WAYNE STATE
School of Medicine
Guide for using Faculty180
Logging-In to Faculty180

Link to the website: https://www.faculty180.com/sysadmin/login.php?dbID=wayne

Your access ID is your Username -> 0w7415
Choose your own password* ->

*Note: The password established/used for Faculty180 is independent from and not tied to any University log-in systems.
Watch Action Item for information about generating annual activity summaries and teaching grids, and submitting your selective salary documents for evaluation.

Training videos from Interfolio and help desk contact information ->
Action Buttons for Data Entry

The four buttons you need to know to complete the majority of data entry in Faculty180:

To create a new entry from scratch select the **Add** button under the applicable input section

To **Edit** an existing entry click on the pencil to the right of the entry needing changes

To **Delete** an existing entry click on the X to the right on the entry needing to be removed.
   THERE IS NO TRASH CAN: ONCE REMOVED IT’S GONE!

To **Clone** (copy) an existing entry click on the double rectangle to the right of the entry to be copied

School of Medicine
Profile

Information in the Profile section will rarely or only periodically change once populated.

Categories under Profile are:

• Personal Information
• Contact Information
• Faculty Rank
• Education
• Postgraduate Training
• Faculty Appointments
• Hospital or Other Professional Appointments
• Medical Licensure
• Board Certification

Activities

Information in the Activities section will need to be frequently updated.

Categories under Activities are:

• Service: Institutional
• Service: Professional
• Service: Other
• Scholarly Service: Peer-Reviewed Journals
• Scholarly Service: Grant Review Committees
• Scholarly Service: Other
• Honors/Awards
• Major Professional Societies
• Grants, Contracts, and Other Funding
• Clinical Trials
• Scholarship
• Teaching
• Essays/Theses/Dissertations
• Course or Curriculum Development
Profile

Click Show All or Hide All to display or conceal data contained within each category.

<- Click on category descriptor to see data contained within that section.

School of Medicine
Basic Data Entry

<- Click Add under the applicable input category to create a new activity (in this example the new entry will appear under “Service: Professional”)
Basic Data Entry

Type data into fields, be sure to enter information in the most complete manner possible, **fields with an * are required**

There are 3 ways to **Save**:
- **Save**: This option saves the current entry and stays on same page
  - **Note**: If you click **Save** and begin typing new information into the data fields, your existing entry will be **overwritten**
- **Save and Add Another**: This option saves the current entry and generates a blank data entry screen, so that the next entry can be created
  - **Save and Go Back**: This option saves the current entry and returns you to the screen showing all the **Activity categories**
Unique Features of Scholarship

There are two ways to insert Scholarly Activity into Faculty180, each entry can be entered manually or files can be imported from an external source (PubMed, Web of Science, BibTex files, etc.)

All scholarly output should be entered into this section including:

- Books
- Case Reports
- Book Chapters
- Editorials/Commentaries
- Letter to the Editor
- Original Observations

- Patents
- Presentations
- Published Abstracts
- Review Articles
- Other (Non-Peer Reviewed)
- Other (Peer Reviewed)
Import from an External Source

<- Select Import Source

<- Click Continue button
Import from an External Source

- Adjust the maximum number of records imported (up to 500 records)
- Select the appropriate search category
- Type in search term that corresponds with search category selected
- Add additional fields to refine search

School of Medicine
Import from an External Source

Note below: Exact match duplicate publications are automatically identified by the system.

< Check box(s) to select publication(s) to be imported and click Import Selected
Import from an External Source

Make sure that the month and year imported are correct to ensure that you get credit for the activity during the correct Selective Salary cycle.

<- Click Save to import all publication(s) into your Scholarship activities section.
Updating the Status of an Existing Entry

Update the progression of your publication’s lifecycle by clicking the Manage Status button and complete the 3 pop-ups shown on the next slide.
Updating the Status of an Existing Entry

STEP 1.

STEP 2.

STEP 3.

<- Enter updated information into data fields and Save

<- Status will now show as Completed/Published
Unique Features of Grants, Contracts, and Other Funding

TO OBTAIN THE CREDIT YOU ARE DUE in the merit process, information about roles on grants and YOUR percent effort should be entered under the collaborators section.
Populating the Total Funding Amount

Data regarding the length and number of periods for funding need to be entered before the Total Funding fields will populate.

To generate a single Total Funding data field (similar to what is currently recorded on a SOM CV), the Number of Periods should be 1 and each is composed of the entire length of the grant.
Updating the Status of an Existing Entry

Update the progression of your award’s lifecycle by clicking the Manage Status button and complete the 3 pop-ups shown on the next page.
Updating the Status of an Existing Entry

**STEP 1.**

Manage Status

Click "Add" to update status. Do not edit a prior status unless it is incorrect.

<table>
<thead>
<tr>
<th>Status</th>
<th>Month</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded - In Progress</td>
<td>January 2017</td>
<td></td>
</tr>
</tbody>
</table>

* indicates required field

**STEP 2.**

Manage Status

Enter updated information into data fields and Save

- Status: Completed
- Month: December
- Year: 2017

* indicates required field

**STEP 3.**

Manage Status

Click "Add" to update status. Do not edit a prior status unless it is incorrect.

<table>
<thead>
<tr>
<th>Status</th>
<th>Month</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
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<td></td>
</tr>
<tr>
<td>Funded - In Progress</td>
<td>January 2017</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates required field

Status will now show as Completed ->

School of Medicine
Giving Access to an Administrator

<- Click Add to begin the search for an administrator to grant emulation rights

<- Click on the Access Settings link to give Emulation rights to a new administrator or view existing access rights

After hitting the Add button the following pop-up box appears ->

<- Click Select Faculty to search for your administrator
Giving Access to an Administrator

Be sure to check the -> Show Support Accounts box

Type in the name of your administrator and search ->

< Highlight the applicable administrator

NOTE: The double turquoise arrows moves over -> all names listed under the Available box

The single black arrow moves over only the highlighted name(s)

Click the Select # Faculty button once the name(s) -> have been moved to Selected
Giving Access to an Administrator

- Check the Emulate box
- Set an expiration date for access

Click Save ->
Giving Access to an Administrator

The administrator(s) granted access is/are now visible.
You can edit or delete as needed.
Need more help?

Office of Faculty Affairs:
313-577-9877
ofapd@wayne.edu

Interfolio/Faculty180 Help Desk
877-997-8807
help@interfolio.com