# DIGITAL MEASURES: DELETING AN ITEM

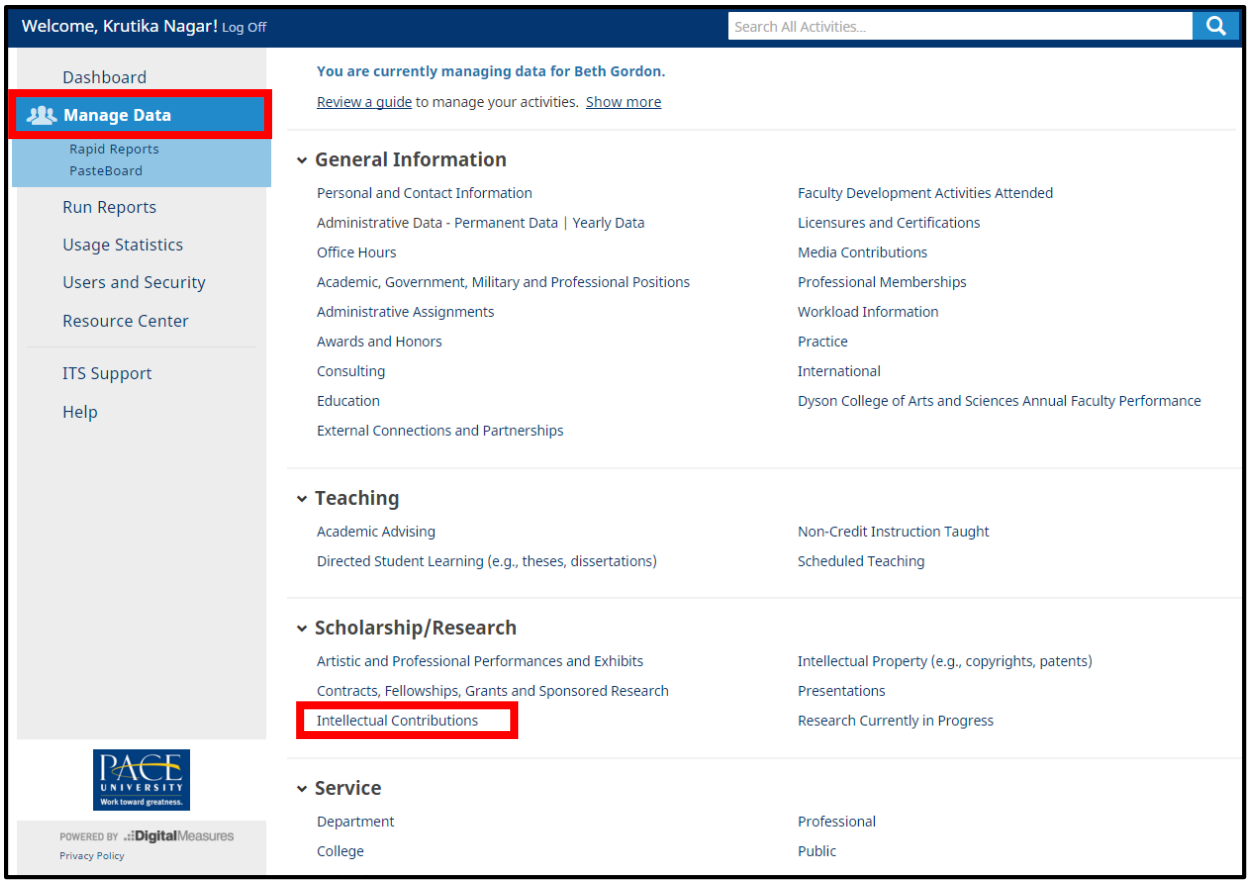
**This tutorial will show you how to delete an item in Digital Measures:**

1. Open a browser (e.g., Firefox, Internet Explorer) to https://appsrv.pace.edu/DigitalMeasures/

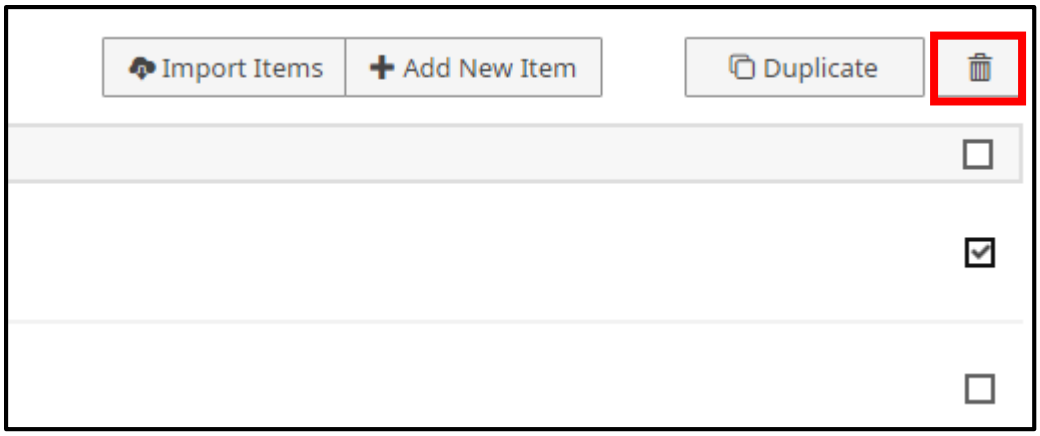
2. Enter your Pace credentials and click **Login.**

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**.

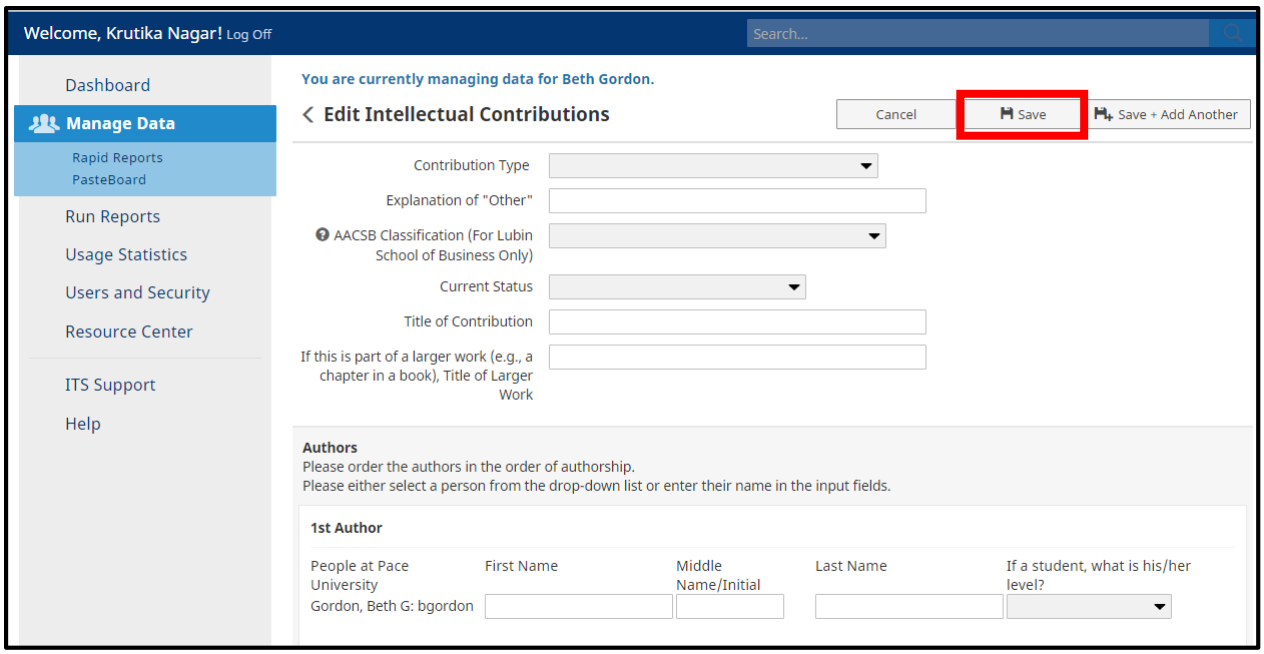
   If you are deleting an article, book, or other publication, these can be done under **Intellectual Contributions** under the Scholarship/Research heading.




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


Import Items
Add New Item
Duplicate

5. Click **Save**


Welcome, Krutika Nagar! Log Off
Search...
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.
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
Gordon, Beth G: bgordon
First Name
Middle Name/Initial
Last Name
If a student, what is his/her level?