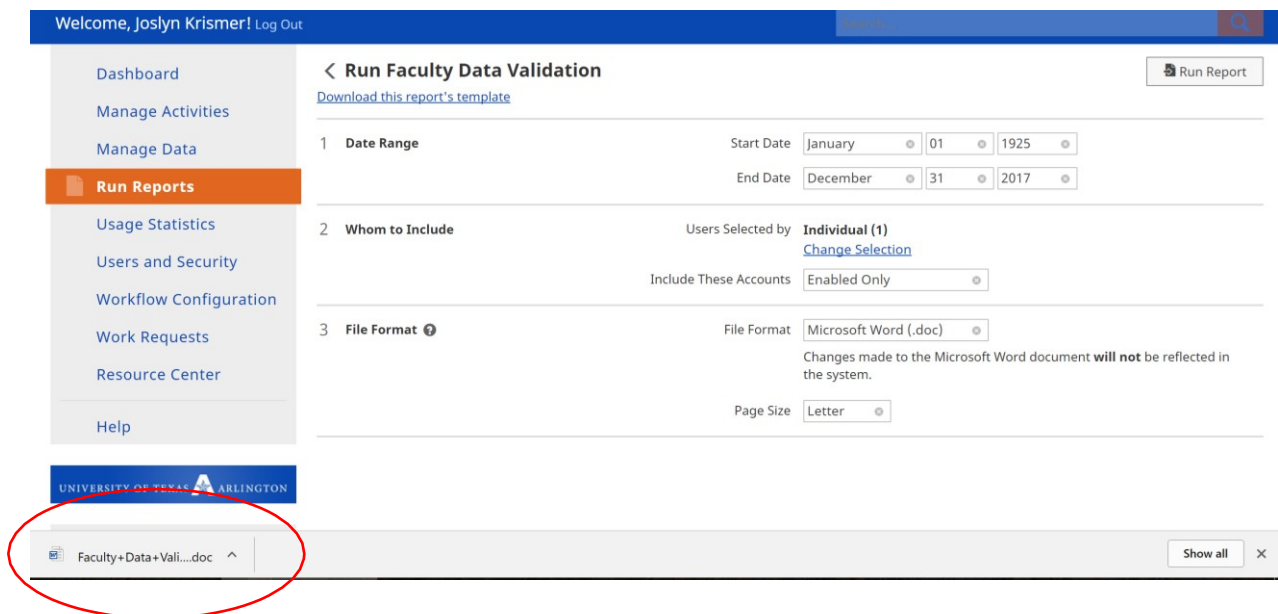


RUNNING THE DATA VALIDATION REPORT TO VIEW YOUR DATA IN DIGITAL MEASURES

1. Log in to Digital Measures using your net id and password
<https://www.digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do>
2. Click on Run Reports in the left navigation bar
3. Scroll down and click on the report titled “Faculty Data Validation”
4. Change the start date to January 1, 1925 to make sure you capture all your data in DM.
5. Click Run Report in the top right hand corner.
6. The report will download as a Word document. Click on the Word document to open it and review your data.

Figure 1. Faculty Data Validation report parameters and download



Welcome, Joslyn Krismer! Log Out

Run Faculty Data Validation Run Report

[Download this report's template](#)

1 **Date Range** Start Date: January 01 1925 End Date: December 31 2017

2 **Whom to Include** Users Selected by: **Individual (1)** [Change Selection](#) Include These Accounts: Enabled Only

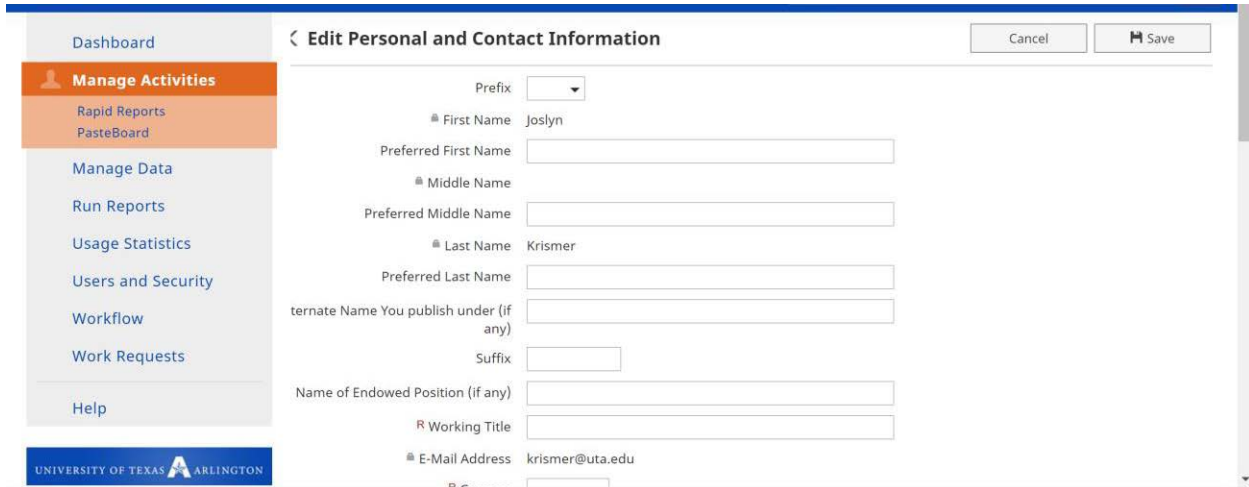
3 **File Format** File Format: Microsoft Word (.doc) Changes made to the Microsoft Word document **will not** be reflected in the system. Page Size: Letter

Faculty+Data+Vali...doc Show all X

VIEWING/UPDATING YOUR OWN DATA IN DIGITAL MEASURES

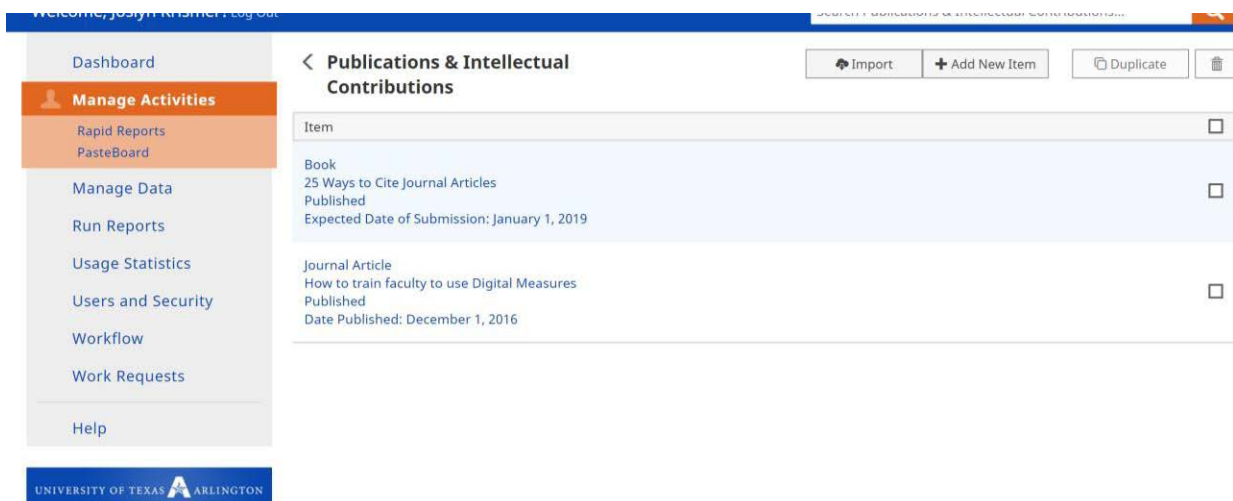
1. Log in to Digital Measures using your net id and password
<https://www.digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do>
2. Click Manage Activities on the left navigation to view a list of data screens
3. Click on the links to open pages and view data and fields.
4. Some screens look like forms. Data that is not marked with an R or a padlock symbol can be updated manually. Once fields are updated, click SAVE in the top right hand corner.

Fig 2. Updating the Personal & Contact Information screen



The screenshot shows the 'Edit Personal and Contact Information' form. The left sidebar contains navigation options: Dashboard, Manage Activities (highlighted), Rapid Reports, PasteBoard, Manage Data, Run Reports, Usage Statistics, Users and Security, Workflow, Work Requests, and Help. The main content area has a title bar with 'Edit Personal and Contact Information', 'Cancel', and 'Save' buttons. The form fields include: Prefix (dropdown), First Name (Joslyn), Preferred First Name (text), Middle Name (text), Preferred Middle Name (text), Last Name (Krismer), Preferred Last Name (text), Alternate Name You publish under (if any) (text), Suffix (text), Name of Endowed Position (if any) (text), Working Title (text), and E-Mail Address (krismer@uta.edu).

5. Click on Manage Activities to go back to the main menu.
6. Other screens, like Publications & Intellectual Contributions, may include multiple records



The screenshot shows the 'Publications & Intellectual Contributions' screen. The left sidebar is the same as in the previous screenshot. The main content area has a title bar with 'Publications & Intellectual Contributions', 'Import', 'Add New Item', 'Duplicate', and 'Trash' buttons. Below the title bar is a table with two rows of publication records.

Item	
Book 25 Ways to Cite Journal Articles Published Expected Date of Submission: January 1, 2019	<input type="checkbox"/>
Journal Article How to train faculty to use Digital Measures Published Date Published: December 1, 2016	<input type="checkbox"/>



7. Click on an entry to open it. You can view the details and/or make changes to the entry. To add a new entry, click +Add New Item to manually enter the data or Import to explore the importing tools and options available in DM. To delete an entry, click the check box to the right of the entry and Click the trash can icon in the top right corner of the screen. To duplicate an entry, click the check box next to the item you wish to duplicate and select Duplicate.