

# Quick Tips for Profile Manager

Click **Manage This Profile** on your profile page to login to Scholars Profile Manager.

The screenshot shows the Duke University Scholars@Duke Profile Manager interface for Patrick Charbonneau. The page is divided into a left sidebar with navigation links, a main content area with profile details and analytics, and a right sidebar with export tools. Callout boxes provide instructions on navigating sections, finding edit guides, creating a CV, and viewing grants and publications.

**Callout 1:** Navigate to each section

**Callout 2:** Find out how to edit profile data

**Callout 3:** Create a CV, generate a report or add delegates on the Profile Manager home page

**Callout 4:** See grants and publication lists

**Callout 5:** Add awards, presentations, and service

**Page Content:**

- Header:** Duke UNIVERSITY | SCHOLARS@DUKE
- Navigation:** Home | People | Schools / Institutes | Research | Scholars Admin | Profile Manager | View This Profile
- Left Sidebar:**
  - Edit profile for Patrick Charbonneau**
    - 👁️ = Displayed on profile
    - 🚫 = Not entered / not displayed
  - About**
    - Basic Info (Name, Overview, Current Appointments & Activities, Profile Picture, Profile Info)
    - Email, Phone Number, Office Hours, Web Links
  - Background**
    - Education & Credentials (Education, Training & Certifications)
  - Scholarly Output**
    - Expertise (Subject Headings, Global Scholarship)
    - Research (Selected Grants)
    - Publications & Artistic Works (Selected Publications, Artistic Works & Non-Print Media)
    - Teaching & Mentoring (Recent Courses, Advising/Mentoring)
  - Professional Activities**
    - Recognition (Awards & Honors, In the News)
    - Scholarly, Clinical & Service Activities (Presentations & Appearances, Outreach & Engaged Scholarship, Service to the Profession, Service to Duke)
- Main Content:**
  - HOW TO EDIT YOUR SCHOLARS@DUKE PROFILE**

Click a section on the left to edit or learn how to update information. Questions? Check out Quick Tips or the [Scholars Users' Guide](#). Or ask a [Power User](#), browse [Support](#), or email [scholars@duke.edu](mailto:scholars@duke.edu).
  - Profile Manager**  
Patrick Charbonneau
  - Analytics**

Total pageviews of your profile:

0	1	169
Last 7 days	Last 90 days	Total
  - Recent Edits**
    - Profile image cropped by trimm002 on March 27, 2017
    - Subject heading 'Chemistry' added by trimm002 on January 19, 2016
    - Subject headings hidden by dh213 on January 11, 2016
    - Subject headings hidden by trimm002 on January 8, 2016
  - Export Tools**
    - Generate Report
    - Generate CV
    - Admin Tools
      - Hide Pubs Graph
      - Manage Delegates
      - Update Profile URL
- Page Footer:** ©2017 Duke University | Terms of Use | About | Support | Index