

# HOW TO NAVIGATE PROFESSIONAL ORGANIZATIONS (CV MANAGEMENT)

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TARGET AUDIENCE: FHS DB USER (FACULTY)

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## LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

## OVERVIEW

This section is in the McMaster CV. It is intended for memberships in professional organizations that a faculty member belongs to. The intention is to give a list view in chronological order of all professional organizations on the CV.

## BEST PRACTICE

Each membership must include dates. Note any organizations that faculty member was elected to by indicating on the **Elected slider**. No other details are required in this section as it is intended to be a list.

Questions regarding content placement can be directed to your department [Academic Coordinator](#).

## EXAMPLES

2016 - present	Canadian Orthopaedic Association
2009 - 2011	Infectious Diseases Society, Elected
2008	Cancer Care Ontario

## ADMINISTRATIVE RESPONSIBILITIES INSTRUCTIONS

### LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Professional Organizations.

## FEATURES

The section will be displayed upon selection. Users can sort and search within the section as well as add, edit, and delete entries.

Professional Organizations Add

Showing 1 to 3 of 3 entries Filter

Institution / Organization	Elected	Start Date	End Date	Highlight	
The Canadian Society for Clinical Investigation	No	2014	present		<a href="#">edit</a> <a href="#">delete</a>
American Gastroenterology Association	No	2011	present		<a href="#">edit</a> <a href="#">delete</a>
American College of Gastroenterology	Yes	2010 Jan	present		<a href="#">edit</a> <a href="#">delete</a>

Show 25 entries Previous 1 Next

## DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory. The option to designate whether the faculty member was elected to the organization and the ability to choose an end date or indicate the membership is ongoing. **Dynamic fields will allow users to type in their entries and have a selection of previously defined values. If no matches appear, details can be added in as new entries.**

The screenshot shows a web form titled "Create Professional Organization" with a close button (X) in the top right corner. The form includes the following elements and annotations:

- Fields with \* are required.** (Instructional text)
- Mandatory Fields:** A box with arrows pointing to the "Institution / Organization\*" text label and the "Start Date\*" text label.
- Institution / Organization\*:** A text input field.
- Start Date\*:** A date input field with a "YYYY" placeholder and a dropdown arrow.
- End Date\*:** A date input field with a "YYYY" placeholder and a dropdown arrow.
- present** : A checkbox labeled "present" with a yellow highlight.
- Elected  no**: A checkbox labeled "Elected" with the text "no" next to it.
- Dynamic field:** A box with an arrow pointing to the "Highlights" dropdown menu.
- Highlights <sup>?</sup>**: A dropdown menu currently showing "--Select--".
- Save when completed:** A box with an arrow pointing to the "Save" button.
- Select elected from the slider:** A box with an arrow pointing to the "Elected" checkbox.
- Unchecking present will enable the end date:** A box with an arrow pointing to the "present" checkbox.
- Buttons:** A blue "Save" button and a yellow "Back" button.

## NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)