



**Bryant**  
UNIVERSITY

## **Faculty Profile Manager - User Guide**

**March 3, 2011 ▶ Revision 1.09**

## Table of Contents

Introduction .....	3
Before Getting Started .....	3
Getting to the Profile Manager .....	3
Logging In.....	3
Your Profile Page.....	4
Updating Your Profile (the profile workspace).....	5
Personal Information Section .....	5
Adding Titles .....	6
Adding a Photo.....	6
Biography Section.....	7
Education Section.....	8
Areas of Interest Section.....	9
Courses Section .....	10
Academic and Professional Experience Section .....	11
Intellectual Contributions Section.....	13
Awards, Honors, Fellowships, and Grants Section.....	15
Professional Memberships Section .....	16
Viewing and Publishing Your Profile (the right sidebar) .....	17
Publishing Your Profile.....	17
Viewing Your Profile .....	18
Status of Your Profile .....	19
Manager Settings.....	19
Starting Over (revert profile).....	19
Reviewing and Approving Profiles (chairs only) .....	20
Launching the Review Module .....	20
Using the Email Notification.....	20
Using the Profile List .....	21
Viewing a Published Profile .....	23
Reviewing a Profile .....	23
The Review Module .....	23
Appendix A – Text Editor Button Descriptions .....	25
How to Insert/Edit a Link .....	25
Appendix B – Introduction to Presentation Templates .....	26
Appendix C – The Review Process .....	28

## Introduction

The Profile Manager is an easy to use web based application that creates and maintains a single repository of faculty profile data. The data can be formatted and combined with web pages using smart presentation templates. For more information on presentation templates and the key role they play displaying your profile, see "[Appendix B – Introduction to Presentation Templates](#)".

## Before Getting Started

There are no major hardware or software requirements that need to be met in order to use the Profile Manager. Any system running a modern web browser will be able to access the Profile Manager from on or off campus.

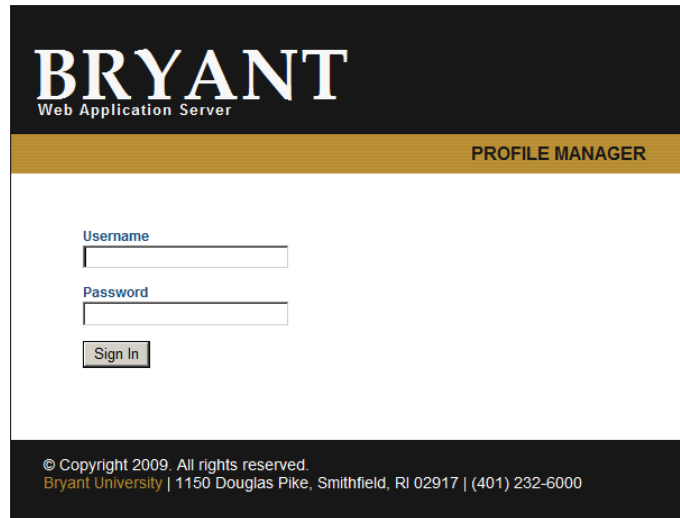
## Getting to the Profile Manager

The Profile Manger can be found by opening a web browser and typing the following URL into the address bar:

<http://www.bryant.edu/profile>

## Logging In

Once the login page is loaded begin by entering in your **Username** and **Password** into the appropriate inputs. Your login information is the same user identification and password that you use to log in to the network and to retrieve email.



The screenshot shows the login page for the Bryant University Profile Manager. At the top, the word "BRYANT" is displayed in large white letters on a black background, with "Web Application Server" written below it in smaller white text. To the right of the logo, the text "PROFILE MANAGER" is displayed in white on a gold background. Below this, there are two input fields: "Username" and "Password", each with a white text box and a small blue label above it. A "Sign In" button is located below the password field. At the bottom of the page, there is a black footer containing the copyright information: "© Copyright 2009. All rights reserved. Bryant University | 1150 Douglas Pike, Smithfield, RI 02917 | (401) 232-6000".

Figure 1 – Login Page

## Your Profile Page

After successfully logging in, your profile page is displayed. The profile page (see Figure 2) contains three functional areas – (1) the top navigation, (2) the profile workspace, and (3) the right sidebar. The top navigation provides links for returning to your profile and logging out. Department chairs will have an additional link, "Profile List", which allows them the view and approve profile updates for their department (see "[Reviewing and Approving Profiles](#)" for more details.) The profile workspace is divided into the following nine sections:

- Personal Information
- Biography
- Education
- Areas of Interest
- Courses
- Academic and Professional Experience
- Intellectual Contributions
- Awards, Honors, Fellowships, and Grants
- Professional Memberships

Each section provides links for adding, editing, and deleting items. The right sidebar contains status information, links for publishing and viewing your profile, and a link to this user guide.

**Figure 2 – Profile Page Functional Areas**  
 (1) Top Navigation, (2) Profile Workspace, (3) Right Sidebar

## Updating Your Profile (the profile workspace)

The Profile Workspace is the area where all of the additions, deletions and updates are made to your profile. The Workspace is divided in to nine sections each with its own input editor(s) for adding and editing items. This section of the guide describes the information collected by each input editor.

### Personal Information Section

The personal information section (see Figure 3) is where you enter the following:

- Name (first\*, middle, last\*)
- Academic Suffix (Ph.D., D.B.A.)
- Primary Title\* (additional titles are allowed)
- Department Name\*
- Office Location (suite and/or room)
- Email Address (set by Profile Manager)
- Telephone
- Fax
- Website Link

\* First Name, Last Name, Primary Title and Department are required.



**Approved primary titles from Academic Affairs as of 3/3/11:** Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, Executive-in-Residence, Trustee Professor of Entrepreneurship, Trustee Professor of Management

To update your personal information click the “Edit Personal Information” link at the top of this section (see Figure 3 – #1) to load the personal information input editor (see Figure 4).

<b>Clark Kent Ph.D.</b>	
<a href="#">Edit Personal Information</a> <b>1</b>	
Title	Professor
Department	Management
Office	Faculty Suite K 999
Email	<a href="mailto:ckent@bryant.edu">ckent@bryant.edu</a>
Telephone	(401) 999-9999
Fax	(401) 999-9998
Website	<a href="http://web.bryant.edu/~ckent">http://web.bryant.edu/~ckent</a>

**Figure 3** – Personal Information Section – (1) Edit personal information



**Immediately after you update the "Personal Information" section your profile will be visible on the website.** However, your profile will consist of only your personal information. The remainder of your profile will not be visible until it's published and approved by your chair and dean. Therefore, we recommend that you complete the personal information section first so that your contact information will appear on the website while you wait for your profile to complete the review process.



## Biography Section

To add your biography click the “Add Biography” link at the top of this section to load the biography input editor (see Figure 5). Two text editors are provided on the input editor page – one for your main biography and the other for a summary. The summary (one or two paragraphs) is intended for display in pages where your profile is shortened or in summary pages that link to your full biography. You may choose to add a summary, a full biography, or both. The biography is optional and is not currently displayed.

You can delete a biography by using the “Edit Biography” link at the top of this section to load the input editor. After the editor loads clear the summary, full biography or both and submit the form.

The screenshot shows the 'BRYANT Web Application Server' logo at the top left. A navigation bar contains 'PROFILE MANAGER'. Below this is a breadcrumb trail 'MY PROFILE / LOGOUT'. The main heading is 'Add Biography'. A sub-heading reads: 'Use this form to add your biography. You may choose to add a summary, a full biography, or both. To delete a section, clear its contents and submit the form.' There are two text editor sections: 'Summary' (with the note 'One or two paragraphs for display in condensed profile pages.') and 'Biography'. Each editor has a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List (bullet), Numbered List (1), Indent (left and right arrows), Undo (curved arrow), Redo (curved arrow), and a dropdown menu (ABC). At the bottom left, there are 'Add' and 'cancel' buttons. The footer contains copyright information: '© Copyright 2009. All rights reserved. Bryant University | 1150 Douglas Pike, Smithfield, RI 02917 | (401) 232-6000'.

Figure 5 – Biography Input Editor

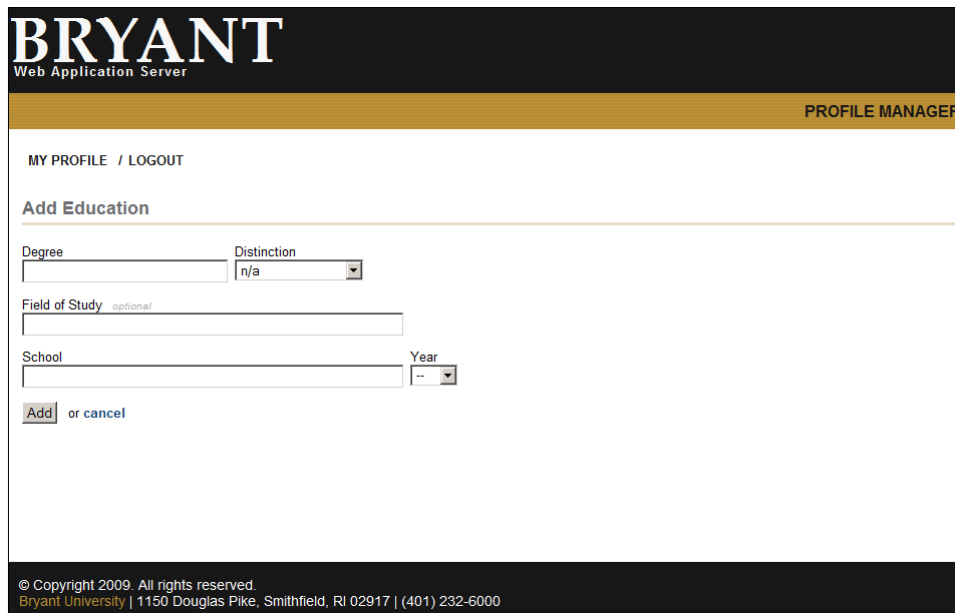
For a description of the text editor buttons see “[Appendix A – Text Editor Button Descriptions](#)”.

## Education Section

To add an education item click the “Add Education” link at the top of this section to load the education input editor (see Figure 6). Each education item requires the following:



- Degree
- Distinction
- School
- Year

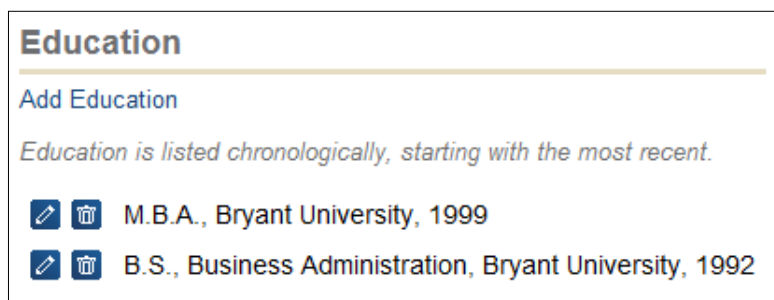
Optionally, you can add your “Field of Study”.



The screenshot shows the 'BRYANT Web Application Server' logo at the top left and 'PROFILE MANAGER' at the top right. Below the logo is a navigation bar with 'MY PROFILE / LOGOUT'. The main content area is titled 'Add Education' and contains the following form fields: 'Degree' (text input), 'Distinction' (dropdown menu with 'n/a' selected), 'Field of Study' (text input with 'optional' in smaller text), 'School' (text input), and 'Year' (dropdown menu with '--' selected). At the bottom of the form are 'Add' and 'cancel' buttons. A footer at the bottom of the page contains copyright information: '© Copyright 2009. All rights reserved. Bryant University | 1150 Douglas Pike, Smithfield, RI 02917 | (401) 232-6000'.

Figure 6 – Education Input Editor

After adding an item it will be listed in the education section chronologically, starting with the most recent (see Figure 7). Each item in the list is preceded by two clickable icons. The first is the edit icon (  ) and the second is the delete icon (  ). To edit or delete an item click the appropriate icon preceding it in the list.



The screenshot shows the 'Education' section header. Below the header is a link for 'Add Education'. A note states: 'Education is listed chronologically, starting with the most recent.' Below this note is a list of two education items. Each item is preceded by two icons: an edit icon (pencil) and a delete icon (trash). The first item is 'M.B.A., Bryant University, 1999' and the second is 'B.S., Business Administration, Bryant University, 1992'.

Figure 7 – Education Section

## Areas of Interest Section

To add an interest item click the “Add Interest” link at the top of this section to load the interest input editor (see Figure 8). Enter your professional interests in the “Interests” input box. If you have multiple interests place each one on a separate line. Avoid verbose descriptions in favor of summing up your interest in a few words or less (i.e. use keywords). Examples include Actuarial Mathematics, Business Law, Investments, etc.

Optionally, you can select interests from the top 10 lists which list the most popular interest areas in your department and in the University. The number of faculty linked to each interest is noted in parentheses. You can choose any number of these in addition to any interests you specified in the “Interests” input box.

**BRYANT**  
Web Application Server

**PROFILE MANAGER**

MY PROFILE / LOGOUT

**Add Interest**

Use this form to enter your professional interests. Avoid verbose descriptions in favor of summing up your interest in a few words or less (i.e. use keywords). Examples include Actuarial Mathematics, Business Law, Investments, etc.

Interests

Separate multiple interests by typing one per line (i.e. hit enter between interests).

**Interests Listed in Your Department** *OPTIONAL*

Below is a list of the 10 most popular interest areas in your department with the number of faculty linked to them noted in parentheses. You can choose any number of these in addition to any interests you've specified above.

<input type="checkbox"/> Organizational Studies (2)	<input type="checkbox"/> Manufacturing Strategy (2)
<input type="checkbox"/> Forecasting (1)	<input type="checkbox"/> Business Ethics (1)
<input type="checkbox"/> Strategy Mapping (1)	<input type="checkbox"/> Cognitive Mapping (1)
<input type="checkbox"/> Executive Coaching (1)	<input type="checkbox"/> Careers in Academe (1)
<input type="checkbox"/> Work/Family Conflict (1)	<input type="checkbox"/> Management Education (1)

**Interests Listed by All Faculty** *OPTIONAL*


Below is a list of the 10 most popular interest areas throughout the University with the number of faculty linked to them noted in parentheses. You can choose any number of these in addition to any interests you've specified above.

<input type="checkbox"/> Critical Theory (2)	<input type="checkbox"/> Real-time Databases (2)
<input type="checkbox"/> Accounting Education (2)	<input type="checkbox"/> Financial Institutions (2)
<input type="checkbox"/> Industrial Organization (2)	<input type="checkbox"/> Interpersonal Communication (2)
<input type="checkbox"/> Management Information Systems (2)	<input type="checkbox"/> GIS (1)
<input type="checkbox"/> Film (1)	<input type="checkbox"/> Chaos (1)

or [cancel](#)

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Figure 8 – Interest Input Editor

After adding an interest it will be listed in the “Areas of Interest” section alphabetically (see Figure 9). Each interest in the list is preceded by a clickable delete icon (  ). To delete an interest click the delete icon preceding the interest you want to delete.

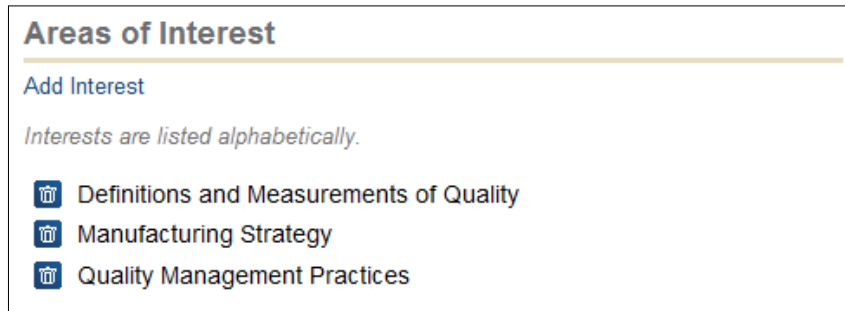



Figure 9 – Areas of Interests



Editing an interest is not allowed. To make a change, delete the interest from your profile and add it again.

## Courses Section

To add a course to your profile click the “Add Course” link at the top of this section to load the course input editor (see Figure 10). You can add up to five courses at one time. For each course select a subject and then a course within the selected subject area.

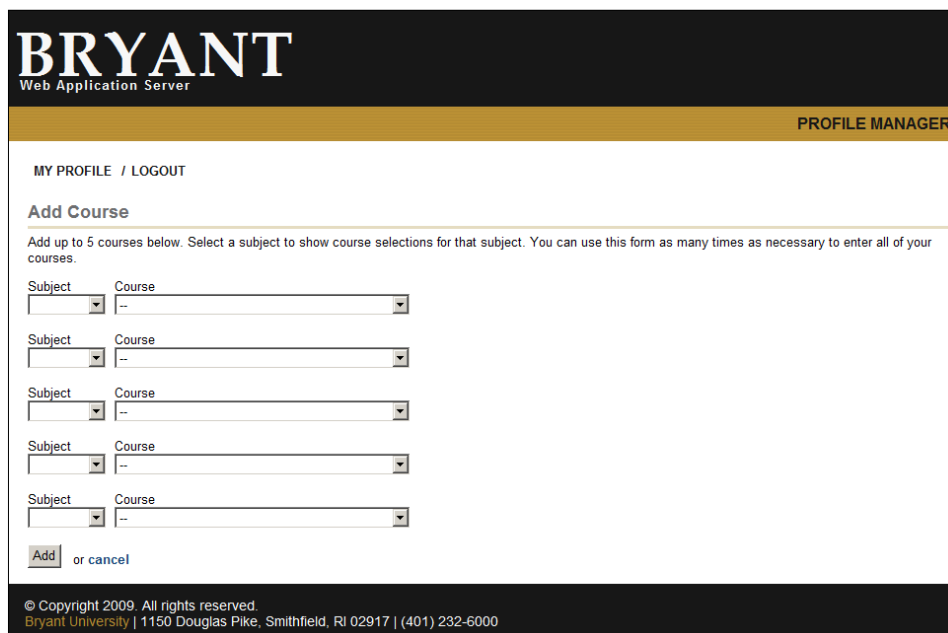

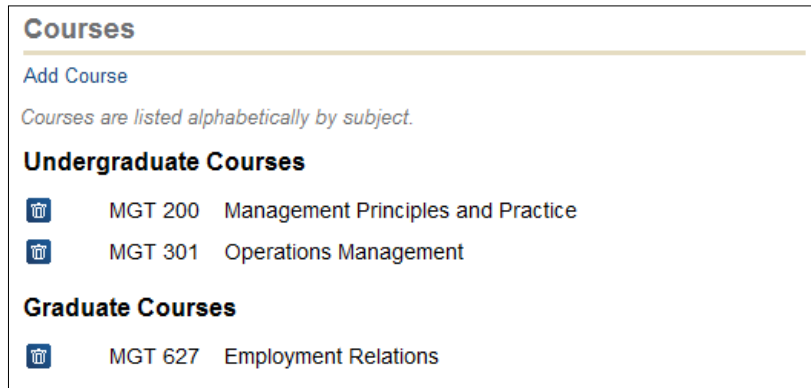


Figure 10 – Course Input Editor

After adding a course it will be listed in the “Courses” section alphabetically (see Figure 11). Each item in the list is preceded by a delete icon (  ). To delete a course click the delete icon preceding the course you want to delete.



**Figure 11** – Courses Section

## Academic and Professional Experience Section

To add your academic and professional experience click the “Add Experience” link at the top of this section to load the experience input editor (see Figure 12). Enter the following required information:

- Position
- Organization

Optionally, you can add a location, description, start date, and end date to your entry.



If the experience took place in a single year, choose that year for both the start and end dates. If you do not enter dates, this experience will be listed after all of your entries with the dates specified.

**BRYANT**  
Web Application Server

PROFILE MANAGER

MY PROFILE / LOGOUT

### Add Experience

Position

Organization

Location *optional*

Details *optional*



**Dates** *optional*  
If this experience took place in a single year, choose that year for both the start and end dates. If you do not enter dates, this experience will be listed after all of your entries with the dates specified.

Start Year  End Year

or

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Figure 12 – Experience Input Editor

After adding an experience it will be listed in the experience section chronologically, starting with the most recent (see Figure 13). Each experience in the list is preceded by two clickable icons. The first is the edit icon (  ) and the second is the delete icon (  ). To edit or delete an experience click the appropriate icon preceding it in the list.

### Academic and Professional Experience

Add Experience

*Experience is listed chronologically, starting with the most recent.*

-   Assistant Professor, Stanford University, 2004 - 2006
-   Research Assistant, Stanford University, 2003 - 2004
-   Project Manager, Google, 2001 - 2003

Figure 13 – Academic and Professional Experience Section

## Intellectual Contributions Section

To add an intellectual contribution click the “Add Contribution” link at the top of this section to load the contribution input editor (see Figure 14). Enter the following required information:

- Contribution Type (select one of the 20 types to categorize your contribution)
  - Refereed Journal Articles
  - Non-Refereed Journals and Articles
  - Monographs and Books other than Textbooks
  - Textbooks
  - Scholarly Books
  - Edited Books
  - Book Chapters
  - Cases Published
  - Non-Refereed Publications and Presentations
  - Book Reviews
  - Proceedings
  - Presentations at Professional Conferences
  - Grant of Contract Proposals
  - Instructional Materials
  - Artistic Productions
  - Working Papers
  - Electronic Papers
  - Conference Roles
  - Articles in Books
  - Other Intellectual Contributions
- Contribution Details
- Year (used for sorting purposes only. It will not be displayed.)



The screenshot shows a web application interface for Bryant University. At the top left is the logo "BRYANT Web Application Server". At the top right is a navigation bar with "PROFILE MANAGER". Below this is a breadcrumb "MY PROFILE / LOGOUT". The main heading is "Add Intellectual Contribution". There is a "Contribution Type" dropdown menu with "--" selected. Below that is a "Contribution Details" text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Bulleted List (bullet), Numbered List (1), Indent (left and right arrows), and a font color selector (ABC). Below the text editor is a "Year" dropdown menu with "--" selected. At the bottom left are "Add" and "or cancel" buttons. At the bottom of the page is a copyright notice: "© Copyright 2009. All rights reserved. Bryant University | 1150 Douglas Pike, Smithfield, RI 02917 | (401) 232-6000".

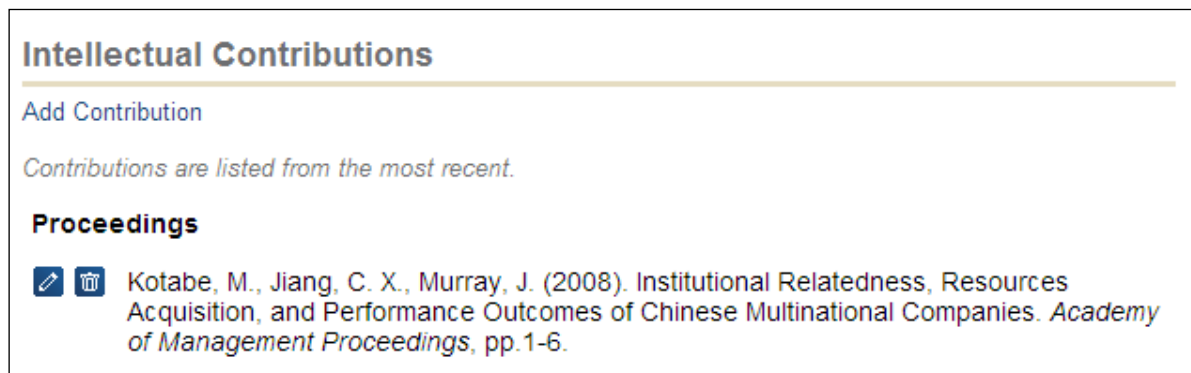
Figure 14 – Intellectual Contribution Input Editor

For a description of the “Contribution Details” text editor buttons see “[Appendix A – Text Editor Button Descriptions](#)”.



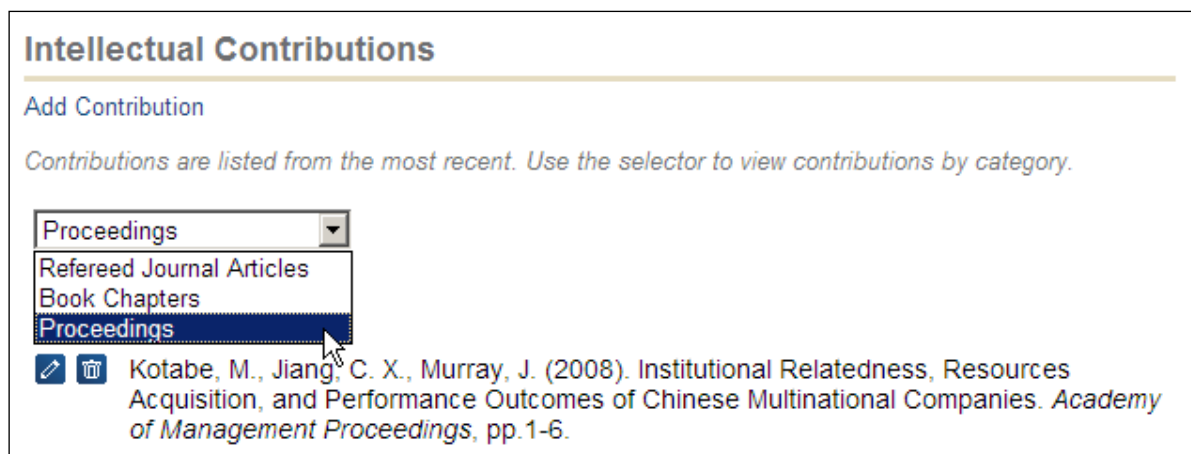
The format used for information entered in the “Contribution details” input should be set by your department chair or Academic Affairs and is not a function of this software.

After adding a contribution it will be listed in the intellectual contribution section chronologically, starting with the most recent (see Figure 15). Each contribution in the list is preceded by two clickable icons. The first is the edit icon (  ) and the second is the delete icon (  ). To edit or delete a contribution click the appropriate icon preceding it in the list.



**Figure 15** – Intellectual Contributions Section

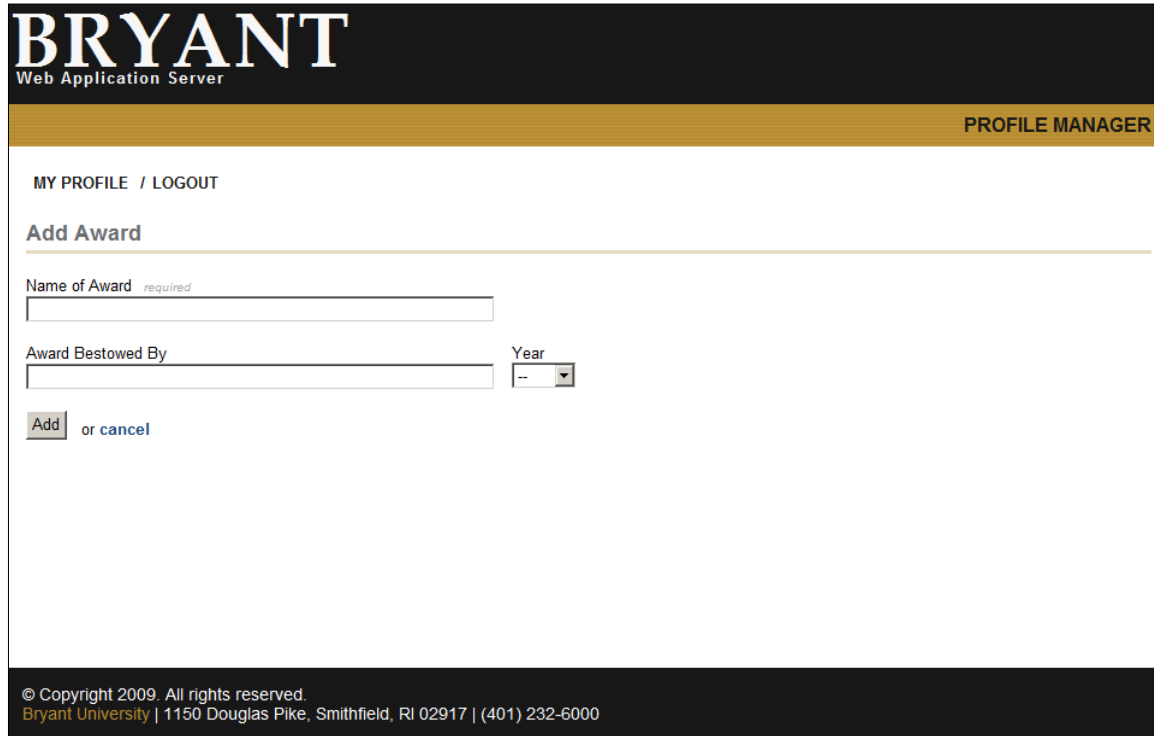
Only one contribution category is displayed at a time. This was necessary to shorten the length of the intellectual contributions section and reduce the amount of scrolling required during editing. When you add contributions to two or more categories a selector (drop-down list - see Figure 16) will appear near the top of the section. The selector can be used to change the displayed category.



**Figure 16** – Intellectual Contributions Section – use selector to switch categories

## Awards, Honors, Fellowships, and Grants Section

To add an award click the “Add Award” link at the top of this section to load the award input editor (see Figure 17). Enter the name for the award and optionally, who bestowed the award and the year it was received.



**BRYANT**  
Web Application Server

PROFILE MANAGER

MY PROFILE / LOGOUT

**Add Award**

Name of Award required



Award Bestowed By

Year

Add or cancel

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Figure 17 – Award Input Editor

After adding an award it will be listed in the award section chronologically, starting with the most recent (see Figure 18). Each award in the list is preceded by two clickable icons. The first is the edit icon (  ) and the second is the delete icon (  ). To edit or delete an award click the appropriate icon preceding it in the list.



**Awards, Honors, Fellowships, and Grants**

Add Award

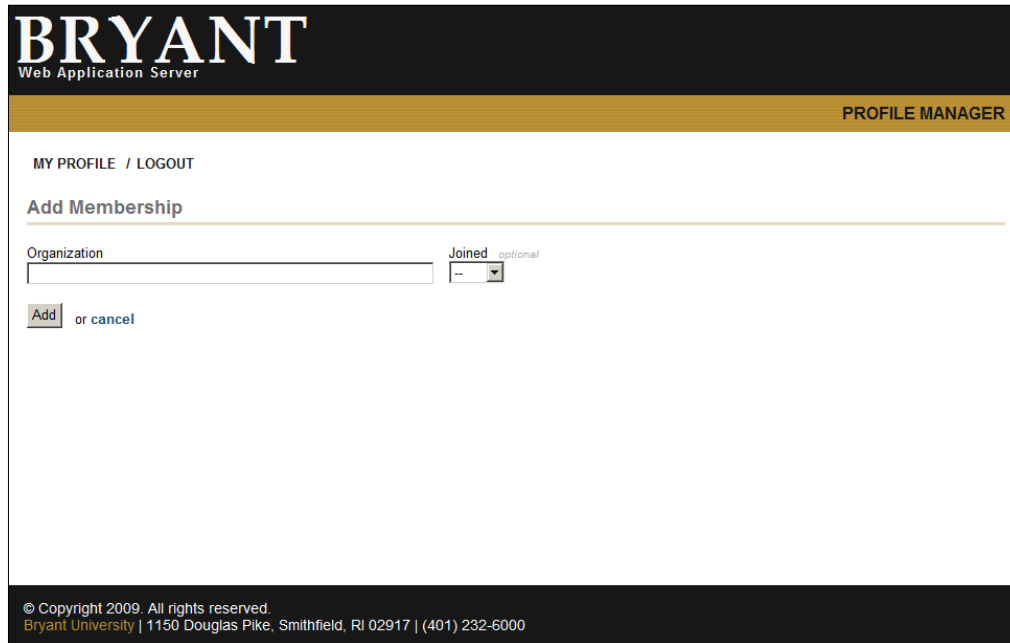
*Awards are listed chronologically, starting with the most recent.*

-   Advisor of the Year, Bryant University, 2008
-   Advisor of the Year, Bryant University, 2007
-   Excellence in Teaching, Bryant University, 2007
-   Sam Walton Fellowship, Students In Free Enterprise (SIFE), 2006
-   Entrepreneurial Faculty Award, Bryant Global Entrepreneurship Program (GEP), 2006

Figure 18 – Awards, Honors, Fellowships, and Grants Section



## Professional Memberships Section

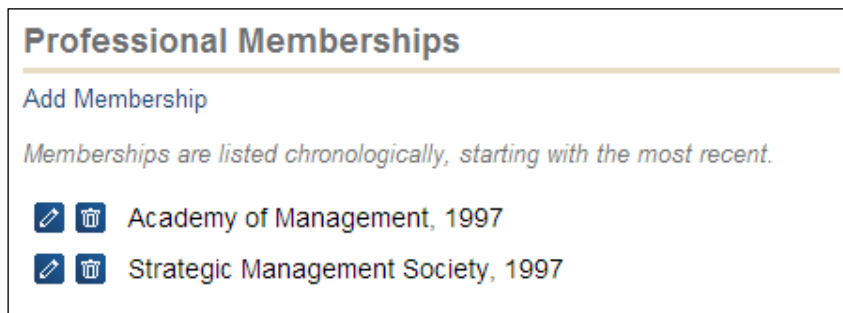
To add a membership click the “Add Membership” link at the top of this section to load the membership input editor (see Figure 19). Enter the organization and optionally, the year you joined.



The screenshot shows the 'BRYANT Web Application Server' logo at the top left. A navigation bar contains 'PROFILE MANAGER'. Below it, a breadcrumb trail reads 'MY PROFILE / LOGOUT'. The main heading is 'Add Membership'. The form includes an 'Organization' text input field and a 'Joined optional' dropdown menu. At the bottom of the form are 'Add' and 'cancel' buttons. A footer contains copyright information: '© Copyright 2009. All rights reserved. Bryant University | 1150 Douglas Pike, Smithfield, RI 02917 | (401) 232-6000'.

Figure 19 – Membership Input Editor

After adding a membership it will be listed in the membership section chronologically, starting with the most recent (see Figure 20). Each membership in the list is preceded by two clickable icons. The first is the edit icon (  ) and the second is the delete icon (  ). To edit or delete a membership click the appropriate icon preceding it in the list.



The screenshot shows the 'Professional Memberships' section with an 'Add Membership' link. Below the link is the text: 'Memberships are listed chronologically, starting with the most recent.' There are two membership entries, each with an edit icon and a delete icon: 'Academy of Management, 1997' and 'Strategic Management Society, 1997'.

Figure 20 – Professional Membership Section

## Viewing and Publishing Your Profile (the right sidebar)

The right sidebar is where you will find links and buttons that perform actions on your profile like publishing and viewing. It also contains status information like the last time your profile was published or modified. There's even a button that will allow you to revert your profile back to the published version discarding all changes made since you last published.

This portion of the user guide will break the sidebar into the following four sections:

- Publishing your profile
- Viewing your profile
- Status of your profile
- Manager Settings
- Starting over (revert profile)
- User Guide Link (link to this document)

Each section will be covered in the order that they appear starting at the top of the sidebar.

### Publishing Your Profile

The first section in the sidebar is where you go to publish your profile. One of three messages below will be displayed in this section. The messages will guide you through the publishing cycle (edit ► submit for review ► review ► profile is published) starting with editing your profile and ending with your profile published.

#### Message #1

This message indicates that you have modified your profile and that it needs to be published. To start the review process click the publish button to submit your profile. Message #2 will now appear

**Publish Your Profile**

Once your profile is complete, it needs to be published on the website. Clicking on the publish button will begin the review process.

[Publish](#)

---

[View Draft Profile](#)

[View Published Profile](#)

---

**Published**

September 4, 2009 at 11:40 am

**Last Modified**

September 16, 2009 at 4:23 pm

---

**Settings**

Confirm Deletions

---

**Revert Profile**

You can discard the changes you've made to your profile by clicking the button below. Doing so will discard all updates made since your profile was last published.

[Revert](#)

---

[User Guide](#)

**Publish Your Profile**

Once your profile is complete, it needs to be published on the website. Clicking on the publish button will begin the review process.

[Publish](#)

### Message #2

This message appears after you submit your profile for review (see Message #1). This message will continue to be displayed until your profile is approved. At that time message #3 appears.

If any of the following happen:

- Changes are made to the profile before it is approved
- The profile is rejected by the department chair or the dean
- The “Withdraw” button is clicked

Publishing of your profile is canceled and message #1 is displayed. You will need to resubmit your profile for review after completing your updates.

#### Awaiting Approval

Your profile must be reviewed before it can be published. If you make changes to your profile you'll need to resubmit it for review.

Withdraw

### Message #3

This message appears when your profile is published which only happens after your profile is approved by your department chair and dean. This message will continue to be displayed until you make a change to your profile. Once your profile is changed message #1 will appear and the whole process starts again.

#### Profile Published

Your profile has been published on the website. If you want to make changes to your profile you'll have to resubmit it after making those changes.

For details on the review process, see [“Appendix C – The Review Process”](#).

## Viewing Your Profile

This section provides links for viewing your profile. Since there can be two versions of your profile there are two links. One for viewing the draft (the version you are editing) and the other for viewing the already published profile.

[View Draft Profile](#)

[View Published Profile](#)



- The “View Published Profile” link will not appear until your profile is approved and published to the website.
- Your published profile can be located in the Bryant website by visiting <http://www.bryant.edu/faculty>.

## Status of Your Profile

This section displays the date and time that your profile was published and when you made your last modification. If the published and last modified timestamps match then your profile has not been modified since it was published. If the last modified timestamp is newer than the published timestamp you have modified your profile since it was last published. You will need to submit your updated profile for review by clicking the publish button.

### Published

February 25, 2009 at 2:44 pm

### Last Modified

February 25, 2009 at 2:44 pm

## Manager Settings

This section gives you the ability to turn on and off the confirmation message that is displayed every time you delete a profile entry. If you uncheck (disable) "confirm deletions" your entries will be immediately deleted when you click the delete icon. The only way to recover deleted entries is to revert your profile (see "[Starting Over](#)" for more details).

### Settings

Confirm Deletions

## Starting Over (revert profile)

The last section in the right sidebar provides a way for you to discard all updates made since your profile was last published. Please use this function with care. Once you click the revert button you will not be able to recover the changes that are discarded.

### Revert Profile

You can discard the changes you've made to your profile by clicking the button below. Doing so will discard all updates made since your profile was last published.


Revert

## Reviewing and Approving Profiles (chairs only)

This section describes how to review, approve and reject profiles for your department. Each profile must be checked and approved by you and the dean before it is published, i.e., viewable on the website. See "[Appendix C – The Review Process](#)" for more details. Each profile should be checked for completeness and adherence to department and college guidelines.

### Launching the Review Module

The review module is the component within the Profile Manager that provides all of the functionality needed to view and then approve or reject the publish request. There are two ways to launch the review module:

- 1) Using the link provided in the email notification you receive when a member of your department publishes their profile. Using the link is a quick method of going directly to the review module without the need to log in. (see "[Using the Email Notification](#)" section below for more details)
- 2) From the profile list by clicking the green clock icon (  ). If you misplace the email notification you can use the profile list to locate and launch the review module for any profile awaiting your approval. The profile list also provides status information that will allow you to determine when each profile was last modified, last published, and if it is awaiting dean approval. (see "[Using the Profile List](#)" section for more details)

### Using the Email Notification

You will automatically receive an **email notification** as soon as you need to take action. The message body will contain a link (see #1, Figure 21) that can be used to launch the Faculty Profile Review Module (see "[The Review Module](#)" section for more details).

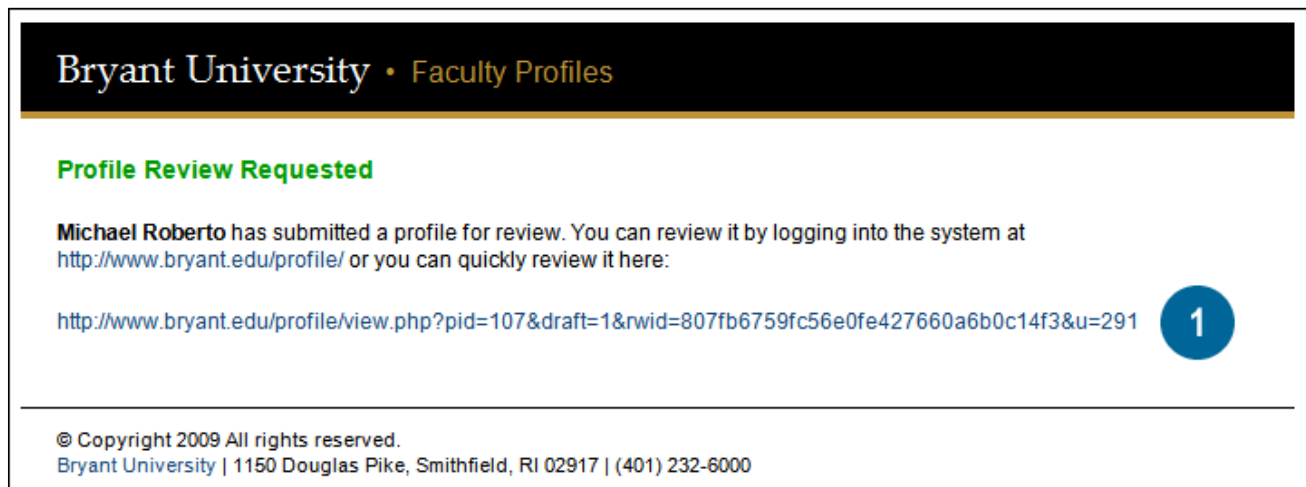



Figure 21 – Email Notification: Profile Review Requested



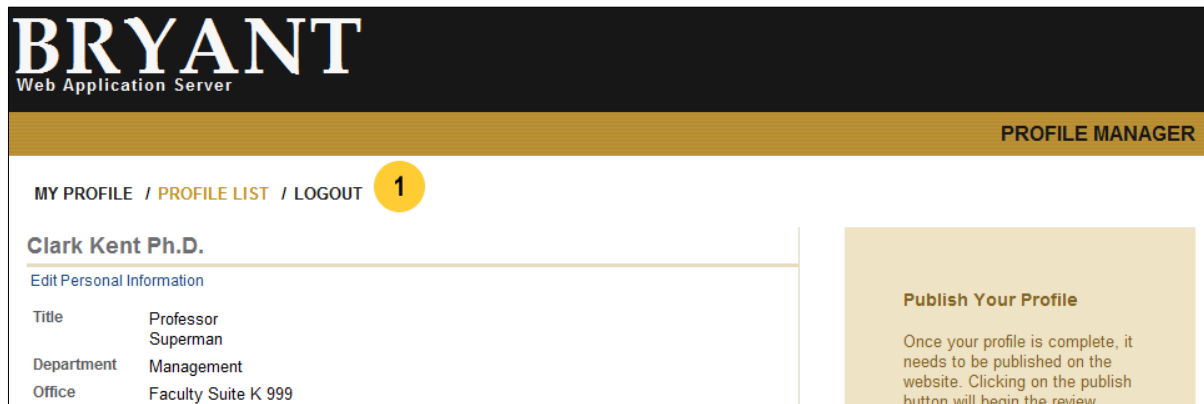
If you have already approved or rejected an update request, or the profile was withdrawn from review, one of the following status messages will appear when you click the link:

- **Withdrawn**  
This profile was withdrawn from the review process
- **Published**  
This profile was published on the website on September 21, 2009 at 3:23 PM.
- **Rejected**  
This profile was rejected by the dean on September 21, 2009 at 4:01 PM

If you're not sure if you reviewed the update, click the link to determine its status. You can click the link multiple times without causing any problems.

## Using the Profile List

To access the profile list log in and click the “Profile List” link (see Figure 22 - #1) in the top navigation on your profile page.



**Figure 22** – "Profile List" Link in top navigation of your profile page

The profile list (see Figure 23) will appear. The list contains a profile entry for each faculty member in your department. As you move your mouse cursor over the entries the current row will be highlighted. The profile list provides the ability to sort the profile entries. A yellow arrow next to the column heading indicates the active sort column and the order of the profiles, (▲) ascending or (▼) descending. Left-clicking on a column heading will make it the active sort column. The “Name” column is the default active sort column and the profiles are sorted in ascending order.

**BRYANT**  
Web Application Server

**PROFILE MANAGER**

MY PROFILE / [PROFILE LIST](#) / LOGOUT

**Management Department** 10 PROFILES

Name	Last Modified	Last Published	Review
Greenan, David	09-03-2009 01:51 PM	—	
Brodersen, Christopher	09-24-2009 01:49 PM	—	
Jiang, Crystal	09-24-2009 03:07 PM	—	
Poirier, John	09-24-2009 01:39 PM	02-03-2009 12:36 PM	
Roberto, Michael	09-24-2009 03:10 PM	02-03-2009 12:37 PM	
Visich, John	09-24-2009 01:39 PM	02-03-2009 12:38 PM	
Annavarjula, Madan	04-01-2009 10:09 PM	01-30-2009 03:55 PM	
Cookke, Jennifer	09-16-2009 12:01 PM	—	
Beldona, Sam	03-12-2009 12:03 PM	—	
Noble, Margaret	03-03-2009 11:06 AM	02-03-2009 12:36 PM	

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Figure 23 – Profile List


Each profile entry contains the following information:

Column	Description
<b>Name</b>	Faculty member who owns the profile.
<b>Last Modified</b>	The date & time the profile was last modified.
<b>Last Published</b>	The date & time the profile was last published. You can click on date & time (timestamp) to view the published version of the profile. A dash (—) is displayed in this column if the profile has never been published.
<b>Review</b>	Profile entries with an icon are in the review process (the faculty member has published their profile). They are either "Awaiting Your Review" (  ) or approved by you and "Awaiting Dean Review" (  ). Clicking on the green clock (  ) icon launches the review module for the highlighted entry. See " <a href="#">The Review Module</a> " for more details.

### Viewing a Published Profile


To view a published profile move your mouse cursor until the desired profile entry is highlighted and then click the timestamp (date & time) in the "Last Published" column. A new window will open displaying the complete published profile for the highlighted entry.

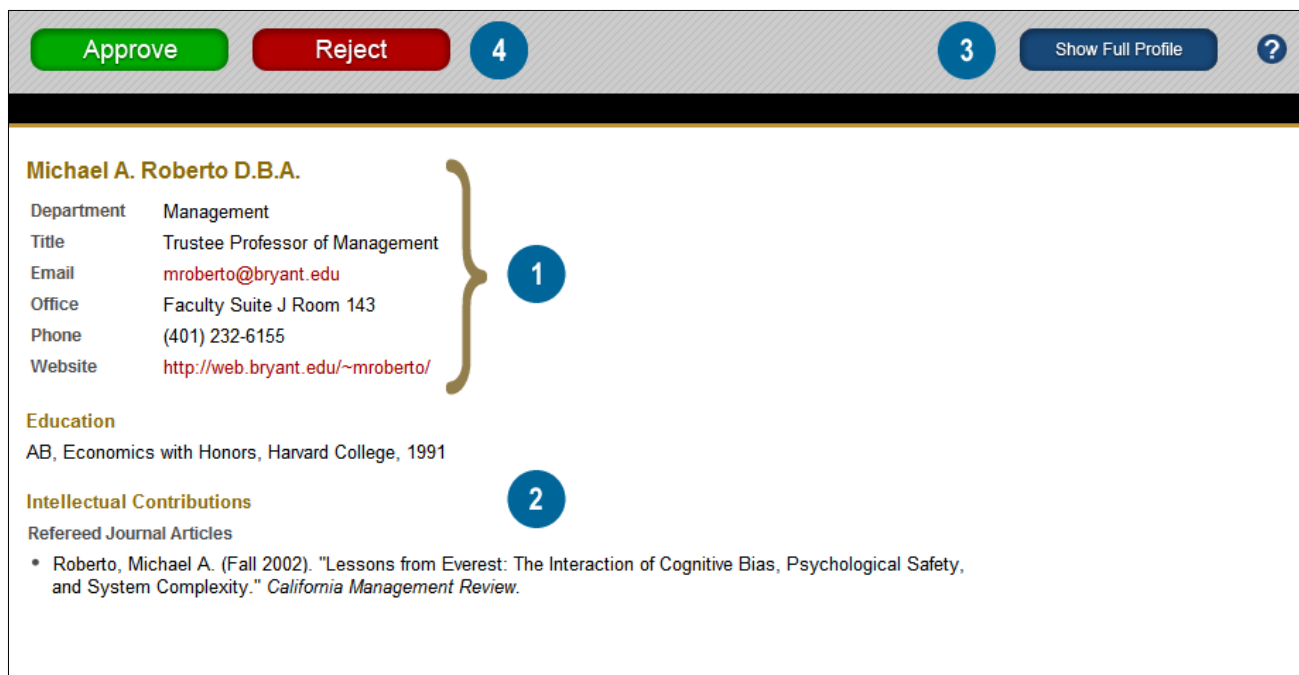
### Reviewing a Profile

To review a profile move your mouse cursor until the desired profile entry is highlighted and then click the green clock icon  ("Awaiting Your Review") in the review column. The Review Module will launch. The Review Module is where you can view the updates and then approve or reject them.

## The Review Module

The review module allows you to approve or reject profile updates published by faculty members. Their contact information (see #1, Figure 24) and the entries that were changed or added to the profile (see #2, Figure 24) are initially displayed. You can use the "Show Full Profile" button (see #3, Figure 24) to toggle between viewing only the updates (new and changed items) and their full profile.

 The "Show Full Profile" button (see #3, Figure 24) will not be visible when the faculty member is publishing their profile for the first time.



**Approve** **Reject** **4** **3** **Show Full Profile** **?**

**Michael A. Roberto D.B.A.**

Department Management  
Title Trustee Professor of Management  
Email [mroberto@bryant.edu](mailto:mroberto@bryant.edu)  
Office Faculty Suite J Room 143  
Phone (401) 232-6155  
Website <http://web.bryant.edu/~mroberto/>


**Education**  
AB, Economics with Honors, Harvard College, 1991

**Intellectual Contributions**

Refereed Journal Articles

- Roberto, Michael A. (Fall 2002). "Lessons from Everest: The Interaction of Cognitive Bias, Psychological Safety, and System Complexity." *California Management Review*.

Figure 24 – Faculty Profile Review Module



- The faculty member's contact information (See #1, Figure 24) will always appear even if there are no changes in this section. This was done to help you identify the faculty member as well as provide you with easy access to their email address and telephone number.
- The current release of the Profile Manager does not highlight the changes made in the contact information section. This issue will be addressed in a future release.

There are two buttons provided at the top of the page (see #4, Figure 24) which can be used to "Approve", which forwards the update request to the Dean for review, and "Reject", which informs the owner of the profile that their update was rejected.

When you approve a profile update, it will be forwarded to the Dean for review. When the Dean approves the update the profile is immediately published to the website and an email notification is sent to the profile owner.

If you select the Reject button (see #1, Figure 25) a text box will appear. If you wish to include a message to the owner of the profile enter it in the text box (see #2, Figure 25) and click the "Submit with Comments" button. If you do not want to add a message click on the "No thanks, just reject this" link (see #3, Figure 25) and the updates will be rejected without any comments.

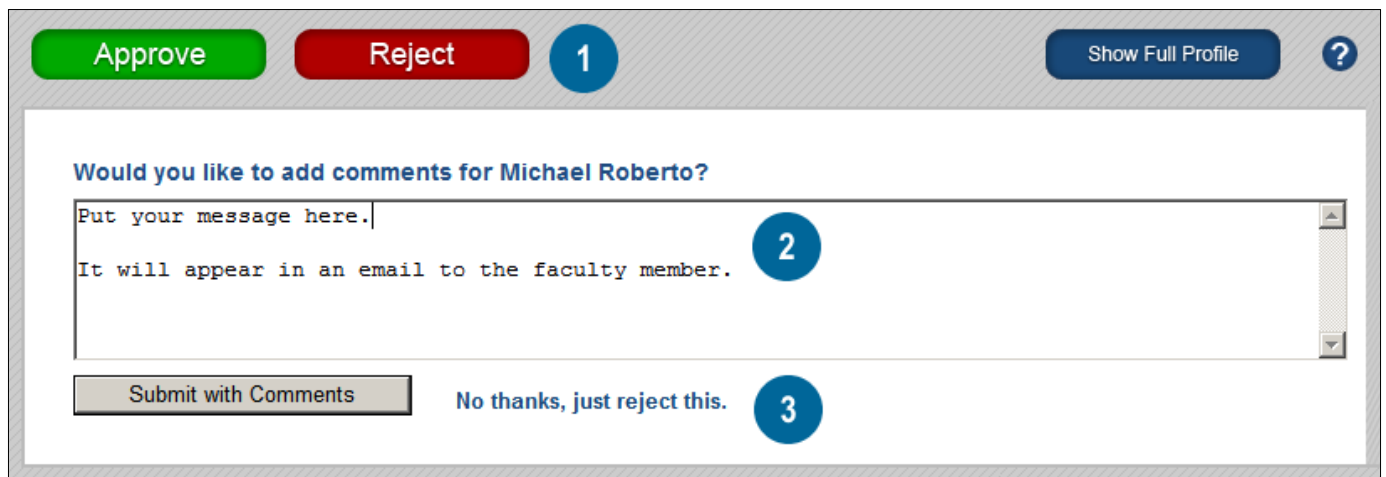








Figure 25 – Adding a Message When Rejecting Profile Updates

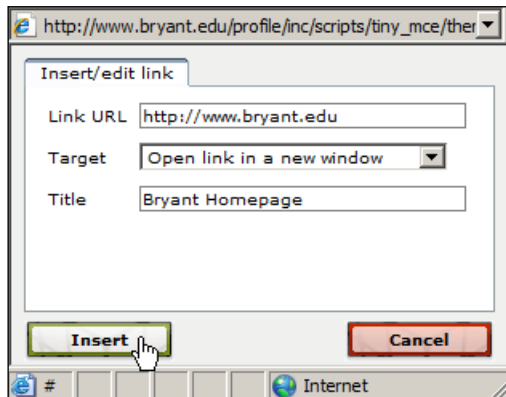
## Appendix A – Text Editor Button Descriptions

Below is a short description about each editor button.

<b>B</b>	Bold text style (Ctrl+B)
<i>I</i>	Italic text style (Ctrl+I)
	Undo the last operation (Ctrl+Z)
	Redo the last operation (Ctrl+Y)
	Insert/edit link, read more about this function below
	Unlinks the current selection/removes all selected links
	Performs a spell check


### How to Insert/Edit a Link

To insert a link to another page, either on the Bryant website or anywhere else on the web, highlight the text you wish to make in to a link and then click the “Insert/edit Link” button (  ) and the dialog box shown below will appear.



Next enter the URL (the address for website or page) in the "Link URL" text box. The best way to find out the URL you require is to open another instance of your browser, navigate to the page in question and then highlight and copy the URL onto the clipboard. Now you can return to this screen and paste the URL into the "Link URL" text box.

Now choose whether to open the link in the same or a new window. The Title is what you see when you hover your mouse pointer over the link. Click the insert button to close the dialog box and turn the highlighted text in to a link.

To update a link you need to click the link to select it and then click the “Insert/edit Link” button (  ). When the dialog appears make your changes and click the "Update" button to save your changes.

## Appendix B – Introduction to Presentation Templates

Presentation templates provide formatted views of profile data. Each template can include data from one or more profiles formatted as lists, summaries, full profiles or just about any other layout needed (see Figure B-1).

Profile - main site

**Dennis Bline Ph.D.**

Department: Accounting

Title: Professor and Chair

E-mail: [dbline@bryant.edu](mailto:dbline@bryant.edu)

Education:

- Ph.D. in Accounting, University of Arkansas, 1985
- M.B.A. in Accounting, University of Arkansas, 1983
- B.S. in Business Administration, Indiana University Southeast, 1982

Academic Interests: Organizational and professional issues in accounting, effects of labor on accounting policy choice, psychometric studies of communication and behavioral research.

Teaching:

- Business Statistics
- Production Management
- Principles of Accounting
- Managerial Accounting
- Financial Accounting
- Cost Accounting
- Seminar in Management Control

Professional Activities:

- Member of American Accounting Association, Academy of Management.
- Elected to Pi Kappa Phi, Omicron Kappa Delta, Beta Alpha Psi, Alpha Chi, Beta Gamma Sigma.
- Reviewer for seven journals.
- Over 70 publications in journals, proceedings, and conferences.
- Bline, D., Lampe, J.C., Conover, J., and Sutton, S. (1999) Uses and misuses of Cronbach's alpha: implications for behavioral researchers. *Advances in Accounting Behavioral Research*.
- Bline, D., Cullinan, C., and Wright, G. (1998) Recognizing ethical issues: the joint influence of ethical sensitivity and moral intensity. *Research on Accounting Ethics*.

Profile Summary - main site



**Dennis M. Bline**  
**Professor and Chair, Accounting**  
[dbline@bryant.edu](mailto:dbline@bryant.edu)

Ph.D., Accounting, University of Arkansas  
MBA, Accounting, University of Arkansas  
B.S., Business Administration, Indiana University Southeast

Academic Interests: Financial, managerial, and behavioral accounting

For more information view [Professor Bline's Faculty Profile](#)

List - department (can include search capability)

**Accounting Faculty**

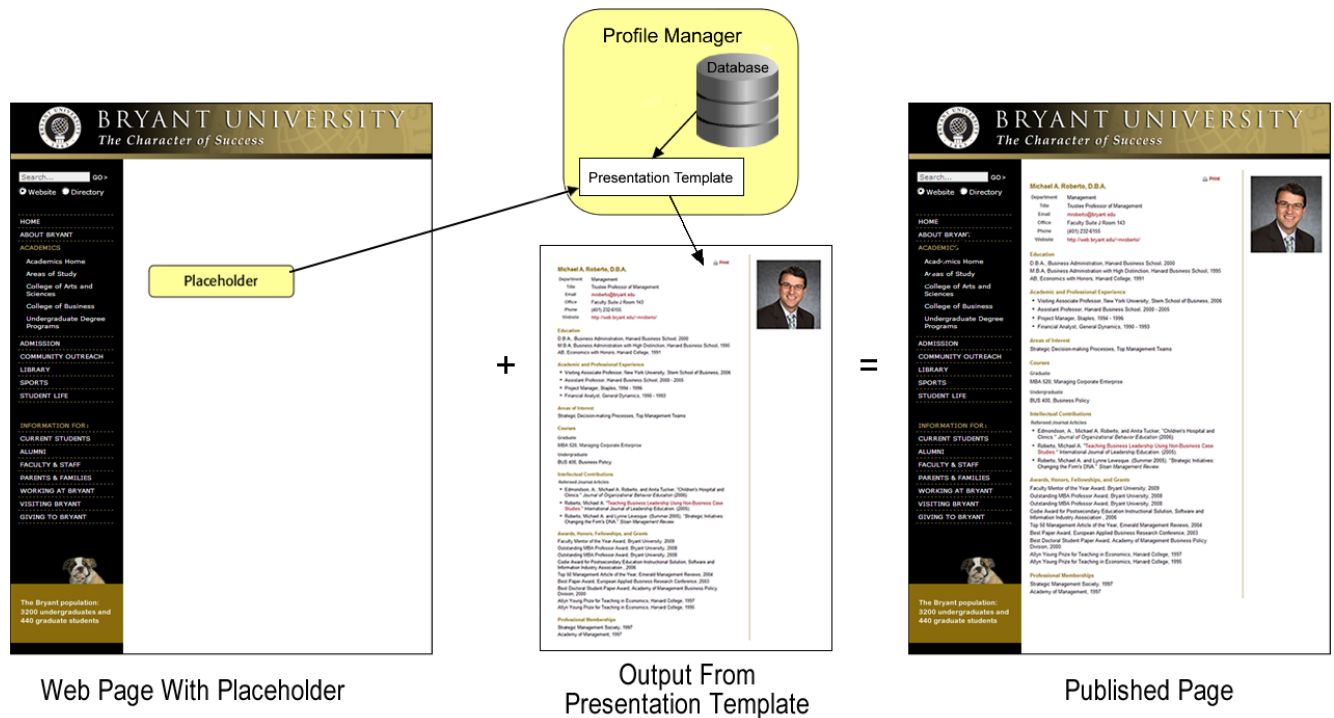
- [Beausejour, David](#)
- [Bline, Dennis](#)
- [Cullinan, Charles](#)
- [Duxbury, Tammy](#)
- [Farrar, Robert](#)
- [Folami, Buky](#)
- [Gainor, Mary Ella](#)
- [Hebert, Marcel](#)
- [Krumwiede, Timothy](#)
- [Lynch, Michael](#)
- [Records, Nancy](#)
- [Roohani, Saeed](#)
- [Simons, Kathleen](#)
- [Sinkin, Charlene](#)
- [Witner, Lawrence](#)
- [Zheng, Xiaochuan](#)

[Full Faculty List](#)


Figure B-1 Sample output from presentation templates

Presentation templates are sometimes referred to as smart templates because they can be programmed to make formatting decisions like merging profile sections, limiting the number of items displayed, and showing only the courses for the current term. This functionally gives templates the power and flexibility that we require to present your information.

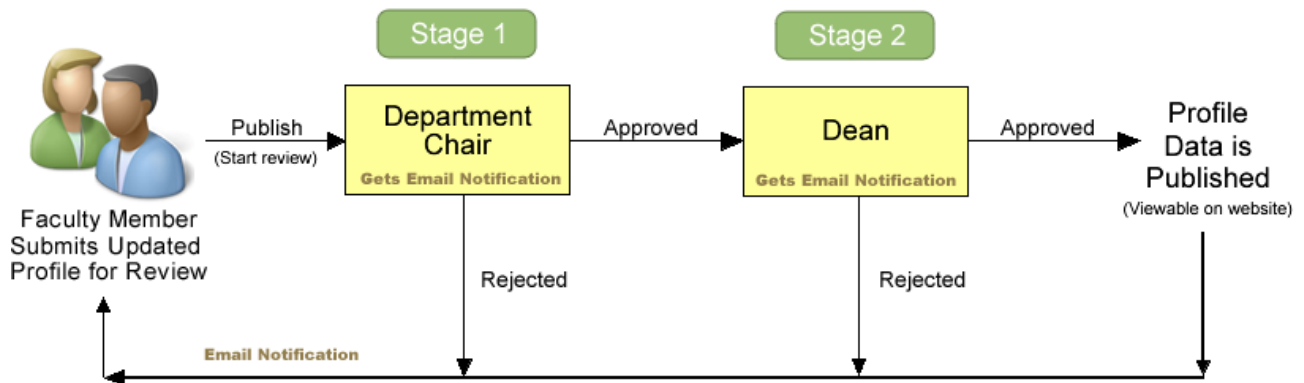
Output from a presentation template can be combined with a web page by inserting placeholders in the page. The placeholder is used to indicate where in the web page you want to insert the formatted profile data. It also contains information like which profile or profiles to include and which presentation template to apply. When the web page is viewed by a web browser the placeholder sends this information to the profile manager. The profile manager fetches the required profile data and then calls the specified presentation template which formats it accordingly (see Figure B-2).



**Figure B-2** Process used to insert profile data in to a web page

 When you view your profile in the Bryant website it may not display all of the information that is in your profile. The presentation template (layout) used for the main Bryant website uses a subset of your profile information.

## Appendix C – The Review Process



The review process is a two stage process. This means that a profile will need to be reviewed and approved by two people, your department chair and dean, before it is published (viewable on the website.)

The review process is started when you click the “Publish” button in the right sidebar. The department chair will be notified by email that your profile is waiting for review. If the chair approves your profile an email will be sent to dean asking them to review the profile. If it is rejected by either party you will be notified by email (includes comments from the reviewer.) When the dean approves your profile the updates will be immediately published. You will receive an email notification when your profile updates are published.



The "Personal Information" section of your profile will be visible from the website immediately after you complete it. The remainder of your profile must go through the review process described above before it will be visible on the website.