

Train the Trainer Modules: Campus Community

7.3.5 Maintain Publications

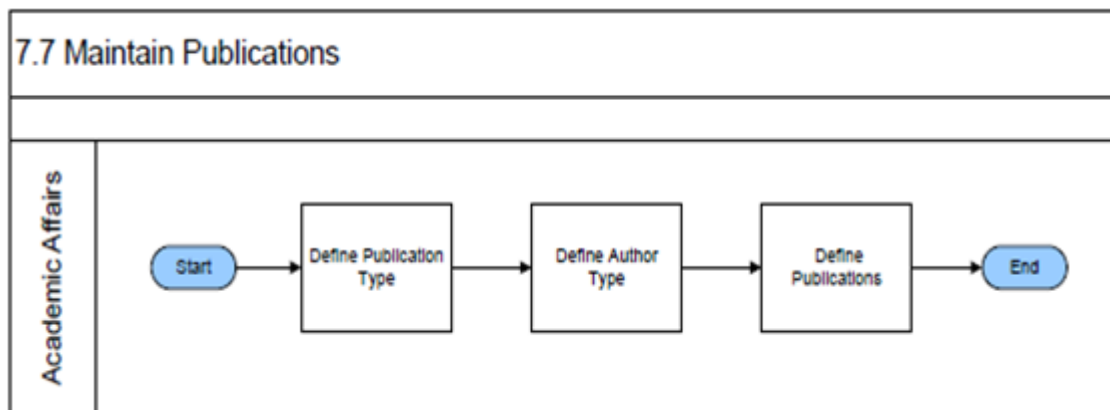
Introduction

A module to maintain publication data and this training will help you to fully understand all the steps how to maintain publication data in KSAU-SIS.

Understanding the Maintain Publications

Maintain Publications deals with managing and maintaining publications data of a person. In managing publications, there are many phases like defining publications type, defining author type and define publications. All these components help to maintain publication information of a person.

Business Process Map



Define Publication

Go to page: Campus Community > Personal Information > Participation Data > Accomplishments > Publications

Publications

Winston Whitefeather CC0039

Publication Detail Find | View All First 1 of 1 Last

*Publication Number: 1

Publication Type: Article Author Type: Author

Publication Title: Diabetes and the American Indian

Publication Name: Nevada News Weekly

Publisher: AMI Publications, Inc.

Publication Information

Date Format (PowerPlay Only) Date: 07/01/2004

Volume: Issue: Page Number(s): B-12

Notes:

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Publication Number The number of this publication in the list of publications for this individual.

The system enters the next sequential number for each publication that you add. You can override the number to reorder the list of publications.

Publication Type Specify the type of publication, such as article, book, presentation, record, thesis, or video. Values for this field are delivered with your system as translate values. You can modify these translate values.

Author Type Specify the type of this individual's authorship participation in the publication, such as author, co-author, or editor. Values for this field are delivered with your system as translate values. You can modify these translate values.

Publication Title Enter the title of the publication.

Publication Name Enter the name of the magazine, journal, book, or other, in which the publication appeared.

Publisher Enter the name of the publisher of the magazine, journal, book, or other medium in which the publication appeared.

Publication Information

Date Format For PowerPlay Select to indicate whether the value in the Date field must be selected from the calendar feature or entered in a valid date format. If you do not select this check box, the value in the Date field can be any value or format of up to 10 characters.

Date Enter the date of the publication.

Volume Enter the volume, if any, of the magazine, journal, book, or other medium in which the publication appeared.

Issue Enter the issue, if any, of the magazine, journal, book, or other medium in which the publication appeared.

Page Number(s) Enter the page numbers, if any, of the magazine, journal, book, or other medium in which the publication appeared.

Notes Enter notes or comments to further identify or describe the publication by this individual.

➤ How to "Define Publication"?

Pre-Requisites:

The following pre-requisites must be fulfilled before entering identification data.

- Student is already entered in the system.

Execution Steps:

1. Login to system using your credentials

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2. Go to page: Campus Community > Personal Information > Participation Data > Accomplishments > Publications

3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.

4. Enter the following values:

Publication Type: Select the appropriate value from the list.

Author Type: Select the appropriate value from the list.

Publication Title: Enter Publication Title information.

Publication Name: Enter Publication Name Information.

5. Click "Save". This will update Publication information in the system.