Table of Contents
Table of Figures ........................................................................................................................................... 3
Using Digital Measures .................................................................................................................................. 6
Logging in ..................................................................................................................................................... 6
Dashboard .................................................................................................................................................... 7
Helpdesk ....................................................................................................................................................... 9
Feedback ...................................................................................................................................................... 10
Privacy statement ......................................................................................................................................... 11
Manage Data ................................................................................................................................................ 12
Activities Database Main Menu .................................................................................................................... 13
Personal and Contact Information ................................................................................................................ 15
Current Professional Appointment ............................................................................................................... 17
Role Statement ............................................................................................................................................ 19
Rank and Promotion Information ................................................................................................................ 20
Tenure Information & Committee Members ................................................................................................. 22
Previous Professional Positions .................................................................................................................. 23
Awards and Honors ..................................................................................................................................... 24
Education ...................................................................................................................................................... 25
Licensures and Certifications ...................................................................................................................... 26
Sabbaticals / Leave of Absence .................................................................................................................... 27
Ag Experiment Station .................................................................................................................................. 28
Publications / Intellectual Contributions .................................................................................................... 31
Contracts, Grants and Sponsored Research ................................................................................................ 33
Presentations and Posters ............................................................................................................................ 35
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Programs</td>
<td>37</td>
</tr>
<tr>
<td>Extension Events/Activities</td>
<td>40</td>
</tr>
<tr>
<td>Department, College/Unit, University, and Other Committee Service</td>
<td>42</td>
</tr>
<tr>
<td>Professional/Public Service</td>
<td>44</td>
</tr>
<tr>
<td>Current Administrative Assignments</td>
<td>46</td>
</tr>
<tr>
<td>Managing Administrative Data</td>
<td>47</td>
</tr>
<tr>
<td>Reports</td>
<td>49</td>
</tr>
<tr>
<td>Ad hoc Reports</td>
<td>49</td>
</tr>
<tr>
<td>Custom Reports</td>
<td>52</td>
</tr>
<tr>
<td>Usage Statistics</td>
<td>53</td>
</tr>
<tr>
<td>Users and Security</td>
<td>54</td>
</tr>
<tr>
<td>Adding a new user</td>
<td>55</td>
</tr>
<tr>
<td>Work Requests</td>
<td>56</td>
</tr>
<tr>
<td>Resource Center</td>
<td>57</td>
</tr>
<tr>
<td>Logging Off</td>
<td>58</td>
</tr>
</tbody>
</table>
# Table of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>Utah State Digital Measures Login Page</td>
<td>6</td>
</tr>
<tr>
<td>Figure 2</td>
<td>Dashboard screen</td>
<td>7</td>
</tr>
<tr>
<td>Figure 3</td>
<td>Helpdesk</td>
<td>9</td>
</tr>
<tr>
<td>Figure 4</td>
<td>Helpdesk screen</td>
<td>9</td>
</tr>
<tr>
<td>Figure 5</td>
<td>Feedback</td>
<td>10</td>
</tr>
<tr>
<td>Figure 6</td>
<td>Feedback screen</td>
<td>10</td>
</tr>
<tr>
<td>Figure 7</td>
<td>Privacy statement</td>
<td>11</td>
</tr>
<tr>
<td>Figure 8</td>
<td>Privacy statement screen</td>
<td>11</td>
</tr>
<tr>
<td>Figure 9</td>
<td>Manage data</td>
<td>12</td>
</tr>
<tr>
<td>Figure 10</td>
<td>Manage data screen</td>
<td>12</td>
</tr>
<tr>
<td>Figure 11</td>
<td>Activities database main menu screen</td>
<td>13</td>
</tr>
<tr>
<td>Figure 12</td>
<td>Personal and contact information screen</td>
<td>15</td>
</tr>
<tr>
<td>Figure 13</td>
<td>Adding another website</td>
<td>15</td>
</tr>
<tr>
<td>Figure 14</td>
<td>Detail - adding another language</td>
<td>16</td>
</tr>
<tr>
<td>Figure 15</td>
<td>Detail - Uploading a photo</td>
<td>16</td>
</tr>
<tr>
<td>Figure 16</td>
<td>Detail - Save or cancel (1)</td>
<td>16</td>
</tr>
<tr>
<td>Figure 17</td>
<td>Detail - Banner indicator (1)</td>
<td>16</td>
</tr>
<tr>
<td>Figure 18</td>
<td>Current Professional Appointment screen</td>
<td>17</td>
</tr>
<tr>
<td>Figure 19</td>
<td>Detail - Adding a new item to Current Professional Appointment</td>
<td>17</td>
</tr>
<tr>
<td>Figure 20</td>
<td>Detail - adding another Department</td>
<td>17</td>
</tr>
<tr>
<td>Figure 21</td>
<td>Detail - Save, add another or cancel (1)</td>
<td>17</td>
</tr>
<tr>
<td>Figure 22</td>
<td>Detail - Banner indicator (2)</td>
<td>17</td>
</tr>
<tr>
<td>Figure 23</td>
<td>Role Statement screen</td>
<td>19</td>
</tr>
<tr>
<td>Figure 24</td>
<td>Detail - Save or cancel (2)</td>
<td>19</td>
</tr>
<tr>
<td>Figure 25</td>
<td>Rank and Promotion Information screen</td>
<td>20</td>
</tr>
<tr>
<td>Figure 26</td>
<td>Detail - adding another rank</td>
<td>20</td>
</tr>
<tr>
<td>Figure 27</td>
<td>Detail - Save or cancel (3)</td>
<td>20</td>
</tr>
<tr>
<td>Figure 28</td>
<td>Detail - Banner indicator (3)</td>
<td>20</td>
</tr>
<tr>
<td>Figure 29</td>
<td>Tenure Information &amp; Committee Members screen</td>
<td>22</td>
</tr>
<tr>
<td>Figure 30</td>
<td>Detail - adding a new item to Tenure Information &amp; Committee Members</td>
<td>22</td>
</tr>
<tr>
<td>Figure 31</td>
<td>Detail - adding another Committee Member</td>
<td>22</td>
</tr>
<tr>
<td>Figure 32</td>
<td>Detail - Save, add another or cancel (2)</td>
<td>22</td>
</tr>
<tr>
<td>Figure 33</td>
<td>Previous Professional Positions screen</td>
<td>23</td>
</tr>
<tr>
<td>Figure 34</td>
<td>Detail - adding a new item to Previous Professional Positions</td>
<td>23</td>
</tr>
<tr>
<td>Figure 35</td>
<td>Detail – Save, add another or cancel (3)</td>
<td>23</td>
</tr>
<tr>
<td>Figure 36</td>
<td>Awards and Honors screen</td>
<td>24</td>
</tr>
<tr>
<td>Figure 37</td>
<td>Detail - adding an item to Awards and Honors</td>
<td>24</td>
</tr>
<tr>
<td>Figure 38</td>
<td>Detail – Save, add another or cancel (4)</td>
<td>24</td>
</tr>
<tr>
<td>Figure 39</td>
<td>Education screen</td>
<td>25</td>
</tr>
<tr>
<td>Figure 40</td>
<td>Detail - adding a new item to Education</td>
<td>25</td>
</tr>
</tbody>
</table>
Figure 82 Detail - adding a new item to Department, College/Unit, University and Other Committee Service .................................................................42
Figure 83 Detail – Save, add another or cancel (14) ....................................................................................43
Figure 84 Professional/Public Service screen ..........................................................................................44
Figure 85 Detail - add a new item to Professional/Public Service ............................................................44
Figure 86 Detail – Save, add another or cancel (14) ....................................................................................44
Figure 87 Current Administrative Assignments screen ............................................................................46
Figure 88 Detail - adding a new item to Current Administrative Assignments ..............................................46
Figure 89 Detail – Save, add another or cancel (15) ....................................................................................46
Figure 90 Manage Current Professional Appointment screen .................................................................47
Figure 91 Detail - add user data ..................................................................................................................47
Figure 92 Detail - adding another department ............................................................................................47
Figure 93 Detail - Save or cancel (4) ..........................................................................................................47
Figure 94 Detail -Banner indicator (5). .......................................................................................................48
Figure 95 Create an (ad-hoc) Report screen ...........................................................................................49
Figure 96 Detail - selecting data to include ...............................................................................................50
Figure 97 Data checklist screen ...............................................................................................................50
Figure 98 Detail - Select who to include ....................................................................................................51
Figure 99 Run a (custom) report screen ................................................................................................52
Figure 100 Usage Statistics screen ..........................................................................................................53
Figure 101 Detail - viewing the business instrument usage statistics .........................................................53
Figure 102 Users and Security screen ......................................................................................................54
Figure 103 Detail - Adding a new user .......................................................................................................54
Figure 104 - Creating a new user ...............................................................................................................55
Figure 105 Create request screen ...........................................................................................................56
Figure 106 Resource Center screen .........................................................................................................57
Figure 107 Logged Off screen .................................................................................................................58
Using Digital Measures

Logging in

Figure 1 Utah State Digital Measures Login Page

Open a web browser, such as Google Chrome or Internet Explorer to:
https://www.digitalmeasures.com/login/usu/faculty/authentication/showLogin.do?shce=1

This allows the user to enter his or her USU “A” number and Banner Password to log in to Digital Measures.

Also on this screen:

- Questions/Comments – allows the user to submit contact information and feedback to Digital Measures
- Request your USU Banner Password – alerts the user to obtain his or her Banner Password.
From the dashboard screen, the user (dependent on permissions) can navigate to:

- Manage data;
- Ad-hoc reports;
- Custom reports;
- Usage statistics;
- Users and Security;
- Resource Center;
- Work Requests;
- Helpdesk;
- Feedback;
- Privacy Statement and
- Logoff
The dashboard screen allows the user (dependent on permissions) to contact the instrument administrator to submit a work request, contact Digital Measures for technical and non-technical support and training, download the Administrator's guidance document, download the configuration of the activities database(s), back up the data, and also view aggregated user statistics.
This allows the user to enter contact information (or remain anonymous) and contacts the helpdesk.
Feedback
Figure 5 Feedback

This allows the user to enter contact information (or remain anonymous) and submits feedback.
Privacy statement

Figure 7 Privacy statement

This allows the user to view the Digital Measures privacy statement.
Manage Data

Figure 9 Manage data

This allows the user (dependent on permissions) to manage data on behalf of other users.

Figure 10 Manage data screen

A user can:

- Select from a list of individuals and continue on to the activities database main menu; or
- Manage the administrative data for individuals.
From this screen, a user (dependent on permissions) can enter:

- **General Information**
  - Personal and Contact Information;
  - Current Professional Appointment;
  - Role Statement;
  - Rank and Promotion Information;
  - Tenure Information & Committee Membership;
  - Previous Professional Positions;
  - Awards and Honors;
  - Education;
  - Licensures and Certification; and
  - Sabbaticals/Leave of Absence

- **Research & Creative Endeavors**
  - Ag Experiment Station;
  - Publications/Intellectual Contributions;
- **Contracts, Grants and Sponsored Research;** and
- **Presentations and Posters**

- **Extension**
  - **Major Programs;** and
  - **Extension Events/Activities**

- **Service**
  - **Department, College/Unit, University, and other committee service;** and
  - **Professional/Public service**

- **Administration**
  - **Current Administrative Assignments**

NB. This is not an exhaustive list and is subject to change.
Personal and Contact Information

Figure 12 Personal and contact information screen

From this screen, a user (dependent on permissions*) can enter:

- Alternative Name you publish under;
- Name of Endowed Position;
- Preferred Email address (if different from @usu.edu address);
- Professional Website;

Figure 13 Detail - adding another website

- Primary County Assignment*;
- Language spoken other than English;
Figure 14 Detail - adding another language

<table>
<thead>
<tr>
<th>Language</th>
<th>Language Spoken Other than English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add another Language: 1 [ADD]

- Brief Biography (30 words or less);
- Teaching Interest(s);
- Research Interest(s) and
- Upload a photograph

Figure 15 Detail - Uploading a photo

Photograph

The user can browse to a file directory and upload an image file.

Figure 16 Detail - Save or cancel (1)

Personal and Contact Information

SAVE AND RETURN  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.

Automated entry of information via Banner

Figure 17 Detail - Banner indicator (1)

Prefix R

First Name R  Brett

Preferred First Name R

The “R” suffix indicates that data is entered automatically from Banner.
Current Professional Appointment

Figure 18 Current Professional Appointment screen

From this screen, a user (dependent on permissions) can enter:

- Explanation of “Other” (department)
- Job Title
- Tenure Status
- On Sabbatical or leave

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.

Automated entry of information via Banner

Figure 22 Detail - Banner indicator (2)
The “R” suffix indicates that data is entered automatically from Banner.
From this screen, a user (dependent on permissions) can enter a percentage pertaining to time spent in:

- Research/scholarship;
- Teaching;
- Service;
- Extension;
- Librarianship; and/or
- Administration.

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.
Rank and Promotion Information

From this screen, a user can:

- Add another rank

After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.

Automated entry of information via Banner
The “R” suffix indicates that data is entered automatically from Banner.
Tenure Information & Committee Members
Figure 29 Tenure Information & Committee Members screen

From this screen, a user can enter:

- Review Committee Type;
- Active/Inactive Committee
- P & T Committee Members

Figure 30 Detail - adding a new item to Tenure Information & Committee Members

Click below to ADD a new item to Tenure Information & Committee Members:

ADD A NEW ITEM

Figure 31 Detail - adding another Committee Member

Add another Committee Member: 1 [ ] ADD

Figure 32 Detail - Save, add another or cancel (2)

SAVE AND RETURN   SAVE AND ADD ANOTHER   RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
**Previous Professional Positions**

Figure 33 Previous Professional Positions screen

From this screen, a user can enter:

- Experience Type;
- Explanation of “Other”;
- Organization;
- Title/Rank/Position;
- Description of Position (30 words or less)
- Start Date
- End Date

Figure 35 Detail – Save, add another or cancel (3)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Awards and Honors

Figure 36 Awards and Honors screen

Figure 37 Detail - adding an item to Awards and Honors

From this screen, a user can enter:

- Award or Honor Name*;
- Organization/Sponsor;
- Purpose;
- Explanation of “Other”;
- Scope;
- Description/Explanation (30 words or less) and
- Date Received*

Note – items marked “*” are required fields.

Figure 38 Detail – Save, add another or cancel (4)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
**Education**

Figure 39 Education screen

From this screen, a user can enter:

- Degree
- Explanation of “Other”
- Institution
- Location of Institution
- Emphasis/Major
- Supporting Areas of Emphasis
- Dissertation/Thesis Title
- Honor/Distinction
- Is this the Terminal Degree in your field
- International Degree
- Year Completed

Figure 41 Detail – Save, add another or cancel (5)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Licensures and Certifications

Figure 42 Licensures and Certifications screen

From this screen, a user can enter:

- Title of Licensure/Certification;
- Sponsoring Organization (or Jurisdiction);
- Scope;
- Description;
- Date obtained; and
- Expiration date

Figure 43 Detail - adding a new item to Licensures and Certifications

Click below to ADD a new item to Licensures and Certifications:

ADD A NEW ITEM

Figure 44 Detail – Save, add another or cancel (6)

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
**Sabbaticals / Leave of Absence**

Figure 45 Sabbaticals/Leave of Absence screen

From this screen, a user can enter:

- Type;
- Purpose/Activities of Sabbatical/Leave;
- Start Date; and
- End Date

Figure 47 Detail – Save, add another or cancel (7)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Ag Experiment Station

Figure 48 Ag Experiment Station screen

From this screen, a user (dependent on permissions) can enter:

- Grants.gov Tracking Number;
- Proposal Number;
- Project Number;
- Project Status;
- Project Type;
- Project Title/Name*;
- Is this an integrated project;
- If Integrated, components of project;
- Performing USU Department;
- Co-operating USU Department;
  - Department;
- If multi-state, multi-state project number;
• For projects that are not multi-state, indicate cooperating states, if any;
• USU Personnel Involved in this project;
  o Person;

Figure 51 Detail - adding another person

Add another Person: [Field]

• Project Contacts;
• Estimated Project FTEs;
  o Role;

Figure 52 Detail - adding another role

Add another Role: [Field]

• Source of Project Funding;
• Explanation of “Other”;
• If CSREES grant or agreement, proposal number;
• Project Start Date*;
• Project End Date;
• Program Area of Project;
• Allocation of Research Effort on Project;
• Other Research Components Involved in this project;
• Is this a Section 204 Integrated Activity;
• Project Codes;
  o Project Code;

Figure 53 Detail - adding another Project Code

Add another Project Code: [Field]

• Does this project involve recombinant DNA;
• If “Yes”, date of Bio safety approval;
• If “Yes”, Bio safety number;
• Does project involve use of animals;
• If “Yes”, date of IACUC approval;
• If “Yes” IACUC number;
• Does project involve human subjects;
• If “Yes” date of IRB approval;
• If “Yes” IRB number;
• If “Yes” and no IRB approval, why;
• Goals/Objectives, as approved;
• Expected Outputs;
• Expected Outcomes;
• Methods;
• Target Audience;
• Non-technical summary of project;
• Project keywords;
• Yearly Report – AD 421;
  o Annual or Final Report;
  o Report Start Date;
  o Report End Date;
  o Outputs;
  o Outcomes/Impacts;
  o Participants in Report;
  o Target Audience;
  o Approved Project Modifications;
  o Plan of Work for the Coming Year;
• Report ready for UAES Review; and
• Report approved by UAES

Note – items marked “∗” are required fields.

Figure 54 Detail – Save, add another or cancel (8)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
**Publications/Intellectual Contributions**

Figure 55 Publications/Intellectual Contributions screen

![Screen shot of Publications/Intellectual Contributions](image)

**Figure 56 Detail - adding a new item to Publications/Intellectual Contributions**

Click below to ADD a new item to Publications/Intellectual Contributions:

**ADD A NEW ITEM**

From this screen, a user (dependent on permissions) can enter:

- Type;
- Explanation of “Other”;
- AACSB Classification;
- Current Status;
- Title*;
- Book Title;
- Explanation of “Other”;
- Authors;
  - 1st Author;

**Figure 57 Detail - add another author**

Add another Author: [ ]

- Journal/Publisher/Proceedings Publisher;
- City and State of Journal/Publisher;
• Country of Journal/Publisher;
• Ranking of Journal;
• Volume;
• Issue Number/Edition;
• Digital Object Identifier;
• Page numbers;
• Impact Factor;
• Impact Factor Reference Year;
• Web Address;
• Editor(s);
• ISBN/ISSN Number/Case number;
• Audience of Circulation;
• Was this peer reviewed/referred;
• If “Yes”, how was this publication peer reviewed/referred;
• Explanation of Review Process;
• Is this publication publically available;
• Abstract/Synopsis;
• Expected Date of Submission;
• Date submitted;
• Date Accepted;
• Date Published;
• Describe Contribution;
• Upload Final Accepted Manuscript;

Figure 58 Detail - upload Manuscript

The user can browse to a file directory and upload an image file; and

• AES Project Number

Note – items marked “*” are required fields.

Figure 59 Detail – Save, add another or cancel (9)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 

32
Contracts, Grants and Sponsored Research

Figure 60 Contracts, Grants and Sponsored Research screen

Figure 61 Detail - add an item to Contracts, Grants and Sponsored Research

Click below to ADD a new item to Contracts, Grants and Sponsored Research:

ADD A NEW ITEM

From this screen, a user (dependent on permissions*) can enter:

- Contract/Grant/Research Type;
- Contract/Grant/Research Title*;
- Was this field research*;
- Sponsoring Organization;
- Awarding Organization is;
- Explanation of “Other”;
- Investigators;
  - 1st Investigator;

Figure 62 Detail - add another investigator

Add another Investigator: 1 [ ] ADD

- Total Funding Amount;
- Award to USU;
- Research Expenditures to Date;
• Overhead Allocations;
• PI;
• Dept;
• College;
• Purpose of Funding*;
• Explanation of “Other”*;
• COB Support Award*;
• Community/University Research Initiative*;
• Abstract;
• International Research Scope;
• Number of Graduate Students Supported on Grant;
• Current Status*;
• Expected Date of Submission for Funding;
• Date Submitted for Funding;
• Start Date of Funding*;
• End Date of Funding;
• Project Status; and
• AES Project Number*

Note – items marked “*” are required fields.

Figure 63 Detail – Save, add another or cancel (10)

[Image of buttons: SAVE AND RETURN, SAVE AND ADD ANOTHER, RETURN (CANCEL)]

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.

Automated entry of information via Banner
Figure 64 Detail -Banner indicator (4)

Prefix R

First Name R

Preferred First Name R

Brett

The “R” suffix indicates that data is entered automatically from Banner.
Presentations and Posters

Figure 65 Presentations and Posters screen

From this screen, a user (dependent on permissions*) can enter:

- Conference/Meeting Name;
- Sponsoring Organization;
- Location;
- Title;
- Meeting Type*;
- Scope;
- Audience;
- Published in Proceedings;
- Subsequently Published Elsewhere;
- Invited or Contributed;
- Was this peer-reviewed/referred;
- AACSB Classification*;
- International*;
- Presentation or Poster;
- Presenters/Authors;
  - 1st Presenter/Authors;
Figure 67 Detail – adding another Presenter/Author

Add another Presenter/Author: [Input Field] [ADD]

- Abstract/Synopsis;
- Presentation;

Figure 68 Detail – Uploading a presentation

Presentation [Store file]

- Start Date*;
- End Date; and
- AES Project Number*

Note – items marked “*” are required fields.

Figure 69 Detail – Save, add another or cancel (11)

[Save and return] [Save and add another] [Return (cancel)]

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Major Programs

Figure 70 Major Programs screen

Figure 71 Detail - adding a new item to Major Programs

Click below to ADD a new item to Major Programs:

ADD A NEW ITEM

Figure 72 Detail - Edit, Copy or Delete an item in Major Programs

Click on any of the entries below to EDIT, COPY or DELETE an item in Major Programs:

<table>
<thead>
<tr>
<th>Items added to Major Programs</th>
<th>EDIT</th>
<th>COPY</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>test program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From this screen, a user (dependent on permissions*) can enter:

- Major Program Title/Name*;
- Situation/Problem Statement;
- Primary Emphasis Area*;
- Knowledge Area*;
- USDA Issue Areas;
- Program Start Date;
- Program Revision Date;
- Program End Date;
- If this is a multi-state program, indicate the cooperating states;
- If this is a multi-department program, indicate the USU departments;
Figure 73 Detail - add another Department

- If this is an “integrated” program (e.g., both research and outreach components), indicate the scope of the program;
- Does project involve youth;
- Utah counties impacted by this program;
- USU Personnel involved in this program;
  - 1st Person;

Figure 74 Detail - add another Person

- Non-USU Organizations involved in this Program;
- Goals/Objectives/Expected Outputs;
- When and how will success in achieving the outcomes of this program will be evaluated;
- Briefly, explain the evaluation plan for this program;
- Data Collection Methods*;
- Briefly, explain data collection methods*;
- Needs Assessment;
- Targeted Audience;
- Inputs-Funding Sources;
- Inputs-FTE;
- Outputs-Methods*;
- Explanation of “Other” *;
- Anticipated Program Outcomes/Impacts;
- Annual Report – Yearly
  - From;
  - To;
  - Outputs/Activities;
  - Outcomes/Impacts;
  - Number of volunteers involved in this program;
  - Approximate number of volunteer hours contributed;
  - Direct Contacts;
  - Female – White*;
  - Female – African American*;
  - Female – Hispanic*;
  - Female – Asian/Pacific Islander*;
- Female – American Indian*
- Male – White*
- Male – African American*
- Male – Hispanic*
- Male – Asian/Pacific Islander*
- Male – American Indian*
- LEP (Limited English) *
- Indirect Contacts
- Email
- Telephone
- Newsletters
- Web Site Traffic
- Other
- Clients Gain Knowledge*
- Clients Apply Practices*
- Plan of Work for coming year; and
- Upload file

**Figure 75 Detail - upload a file**

![Upload File](image)

Note – items marked “*” are required fields.

Note – items marked “H” are hidden fields.

**Figure 76 Detail – Save, add another or cancel (12)**

![Buttons](image)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
Extension Events/Activities

Figure 77 Extension Events/Activities screen

Figure 78 Detail - adding a new item to Extension Events/Activities

Click below to ADD a new item to Extension Events/Activities:
ADD A NEW ITEM

From this screen, a user (dependent on permissions*) can enter:

- Major Program;
- Activity Title*;
- Location(s);
- Number of times delivered;
- Type of activity;
- Explanation of “Other”;
- Target Audience;
- Start Date*;
- End Date;
- Number of Participants;
- Female – White;
- Female – African American;
- Female – Hispanic;
- Female – Asian/Pacific Islander;
- Female – American Indian;
- Male – White;
- Male – African American;
- Male – Hispanic;
- Male – Asian/Pacific Islander;
- Male – American Indian;
- LEP (Limited English);
- Number of Participants Gain Knowledge;
- Number of Participants Apply Practices;
- Does this event/activity have a major civil rights/underserved population emphasis;
- Presenter/ Involvement/ % of recognition*;
  - 1st Person*;

**Figure 79 Detail - adding another person**

Add another Person: 1 [ADD]

- Description*;
- Old Extension Knowledge Areas*;
- Extension Knowledge Areas;
- Role;
- Evaluation by Participants/Clients – Content;
- Evaluation by Participants/Clients – Instructor Effectiveness;
- Evaluation by Peers – Content; and
- Evaluation by Peers – Instructor Effectiveness

Note – items marked “*” are required fields.

Note – items marked “H” are hidden fields.

**Figure 80 Detail – Save, add another or cancel (13)**

[SAVE AND RETURN] [SAVE AND ADD ANOTHER] [RETURN (CANCEL)]

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.  

41
**Department, College/Unit, University, and Other Committee Service**

Figure 81 Department, College/Unit, University, and other committee service screen

Figure 82 Detail - adding a new item to Department, College/Unit, University and Other Committee Service

Click below to ADD a new item to Department, College/Unit, University, and Other Committee Service:

[ADD A NEW ITEM]

From this screen, a user can enter:

- Service Type;
- Explanation of “Other”;
- Committee/Club/Organization;
- Position/Role;
- Approximate number of hours spent per year;
- Primary Audience;
- Were you elected or appointed;
- Was this compensated or pro bono;
- Served Ex-Officio;
- Responsibilities/Brief Description (30 words or less);
- Brief Description of Committee’s key accomplishments;
- Start Date; and
- End Date
After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”.
**Professional/Public Service**

*Figure 84 Professional/Public Service screen*

![Professional/Public Service Screen](image)

*Figure 85 Detail - add a new item to Professional/Public Service*

Click below to ADD a new item to Professional/Public Service:

**ADD A NEW ITEM**

From this screen, a user can enter:

- Organization/Committee/Panel/Club;
- Position/Role;
- Explanation of “Other”;
- City;
- State;
- Country;
- Approx. Number of Hours spent per year;
- Were you elected or appointed;
- Was this compensated or pro bono;
- Audience;
- Served ex-officio;
- Responsibilities/Brief Description (30 Words or Less);
- Brief Description of Committee’s Key Accomplishments;
- Start Date; and
- End Date

*Figure 86 Detail – Save, add another or cancel (14)*
After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Current Administrative Assignments
Figure 87 Current Administrative Assignments screen

Figure 88 Detail - adding a new item to Current Administrative Assignments

Click below to ADD a new item to Current Administrative Assignments:
ADD A NEW ITEM

From this screen, a user can enter:

- Position/Role;
- Explanation of “Other”;
- Level;
- Percent of Total Time;
- Responsibilities/Brief Description (30 words or less);
- Start Date; and
- End Date

Figure 89 Detail – Save, add another or cancel (15)

SAVE AND RETURN  SAVE AND ADD ANOTHER  RETURN (CANCEL)

After completing entering information, the user can click the “save and return” button, “save and add another”, or click “return (cancel)”. 
Managing Administrative Data

Figure 90 Manage Current Professional Appointment screen

![Manage Current Professional Appointment screen](image)

From this screen, a user (dependent on permissions*) can enter:

- Explanation of “Other”;

Figure 91 Detail - add user data

![Select a Year to View](image)

- Job Title;
- Tenure Status; and
- On sabbatical or leave?

Figure 92 Detail - adding another department

![Add another Department](image)
After completing entering information, the user can click the “save and return” button, or click “return (cancel)”.  

Automated entry of information via Banner  
Figure 94 Detail - Banner indicator (5)

- Prefix: Brett  
- First Name: Brett

The “R” suffix indicates that data is entered automatically from Banner.
Reports

Ad hoc Reports

Figure 95 Create an (ad-hoc) Report screen

From this screen, a user can:

1. Select the instrument to use;
2. Select the date range to use;
3. Select the data to include;
4. Specify text for which to search;
5. Select how the data should be organized;
6. Select who to include;
7. Select the file format; and
8. Select the orientation and paper size
Selecting data to include

Upon clicking, the user can select items from a check list (see figure below for example)

Figure 97 Data checklist screen
Selecting who to include

Figure 98 Detail - Select who to include

Upon clicking, the user can select items from a check list (see figure below for example)
Custom Reports

Figure 99 Run a (custom) report screen

From this screen, a user (dependent on permissions*) can:

1. Select the report to run;
2. Select the date range to use;
3. Select who to include;
4. Select the report options*;
5. Select the file format; and
6. Select the page size

Note – items marked “*” are required fields.
From this screen, a user (dependent on permissions*) can:

- View the usage statistics of the business instrument; and
- View the usage statistics of the university instrument

Figure 101 Detail - viewing the business instrument usage statistics
Users and Security

Figure 102 Users and Security screen

From this screen, a user (dependent on permissions*) can:

- Create a new user;
- Search for users;
- Download all user information; and
- View security roles

Figure 103 Detail - Adding a new user
Adding a new user

Figure 104 - Creating a new user

From this screen, a user (dependent on permissions*) can enter:

- Last Name*;
- First Name*;
- Middle Name/Initial;
- Email*;
- Username*;
- Authentication; and
- Select which instrument (business or university)

Note – items marked “*” are required fields.
Work Requests
Figure 105 Create request screen

From this screen (dependent on permissions*) a user can:

1. Submit a work request; and
2. View open work requests
From this screen (dependent on permissions*) a user can:

1. Connect to other Digital Measure user communities
2. Ask Questions
3. Browse documentation
   a. Administrator’s Guide
   b. Data Entry Review Instructions
   c. Keys to a Successful Implementation
   d. User Setup Template
   e. Base Screens
   f. Faculty and Staff Guide
   g. Sample Implementation Plan
   h. Web Services Documentation
Logging Off

Figure 107 Logged Off screen

This screen informs the user that he or she has logged off. It is recommended that the browser screen is closed.