FIRST THINGS TO REVIEW IN DIGITAL MEASURES

**Pull a Curriculum Vitae report to examine your full record**.

To do this, go to the “Rapid Reports” link in the left navigation bar and select “Curriculum Vitae (CV)-Clinical” Report in order to see the most detail. Enter a start date which would cover the beginning of your career and click the “Run Report” button. The report runs in Word by default and will pop up on the lower left corner of your screen. Click it once to open the document.

**Items to Review:**

* **Your Personal & Contact Information**—Please verify this information is correct.
	+ If you want your home address and personal contact information to show on your CV, please put it into the Personal & Contact Information screen.
	+ **Please enter your Race/Ethnicity and Citizenship information.**
* Your **department, division, and campus/location**. These are found on the History-USCSOMG Faculty Appointments screen. They are Read-Only, which means that you can view but not change them. If any changes are needed, please contact your department’s key administrator or the Digital Measures Project Manager and they will change it for you.
* **Professional & Scientific Memberships**—Please note that at least one date (it can be a year) is required to save a record on screens that require dates. If there were no dates with these items on the CV we used to input your information, your memberships may not be in the system. In some cases, our students entered the current year as one of the dates in order to input the data, so that will need to be changed.
	+ Memberships which are continuing at present need only a Start Date.
	+ Memberships which were for just one year or for a certain period of time which is finished need both a Start and End Date. This date can be just a year.





* **Publications**
	+ - Please check to make sure every publication is yours. Our students used the Import functions to download publications from PubMed for you, but there are other people who have the same name and/or initials whose publications could have been imported in error. To delete these publications, please click on the “Publications & Other Intellectual Contributions” screen in your Digital Measures profile and view the summary screen. There will be boxes on the right side of the list of publications and a trash can icon at the top right of the screen. Check any publications that need to be deleted and click the trash can icon to delete them. You will be asked to confirm deletion.
		- Make sure the order of authors is correct. Authors can be moved up or down using the arrow keys on the right side where they are listed.
	+ **Presentations**
		- Make sure the dates are correct for your presentations. As with all other screens that require dates in order to save the information, at least one date is required for these records. It can be a year. If dates were missing from your CV for these items, our students may have listed the current year as a date in order to put the information into your profile. To change the date, click on the “Presentations/Programs/Lectures/Workshops “ screen link, then view the summary screen. Click on the item(s) you want to change, make the changes, and save them by clicking on the Save button at the top right side of the screen.

**Storing an Existing CV**

To store an existing CV, please go to the Personal & Contact Information screen and scroll to the last item at the bottom of the page, “Existing Curriculum Vitae (CV) and click the “Choose File” button. You can then select the CV you want to upload from your computer and store it on this page. To access the document, you would just go to this page again in Digital Measures and click on the document.

***Please note that this document will not update in the system as you add items to your profile.***