



Wellspring

UIDP Advisor Expertise Database

Creating your user profile:

Follow these steps to create your user profile:

- Open a new browser window and navigate to uidp.wellspringsoftware.net (do not add www. before the URL)
- Enter your firstname.lastname in the user-name box
- Click the “Forgot Your Password?” link

Your new password will be sent to the email address on file with UIDP.



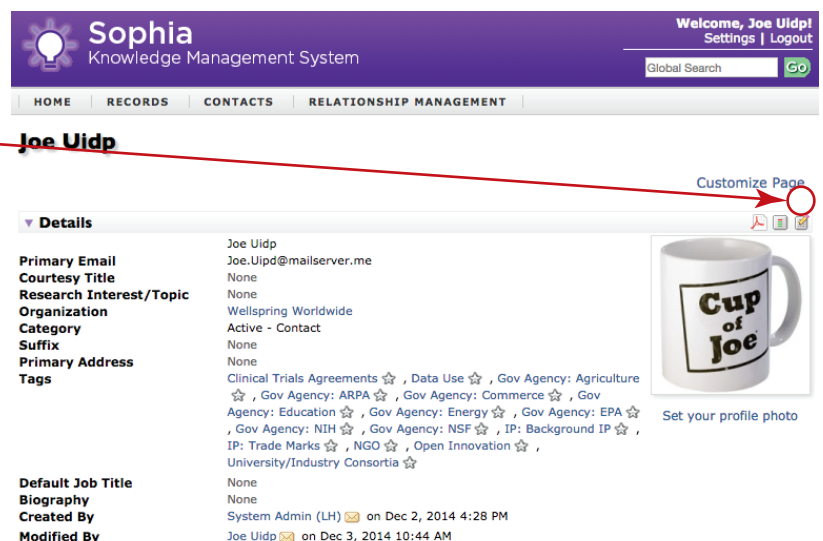
Login for the first time:

Once you have your login credentials, enter them in the login screen and then click the “settings” link at the top right of your homepage.



Configure your profile:

Clicking the “settings” link takes you to your own “person record” page. Next, click the “edit” icon, which looks like a pencil and pad to add the details of your profile.



Update your password:

To change your password or username to something familiar, simply type your new username and/or password and password confirmation. Leaving these fields blank will not cause any changes.

Choose your areas of interest:

Select from the standardized tags in the yellow window to add fields of interest or expertise to your profile. Choose as many areas as is appropriate. Click “continue” when finished to navigate back to your own person record page.

Update your password: The 'Confirm Password' field is highlighted with a red arrow.

Choose your areas of interest: The 'Preferred Tags' list is highlighted with a red arrow.

Update your user profile photo:

Click the “set your user profile photo” link to search your local drive for a photo to add to the system. Many common file types such as .jpg, .png, and .tif are supported.

Update training, certifications, and awards:

Click the details icon in the “training” section to add information about your education, awards and achievements, certifications, and previous employment.

Add manuscripts:

Click the “add manuscript” link to enter details about any publications, journals, articles or other materials that you have published. Upload digital versions of your documents by clicking the plus icon in the “Related Files” section.

Update your user profile photo: The 'Set your profile photo' link is highlighted with a red arrow.

Update training, certifications, and awards: The plus icon in the 'Training' section is highlighted with a red arrow.

Add manuscripts: The plus icon in the 'Related Files' section is highlighted with a red arrow.

Update your password: The 'Add Manuscript' link in the 'Records' section is highlighted with a red arrow.

Search and find experts:

Clicking the Sophia banner at the top of any page returns you to your homepage. You can also perform quick tasks using the links at the bottom. To find experts, click the “tag report” link to generate a tag cloud.

Navigating the tag cloud:

Click the area of expertise that you would like to browse. From there you will be presented with a dynamic, clickable list of results that will guide you through your list of experts.

Tag Report

Tag Detail: Clinical Trials Agreements

All records with this tag.

Tag Details				
Name	Clinical Trials Agreements			
Preferred	Yes			
Persons				
Name	Organization	Title	Phone	Email
Tag, Joe	None	None	None	Joetag@wellspring.com
Lowe, Robert	Carnegie Mellon University Wellspring Worldwide	Chief Executive Officer	None	rob.lowe@wellspring.com
Stromatt, Jeff	Wellspring Worldwide	System Admin, Vice President of Sales - Academic	None	jeff.stromatt@wellspringworldwide.com
Joyce, Matthew	Wellspring Worldwide	Senior Vice President	None	matthew.joyce@wellspring.com
Uidp, Joe	Wellspring Worldwide	UIDP Member	None	Joe.Uidp@mailserver.me

Exploring search results:

Clicking the “Clinical Trials” link, for example, will deliver a list of members who have tagged themselves with this area of expertise. Clicking the member’s name will take you to their person record which will allow you to make contact to discuss potential collaborations, common interests in your areas of expertise and other opportunities.

For more information, questions, or for any assistance you may need, please contact Matthew Joyce at matthew.joyce@wellspring.com or 312.643.5100 x607



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