THE UNIVERSITY OF TEXAS
MD Anderson
Cancer Center

FIS TIPS & TRICKS

Use the FIS Blog as a Resource for Information and Access

THE UNIVERSITY OF TEXAS
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FIS Support Center

Journal impact factors updated
By Carolyn Duff on October 31, 2011 11:51 AM

More journals added to the impact factor list:

Journal Impact Factors 2000-2010 rev 10-31-11.xls

FIS maintenance October 7 from 9:00-9:30 PM
By Carolyn Duff on October 7, 2011 2:55 PM

The FIS server will undergo maintenance on Friday, October 7, beginning at 9:00 p.m., lasti

Note: Users logged onto the system at that time will be disconnected without warning and a

New Feature: Biosketch Versions
By Carolyn Duff on July 19, 2011 12:45 PM

The ability to save different Biosketch versions in FIS is now available. Features include the

- Create a new Biosketch from scratch or by cloning an existing version
- Modify an existing Biosketch
- Save multiple versions of the Biosketch within FIS
- Print saved Biosketch versions
- Delete saved Biosketch versions

The default version of the Biosketch contains settings that were selected before this feature
instructions.

Navigation and Data Entry Tips

- Standard keyboard shortcuts allow you to move quickly through text fields
  Have you ever wanted to jump to the beginning or end of a field, or at least move through it more quickly than one character at a time? You can easily do this by using the Home and End keys, as well as the Ctrl-Right Arrow and Ctrl-Left Arrow keys.
  - Home – jump to start of field
  - End – jump to end of field
  - Ctrl-Right – move one word at a time to the right
  - Ctrl-Left – move one word at a time to the left
  - Ctrl-Shift-Right – outline one word at a time to the right
  - Ctrl-Shift-Left – outline one word at a time to the left
  - Tab – move forward from one field to the next
  - Shift-Tab – move backward from one field to the next

Navigation and Data Entry Tips

- An easy way save edits to a text field is by pressing the Enter key. It doesn't always work for new records being added, and it may not work when you are in another type of field like a date field or drop list. But when editing a text field, pressing the Enter key instead of using your mouse to navigate to the top or bottom of the screen to click Save is a real time-saver!

Use the Enter key instead of clicking Save to easily save edits when your cursor is in a text field.

Navigation and Data Entry Tips

- Back Back
  The 'Back Back' tip is useful when you are "deep in the woods," meaning you are way down the list on a long page of records; you save a change and suddenly find yourself back at page 1. For instance, let's say you are working on records near the bottom of page 4, which consists of 100 records. As soon as you save changes to a record, you are returned to page 1 of the Publications section. To get back to where you were, click your browser's 'Back' button twice to see the same screen you were just looking at. Another nice benefit to using this technique is that you can see by the color of the Action link which record you last touched. It makes editing much easier when you are dealing with a small section or a subset of a large set of records.

'Back Back' gets you back to where you were before you saved your last edit. The color of the Action link indicates which record you last touched.
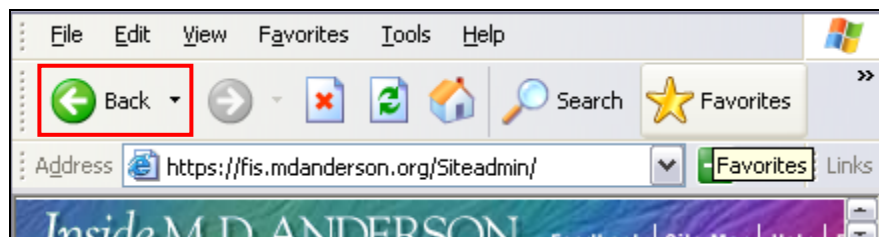
Be Careful When You Paste

If you copy/paste publication data from a numbered list into FIS, be careful that you don't inadvertently include the number. If you do, it will show up in every output. The fix is easy. Edit the record in FIS and remove the number from the field in which it appears, in this case the Author(s) field.

Source Data copied into FIS:

143. Zimmerman JJ, Akhtar SR, Caldwell E, Rubenfeld GD. Incidence and outcomes of pediatric acute lung injury. Pediatrics 124(1):87-95, 7/2009.

CVs:

119. <mark>143.</mark> Zimmerman JJ, Akhtar SR, Caldwell E, Rubenfeld GD. Incidence and outcomes of pediatric acute lung injury. Pediatrics 124(1):87-95, 7/2009.

Biosketch:

29. <mark>143.</mark> Zimmerman JJ, Akhtar SR, Caldwell E, Rubenfeld GD. Incidence and outcomes of pediatric acute lung injury. Pediatrics 124(1):87-95, 7/2009. PMID: 19564287.

Online Profiles:

24. <mark>143. Zimmerman JJ, Akhtar SR, Caldwell E, Rubenfeld GD</mark>. Incidence and outcomes of pediatric acute lung injury. Pediatrics 124(1):87-95, 7/2009. PMID: 19564287.

FIS database:

Count	Pub Year	Type	<mark>Author(s)</mark>	Pub Title	Journal/Book/ Series Title	Vol	Issue/ Number	Action
152	2009	Peer-Reviewed Articles	<mark>143.</mark> Zimmerman JJ, Akhta	Incidence and outcomes of pediatric acute lung injury.	Pediatrics	124	1	**View** | **Edit** | **Delete**

To save the CV as a Word document

1. Click *File/Save As* on the Word toolbar.
   The following screen will be displayed:
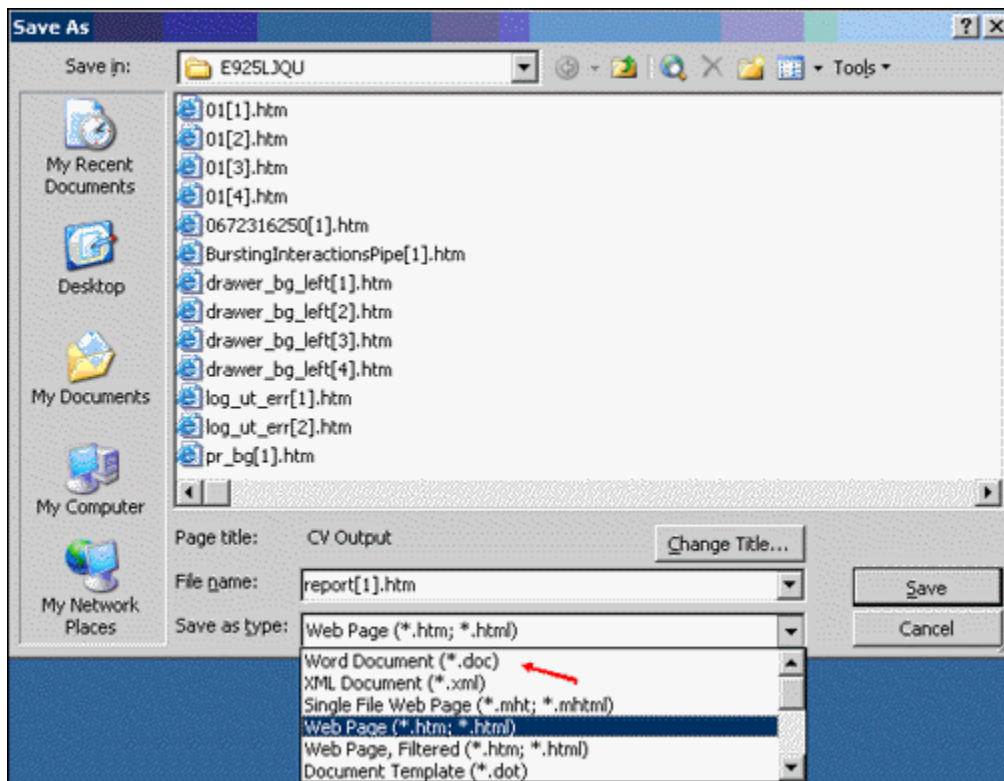
2. Complete items on the screen.

Caution: The default for the *Save as type* box is *Web Page (*.htm;*.html).*
You must replace this by selecting *Word Document (*.doc)* from the drop list or your CV will not be formatted properly.

3. Click *Save.*

Maintaining Present Titles and Affiliations in FIS

If Present Title and Affiliation shows 'N/A' or the wrong appointment, that is a setting in the Experience/Service section. As faculty get promoted, you may occasionally need to change the data appearing in Present Title and Affiliation.

In the Experience/Service section, edit the record that should appear in Present Title and Affiliation. Toward the bottom of the panel is a 'Sequence for Titles to Appear under Present Title and Affiliation' droplist. Select the appropriate number for that record to appear, then save the record.

The same applies to faculty who have been promoted. Edit the prior appointment record, insert the End Date, and select 'Do not show under Present Title and Affiliation'. Then add the new appointment and select a number for that record to appear in the 'Sequence for Titles to Appear…' droplist.

Parent/Child Record Guidelines

There are three categories in FIS that have parent/child record types and require special data entry guidelines:
1. Honors & Awards
2. Formal Teaching
3. Professional Memberships/Activities

The parent/child record type was intended to eliminate multiple entries in cases in which the same event or activity may repeat or recur many times, while allowing the user to group the appropriate date(s) with the single event or activity. For instance, a faculty member may receive an honor such as "Best Doctors in America" several years in a row. To enter this correctly in FIS, add the award name (parent record) once and each year or sequence of years the award is received (child records) using the *Honor/Award Year* action button.

In Formal Teaching, many faculty teach the same course over a period of time. Enter each unique course name one time as the parent record, and enter each date the course is taught as a child record using the *Course/Program Date* action button.

The same principle applies to Professional Memberships/Activities. The name of each organization is the parent record and is entered once. Then as faculty members serve on committees and hold offices within that organization, those child records are entered using the *Role/Office* action button.

Popup (preview) window

The Preview window is a convenient way to see what your changes will look like as you make them in FIS. From the Outputs selections on the left menu, choose either Comprehensive or Institutional CV. Click the radio button 'Preview in popup window (no edit, no print)' then click Go. Another window will pop up that shows the CV.

If you don't see the popup window, check your browser's popup blocker settings (Tools, Popup Blocker Settings), or click the popup blocker icon on the status bar at the bottom of your browser. Choose "Always allow popups from this site."

Once you see the popup window, you can leave it open and continue to work in FIS in your original browser. As changes are made, go back to the popup window and refresh the screen (F5) to see how those changes will appear in the printed CV. **Caution:** Do not print this version of the CV! It is in html – not Word – format, and all proper formatting and footers will be lost.

Placeholders

Entering historical information can be difficult if you don't have all the information for required fields in FIS. Records cannot be saved without required fields being populated. If you don't have some bit of required information, instead enter a placeholder. Placeholder values are 'unknown' (not case-sensitive) for text fields and '8888' for date fields. This will allow you to save the record.

- When creating a CV, click the Yes radio button in the Generate CV screen to suppress placeholders. The output will not show placeholder values.

  It is a good idea to occasionally print a copy of the CV without suppressing the placeholders. Search for placeholder values and try to find the correct information if available, then replace it in FIS.

  Remember to only type the placeholder value and no other text. For example, if you type 'unknown city', it will not be suppressed and you will see that text appear on the printed CV.

Publications

Rich Text Formatting

To satisfy the need for formatting of text fields, Rich Text Formatting (RTF) has been made available in FIS. RTF is a standard for formatting text with bolding, italics, underline, superscript, and/or subscript. Publication text fields, i.e., journal title, article title, author, and abstract are fields where RTF is officially supported.

> Note: Fields formatted using RTF will be displayed correctly on the CV and Biosketch; but may not be handled correctly by some reporting software.

Convention for Rich Text Formatting

The method is simple and easy to learn. A vertical bar or *pipe* is used to define the beginning and end of the text you wish to format. The *pipe* is a computer keyboard key (|) consisting of two vertical lines, one above the other which may look like a full vertical line. The symbol is commonly found on the same keyboard key as the *back slash* key. The following are guidelines for applying formatting to text:

Rich Text Formatting	Start Format	End Format
Bold	|b (start bold)	||b (end bold)
Italics	|i (start italics)	||i (end italics)
Underline	|u (start underline)	||u (end underline
Superscript	|+ (start superscript)	||+ (end superscript)
Subscript	|- (start subscript)	||- (end subscript)

A single pipe followed by the applicable code defines the start of formatting; a double pipe followed by the applicable code defines the end of formatting.

    Example 1: Bold an author in a string
    String: Rucker JC, Hamilton SR, Bardenstein D, Isada CM
    Format using the pipe: Rucker JC, |bHamilton SR||b, Bardenstein D, Isada CM
    Result: Rucker JC, **Hamilton SR**, Bardenstein D, Isada CM

    Example 2: Enter a superscript
    String: Stable Isotope5N
    Format using the pipe: Stable Isotope |+5||+N
    Result: Stable Isotope^{5}N

To apply more than one formatting feature to text, string along a pipe and code, followed by the next pipe and code, etc., to start formatting. To end formatting, string along a double pipe and code for each formatting feature.

    Example 3: Bold and underline a journal title
    Journal Title: JAMA
   Format using multiple pipes: |u|bJAMA||u||b
    Result: **JAMA**

> Important: If the user does not end Rich Text Formatting, it will continue to subsequent records.

**Identify and eliminate duplicate articles within a CV**

Many CVs contain duplicate articles. Identify duplicate publications in a CV by creating a Comprehensive CV in Word. Copy and paste just the publications (all types) into a separate "working" document and save it. This is your working copy that will help you keep track of where you are in the duplicate search.

Use the search function in Word (Ctrl-F) for the first page number of each article. The page number of a publication is the most unique feature of that record.

In the first example shown, you would search for 187. Most likely, there is not another publication with the first page of 187. Even if there is, it will almost certainly not have an ending page of 201; therefore, it would not a duplicate. For more common page numbers, like page 15 in the fourth example, it is helpful to search for the page number and the hyphen, for example, 15-, to filter out other instances of the numbers 1 and 5 together.
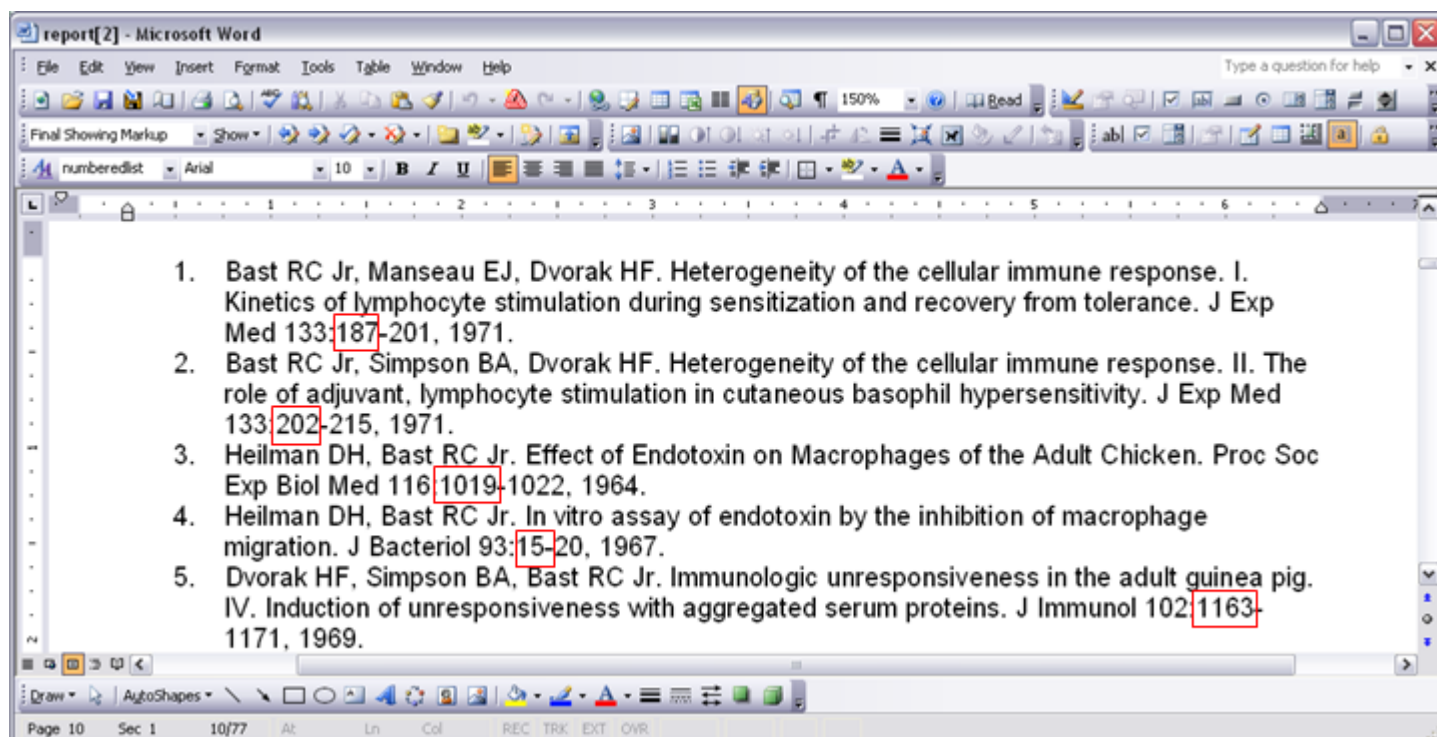
Use Word's advanced features to further refine your search for beginning page numbers.
In the Ctrl-F dialog box, click More.
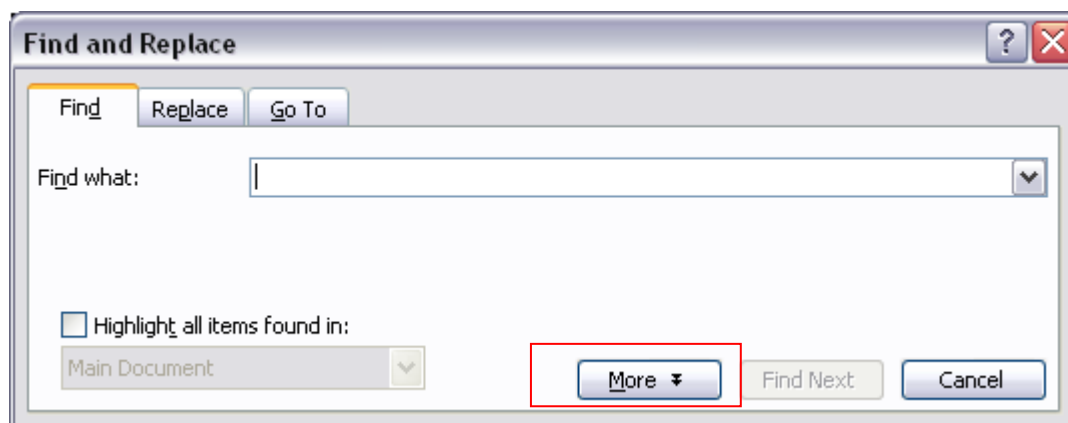
Click the 'Find whole words only' option. This will narrow your search so that only relevant results appear, for instance, only 15- will appear.
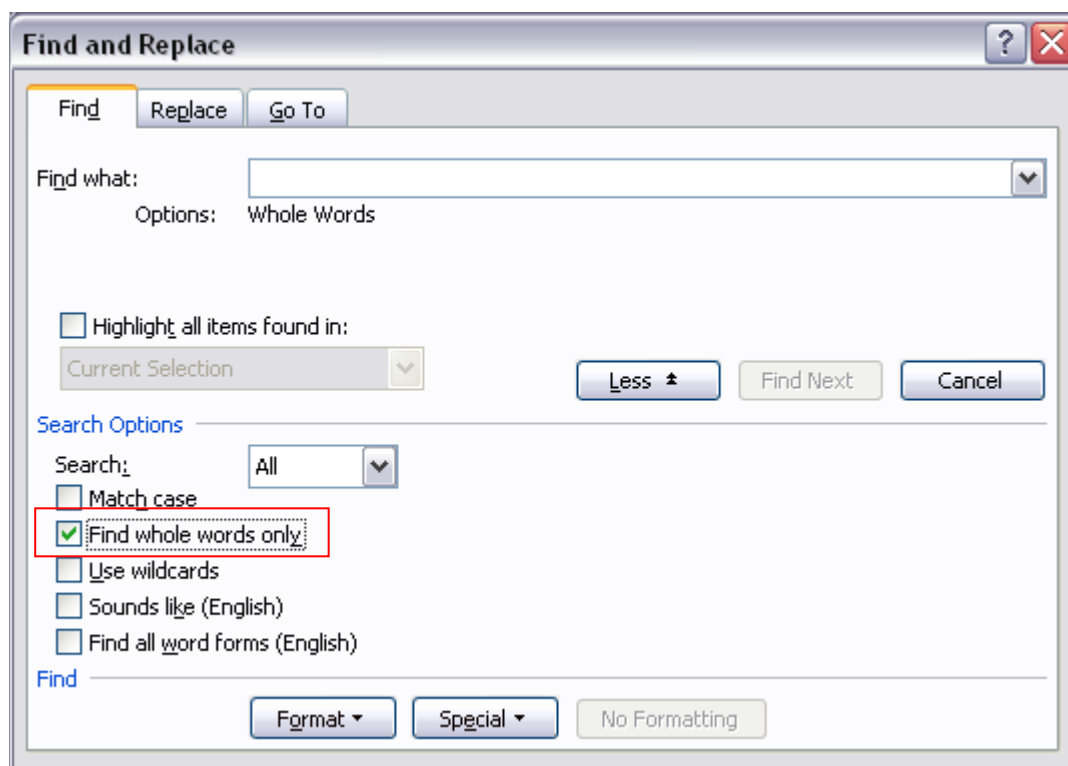

If duplicates are found within the CV, **locate the records in FIS**, save the most complete record and delete the other one.

> As you work your way through the publications, start with #1 and search for that first page number. If you find a duplicate, delete it **in FIS**. If you determine there is no duplicate, delete #1 from your working copy because you know you have already verified there is no duplicate. Each record that you verify in this way, delete it from your working copy. Then if you get interrupted or have to stop for some reason, you can save the file and come back to it later and know exactly where you were.

Best Practices – Spell Check

- Do a spell check of the entire CV at least once. Begin by creating a Comprehensive CV in Word. Use the Spell Check feature in Word to go through the CV. You may not know whether scientific terms or authors' names are spelled correctly, but you may be surprised at the number of obvious errors you can spot and correct.

  Use the "Ignore All" feature in spell-checking when you come across a word or a name that you don't know.
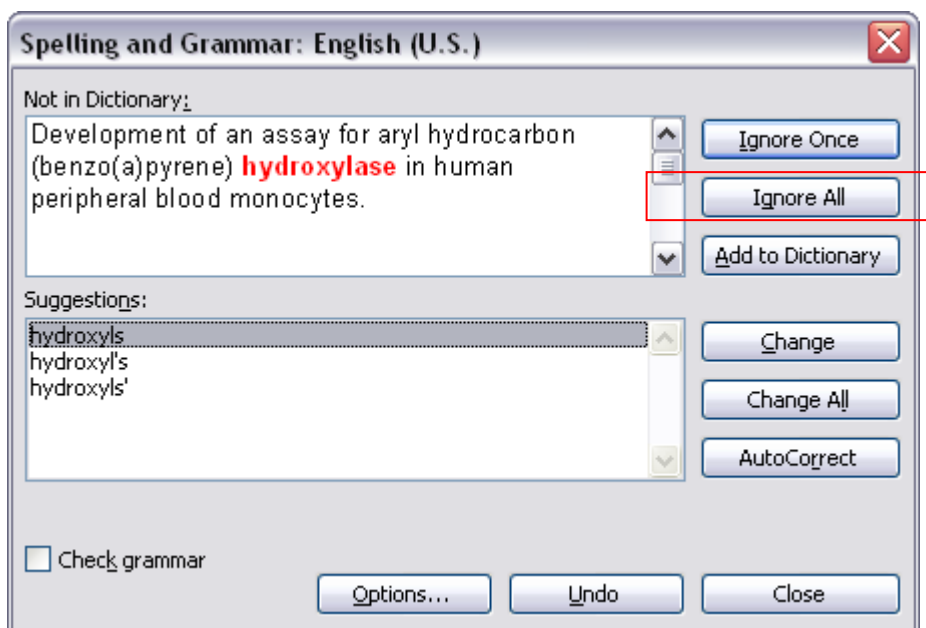
The objective is to look for obvious spelling errors. **Be sure to correct the errors in FIS and not on the Word document.** Note the location of the spelling error, then find the corresponding record in FIS and correct it there.