ACADEMIC TECHNOLOGIES (ITS)

### 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 <a href="https://appsrv.pace.edu/DigitalMeasures/">https://appsrv.pace.edu/DigitalMeasures/</a>
- 2. Enter your Pace credentials and click Login.

Username:	va56582p	
Password:		

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.

Work toward greatness.

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Welcome, Krutika Nagar! Log Off		Search All Activities	Q
Dashboard	You are currently managing data for Beth Gordon.		
🧥 Manage Data	Review a guide to manage your activities. Snow more		
Rapid Reports PasteBoard Run Reports Usage Statistics	<ul> <li>General Information</li> <li>Personal and Contact Information</li> <li>Administrative Data - Permanent Data   Yearly Data</li> <li>Office Hours</li> </ul>	Faculty Development Activities Attended Licensures and Certifications Media Contributions	
Users and Security	Academic, Government, Military and Professional Positions	Professional Memberships	
Resource Center	Administrative Assignments Awards and Honors	Workload Information	
ITS Support Help	Consulting Education External Connections and Partnerships	International Dyson College of Arts and Sciences Annual Faculty Performa	ance
~ Teaching			
	Academic Advising	Non-Credit Instruction Taught	
	Directed Student Learning (e.g., theses, dissertations)	Scheduled Teaching	
	<ul> <li>Scholarship/Research</li> </ul>		
	Artistic and Professional Performances and Exhibits	Intellectual Property (e.g., copyrights, patents)	
	Contracts, Fellowships, Grants and Sponsored Research	Presentations	
	Intellectual Contributions	Research Currently in Progress	
UNIVERSITY Work toward greatness.	~ Service		
POWERED BY .::DigitalMeasures	Department	Professional	
Privacy Policy	College	Public	

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

🤽 Manage Data	< Intellectual Contributions	♠ Import Items + Add New Item	ំ) Duplicate 🗂 💼
Rapid Reports	Item		
PasteBoard	Ich Challenge		
Run Reports	2006		
Usage Statistics			
Usage Statistics	Using Conflict Surveys to Extricate Research Out of the Ivor		П
Users and Security	2006		

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Import Items	+ Add New Item	C Duplicate	Ê
			$\checkmark$

#### 5. Click Save

Welcome, Krutika Nagar! Log Off		Search	Q
Dashboard	You are currently managing data for Beth Gordon.	Cancel	Save H+ Save + Add Another
Manage Data			
Rapid Reports PasteBoard	Contribution Type	▼	
Run Reports Usage Statistics Users and Security Resource Center ITS Support	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	•	
Help	Authors         Please order the authors in the order of authorship.         Please either select a person from the drop-down list or enter their na         1st Author         People at Pace       First Name       Middle         University       Name/Initian         Gordon, Beth G: bgordon       Image: Content of the cont	ame in the input fields. Last Name II ial I	f a student, what is his/her evel?