

## How to Save a Copy of your Annual Report

College of Arts and Sciences

There are two easy ways to save a copy of your Annual Report. The procedure is the same for both Part-Time (Adjunct) and Full-Time faculty.

If you have yet to submit your annual report, you can save a PDF copy of it via the print/preview function within the annual reporting template (“Action Item”). Or, you can save either a PDF or a Word copy of your annual report via the “Vitas & Biosketches” sidebar link:

If you choose to download a PDF copy of your report via your annual report template, enter the template by clicking on the action item link and then click on “Preview CV”:

Next, select “Print & Preview”:

In the subsequent print window, select “Save to PDF” as your “printer”:

Note that your print window will vary with the web browser that you are using.

A screenshot of a web interface. On the left is a sidebar menu with items: Profile, Activities, Evaluations, Forms & Reports, **Vitas & Biosketches** (circled in red), Find Colleagues, and Administration. To the right, a header says "Welcome back, Mark Oakes". Below that is a section titled "Your Action Items" with a blue background. Underneath, there is a link for "CAS Full-Time Faculty AR 2017-2018" (circled in red) with a subtext "Activity Input | 2018-03-09 12:00 am - 2018-05-25 11:59 pm | Faculty 180".

A screenshot of the "Activity Input" page for "CAS FULL-Time Faculty AR 2017-2018" (Summer 2017 - Spring 2018). At the top left, it says "Winthrop University > Activity Input". Below that is a "Jump to Section" dropdown. The main content area has three buttons: "Submit For Review", "Save and Go Back", and **Preview CV** (circled in red).

A screenshot of a "Preview Vita" dialog box. It has a "Template" dropdown set to "CAS Annual Report". Below that are "Start" and "End" sections, each with "Summer" and "2017" (or "Spring" and "2018") dropdowns. At the bottom right are three buttons: "Preview", **Print & Preview** (circled in red), and "Cancel".

A screenshot of a print dialog box from a web browser. The title bar says "Faculty180 - Vita and Individual Profile Data Sheet - Google Chrome". The address bar shows a URL. The dialog has a "Print" section with "Total: 7 pages" and "Save" and "Cancel" buttons. Below that is a "Destination" section with a printer icon and the text "Save as PDF" (circled in red), along with a "Change..." button. There are also "Pages" and "Layout" options. On the right side, there is a preview of the document content, including sections for "CURRENT POSITION", "EDUCATION", and "PROFESSIONAL LICENSURES & CERTIFICATIONS".

Alternatively, you can download either a PDF or a Word copy of your annual report via the “Vitas & Biosketches” link:

Once in the Vitas & Biosketches screen, select “View” for the report that you want a copy of:

Finally, select Word Document or PDF from the Export/Share menu and follow the save instructions from there:

Note: **be sure to select the appropriate date range** for the Annual Report that you are downloading.

The screenshot shows the Vitas & Biosketches interface. On the left, a navigation menu includes 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches' (circled in red), and 'Find Colleagues'. The main header says 'Welcome back, Mark Oakes' and 'Your Action Items' with a sub-header 'CAS Full-Time Faculty AR 2017-2018' and 'Activity Input | 2018-03-09 12:00 am - 2018-05-25 11:59 pm | Faculty 180'. Below this is a 'Winthrop University' breadcrumb and a 'Quicklinks' button. The main section is titled 'Vitas & Biosketches' and contains a 'Vita Admin' section with a search bar and a table. The table has columns for 'Name', 'Description', 'Unit', 'View', and 'Actions'. Two rows are visible: 'CAS Adjunct Report' and 'CAS Annual Report', both from the 'College of Arts and Sciences'. The 'View' icons for both rows are circled in red. Below the table is another breadcrumb 'Winthrop University > Vitas & Biosketches >' and the title 'Vitas & Biosketches' with a 'View Vita' link. The 'Vita Options' section includes 'Type\*' with 'Institutional' selected, a dropdown for 'CAS Annual Report (College of Arts and Sciences)', 'Date range\*' with 'Custom' selected, and date range pickers for 'Begin\*' (Summer 2017) and 'End\*' (Spring 2018). There is a 'Refresh Vita' button and an 'Export/Share' button (circled in red) with a 'Print' button. The 'Export/Share' dropdown menu is open, showing options: 'Word Document', 'PDF', and 'My Interfolio Dossier'. The user's name and contact information are visible at the bottom left of the export menu.