New items

- **New Data Field**
  - Intellectual Contributions Screen - "If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work"

- **NIH & NSF Reports**
  - New screen: “Biographical Sketch”

- **New Faculty Directory Report** – (APFA will generate yearly in September)
  - Required screens & data fields: bold = manual entry

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>Data Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal &amp; Contact Information</td>
<td>First Name, Middle Name, Last Name, Office Phone, Email Address, UK Official Address (lines 1 &amp; 2), Official UK Zip, Photo</td>
</tr>
<tr>
<td>UK Yearly Data</td>
<td>College Official Name, Department Official Name, Faulty Rank</td>
</tr>
<tr>
<td>Interests &amp; Expertise</td>
<td>Interest Description</td>
</tr>
<tr>
<td>Employment History</td>
<td>Organization, Most Recent Employer? = YES</td>
</tr>
</tbody>
</table>

Report Demo

- **PE Report Demos**
  - Medicine
  - Health Sciences

Protocol & Practices

- **Errors – “Troubleshooting Protocol”**
  - **Output Errors**
    - **Web Services** - What to do when you find errors on a website
      - Check to see if it’s the same in DM
        - No, then contact web designer/IT person
        - Yes, then fix error in DM
  - **Reports**
    - Check report map – required data fields? Correct date window?
    - Check DM record – missing data?
  - **Input Errors** (DM Record)
    - **Manual Entry Screen** – make correction
    - **Data Import Screens** –
      - OSPA –
        - Typos – contact OSPA
        - Missing data – contact your unit’s Grants Officer or Jim Lindsay
      - Other Data Import Screens – contact Jim Lindsay

Need Your Help

- **Speak to your Dean about the merits of using DM**: now that staff are being cut it is important to keep DM Data Entry Team

Word of Mouth

- **Any contacts in: A&S, Law, Libraries, Design?**
  - Talk to them about your experience with DM