

Tips and Tricks

For Help

- Hover over the “question mark” symbols  to find help about a particular field.
- Click on the “Help for this page” link at the top right corner of any WebCV page, and this will provide a description of that particular activity, as well as helpful tips about entering data.
- Contact the WebCV Team at medicine.webcv@utoronto.ca

For Viewing Information

- To view most of the grid columns on the screen at the same time:
 - Adjust the column widths
 - Hide the unwanted columns by un-checking them under “Grid Columns”
 - Reduce text size using your browser (Go to View > Text Size in Internet Explorer)
- To search the entries on the grid page:
 - Use Ctrl + F on your keyboard
 - In All Activities View:
 - click a column header to sort all entries by that column
 - use “Date Range” option at the top of the grid page

For Entering Information

- Save often - unsaved changes will be lost if the internet connection is interrupted while editing/adding a record. You can always go back to any record to make changes.
- Use “Bulk Edit Options” to edit the same field for multiple entries in All Activities View.
- Use “Copy” option to enter multiple entries with many fields having similar information.
- Use a word processor to type the entire record and to check spelling errors, then copy and paste the record from that document.

For Your Reports

- Within individual records, there is an “Attach to an Audience in TER” checkbox. Checking this box will ensure that the record also appears on Teaching and Educational Report, in addition to the CV Report.
- Within individual records, there is an “Attach to CPA” checkbox. Checking this box will ensure that record appears on the Creative Professional Activity Report, in addition to the CV Report.
- Entries on the **Publications** page should have the “Publication Type”, “Publication Status” and “Status Date” fields filled in, in order to properly print on reports.
- Ensure that any drop-down fields (those providing a standard list of options) are filled in, as these control the headings on reports. If left blank, entries may print under the heading “Other.”
- Multiple addresses can be entered on the **Addresses and Coordinates** page of WebCV. However, only one address prints on the system generated CV. For a particular address to print on CV, please click “Yes” for the “Print in CV?” field on that record’s editing page.