VIVO – Guide

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Please contact Divya Komaravolu for any questions or concerns.

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Getting Started

Please follow the following link to accesss VIVO: https://vivo.health.unm.edu/

Login

- To login, please use your HSC email (including @salud.unm.edu) for the “Email or NetID” box and the appropriate password.
- Click the “Log in” button.
Editing Fields

Adding an email address

- Click on the plus symbol next to “Primary Email” on the left hand side of the page to add an email address.
- Fill out the text field with the appropriate email address
- Click “Create Email Address.”

Adding a phone number

- Click on the plus symbol next to “Phone” on the left hand side of the page to add a phone number.
- Fill out the text field with the appropriate phone number
- Click “Create Telephone Number.”
Adding a Website

- Click on the folder symbol next to “Websites” on the left hand side of the page to add a website.
- Click on “Add New Web Page.”
- Add the webpage address in the URL text box, and the name of the webpage in the Webpage Name text box.
- Click “Add Web Page.”
Editing the Title

- To edit the title, click on the pencil icon next to the Preferred Title.
- Fill in the text box with the appropriate title.
- Click “Save changes.”

Editing the Overview

- To edit the overview, click on the pencil icon next to the Overview section and edit it appropriately.
- Click the “Save changes” button.
Adding Research Areas

- To add research areas, click on the folder icon next to the Research Areas section.
- Click the “Add concept” button.
- Type the name of the research area you’re looking for into the search box and click “Search Service.”
If not found, cycle through all of the External Vocabulary Services offered (AGROVOC, GEMET, LCSH, UMLS) by using the radio buttons. Click “Search Service” after each one.

- If the research area is still not found, click on “Can't find the concept you want? Select or create a VIVO-defined concept.”
- This will take you to the “Create Your Own Concept” page. Type in the research area slowly, one letter at a time, and wait for the dropdown to populate.

- Make sure to pick from the dropdown! Click “Create Concept” after selecting from the dropdown.

- If there is nothing on the dropdown that would work, keep typing and click “Create Concept”
If found, check the checkbox next to the service to select it and then click “Add selected concept.”

Adding the position

- To add a position, click on the plus icon next to the Positions label.
- **Do not select anything for “Organization Type.”**

  Create position entry for Komaravolu, Divya

  Organization Type - Select one

  Organization Name *

  Select an existing organization or create a new one.

  Position Title *

  Position Type *

  Select one

  Start Year (YYYY)

  End Year (YYYY)

  Create Entry or Cancel

  * required fields

- **Start typing the organization name (or division if that applies to you), slowly, one letter at a time, and wait for the dropdown to populate. Only pick from the dropdown.** Contact Divya Komaravolu (skomaravolu@salud.unm.edu) or (505-272-0521) if you can’t find your department.

Once you pick from the dropdown, the Organization type will be automatically populated for you.
• Always verify that you picked the correct department by clicking “Verify this match.”

Create position entry for Komaravolu, Divya

Organization Type ▼ Academic Department

Selected Organization: Department of Dermatology (Academic Department) ▼ Verify this match or change selection

Position Title ▼

Position Type ▼ Select one ▼

Start Year (YYYY) ▼

End Year (YYYY) ▼

Create Entry ▼ or Cancel

* required fields

• There will be a new window that shows your selection.
• If you picked incorrectly, click “change selection” to pick again.

Create position entry for Komaravolu, Divya

Organization Type * Academic Department

Selected Organization: Department of Dermatology (Academic Department) (Verify this match or change selection)

Position Title *

Position Type *

Select one

Start Year (YYYY)

End Year (YYYY)

Create Entry or Cancel

* required fields

• Fill in the “Position Title” and the appropriate “Position Type” from the dropdown. Start Year and End Year are optional.

Create position entry for Komaravolu, Divya

Organization Type * Academic Department

Selected Organization: Department of Dermatology (Academic Department) (Verify this match or change selection)

Position Title *

Professor

Position Type *

Select one

- Faculty Administrative Position
- Faculty Position
- Librarian Position
- Non-Academic Position
- Non-Faculty Academic Position
- Other
- Postdoctoral Position
- Primary Position

* required fields
Click “Create Entry” to complete the process.

Create position entry for Komaravolu, Divya

Organization Type: Academic Department

Selected Organization: Department of Dermatology (Academic Department)

Position Title: Professor

Position Type: Faculty Position

Start Year: (YYYY)

End Year: (YYYY)

Add a photo

To add a photo, click on the plus icon in the top left corner.
• Upload the photo in JPEG, GIF, or PNG format by clicking “Choose File.” Make sure the file is 200 x 200 pixels.

• Click on Upload photo
- Crop to your specifications and click “Save photo”

Adding publications

**NOTE:** If the publications can be found in PubMed, don’t import them manually. We will handle that process.

- To add publications, click on the Publications tab. Then, click on the plus icon next to “selected publications”
• Pick the appropriate “Publication Type” from the dropdown.

• Fill out the rest of the fields with appropriate information and click “Create Entry” to complete the process.
To logout, hover over your name on the top right hand corner of the page and click “Log out”