

TUTORIAL

DIGITAL MEASURES: DELETING AN ITEM

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

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

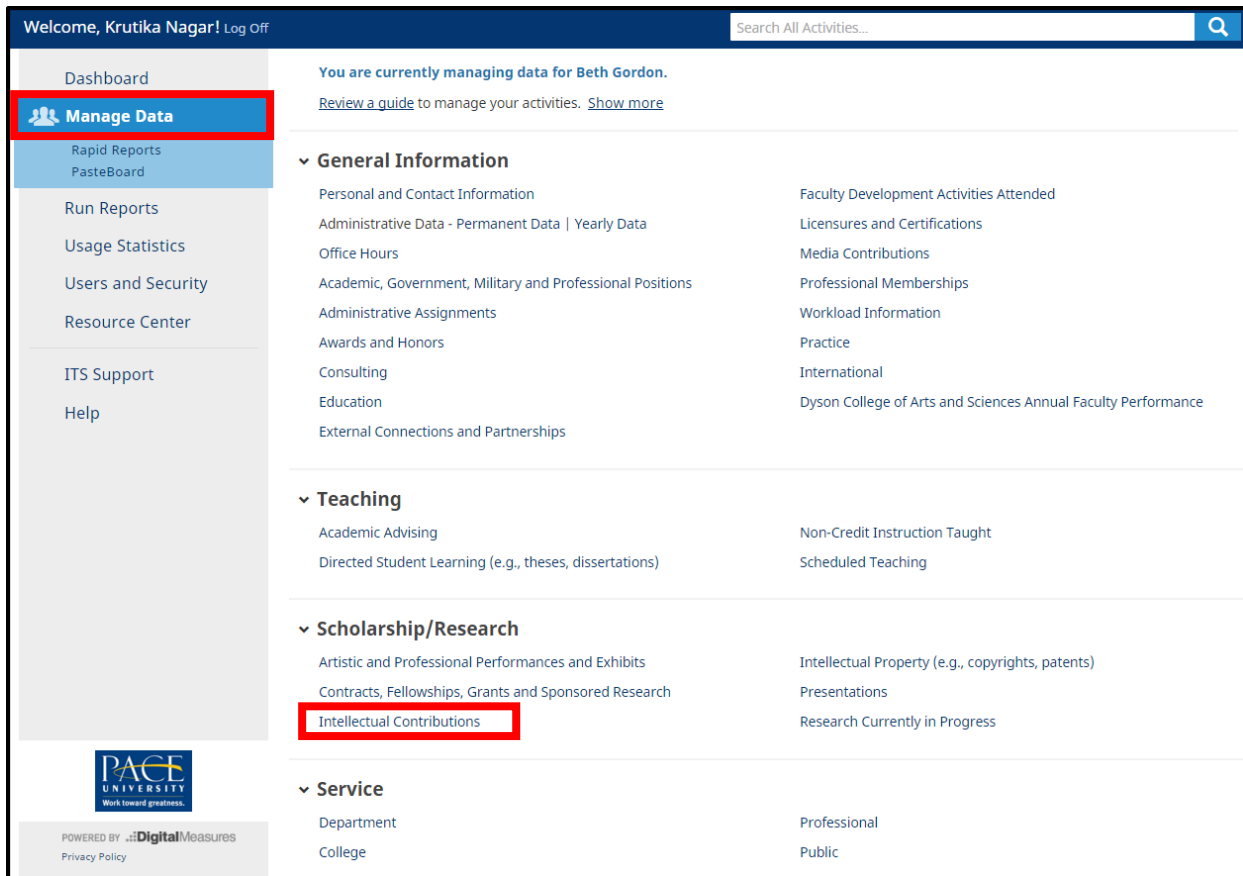
Password: [masked]

Login

3. Click the, **Manage Data** 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...

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

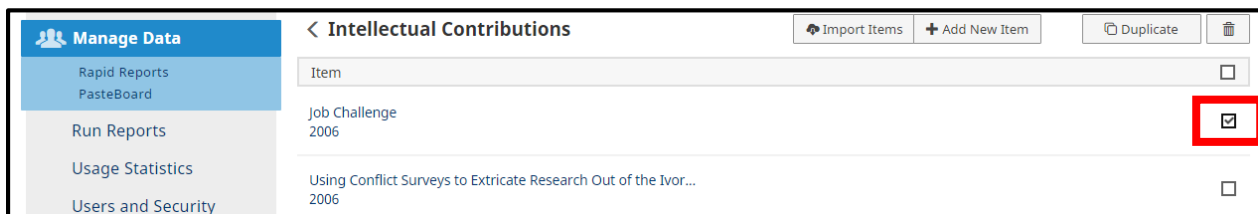
- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions**
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

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.



Manage Data

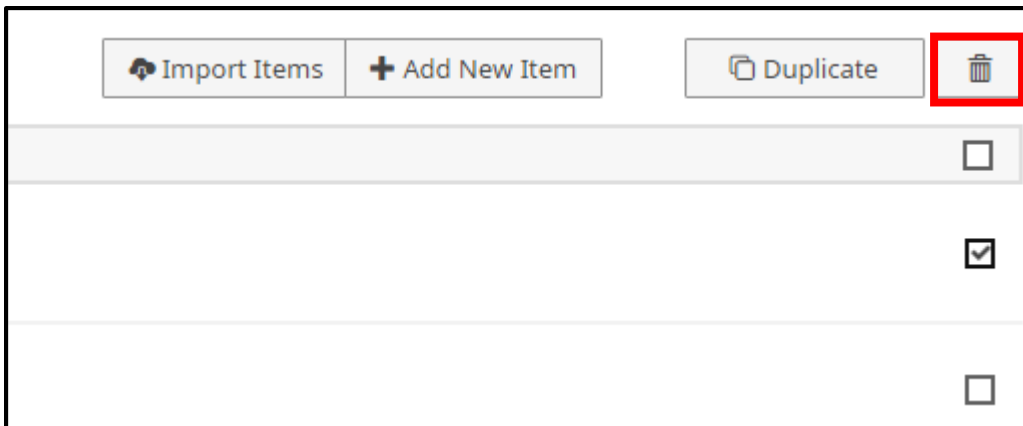
- Rapid Reports
- PasteBoard
- Run Reports
- Usage Statistics
- Users and Security

Intellectual Contributions

Import Items Add New Item Duplicate Delete

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

TUTORIAL



5. Click **Save**

