



## VIEWING/UPDATING YOUR OWN DATA IN DIGITAL MEASURES

1. Log in to Digital Measures using your net id and password  
<https://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 1. Updating the Personal & Contact Information screen

Dashboard < Edit Personal and Contact Information Cancel Save

Prefix

First Name Joslyn

Preferred First Name

Middle Name

Preferred Middle Name

Last Name Krismer

Preferred Last Name

ternate Name You publish under (if any)

Suffix

Name of Endowed Position (if any)

R Working Title

E-Mail Address krismer@uta.edu

5. Click on Manage Activities to go back to the main menu.
6. Other screens may include multiple records

Dashboard < Publications & Intellectual Contributions Import Add New Item Duplicate Delete

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"/>

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

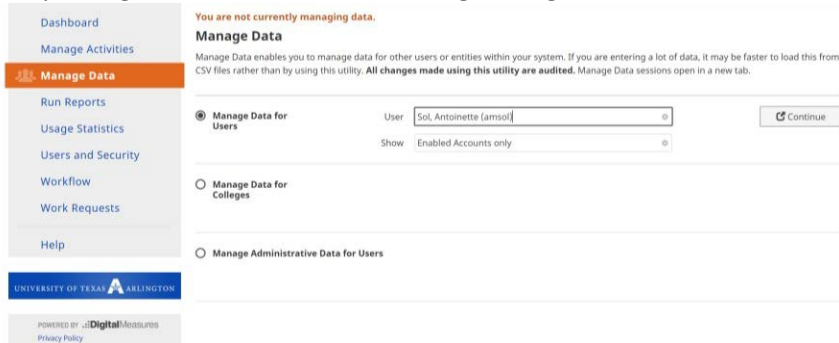


the trash can icon in the top right corner of the screen. To duplicate and entry, click the check box next to the item you wish to duplicate and select Duplicate.

## VIEWING/UPDATING SOMEONE ELSE'S DATA

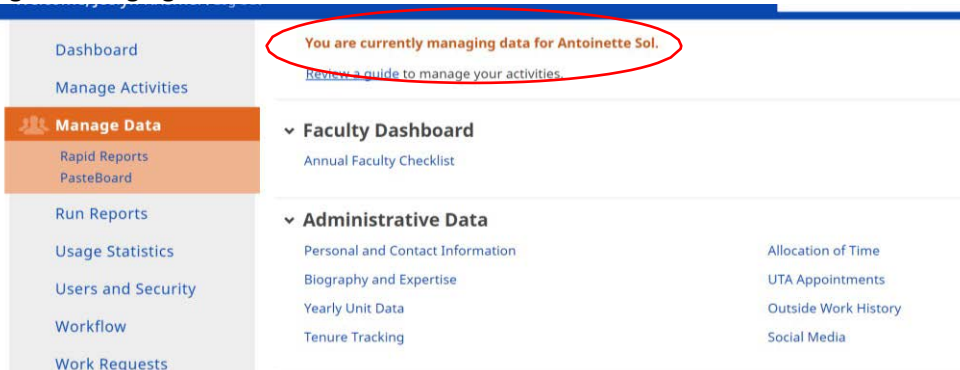
1. Log in to Digital Measures instance using your net id and password  
<https://digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do>
2. If you are a Digital Measures administrator, you may have access to view and update other faculty members' data. To do this, click on the Manage Data tab in the left navigation bar.
3. Type the name of the faculty member whose data you would like to work on or select a name from the drop down list and click Continue.

Fig 2. Updating data for someone else using Manage Data screen



4. If the person you are looking for doesn't show up, you either don't have access to his/her data, or the person doesn't have an active account in Digital Measures.
5. Once you have selected a faculty to update in DM, you will see a notice at the top of every screen in DM.

Fig 3. Managing data for Dr. Sol



6. Click the links to the DM screens you would like to update.



Dashboard  
Manage Activities  
**Manage Data**  
Rapid Reports  
PasteBoard  
Run Reports  
Usage Statistics  
Users and Security  
Workflow  
Work Requests  
Help

You are currently managing data for Antoinette Sol.

< Edit Personal and Contact Information

Cancel Save

Prefix

First Name Antoinette

Preferred First Name

Middle Name

Preferred Middle Name

Last Name Sol

Preferred Last Name

Alternate Name You publish under (if any)

Suffix

Name of Endowed Position (if any)

Working Title

UNIVERSITY OF TEXAS ARLINGTON

7. Make the desired changes and click Save. Any changes you make to these screens will be reflected in the faculty member's DM records. Use the < symbol to navigate back to the main menu in order to continuing managing data for the other person.
8. To stop managing data for this person, simply click the Manage Data to select another person, Manage Activities to go back to your own data records.