

The eFilePlus system functions as a record of a faculty member’s work over the course of their career and a listing of that work is typically included in a Curriculum Vitae or CV. The CV Generator feature for eFilePlus will allow the user to choose which sections of the eFile data to output to a Word file.

Deployment Date: September 6, 2024

Design Specifications

1. Users with the role of Candidate (Faculty), File Preparer (for faculty within their accountability structure), and Data Entry Assistant (for faculty within their accountability structure) will be able to use this feature.
2. The feature will allow the user to choose which sections of the eFile data to output to a Word file.
3. The feature will provide the output as a native Word document, which will make it easy for the user to edit and format the document as needed.
4. Rather than provide complex editing tools within the eFilePlus system, this design will allow the user to export their data and then format as necessary.
5. After export, users will need to adjust fonts, sizing, and other formatting according to their preference.
6. Users can remove any data from the exported Word document to meet their needs.
7. Users will save the exported Word document CV to their local computer. CVs will not be stored in eFilePlus.
8. The data export includes all data available in eFilePlus at the time of export.

How to Export Data


1. Login to the eFilePlus system by navigating to <https://efileplus.ucr.edu>.
2. Go to Manage eFiles.
 - a. For faculty, select **Manage My eFile**, then click on Export eFile Data.
 - b. For file preparers or data assistants, select **Manage eFiles**, locate the faculty member, go to the menu dots (⋮), select Edit then click on Export eFile Data.

CV Overview

Export eFile Data 

3. A pop-up window with Export eFile Data will appear. This allows the user to select the sections of the eFile data to include in the export. After making the selection, click **Export eFile Data**.

Export eFile Data ×

 **Please Take Note** ^

The eFile data will contain records as of the date of the export. To start, choose which sections of the eFile data to include in the export. The exported data will be a Word document which can be easily edited and reformatted as needed. The Word document will be saved to the user's local computer and not stored in eFilePlus. Any attachments within the CV, will not be included in the data export.

- Select All
- Education
- Memberships/Certifications/Licensures
- Patents
- University & Public Service
- Teaching Information
- Publications
- Employment
- Honors & Awards
- Professional Service
- Fellowship, Grant & Gift Activity
- Student Instruction and Sponsorship
- Creative Activities

Export eFile Data

4. Once the export is ready, click on **Download eFile Data**. To cancel, select Dismiss. The Word document will be available under the user's Downloads folder. Users will need to adjust fonts, sizing, and other formatting to their preference. Users can remove any data from the exported Word document to meet their needs.



eFile Export Ready

Your eFile export was successfully completed.

Download eFile Data

Dismiss

If you require further assistance, please contact the eFilePlus Subject Matter (SME) in your org [Contact List](#) or send an email to efilesupport@ucr.edu. You may also create a ticket for support through Servicelink: https://ucrsupport.service-now.com/ucr_portal - click "Submit a Support Request".