# MyBusiness Manual

## 1 Overview

1.1 Introduction 4

1.2 How to Login and Logout 6

## 2 Faculty and Staff

2.1 Editing Your Contact, Personal and Professional Information 10

2.2 Editing Your List of Expertise - Full-Time Faculty 13

2.3 Editing Your Publication List 16

## 3 Supervisor

3.1 Approving Employee Information Changes 23

3.2 Approving Employee Expertise 25
Overview
Introduction

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

The MyBusiness Intranet

The MyBusiness Intranet is an area inside the School of Business website reserved for School employees. It provides a series of services to internal administrators, faculty and staff. The MyBusiness Intranet:

- Provides a centralized list of School employees;
- Facilitates the communication among School areas involved in the process of hiring a new employee;
- Feeds information to the Faculty and Staff Directory and Person Profile pages;
- Allows employees to directly update personal information that shows on their profile page;
- Creates a repository of employee expertise that will be used by the media, prospective faculty and prospective Ph.D. students;
- Pulls publications directly from FES and the old PAR databases, including creating automatic links from FES doi entered information;
- Allows faculty to control the publications shown on their profile page;
- Allows faculty to update PAR paper entries and the author, title, volume, and pages information on FES publications.

The Person Detail Page

The Person Detail page is your personal presence in the School of Business website. The information on the page is divided in five areas.

1. Basic Information
2. Contact Information
3. Personal and Professional Information
4. Publications
5. List of Expertise

Once you have logged in to MyBusiness, you will have access to update some of the information on those areas. Click here to learn how to login and on the links above for instructions on how to edit the other areas.

Please note that the basic information can only be updated by the School's HR group, including your photograph.
View Modes

After logging in, you will be able to use two view modes.

The "Edit Mode" is the one used for editing information. On this view you will see two buttons at the top right side of the page, beside the yellow ram icon. Click on "Preview" to change to "Preview Mode". Click on "Logout" to exit MyBusiness and return to regular browsing. For security reasons, you should always logout from any system when you are done using it.

The "Preview Mode" gives you the same view public website users have when looking at your page. The only exception is the two buttons beside the yellow ram icon at the top right side of the page. Click on "Edit" to change to "Edit Mode".
How to Login and Logout

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

Getting to your profile page

Navigate to the School of Business website (business.vcu.edu) and, under the "Quick Links" header on the left, click on "Faculty and Staff Directory".

You may also reach the "Faculty and Staff Directory" link from the "Faculty and Research" page's left navigation menu.
At the Faculty and Staff Directory page, find your name either under your thumbnail image or on the right side list and click on it.

Login to MyBusiness

At your profile page, click on the yellow ram icon to the right of the page title, just under the social media icons.

You will be taken to the VCU Central Authentication Service login page and asked to enter your VCU eID and password. Once you have done so, click on "Log me in"
Once successfully logged in, you will be taken back to your profile page. If you can see the Preview and Logout buttons just beside the yellow ram you are now ready to edit your information.

**Logout from MyBusiness**

To logout from MyBusiness, click on the "Logout" button to the left of the yellow ram icon on the page’s title line.
Faculty and Staff
Editing Your Contact, Personal and Professional Information

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

Login to the MyBusiness Intranet

To login to the MyBusiness Intranet, follow the directions at "How to Login and Logout".

Your editable areas

Once logged in, you will be able to see all the fields available to you for editing. Make sure to scroll down the page to reach all the available fields.

There are two main groups of information. The first includes information on how to reach you, including your office room number, phone, email, and alternate website. Please note that:

- Your public phone number is the one that will show on your profile page on the School's website;
- The private phone number will be shared on internal downloadable directory lists only available to employees and will not show on the website;
- Your email address is automatically generated by your eID and cannot be changed;
- The Prox Number is the 6-digit number at the bottom of your VCUCard's back face. This number is used by the School's Technology Services and Building Management areas to control access to doors with electronic locks and will not show on your public page.

The second group stores information about you and your professional life. That includes:

- Bio / Profile;
- Education;
- Professional Experience;
- Teaching;
- Research Interest.
Editing a field

To edit your information just click on the desired text field and make the changes. Once you are done, click on one of the "Save Changes" buttons on the page.

After the new information is changed, the message "Information Updated" appears in blue beside the picture area.

Please note that the fields Alternate Website, Bio / Profile, Education, Professional Experience, Teaching, and Research Interest require approval from your supervisor. This is done to keep consistency within School areas and accuracy of information.

On those cases, once you click on "Save Changes", the message "(Field Name) Awaiting Approval - You may still edit and resubmit it" appears just above the field. Supervisors receive automatic emails twice per day alerting them that there is information awaiting approval. The
updated information will show on the page as soon as your supervisor approves it. Meanwhile, the field is still editable and you may change the information on the field as many times as you want. The supervisor approves only the last change you have made. If all information is deleted from a field, no approval is necessary.
Editing Your List of Expertise - Full-Time Faculty

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

The MyBusiness Intranet allows full-time faculty to select expertise among options in a predetermined list. Faculty may also request that new areas and expertise be added to the list. The selected expertise will show on the employees's Person Detail page once they are approved by his/her supervisor. In special cases, other employees may be allowed to use the expertise feature. Those cases are analyzed on an individual basis.

An expertise may be understood as a topic you can discuss with the media or an industry leader, or your academic knowledge on a subject, methodology, or software.

Login to the MyBusiness Intranet

To login to the MyBusiness Intranet, follow the directions at "How to Login and Logout".

Open the Expertise List Window

Click on the "Edit Expertise" button that shows on the bottom right side of your personal and professional information area. A new window will appear with a list of expertise areas. Please note that only full-time faculty has access to the expertise feature and that the button may not be available to you.

Open the Desired Expertise Area

Locate the desired expertise area and click on the pointing down arrow icon at the top right corner.
Add an Expertise to Your List

To add an expertise to your list just click on its checkbox. If the box shows a checkmark, the expertise has been saved.

Remove an Expertise from Your List

To remove an expertise from your list just uncheck its checkbox. If the box shows no checkmark, the expertise has been removed.

Close the Expertise List Window

Close the Expertise List Window by clicking on the "Close" button on the top right corner.
Once your expertise have been approved by your supervisor they will show on a list at the top right side of your Person Detail page.

Request a New Expertise and/or Expertise Area

To request a new expertise and/or expertise area, once you have opened the Expertise List Window, add the desired expertise area and expertise to the respective fields on the gray box at the top of the page that reads "Request Another Area and/or Expertise". Then click on the "Send Request" button.

The page will refresh, the fields will be blank and a message that reads "The request was sent!" will appear to the right of the box’s title. To request other expertise just repeat the process.
Editing Your Publication List

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

Introduction

The publications on your Person Detail page come from two sources: FES and PAR. FES provides the papers published starting on 2010. For current faculty, PAR is the source of 2010 and earlier publications. All publications from new faculty that have never used FES will also be stored in PAR.

Please note that only the system administrator can add papers to PAR. If you are a new faculty member and need all your publications added, or existing faculty that need to add a publication published before FES was launched (Fall of 2010), please submit your request to Evandro Moreno in a text file. Each reference to be added needs to be already formatted in the reference style required by your department. Currently, all departments use the APA style, except for the Department of Accounting, which uses the Chicago style.

Fully accepted papers are shown at the top of the list and whenever a publication with the same title is added to FES with the status of "Published", the fully accepted one automatically disappears from the page.

While all existing PAR publications can be fully edited, only the authors, title, volume and pages information can be changed on FES papers through MyBusiness. Any other fields must be changed by Melanie Boynton, the FES administrator.

Please do not use MyBusiness to edit current period publications in FES. Do that directly through FES and all the changes will automatically show on your Person Detail page.

Login to MyBusiness

To login to the MyBusiness Intranet, follow the directions at "How to Login and Logout".

Hide a Paper from the Publications List

If you don't want a paper to show on your publications list, all you need to do is hide it. Let's say I want to hide the 2011 publication from the following list.

To hide a paper from your publications list (both FES and PAR papers) just click on its checkbox. If the box shows a checkmark, the paper will be removed from the list.
Return a Paper to the Publications List

To return a paper to your publications list (both FES and PAR papers) just uncheck its checkbox. If the box shows no checkmark, the paper will again show on the list.

Edit a FES Publication

To edit a FES publication just click on the "Update" button beside it.

The "Edit FES Paper" window opens showing the five fields available for editing. Please note that the publication/submission year, the publication phase, and the journal cannot be updated here. Contact Melanie Boynton if you have questions. Please DO NOT update current period publications in FES through this page. For that use FES.
Make the changes to the desired fields and then click on "Update Paper". The "Edit FES Paper" window closes and the "Person Detail" page reloads.

The changes now show on the Person Detail page on both "Edit" and "Preview" modes.

**Edit a PAR Publication**

To edit a PAR publication just click on the "Update" button beside it.
The "Edit PAR Paper" window opens. Publications on the PAR database are stored as one text field. Therefore, the full reference shows as text inside a text editor area. You can use all the tools showing on the toolbar. Reference styling depends exclusively on the format you enter here. Please use the same reference style as used on the FES publications.

Make the desired changes to the text and then click on "Update Paper". The "Edit PAR Paper" window closes and the "Person Detail" page reloads.

The changes now show on the Person Detail page on both "Edit" and "Preview" modes.

Add the DOI Link to a PAR Publication

To add a doi (digital object identifier) link to a PAR publication first open the "Edit PAR Paper" window by clicking on the "Update" button beside it. The "Edit PAR Paper" window opens.
The doi link is just a regular link in a text editor. To create the link add "doi:" to the end of the paper's reference followed by the doi number.

Select the added text and click on the "Insert/Edit Link" tool icon on the toolbar.

The "Insert/Edit Link" window opens. The link url is formed by two parts:
• The DOI System's domain - http://dx.doi.org/. This never changes.
• The doi number - the specific doi for the paper

Add the domain to the "Link Url" field followed by the doi number. Make sure that there are no spaces between them, that the "Target" field reads "New Window" and that you entered a title that describes the link.
Click on "Insert" to save the link information and to close the "Insert/Edit Link" window.

Click on "Update Paper". The "Edit PAR Paper" window closes and the "Person Detail" page reloads.

The changes now show on the Person Detail page on both "Edit" and "Preview" modes. Always test the doi link to make sure it works. If you are testing from inside the VCU campus using one of the VCU networks it is probable that you will be taken directly to the paper's page on the publisher's site. If you are not using a VCU network or if VCU doesn't have a site subscription for the journal, you will have to login to the publisher's site to view the paper.
Supervisor
Approving Employee Information Changes

Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

Every day, at 6 am and 4 pm, MyBusiness checks for changes awaiting supervisor approval. You, as a supervisor will receive an email message with the list of fields with awaiting changes grouped by employee. You may click on an employee's name to navigate to his/her Person Detail page.

Login to the MyBusiness Intranet

To login to the MyBusiness Intranet, follow the directions at "How to Login and Logout". Once you have logged in to MyBusiness, you may use the drop-down employee list beside the photo area to navigate to each employee page. Only employees you supervise show in the list.
Locate the fields awaiting approval

Fields awaiting approval show on an employee's Person Detail page inside a beige box, with one box per field. The new information submitted shows first, followed by the current information (if any).

Please note that it is not possible for supervisors to change an employee's information. If you disagree with and information change please contact the employee and ask for the necessary corrections.

Approve the change

To approve a change, just click on the "Approve" button beside the field title.

The page reloads and the new information shows on the page.
Click here to watch a screencast for this lesson. You should still read the manual as it includes more information than the video.

Login to the MyBusiness Intranet

To login to the MyBusiness Intranet, follow the directions at "How to Login and Logout".

Once you have logged in to MyBusiness, you may use the drop-down employee list beside the photo area to navigate to each employee page. Only employees you supervise show in the list.

All the expertise chosen by the employee at the "Expertise List Window" show on a gray box at the right top side of the Person Detail page. Any expertise with a marked checkbox will show on the employee's public Person Detail page, the one seen by regular website users.
To approve an expertise just click on its checkbox. If the box shows a checkmark, the expertise has been approved.

The employee’s public Person Detail page now shows the approved expertise.

To remove an expertise from the approved list just uncheck its checkbox. If the box shows no checkmark, the expertise has been removed.

The employee’s public Person Detail page now doesn’t include the expertise in the gray box.