

## ► The Main Dashboard Window

### My Tasks

When you log in to UNLV Folio, the main window will display any current tasks that require your attention, along with the assigned due date (if any). This can include reminders to review **Profile** or **Activities** information, a link to download files, as well as tasks related to review, promotion, or tenure application cases. To work on a task, click on the title. The counters above the task list help you keep track of those tasks that have been read. In most instances, once you have completed a task, it will be removed from the list. Review, promotion, or tenure application cases will be removed from your task list, once the case is closed.

### Search

Use this feature to easily search through your list of tasks.

### Add Activity

This shortcut allows you to quickly access an **Activities** section to report on any new activity information. Add a new activity by selecting the appropriate section from the drop-down list and clicking **Go**.

### Import Records

This shortcut allows you to easily import scholarly and creative records from RIS/BibTeX, Medline/PubMed, Web of Science, ARVIX, and INSPIRE. Select **Import** to get started.

The content displayed in the main window changes depending on the link you choose on the navigation menu. It is where you will do most of your work in UNLV Folio. To get back to the original **My Tasks** list, click the **Home** tab from the navigation menu.

You may find that you need more screen real estate to work in the main window. Click the **X** at the top of the navigation menu to collapse the navigation menu, giving you more room on the screen.

## ► The Navigation Menu

The Navigation Menu allows users to easily access all the components of the dashboard:

### Home

Clicking on **Home** will take you to the home page where you can see important announcements and your task list.

### Your Packets

Active and completed application packets will appear here. They may also appear in **My Tasks** on the **Home** page.

## The Faculty180 Menu

The Faculty 180 module is where faculty will input their profile and activities information. The items within this menu differs for each user, depending on the user's role. Most users will have access to the menu items below, unless otherwise noted.

### Announcements & Help

This page contains a variety of information that will help you navigate through Faculty180, including contact information for the UNLV Folio Help Desk and links to help documentation.

### Profile

The Profile form is for data that is generally static and does not change frequently, such as contact information, degrees, work history, etc. Some of the data, such as work contact information, and current position, is imported from other UNLV systems. Most of the data, however, can be entered and edited by the user.

### Activities

The Activities form tracks professional activities that occur during a specific time period (semester or academic year). This includes activities related to scheduled teaching, scholarly contributions, grants, and service activities.

### Forms & Reports

Here you can access any custom input forms that have been created at the institutional level for specialized review processes.

### Vitas & Biosketches

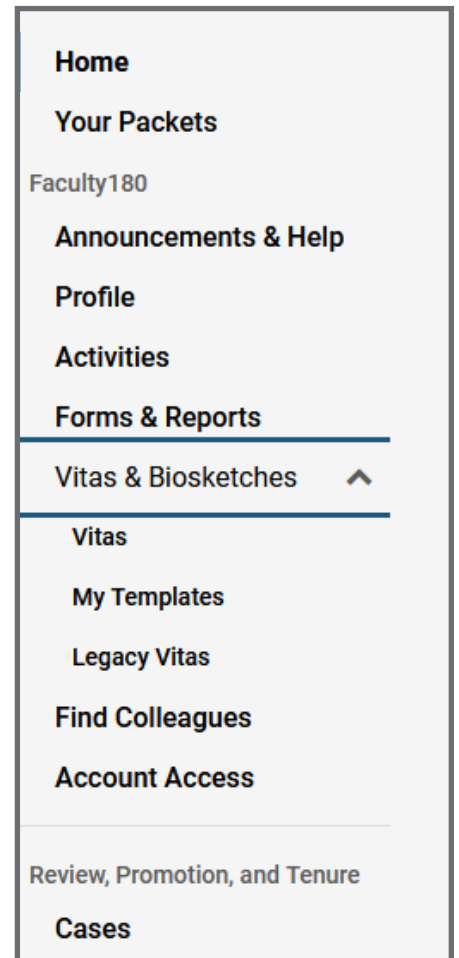
This is where you will find vitas created by the institution for specific reporting processes, such as annual evaluations or tenure and/or promotion applications. Users also have the option to create a personal vita template or a biosketch from pre-designed templates with the new Vita Builder to support applications for grants/contracts, including the NIH, NSF, and USDA.

### Find Colleagues

This feature allows users to search for colleagues in the system with similar research interests.

### Account Access

This feature allows you to designate another user in the UNLV Folio system to act as a proxy to access and enter data on your behalf. If the user does not already have access to UNLV Folio, contact UNLV Folio Support at [unlvfolio@unlv.edu](mailto:unlvfolio@unlv.edu) to request the user be added manually.



The Navigation Menu

## The Review, Promotion, and Tenure Menu

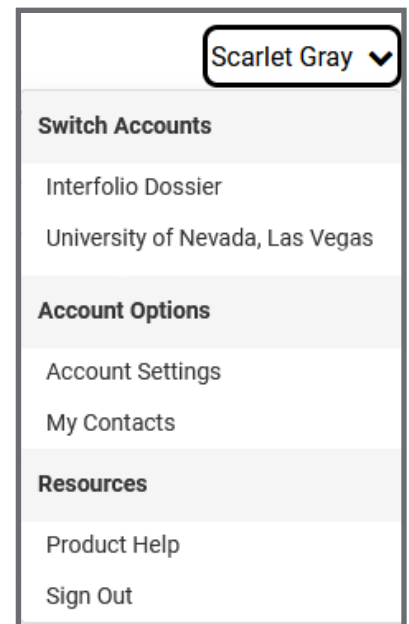
Review, Promotion, and Tenure (RPT) is the workflow module in UNLV Folio. Faculty processes, such as annual evaluations and tenure/promotion applications are handled through cases that are created in this module. Users who have administrative and/or review responsibilities have access to this menu. Options displayed in this module depend on the level of permissions.

### Cases

Clicking on the **Cases** tab will open the **Cases** list in the RPT module. They may be cases that you need to take action on (those cases also show in the My Tasks list on the home screen) or cases for which you have administrative oversight. For more information on reviewing cases, please visit the [UNLV Folio website](#).

## ► The User Menu

Clicking on the down arrow next to your name reveals the **User Menu**. Choices on this menu depend on your role. Here is where you can switch between your personal Dossier account and your main UNLV Folio account. From this menu, you can also access help documentation from the vendor, [Interfolio](#). This documentation deals with general questions regarding navigation of Faculty180, RPT, and Dossier (a separate personal document curation platform). For specific documentation on the UNLV Folio configuration, consult the UNLV Folio [Resources and Training](#) page.



The User Menu

### Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team