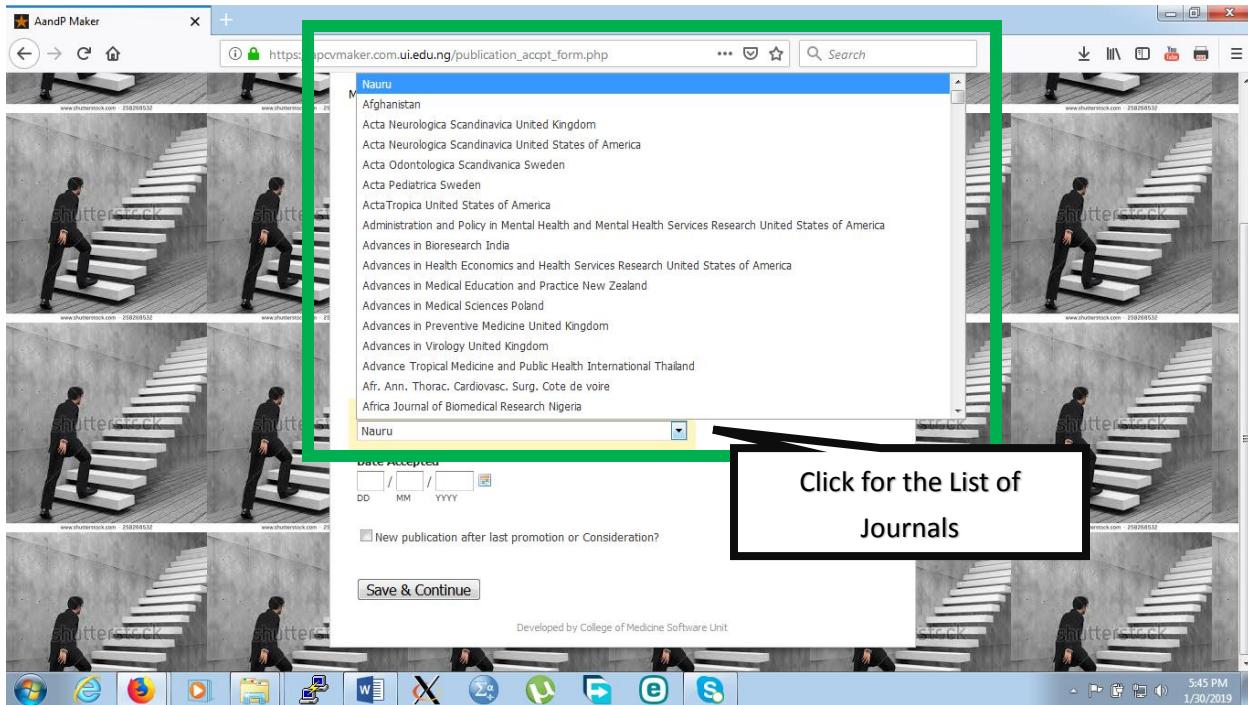
NOTE to fill in the authors, the Surname, Initials**.; *Example*** (**Adebiyi, A. O.; Bash, H. O.; Lawal, S. O.; Oyenuga, G. K.)** The last author **does not** have a **semi colon (;)**. For one author, no need for the semi colon **(Kehinde, M. B.).**
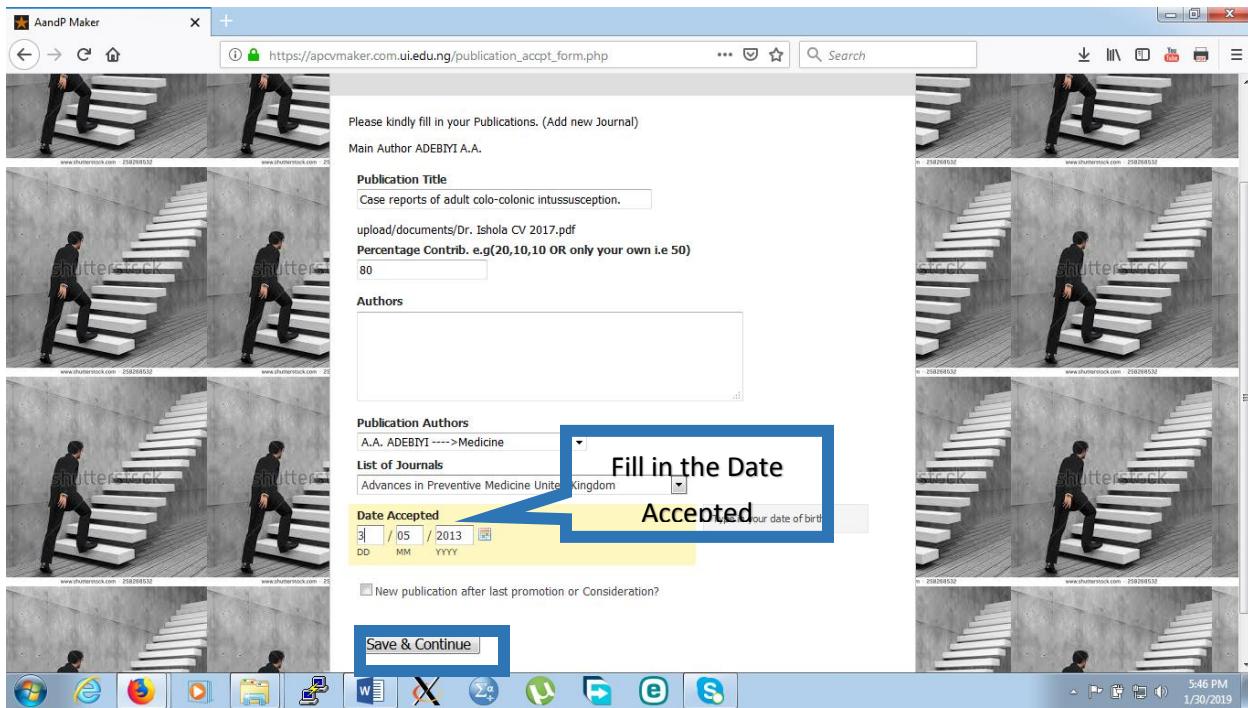
Make sure your **NAME** appears like the figure below with the correct **department.**
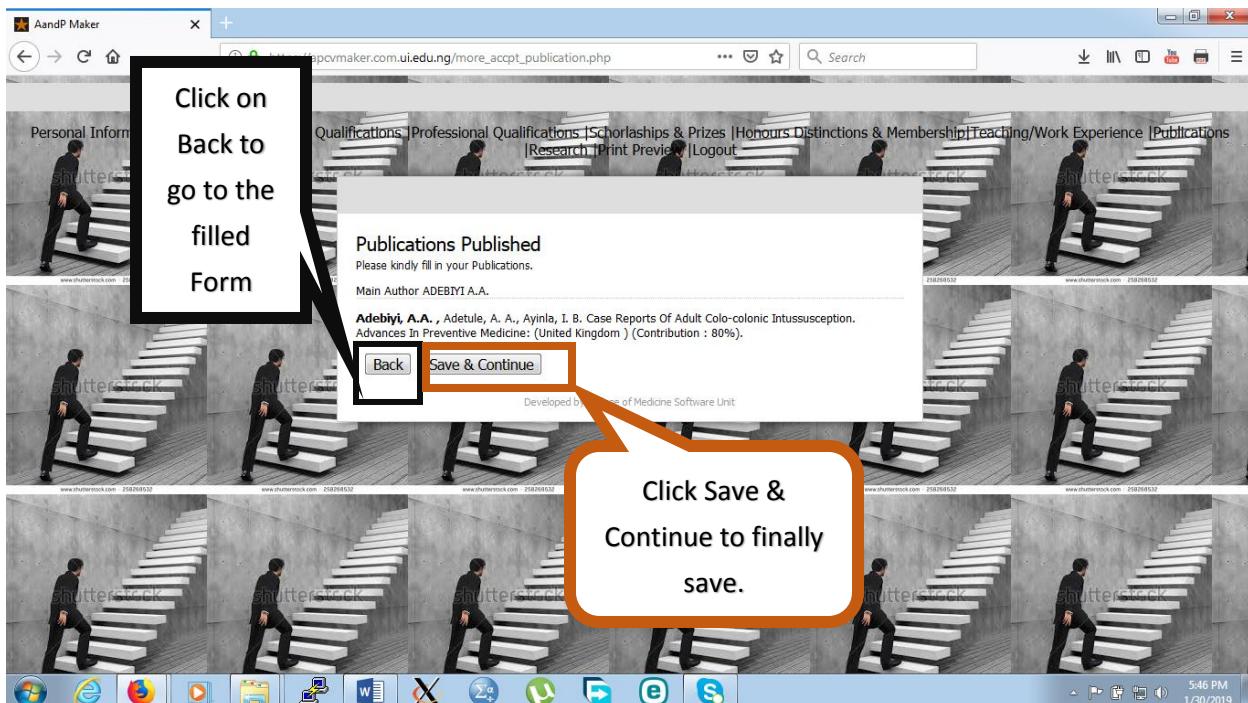
Proceed to select from the **list of journal** drop down.
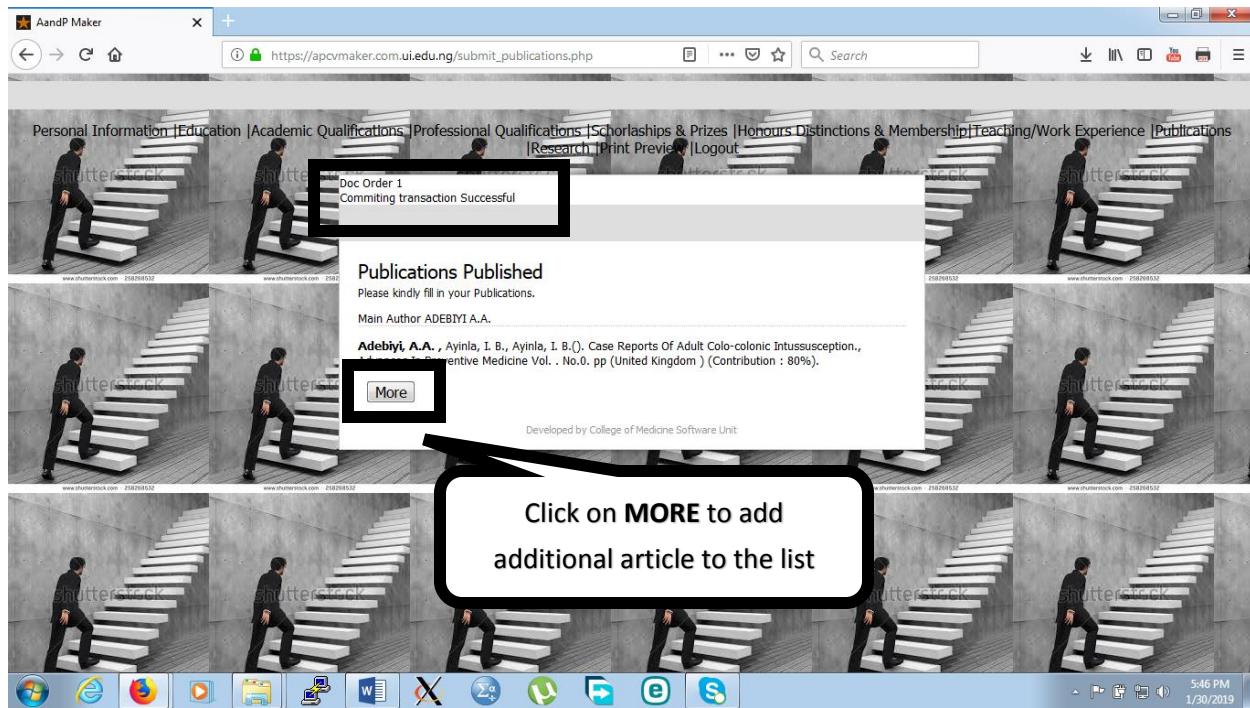
Input the dates then **click on save & continue**.
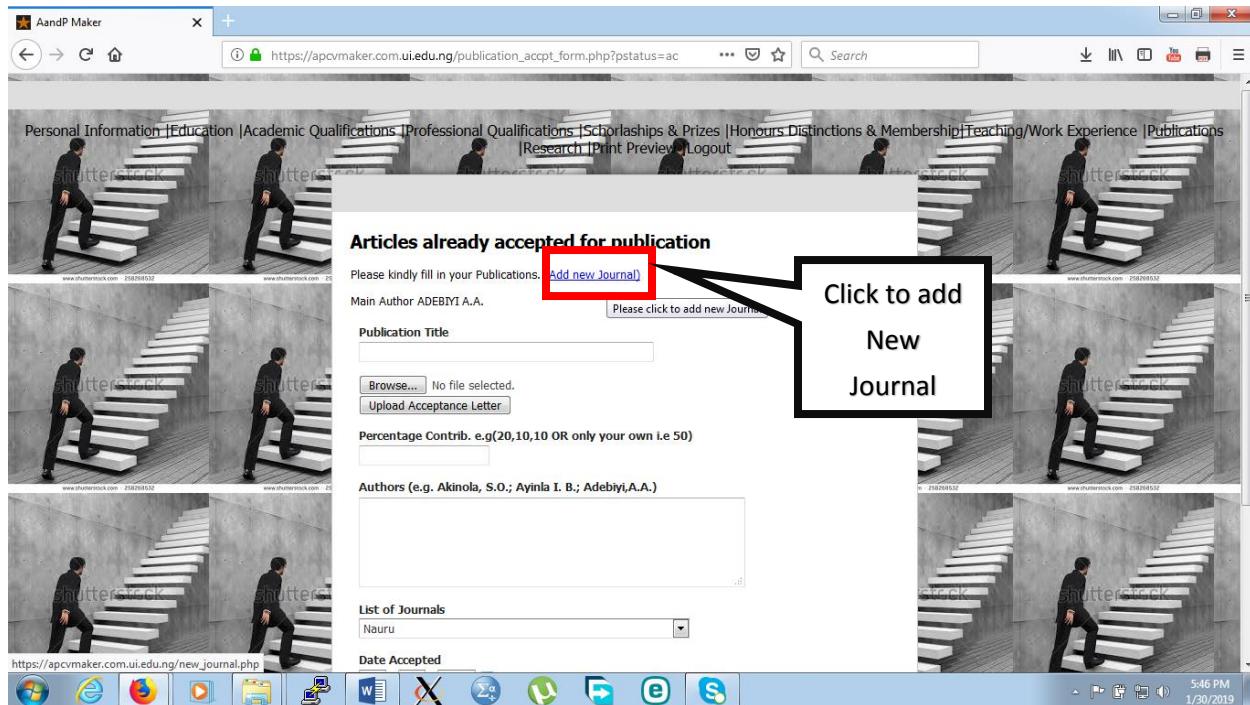
After saving, a **preview of the data entered** pops up to cross check that everything is correct, if not click on **BACK** to see the filled form again and make corrections. If the data entered are accurate, proceed to **finally save** it.
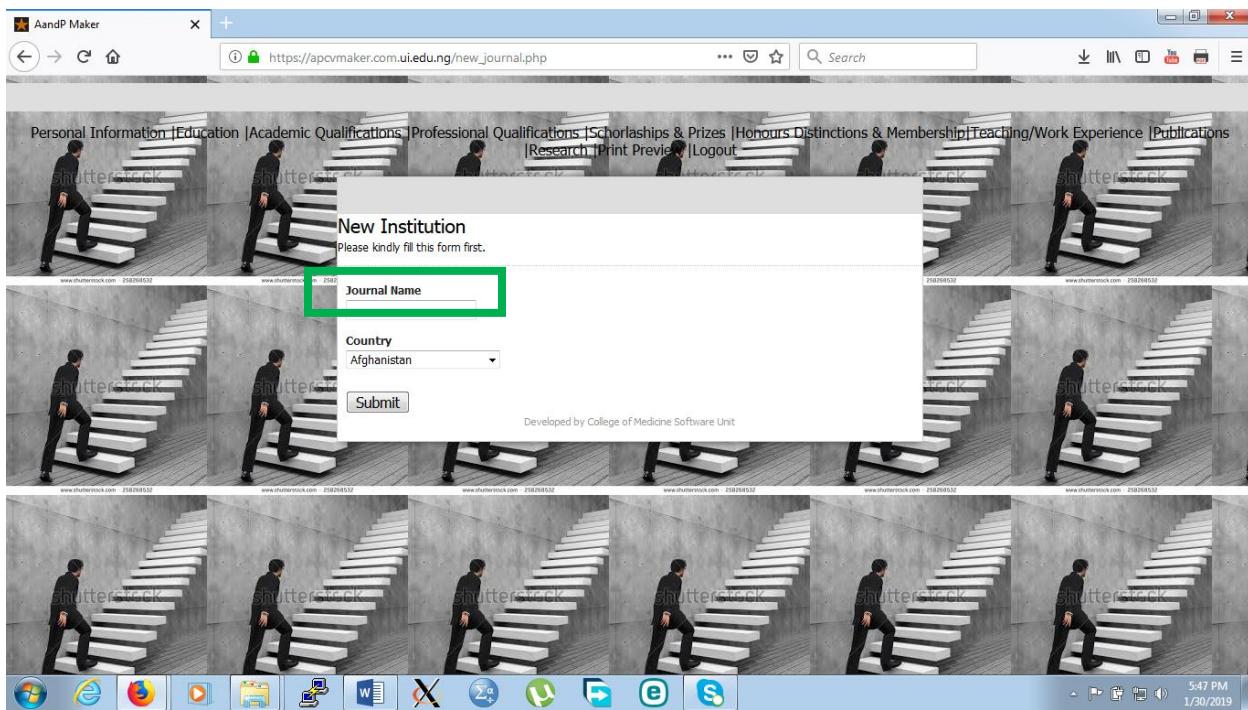

After saving, the process can either **COMMENT ROLLING BACK TRANSACTION FAILED** OR **COMMITTING TRANSACTION SUCCESSFUL** at the top Menu as shown in the diagram below.
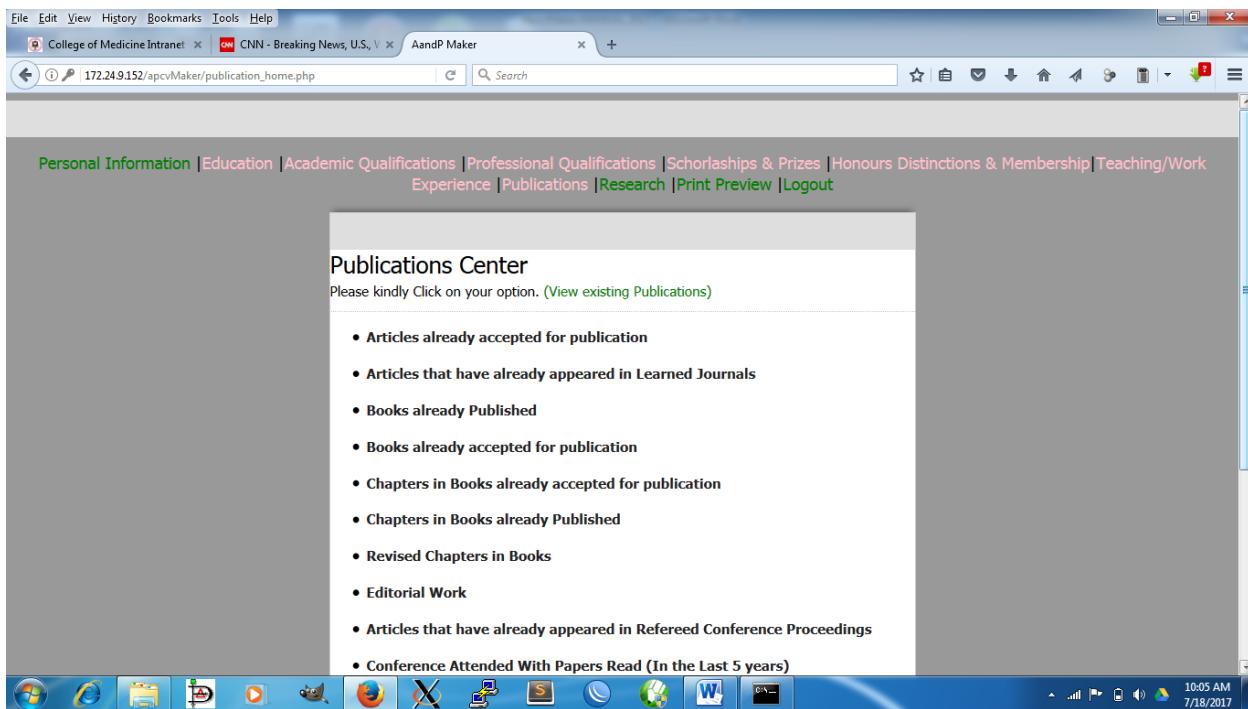
NOTE: If the **Name of the Journal** is not on the listed drop down, go to the top of the form and click on **ADD NEW JOURNAL** as shown in the Figure below
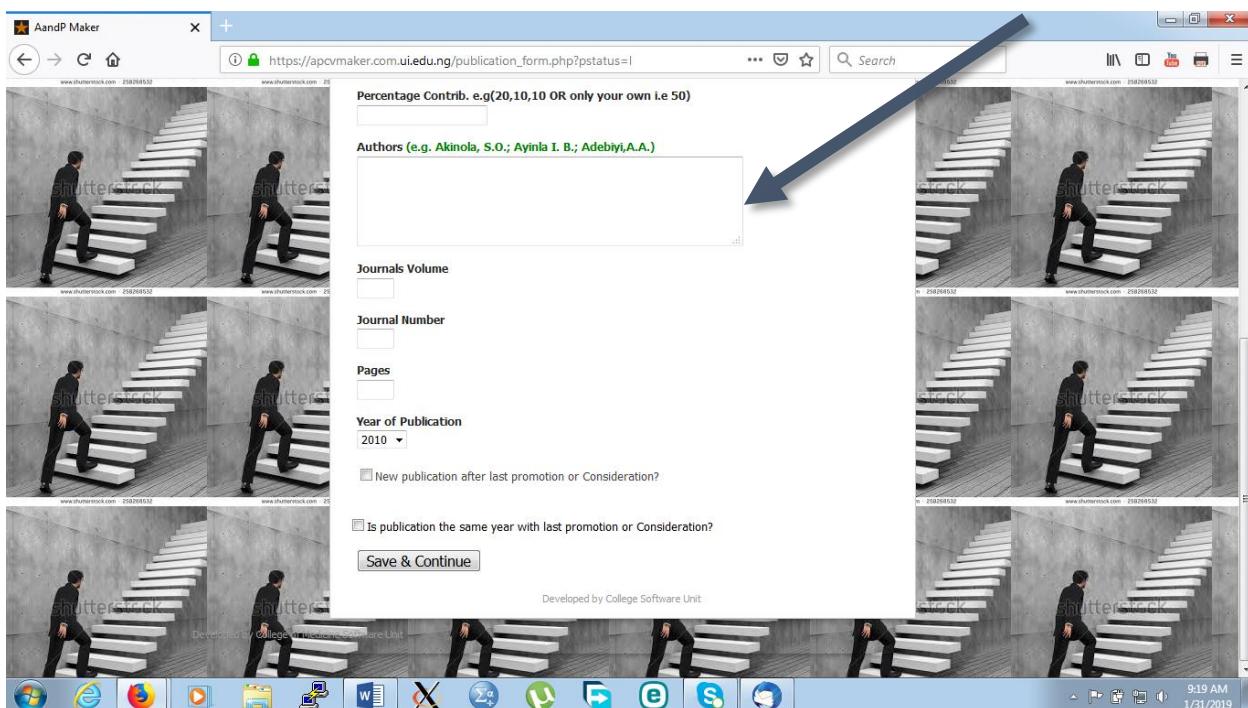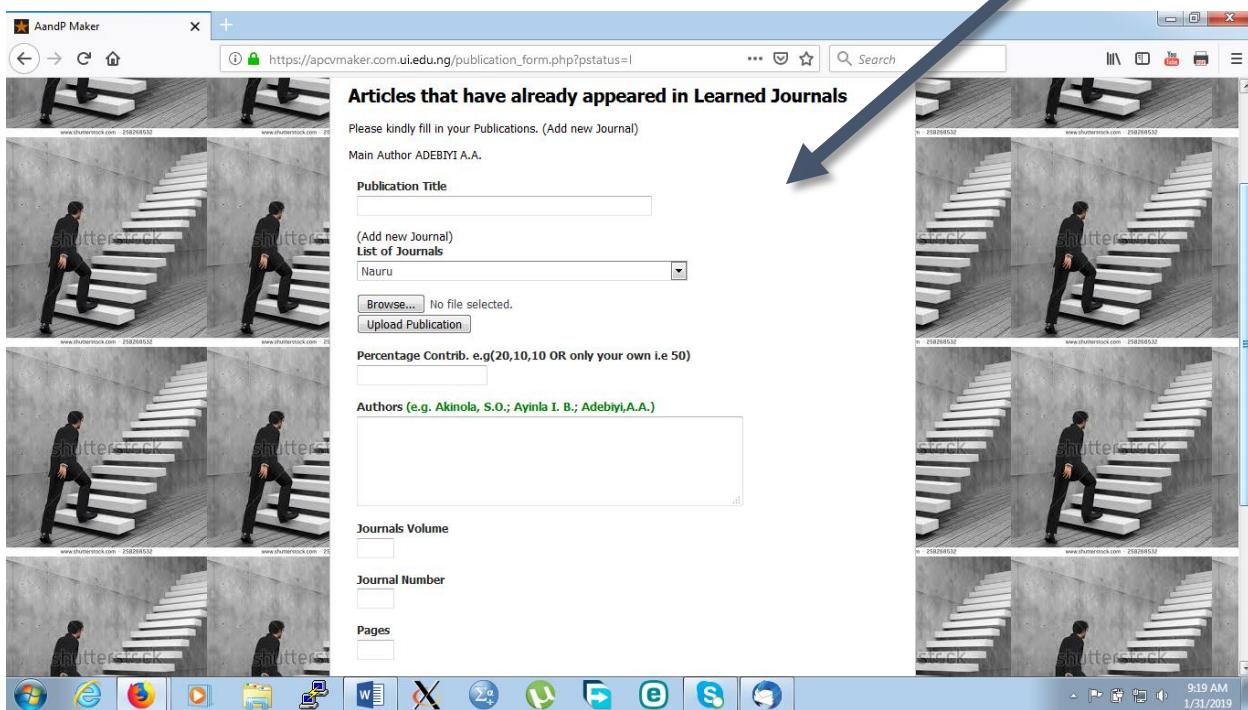
Fill in the **Name of the Journal** and select from the **list of countries** from the listed menu. Submit and go back to the form to pick it from the list of Journals.

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.

CHAPTERS IN BOOKS ALREADY ACCEPTED FOR PUBLICATION

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

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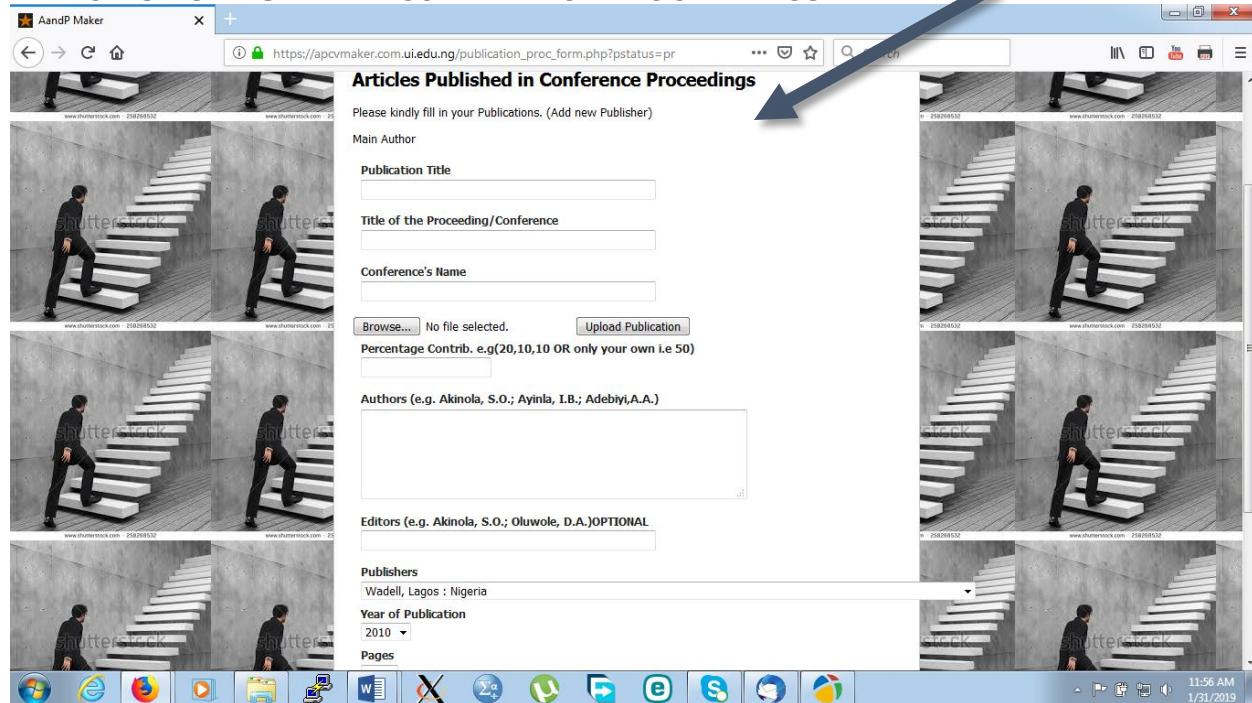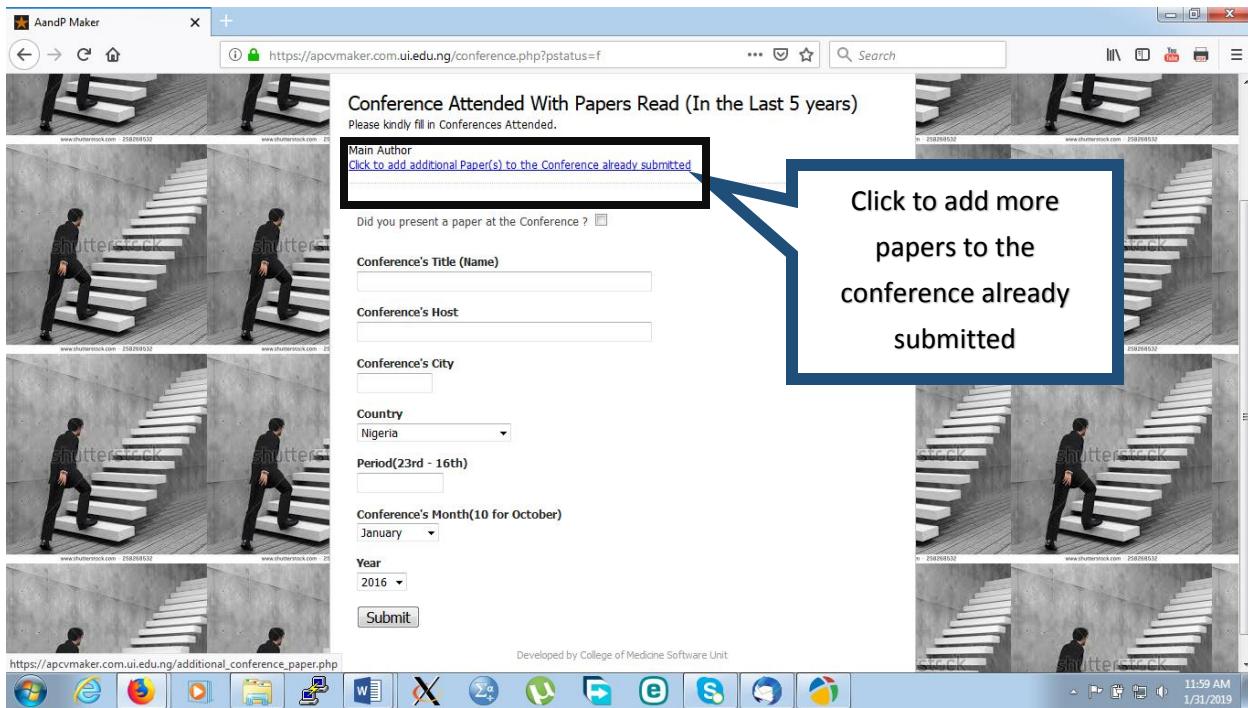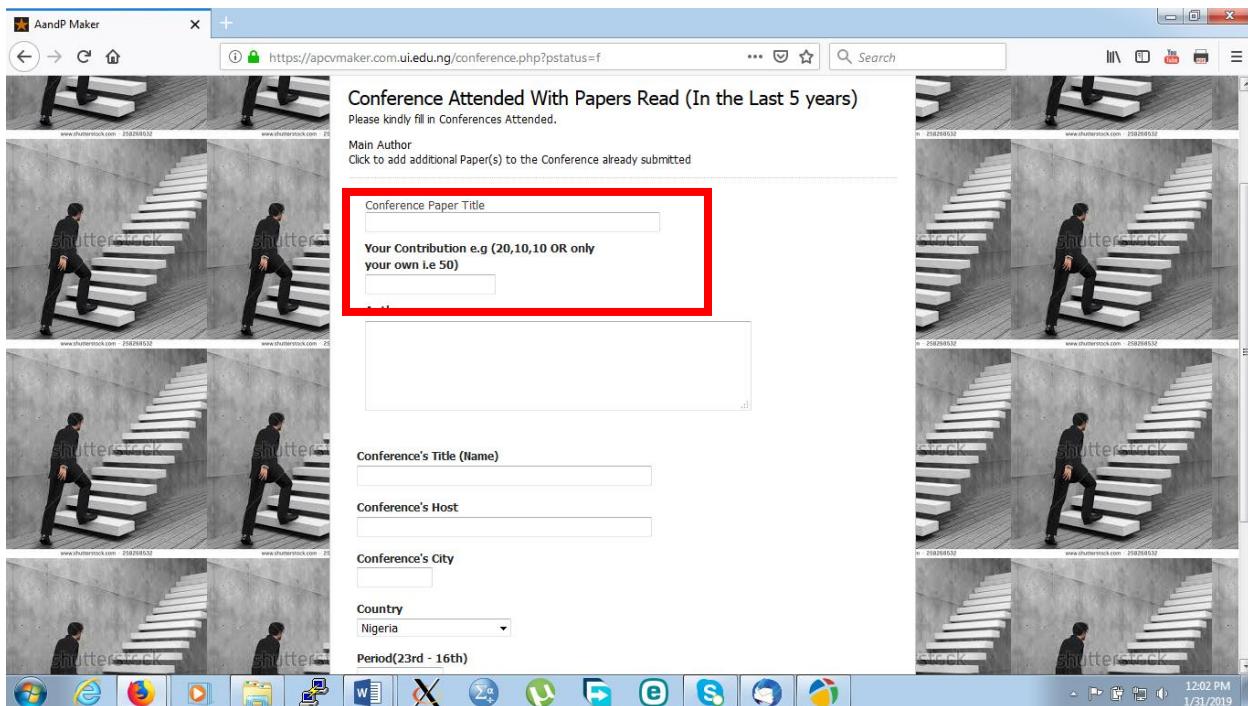
CONFERENCE ATTENDED WITH PAPERS READ (IN THE LAST 5 YEARS)

In this Category, Fill in all the boxes as appropriate.
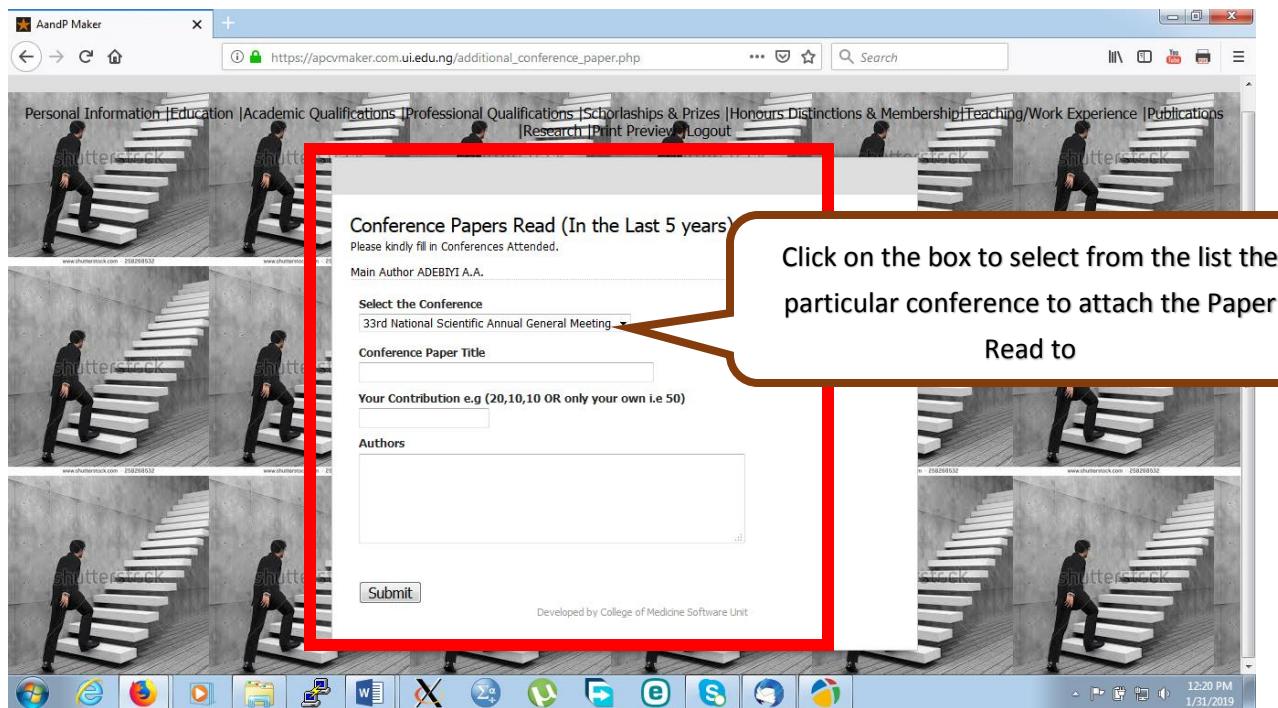
NOTE: Check on the box in front of **Did You present a paper at the Conference** to add Paper read at the Conference as shown in the diagram below.
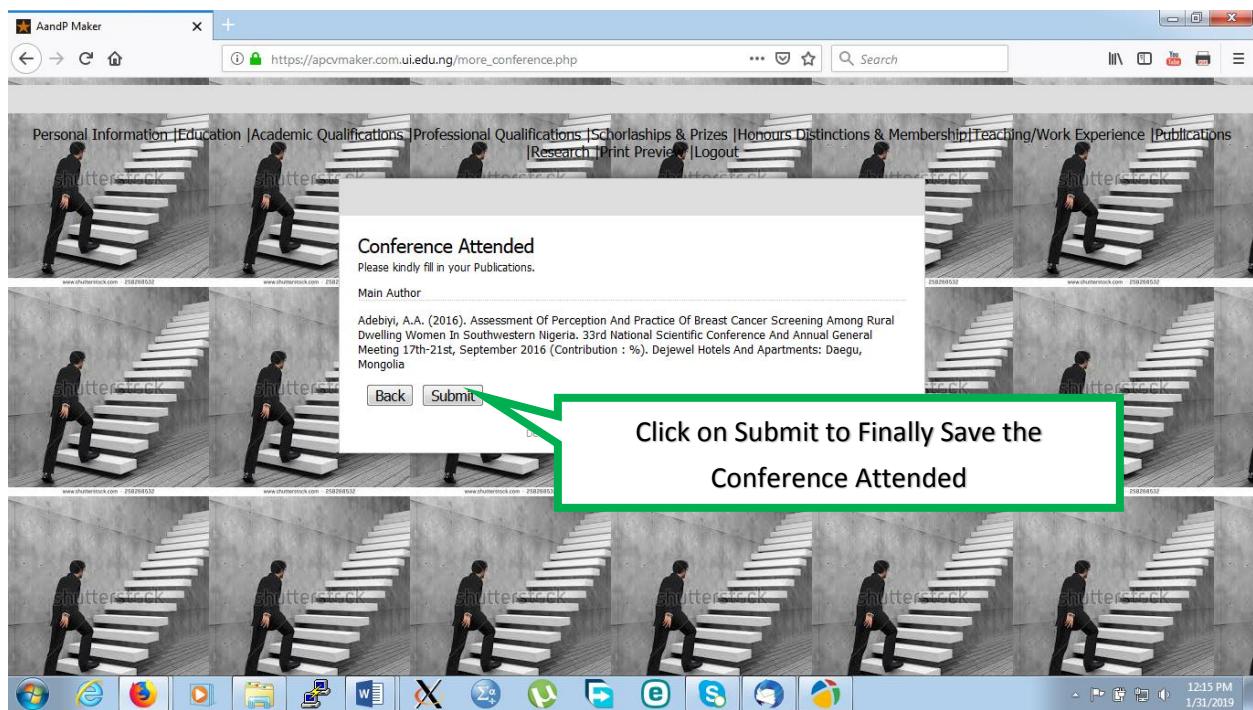
More Papers read can be added to a single conference by clicking on **Click to add additional Paper's to the Conference already submitted** as shown in the Diagram above

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.

TECHNICAL REPORTS

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

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.

PATENT

Fill in the boxes as appropriate.

For **RESEARCH FOCUS**, click on it, copy and paste the document in the box provided.
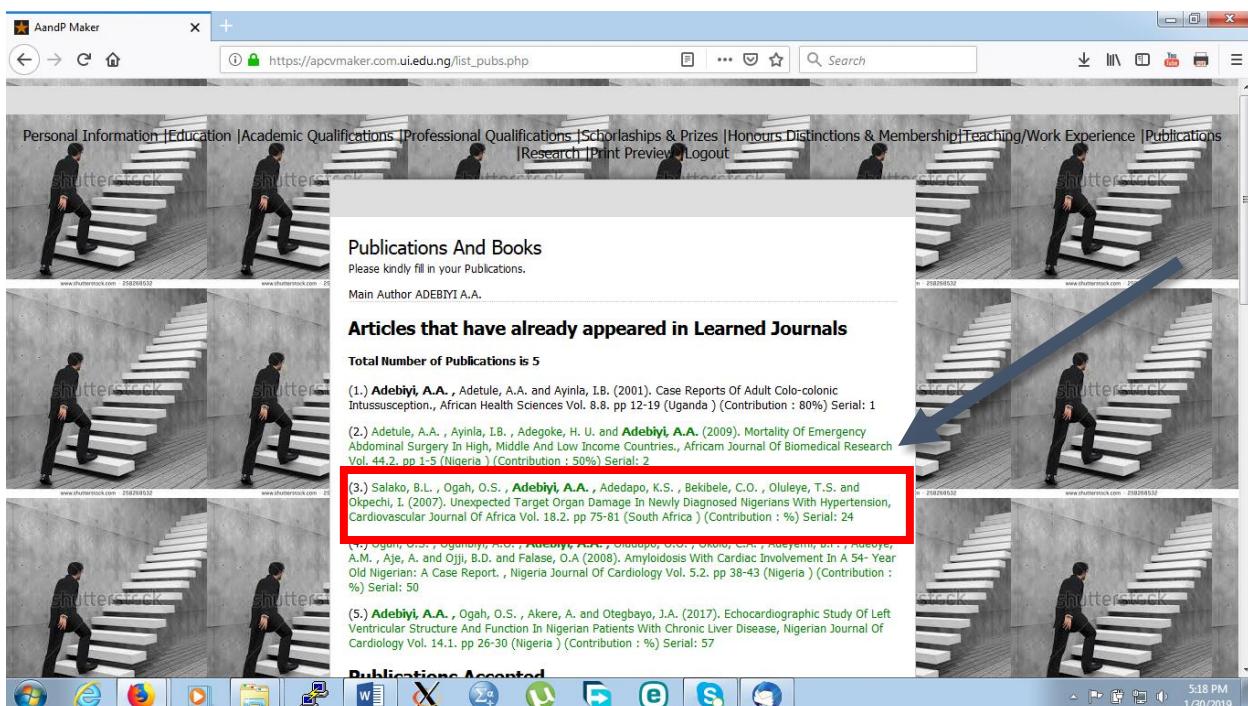
HOW TO MAKE CORRECTIONS ON PUBLICATIONS.
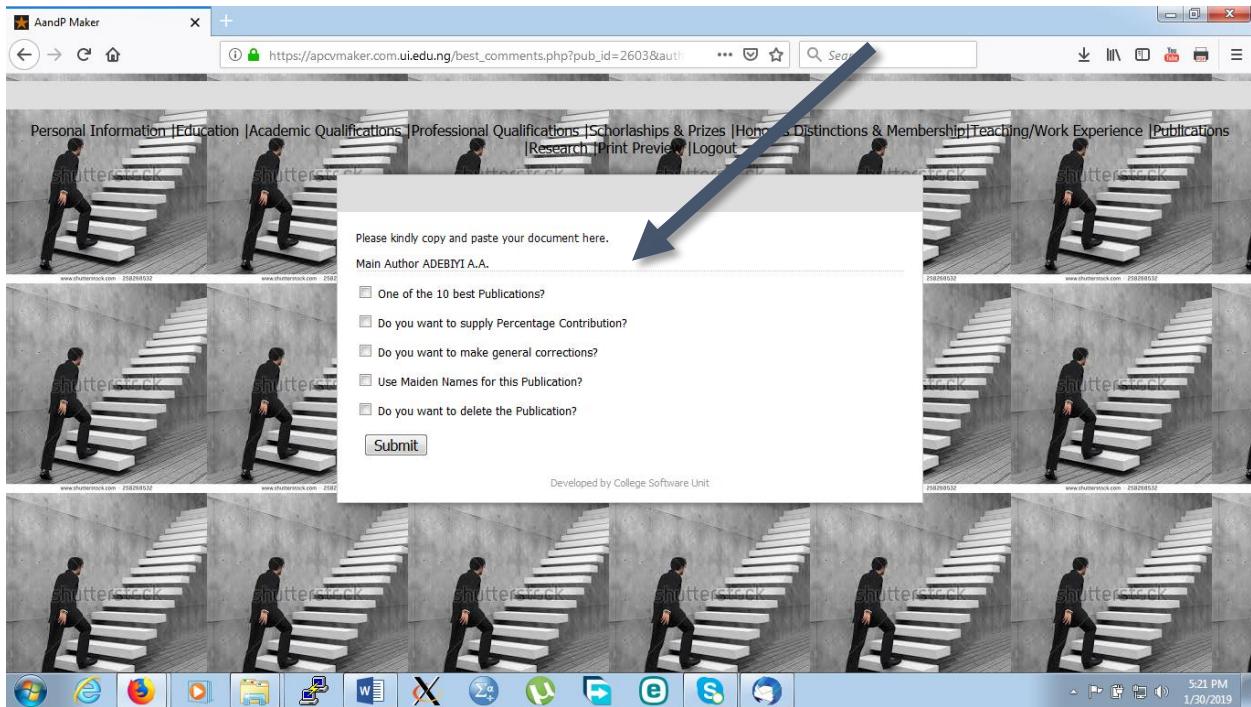
To make corrections on already filled publications, Click on **PUBLICATION** at the top menu, Click on **view existing publications**,

This brings out all the list of **already filled articles**, as shown below. Click on the **particular article to be edited**
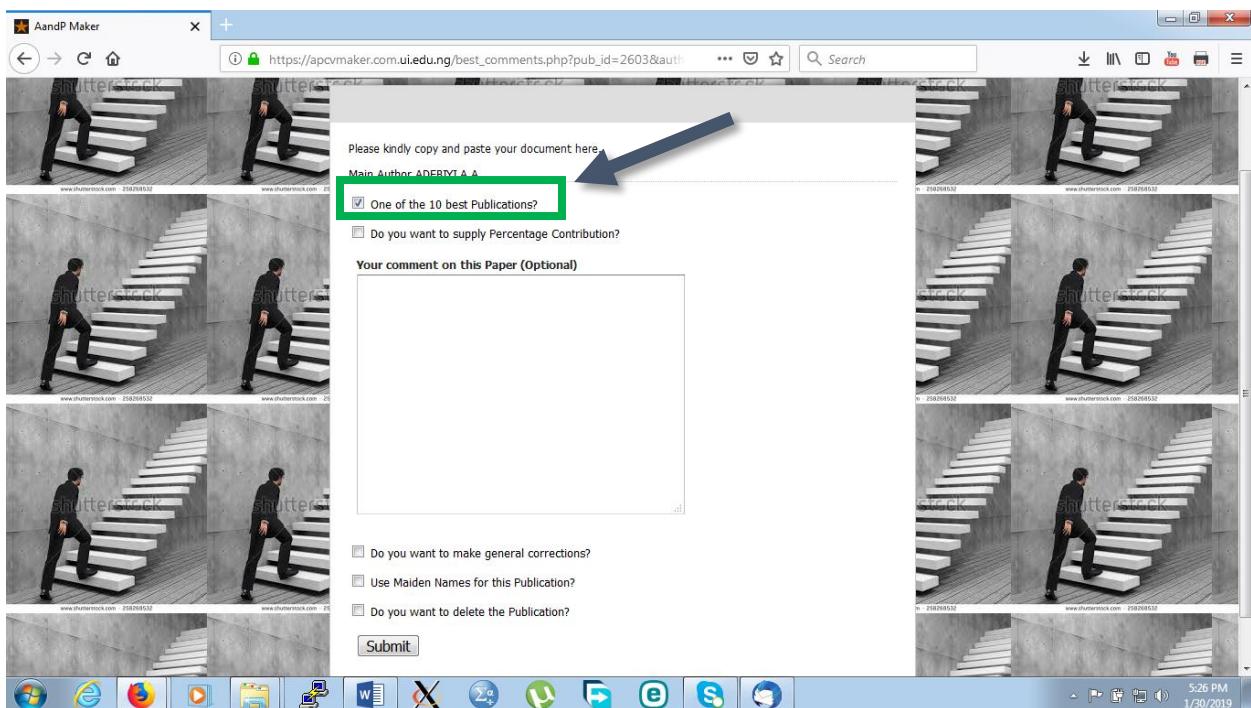
A Pop up box shows up as shown in the diagram below.
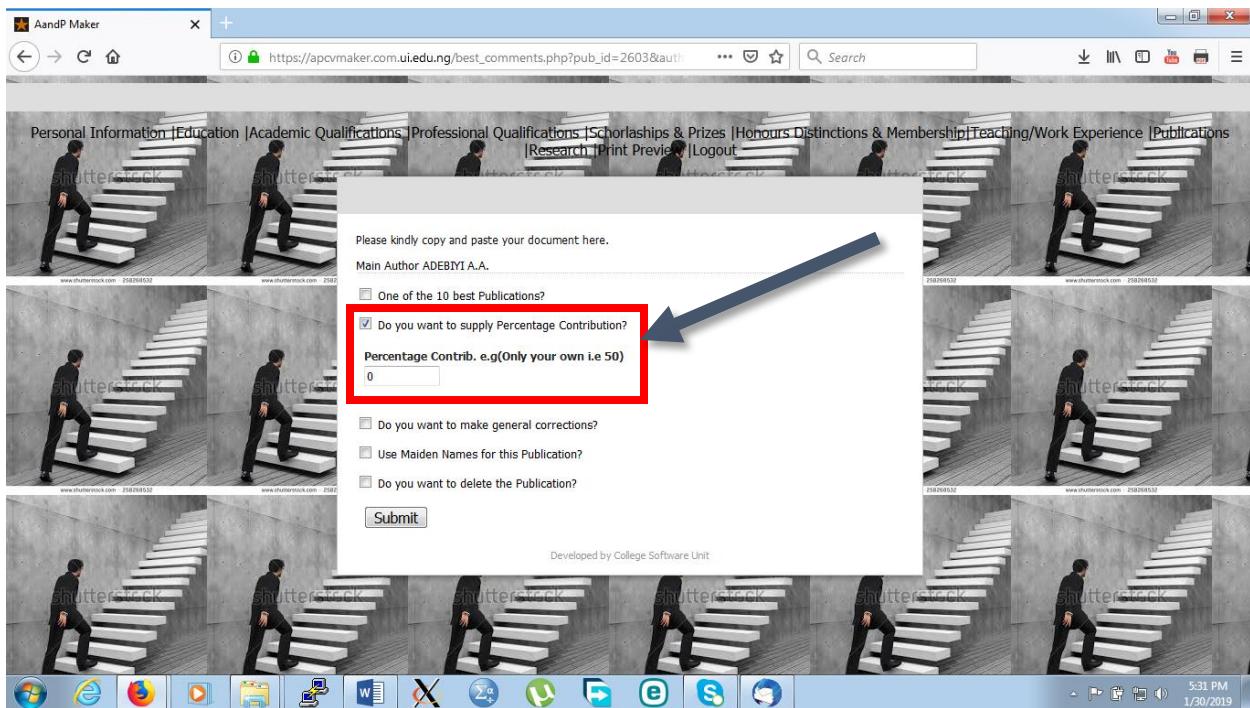
The **action to be performed determines** the option to pick form the listed menus.

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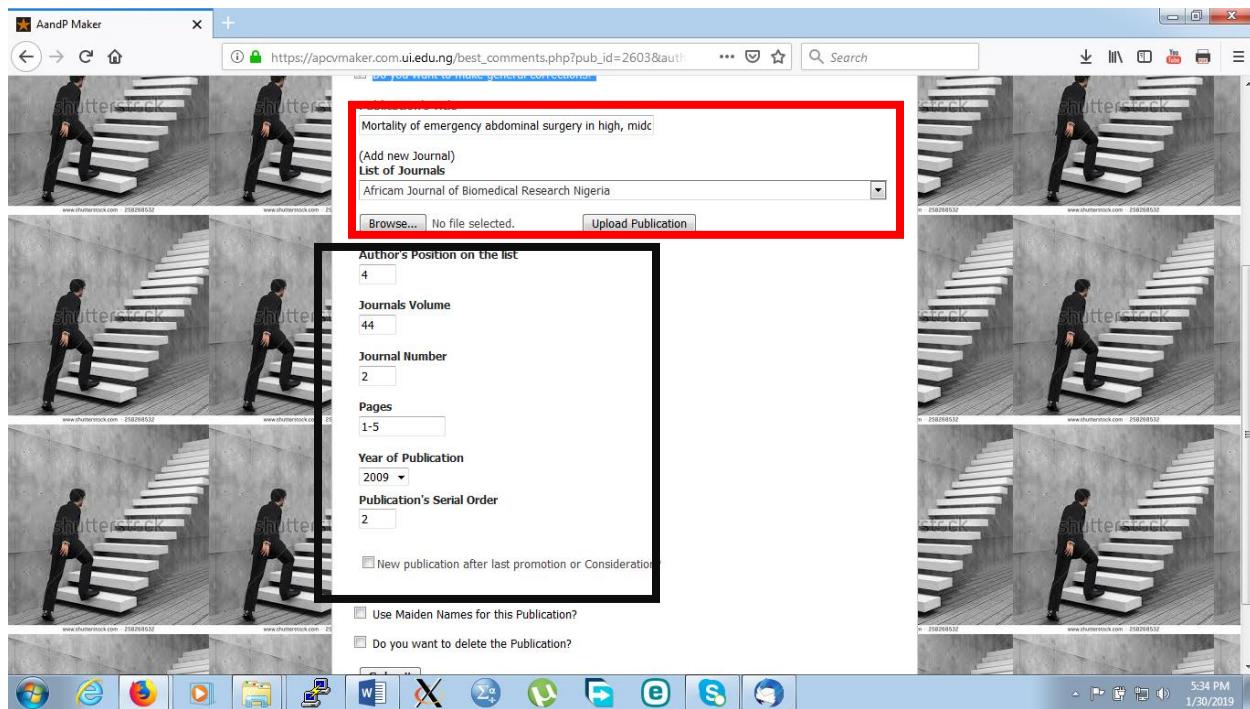
Journal Number: Journal Number can also be changed to the new number.

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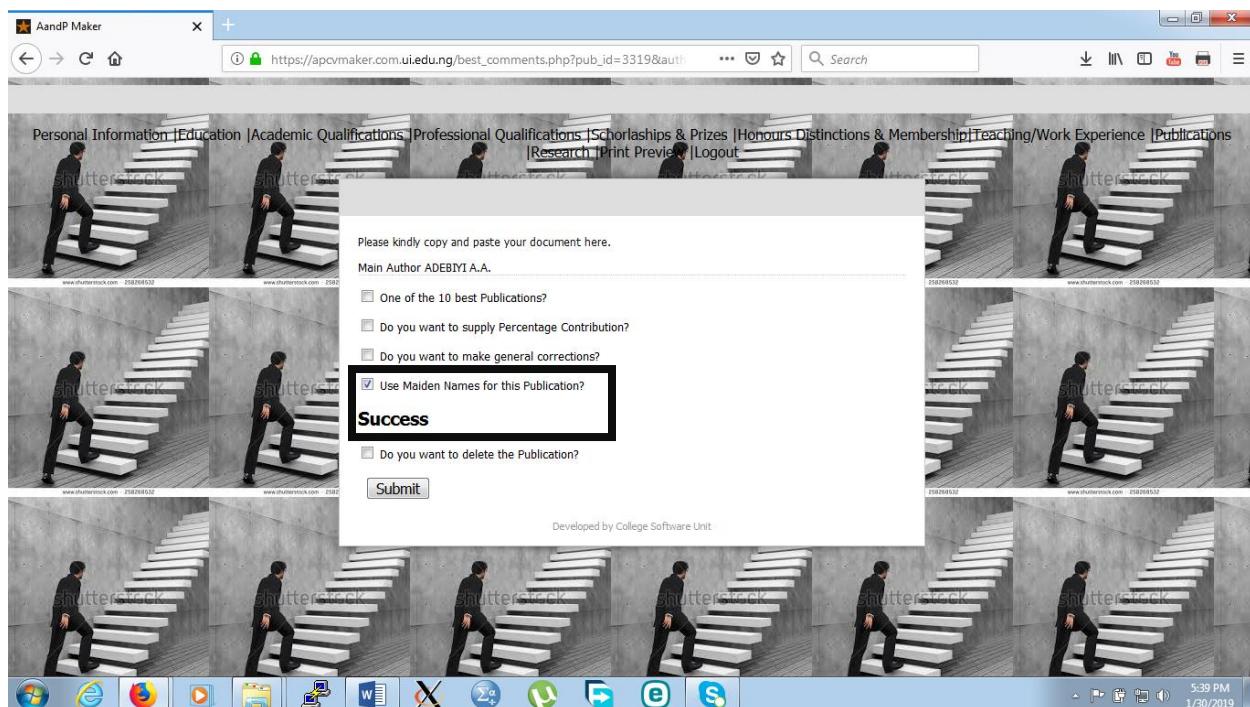
Year of Publication: Adjustment can be made to the publication year picked initially.

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).
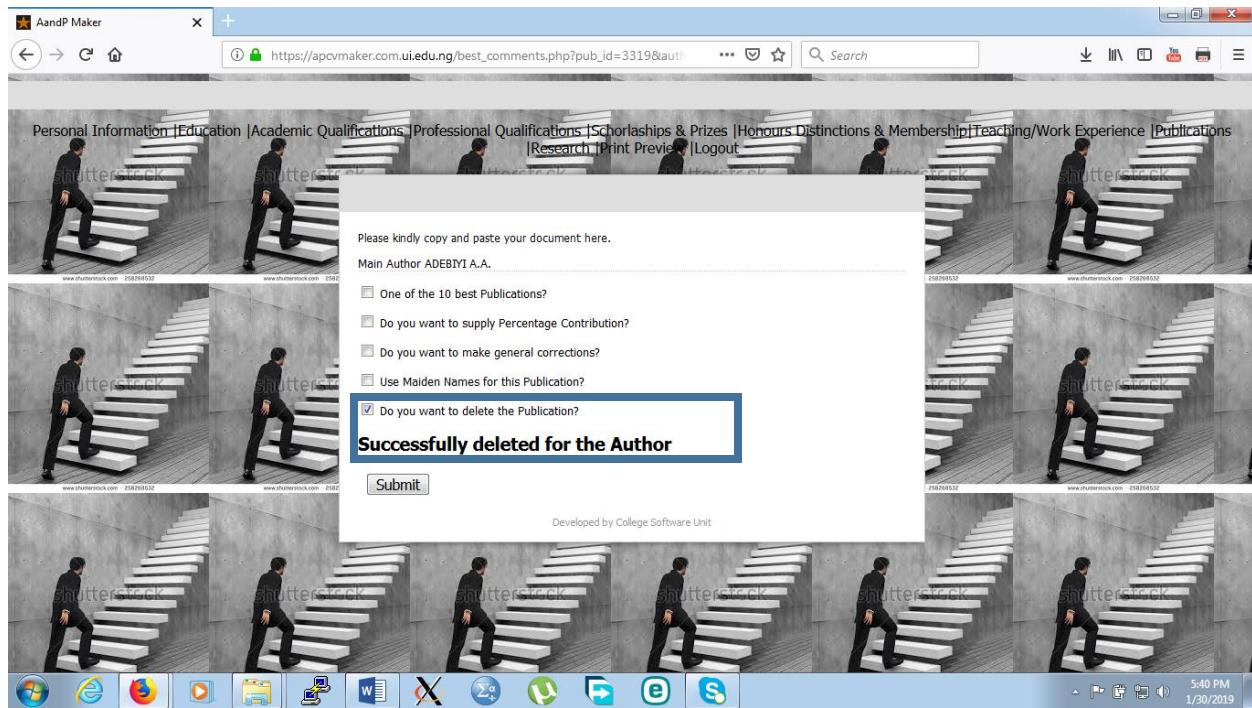
NOTE: Corrections **CANNOT** be made to **Publications Title**, **List of Journals**, and **Browse to upload Publications**.
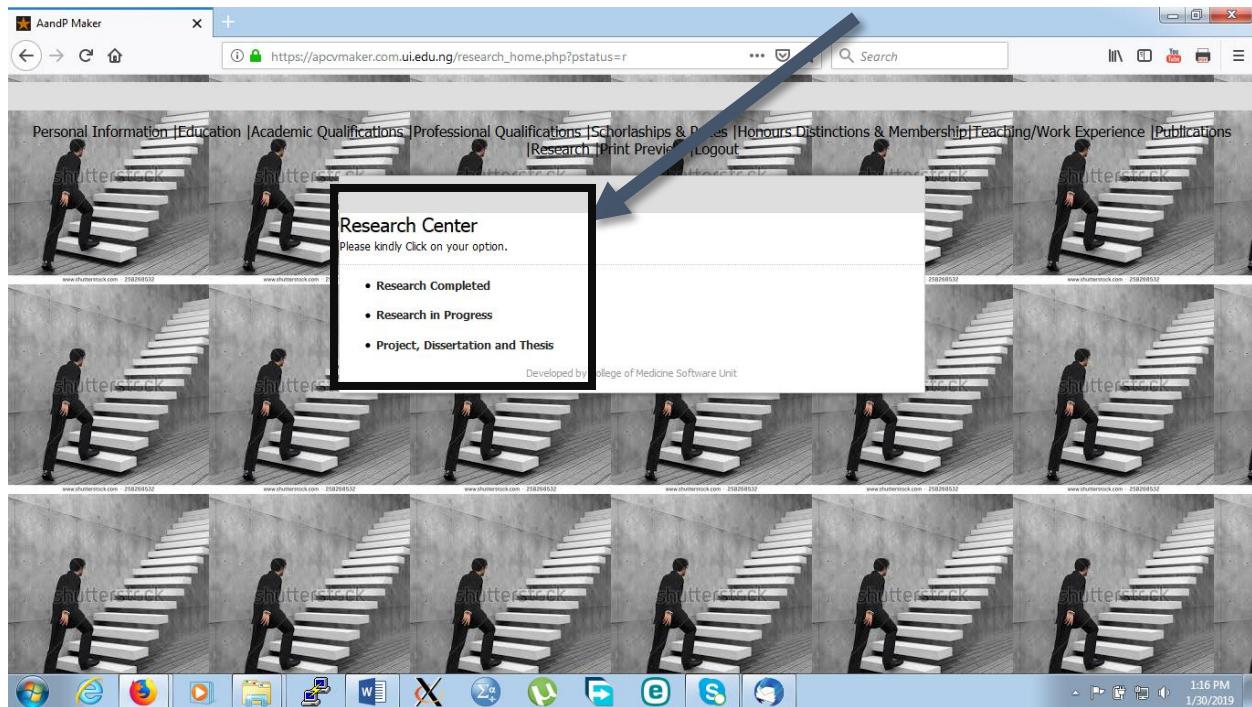
Use Maiden Names for this Publication?

Do you want to delete the Publication?
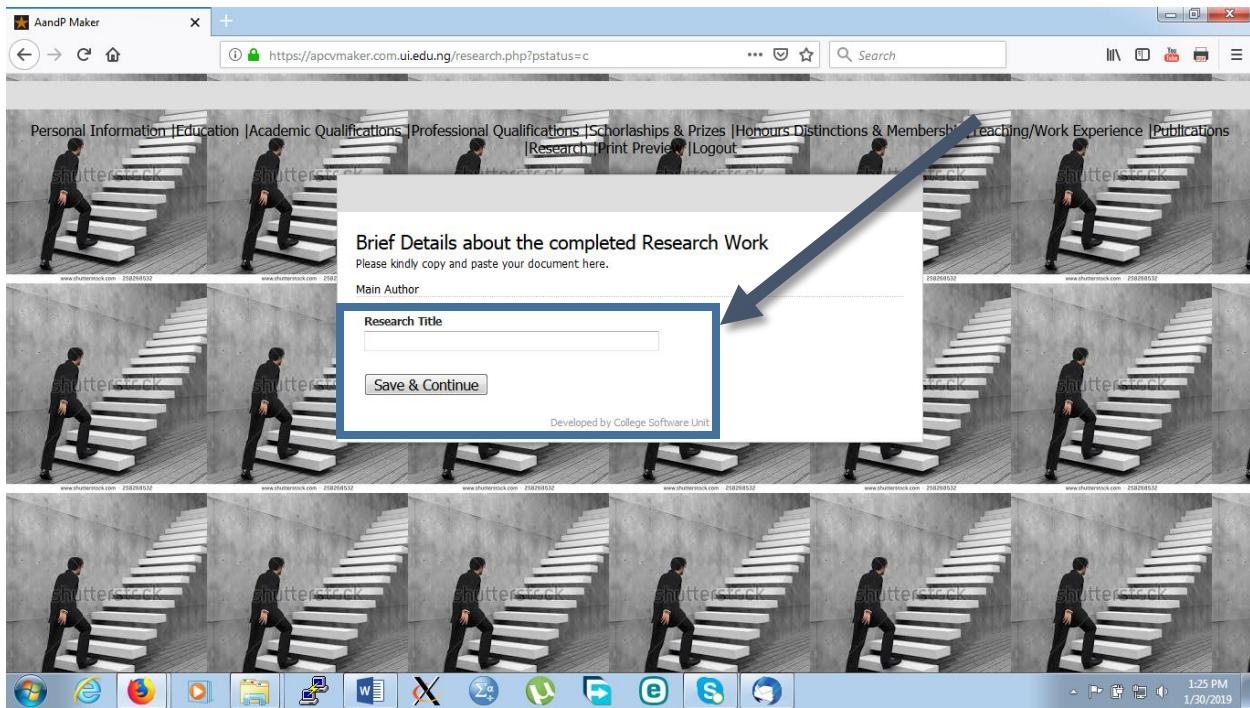
RESEARCH

Select the options one after the other to fill.
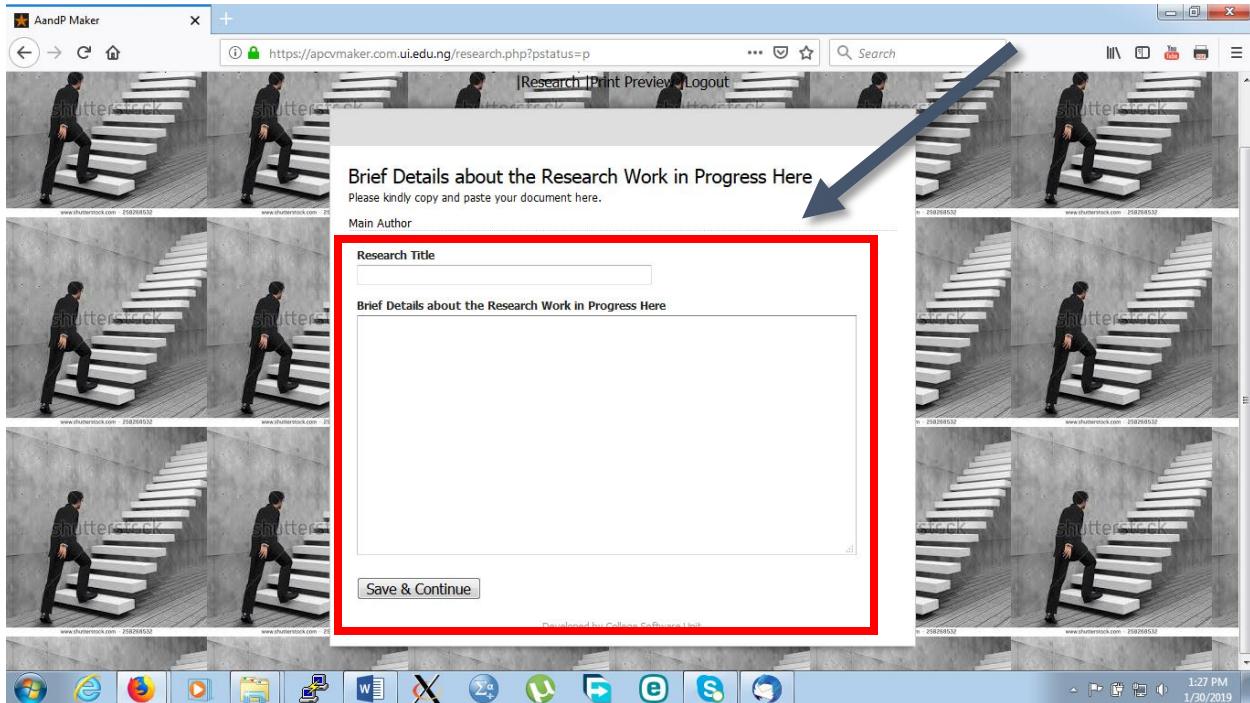
For **RESEARCH COMPLETED**

Fill in the **Research Title,** click on **save and continue**.
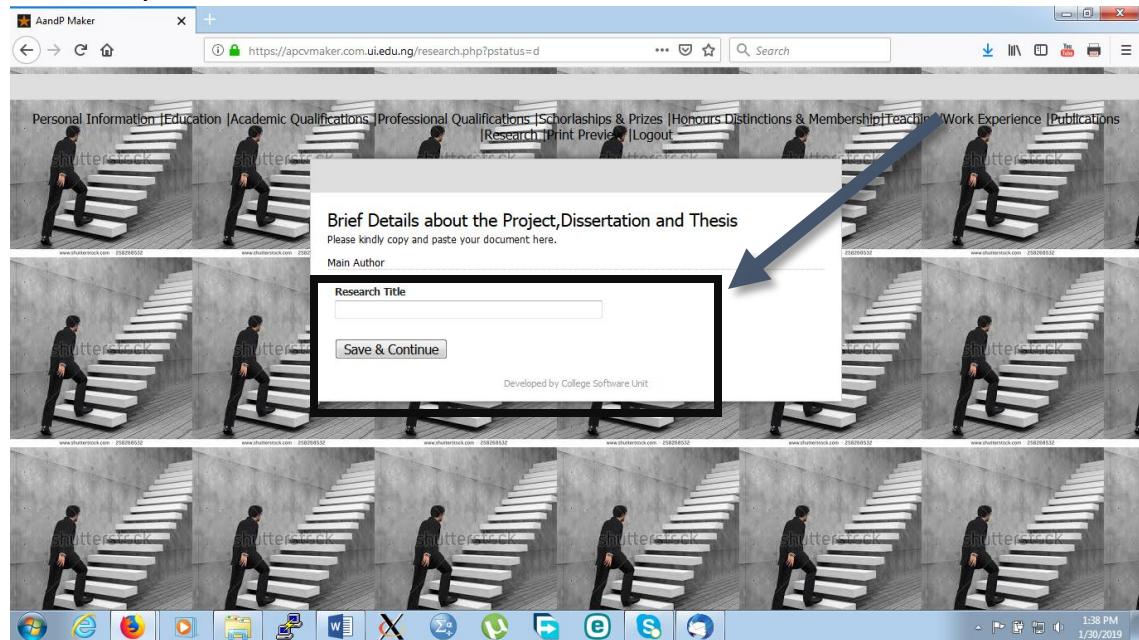
Go back to the top of the page to select **RESEARCH** then click on

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.
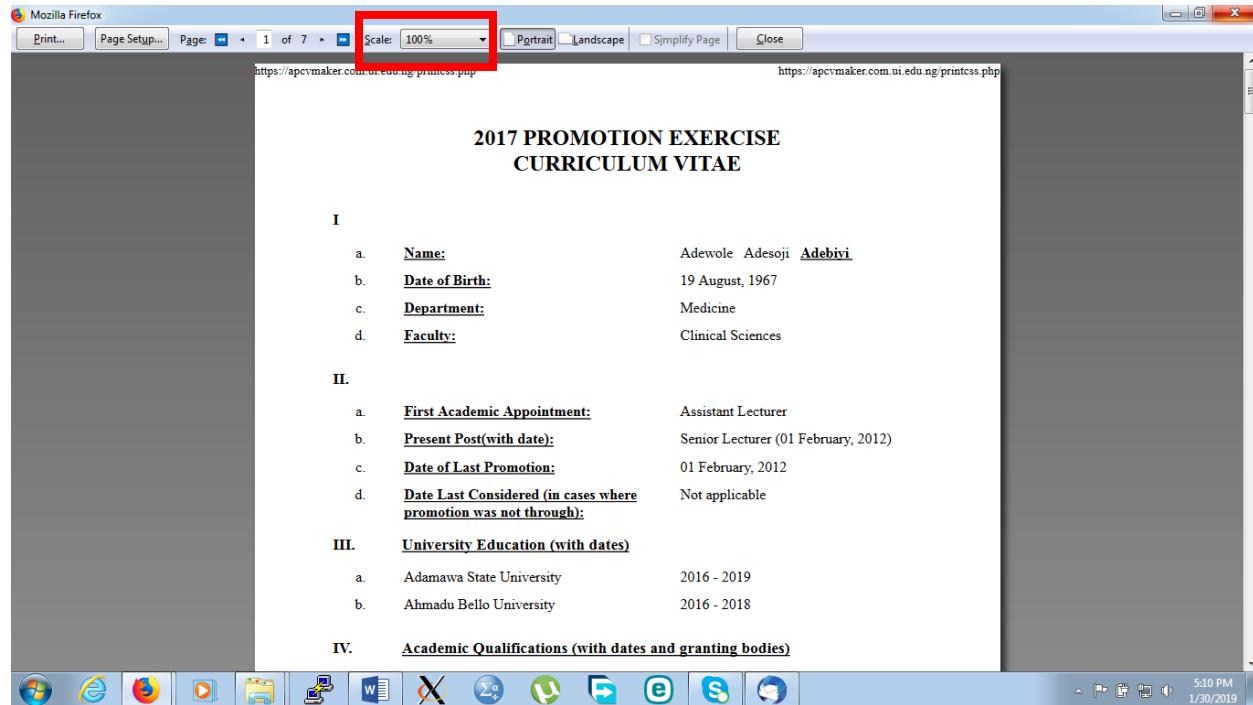
PRINT PREVIEW

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

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.