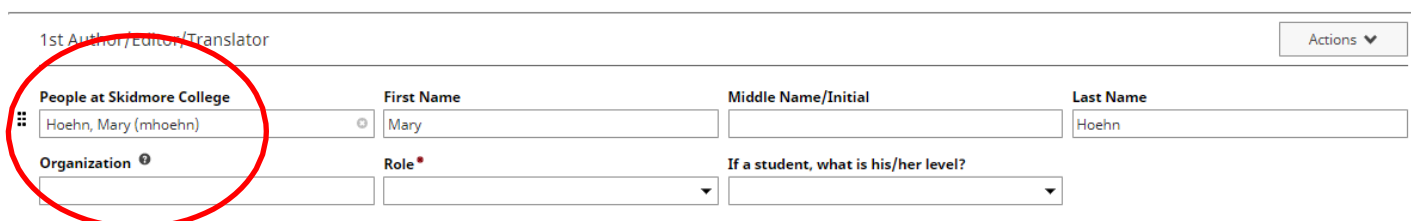


Entering Authors, Investigators, Presenters, Performers, etc.

When you enter a record into any of the 6 screens under the Scholarship/Research category:

- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Other Research Activity

by default, you will appear as the first author, investigator, presenter, performer, inventor, etc. Your last name, first name and username will be displayed:

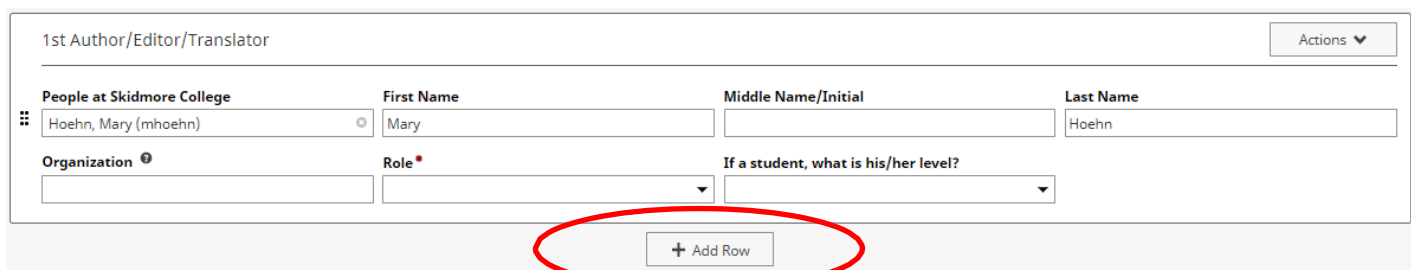


1st Author/Editor/Translator Actions ▾

People at Skidmore College	First Name	Middle Name/Initial	Last Name
⋮ Hoehn, Mary (mhoehn) Ⓞ	Mary		Hoehn
Organization ⓘ	Role *	If a student, what is his/her level?	
	▼	▼	

In cases where you wish to use a different name, you can alter the name that will be displayed in Digital Measures reports for the record you are entering. Just type the alternate name you wish to use for that record, and your reports will display that entry with the alternate name. However, this will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.

To add additional contributors, click on the *+Add Row* button:



1st Author/Editor/Translator Actions ▾

People at Skidmore College	First Name	Middle Name/Initial	Last Name
⋮ Hoehn, Mary (mhoehn) Ⓞ	Mary		Hoehn
Organization ⓘ	Role *	If a student, what is his/her level?	
	▼	▼	

+ Add Row

If the co-contributor is a faculty member at Skidmore, you may select his/her name from the “Select or type a name” drop-down list on the left:

1st Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Hoehn, Mary (mhoehn)	Mary		Hoehn	
Organization ⓘ	Role *	If a student, what is his/her level?		
	▼	▼		

2nd Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Tomlinson, Bill (wtomlins)	Bill		Tomlinson	
Organization ⓘ	Role *	If a student, what is his/her level?		
	▼	▼		

Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

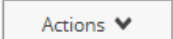
1st Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Hoehn, Mary (mhoehn)	Mary		Hoehn	
Organization ⓘ	Role *	If a student, what is his/her level?		
	▼	▼		

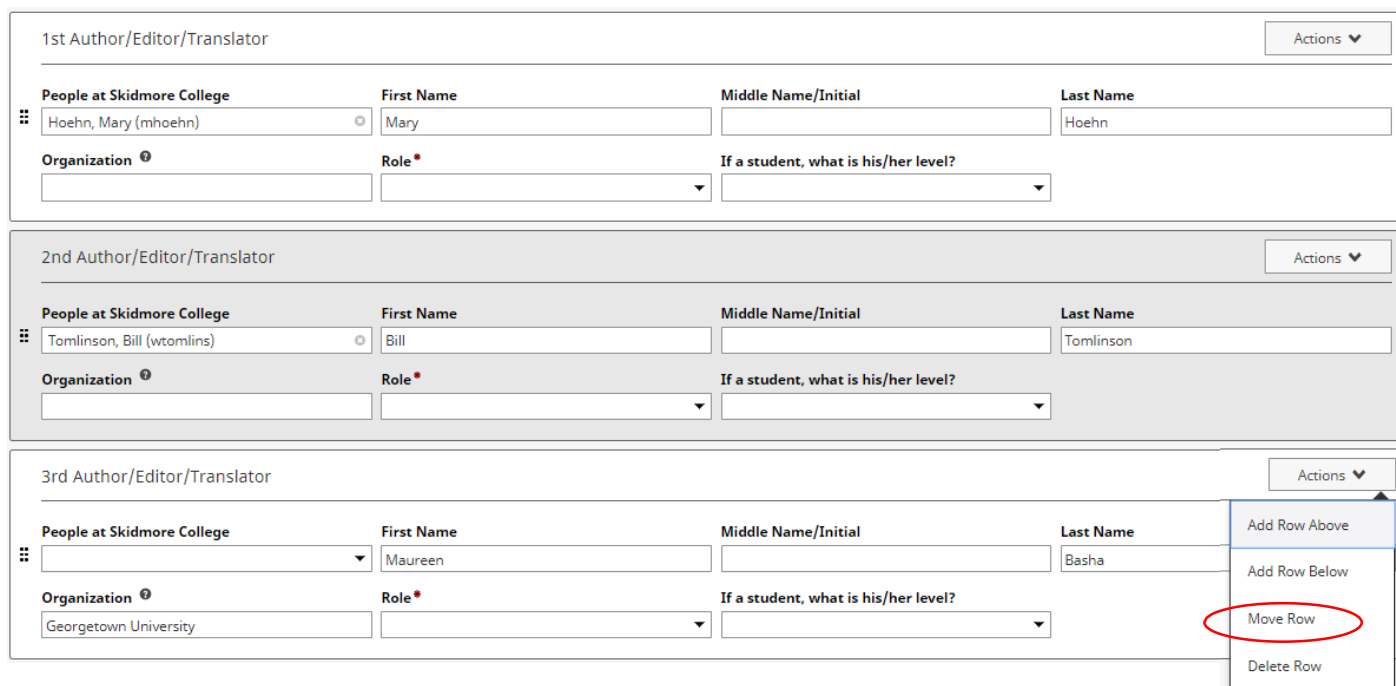
2nd Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Tomlinson, Bill (wtomlins)	Bill		Tomlinson	
Organization ⓘ	Role *	If a student, what is his/her level?		
	▼	▼		

3rd Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ ▼	Maureen		Basha	
Organization ⓘ	Role *	If a student, what is his/her level?		
Georgetown University	▼	▼		

Note: Digital Measures is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the “owner” of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, “Entered By: Faculty Name,” then a co-contributor has already created the record. **Please do not create a duplicate record.** If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the  icon on the far right side of the page and selecting *Move Row*:



The screenshot displays a table with three rows for contributors. Each row has an 'Actions' dropdown menu on the right. The third row's menu is open, showing options: 'Add Row Above', 'Add Row Below', 'Move Row' (highlighted with a red circle), and 'Delete Row'.

1st Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
Hoehn, Mary (mhoehn)	Mary		Hoehn	
Organization ⓘ	Role *	If a student, what is his/her level?		

2nd Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
Tomlinson, Bill (wtomlins)	Bill		Tomlinson	
Organization ⓘ	Role *	If a student, what is his/her level?		

3rd Author/Editor/Translator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
	Maureen		Basha	
Organization ⓘ	Role *	If a student, what is his/her level?		
Georgetown University				

You will then be prompted to indicate the new position for the contributor:



A dialog box titled 'Move 3rd Author/Editor/Translator' with a close button (X). It prompts the user to 'Enter a new position between 1 and 2.' and includes a 'New position' input field. At the bottom are 'Cancel' and 'Move' buttons.

Move 3rd Author/Editor/Translator ✕

Enter a new position between 1 and 2.

• New position