

Importing a New Activity or Publication Medline/PubMed or Web of Science Option

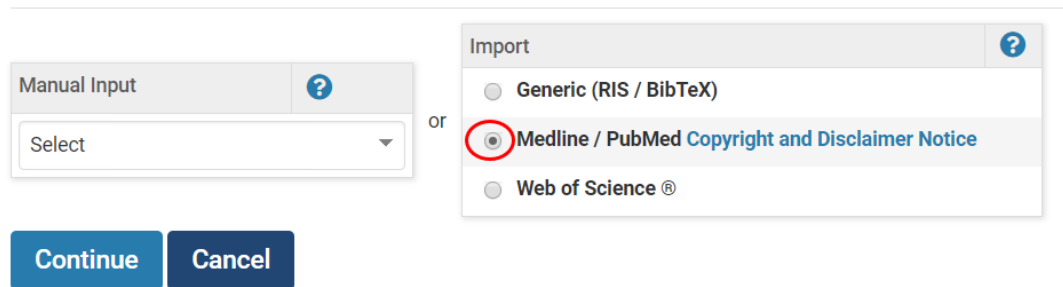
1. Log in [Faculty180](#).
2. Click **Activities** from the Navigation menu.



3. Scroll to the **Primary Published or Creative Work** section.
4. Scroll to the bottom of that section and click the **Add** button.
5. The Activity Input screen displays. Click the Medline/PubMed or Web of Science import option.

Activity Input

Primary Published or Creative Work



6. Click the **Continue** button.
7. If necessary, change the maximum number of records to return. The default is '25'. Select the **Hide Duplicates** check box if you wish to hide duplicate records.
8. Select the **Search Field** option using the drop-down then enter the Search Word/Term.

Import from Medline / PubMed

A Search

Maximum Records 25 ▾

Hide Duplicates

Search Field Search Word / Term

Author ▾ smith, j

Search **Cancel**

Duplicate (already imported) entries are disabled.

- Click the **Search** button.
- The citations from the search are listed. Select (by checking the box next to the citation) the citations to import.
 - Citations that have already been imported are identified as strike-through text as these entries are disabled.
- Scroll down to the bottom of the screen. Click Import Selected.

Duplicate (already imported) entries are disabled.

Select	Authors	Title	Journal	Year Published
<input checked="" type="checkbox"/>	A Hutchison, M Barnett, R Krause, J, G Siami, and Lanthanum Carbonate Study Group	Lanthanum carbonate treatment, for up to 6 years, is not associated with adverse effects on the liver in patients with chronic kidney disease Stage 5 receiving hemodialysis	Clinical nephrology	2009
<input checked="" type="checkbox"/>	R Oostendorp, J Loftiss, S Goel, D Smith, M M Dar, P Witteveen, R Cohen, L Lewis, ... (view all)	Bioequivalence study of a new oral topotecan formulation, relative to the current topotecan formulation, in patients with advanced solid tumors	International journal of clinical pharmacology and therapeutics	2009

Import Selected **Cancel**

- Review the Quarter and Year for each citation to be imported and modify as needed.
- Review author order and type for each imported citation.
- Click **Save**.
- The Import Results shows the count of activities imported. Click **Go Back** to return to the Primary Published or Creative Work section.

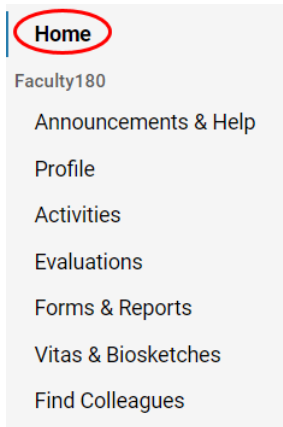
PubMed Import Results

A Imported Activity Counts

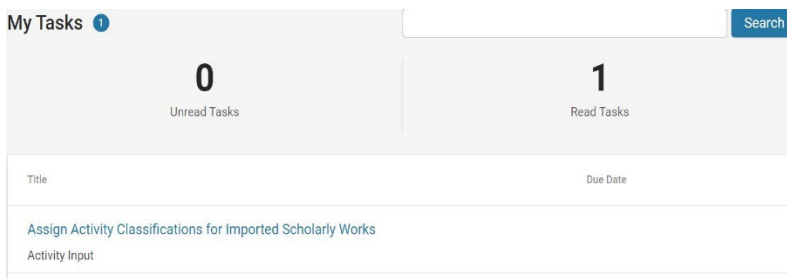
Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
1	1	0	0

[Go Back](#)

16. Click the **Home** option on the Navigation menu.



17. Under the **My Task** section, click on the **Assign Activity Classifications for Imported Scholarly Works** link.



18. Click Add next to each citation.

Add Required Activity Information

Quicklinks

Update these imported activities to ensure that all data is captured for the institution, as well as making sure all of your work is present while generating vitas or biosketches.

Title	Type	Year Published	Source	Action
Bioequivalence study of a new oral topotecan formulation, relative to the current topotecan formulation, in patients with advanced solid tumors	Review and Invited Articles	2009	PubMed Import on February 05, 2019	Add
Lanthanum carbonate treatment, for up to 6 years, is not associated with adverse effects on the liver in patients with chronic kidney disease Stage 5 receiving hemodialysis	Review and Invited Articles	2009	PubMed Import on February 05, 2019	Add

19. Add the **Explanation of Contribution**, **Review Type** and the **Invited** designation for the citation.

20. Click **Save**.

