Quick Start Guide

Quick Start Guide

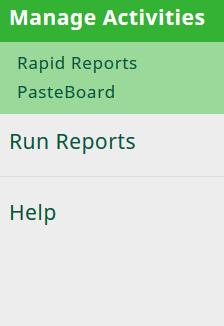
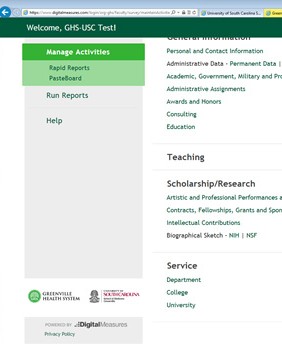
# Digital Measures System Navigation & Features

**Log in to Digital Measures:** [**https://www.digitalmeasures.com/login/org-ghs/faculty**](http://www.digitalmeasures.com/login/org-ghs/faculty)

## Navigating Activity Insight

The left-hand menu of the system displays at least three main menu tabs, Manage Activities, Rapid Reports and Run Reports. You may have other tabs if your Digital Measures Administrator has given you security access to them.

## Manage Activities



Add or update information about the activities you accomplish.

**Run**

**Custom Reports**



**Rapid Reports & Run Reports**

Run reports that have been custom-built for your campus.

Use Rapid Reports for the quickest results.

**Contact Help**

Submit questions about use of the system submit suggestions on how to improve the system. Select your Digital Measures Administrator for system access, questions about the system, requests for changes to the system or additional reports, and corrections to Read-Only data.

## Contact Help

Select HELP for system access, questions about the system,

Submit questions about use of the system submit suggestions on how to improve the system. Select your Digital Measures Administrator for system access, questions about the system, requests for changes to the system or additional reports, and

corrections to Read-Only data. Select Digital Measures for suggest system or feedback on the system in general.

requests for changes to the system or additional reports, and corrections to Read-Only data. Your questions and comments will be sent by email immediately to your Digital Measures Project Coordinator.

Select Digital Measures for suggestions on improving the tem in general.

system or feedback on the sys

**Manage Activities**

When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen. There are three possible actions you can take from the

resulting screen, although not all of these actions will always be available: To add a new record, click the button.

To edit a record, click on the item.

To delete a record, click the button.

**Three important notes about working on the Manage Activities tab…**

1. Records marked with a small “R” beside them are Read-Only information. These records ha and cannot be edited except by your department’s key administrator, the DM Administrator or the Course Director. If these records need revision, contact your Administrator using the Hel

2. When working in the system, if you make changes and want to keep the changes, you need at the bottom of the screen prior to leaving it.

3. The screens available from the Manage Activities tab and all of the fields on them have bee

campus. These can still be changed in any way needed. To propose changes that you woul

Administrator using the **Help** link.

ions on improving the

## Manage Activities

When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen. There are three possible actions you can take from the

resulting screen, although not all of these actions will always be available: To add a new record, click the button.

ve been added to the system for you

, in cases of courses and modules, p link.

to click one of the **Save** buttons

n customized for your

d like to see made, contact your

To edit a record, click on the item.

To delete a record, click the button.

**Save Records**

When working in the system, if you make changes and want to keep the changes, you need to click one of the **Save** buttons

at the bottom of the screen prior to leaving it.

at the top of the screen prior to leaving it.

## Search Box

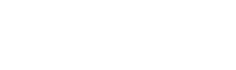
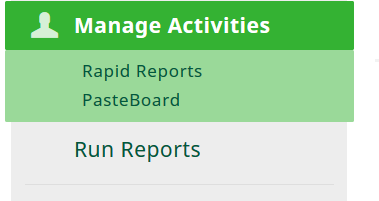
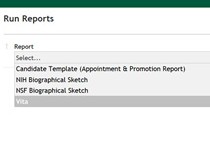
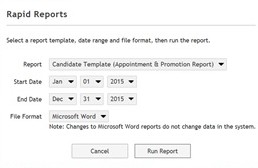
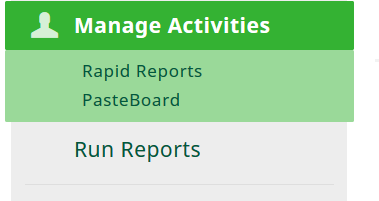
Use the Search Box at the top of the screen to search for specific items you want to locate quickly, such as a publication entry, a presentation, a class you taught, or another specific item. Just use a key word and if the item is in the system, it will bring up the item and tell you on which screen it’s located.

# Digital Measures System Navigation & Features

## Expanding Text Boxes

Expanding Text Boxes

You may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it larger to give you more space.



You may see gray dots or black lines in text boxes. Clicking this area makes the text box next to it larger to give you more space.

## Required Fields

Required Fields

Required ﬁelds are indicated by red asterisks, such as this: Academic Year \*

Required fields are indicated by red asterisks, such as this: **Academic Year** \*

Required fields are indicated by red circles, such as this: • Scope

## Read-Only Fields

**The PasteBoard**

You will find the PasteBoard to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field.

To access the PasteBoard, click the word **PasteBoard** in the upper/left side of the screen.

Read-only fields can be reviewed but can only be changed by the Digital Measures

System Administrator or your department’s key administrator.

## Public Fields

Our Digital Measures Activity Insight System is not open to the public. Sometime in the future, certain fields from the Digital Measures System Personal and Contact Information Screen will be used to populate faculty profiles on the USC School of Medicine Greenville website. Fields that will be public at that time are marked with a red “P,” such as this: **P** First Name. Users will be notified before any information becomes public.

**Run Custom Reports**

This menu tab allows you to run reports that have been custom-built into the system

for your campus. To run a report, simply select from the steps on the page. Select the Rapid Reports option if you are managing data only for yourself. If you need to include others in your report, select the Run Reports option.

The reports that are available from step number one have been customized for

Required ﬁelds are indicated by red asterisks, such as this: Academic Year \*

## The PasteBoard

You will find the PasteBoard to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field.

To access the PasteBoard, click the word **PasteBoard** in the upper/left side of the screen.

**A common question… Does this system have a spell-check feature?**

your campus. If you have suggestions on additional reports that should be added, please contact your Digital Measures Administrator using the **Help** link.

**A common question… Does this system have a spell-check feature?**

Digital Measures does not have a spell-check function, but you can open Microsoft Word,

Digital Measures does not have a spell-check function, but you can open Microsoft Word, put in the text you want to check, and use the Spell Check function there.

put in the text you want to check, and use the Spell Check function there.