Managing Data

There are several actions you can take from a summary screen, although not all of these actions will always be available on every screen.

To add a new record, select the + Add New Item button.

To import items in bulk, select the Import button (available only for the Publications screen).

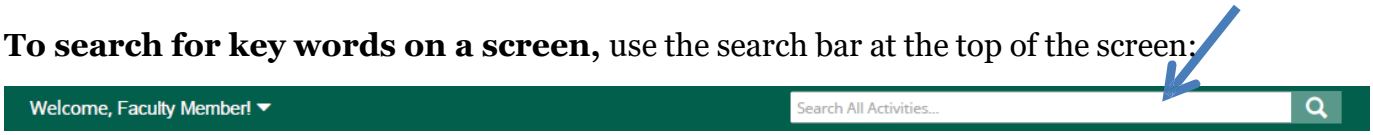
To edit or view a record, click anywhere in the record row on the summary screen.

> **Note:** *Your Digital Measures Administrator has added certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An* 🔒 *icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact dmhelp@skidmore.edu.*

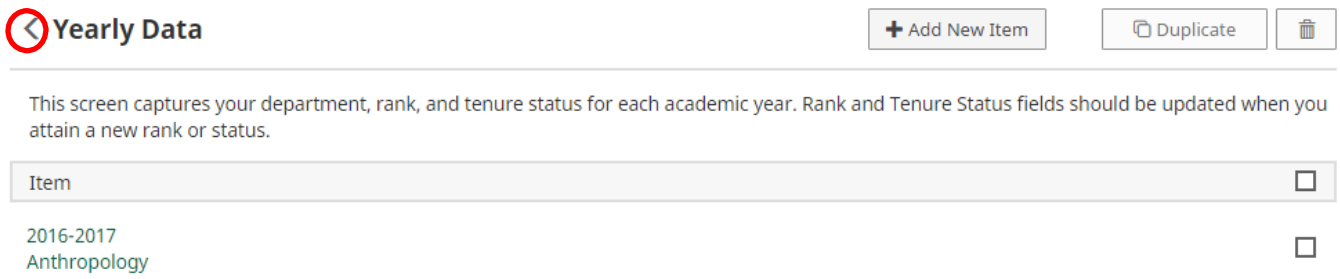
To delete a record, select the checkbox ☑ next to the item and then select the 🗑 button located at the top right of the screen.

To copy a record, select the checkbox ☑ next to the item and then select the Duplicate button located at the top right of the screen.

To search for key words on a screen, use the search bar at the top of the screen:



To go back to the previous screen, click on the chevron button next to the page title:



Note: Digital Measures runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Digital Measures when running your report