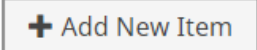
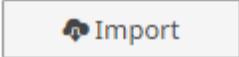


Managing Data

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

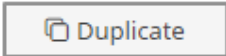
To add a new record, select the  button.

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

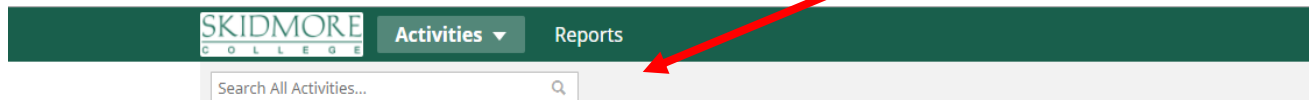
To edit or view a record, click anywhere in the record row on the summary screen.

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.

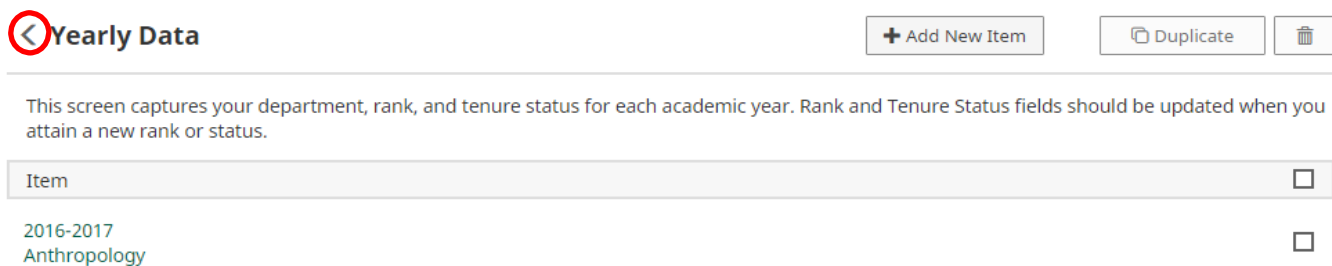
To delete a record, select the checkbox ☒ next to the item and then select the  button located at the top right of the screen.

To copy a record, select the checkbox ☒ next to the item and then select the  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.