

TUTORIAL

DIGITAL MEASURES: DELETING AN ITEM

This tutorial will show you how to delete an item in Digital Measures

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://appsrv.pace.edu/DigitalMeasures/>
2. Enter your Pace credentials and click **Login**.



Please Sign In Below

Username: vg56582p

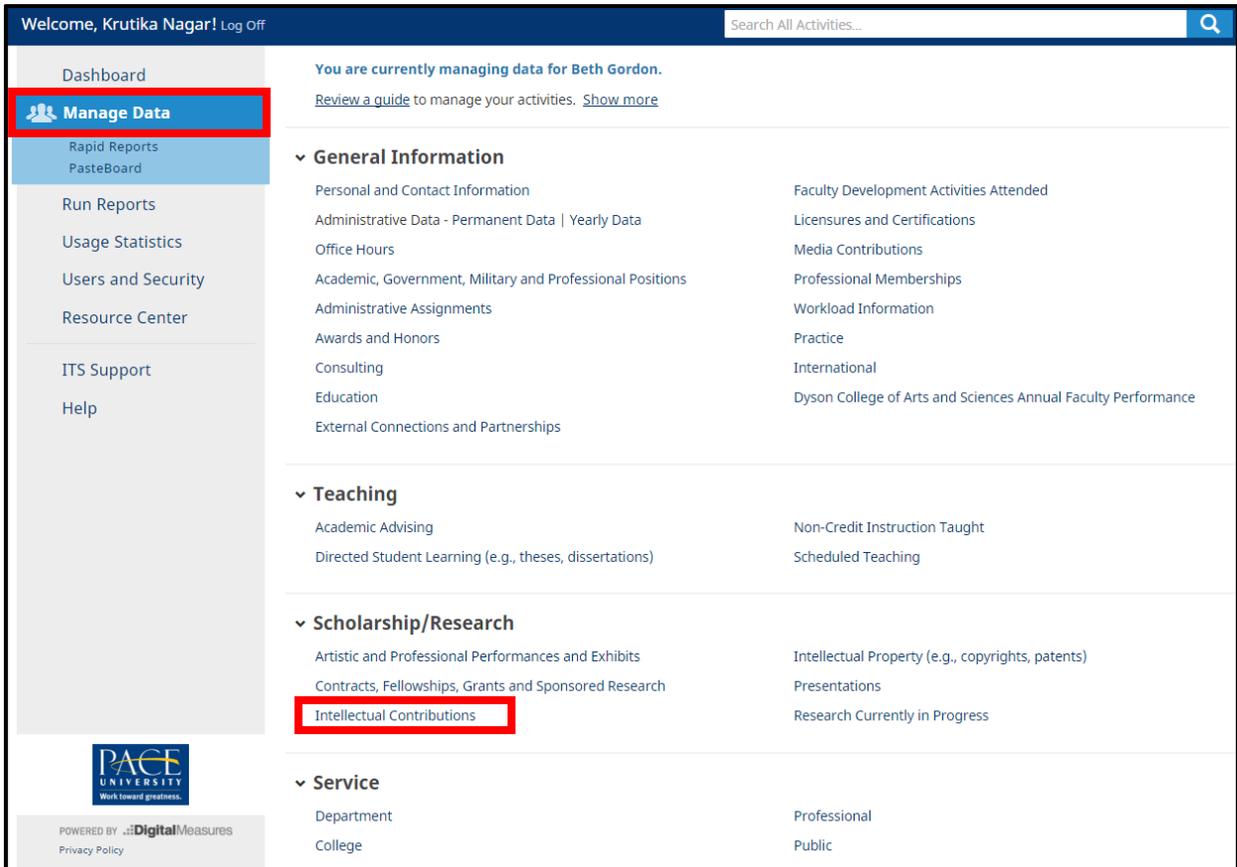
Password: [masked]

Login

3. Click the, **Manage your Activities** tab on the sidebar and click on the section you want to delete data from. For example, **Awards and Honors**.

If you are deleting an article, book, or other publication, these can be done under **Intellectual Contributions** under the Scholarship/Research heading.

TUTORIAL



Welcome, Krutika Nagar! Log Off

Search All Activities...

Dashboard

Manage Data

Rapid Reports
PasteBoard

Run Reports

Usage Statistics

Users and Security

Resource Center

ITS Support

Help

You are currently managing data for Beth Gordon.
[Review a guide](#) to manage your activities. [Show more](#)

▼ **General Information**

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Office Hours

Academic, Government, Military and Professional Positions

Administrative Assignments

Awards and Honors

Consulting

Education

External Connections and Partnerships

Faculty Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Workload Information

Practice

International

Dyson College of Arts and Sciences Annual Faculty Performance

▼ **Teaching**

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

▼ **Scholarship/Research**

Artistic and Professional Performances and Exhibits

Contracts, Fellowships, Grants and Sponsored Research

Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

▼ **Service**

Department

College

Professional

Public

POWERED BY DigitalMeasures
Privacy Policy

- Select the item (which you want to delete) from the checkbox and click on the bin (**delete**) button as shown below.

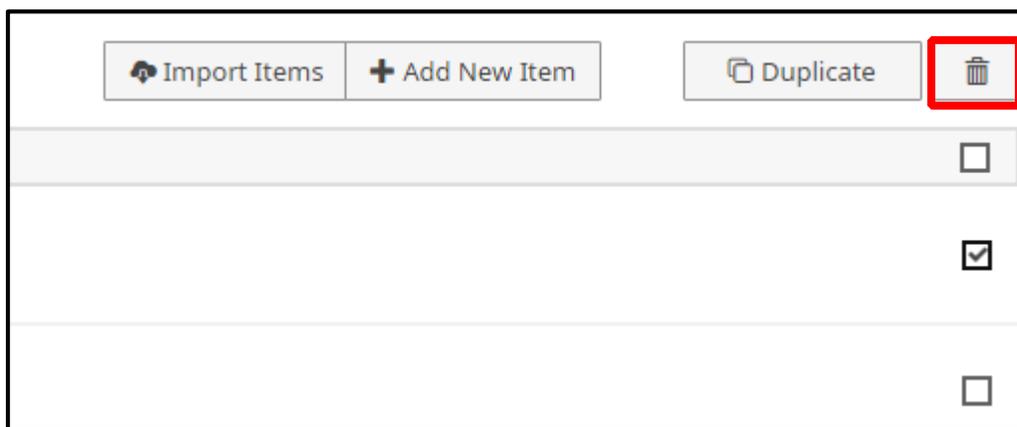
TUTORIAL



Manage Data < Intellectual Contributions

Import Items Add New Item Duplicate

Item	
Job Challenge 2006	<input checked="" type="checkbox"/>
Using Conflict Surveys to Extricate Research Out of the Ivor... 2006	<input type="checkbox"/>



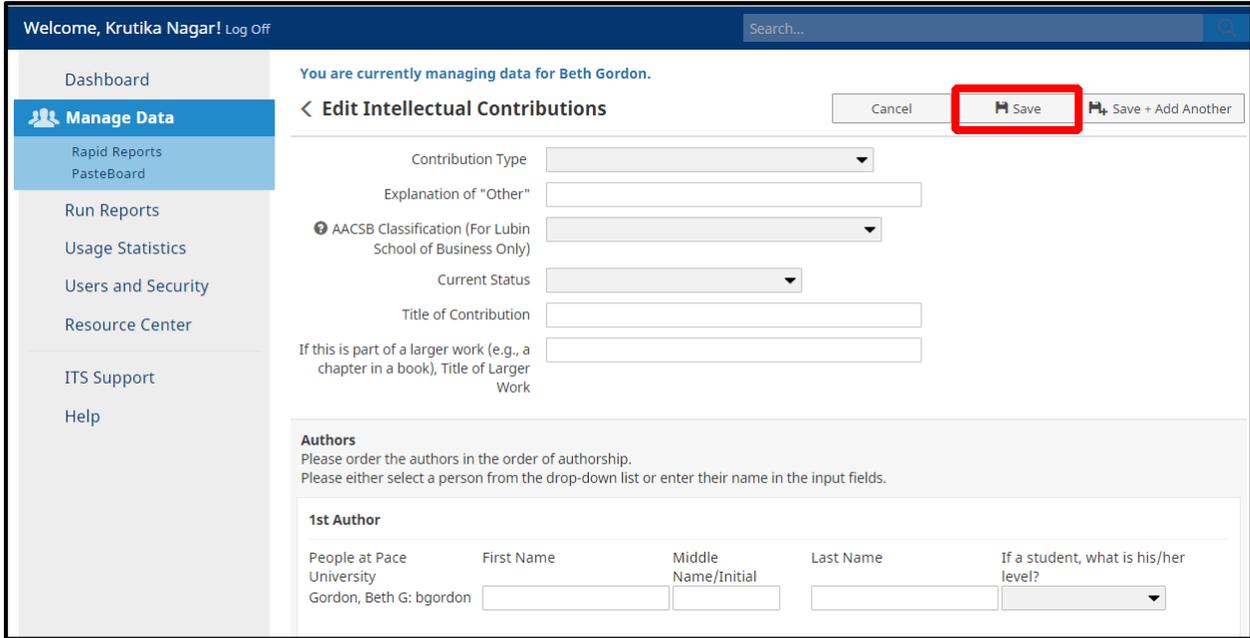
Import Items Add New Item Duplicate

Delete

	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

5. Click **Save**

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Welcome, Krutika Nagar! Log Off

You are currently managing data for Beth Gordon.

< Edit Intellectual Contributions

Cancel **Save** Save + Add Another

Contribution Type

Explanation of "Other"

AACSB Classification (For Lubin School of Business Only)

Current Status

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Authors

Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Pace University	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Gordon, Beth G: bgordon	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>