

# Quick Tips for Scholars Profile Manager

Go to [scholars.duke.edu](http://scholars.duke.edu) and search for your profile. Click **Manage This Profile** on your profile page to login to Scholars Profile Manager.

The screenshot shows the 'Profile Manager' page for Patrick Charbonneau. The left sidebar contains sections for 'About', 'Background', 'Scholarly Output', and 'Professional Activities'. Each section has a list of sub-items with green or grey eye icons indicating their display status. The main content area shows 'Analytics' (0 pageviews in the last 7 days, 1 in the last 90 days, 169 total), 'Recent Edits', and an 'Export Tools' menu with options like 'Generate Report', 'Generate CV', 'Admin Tools', 'Hide Publications', 'Manage Delegates', and 'Update Profile'. Callout boxes provide instructions: 'Navigate to each section' points to the sidebar; 'Find out how to edit profile data' points to the 'HOW TO EDIT YOUR SCHOLARS@DUKE PROFILE' link; 'Create a CV, generate a report or add delegates on the Profile Manager home page' points to the 'Export Tools' menu; 'Green "eye" means this section is displayed' points to the green eye icon next to 'Subject Headings'; 'Grey eye means this section is empty (not displayed)' points to the grey eye icon next to 'Selected Grants'; and 'See grants and publication lists' points to the 'Selected Grants' and 'Selected Publications' links.

**Find out how to edit profile data**

**Navigate to each section**

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

**Green "eye" means this section is displayed**

**Grey eye means this section is empty (not displayed)**

**See grants and publication lists**

**Add awards, presentations, and service**