The Navigation module of the Digital Measures Training Manual contains basic information for navigating by providing: 1. navigation terms and definitions, 2. screen-shots with text bubble explanations demonstrating certain features.

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Login Page: myUK

Users will access Digital Measures from the myUK portal. If your myUK screen does not have the “Faculty Services” tab, please contact the UK Digital Measures administrator.
Manage Data

After logging on, users will select a faculty name from the “Manage Data for Users” drop-down menu and click “Continue.”

...and to end managing data for a particular faculty member, click “End.” This must be done before selecting another faculty name.
The Activities Database Main Menu is a list of links to each screen where activities/data can be viewed, entered or modified. These links are listed in four categories: “General Information,” “Teaching,” “Scholarship/Research,” and “Service.”
Summary Screen

Summary Screens list each individual activity entry for a given category: this example shows five publications.
Details Screen

The Details Screen is where the details of an activity can be viewed. There are two ways a new activity can be entered into DM:

- **Manually** – new activity entries can be manually entered and modified once entered. The majority of these screens are of this category.

- **Data Import** - new activity entries are entered only from other sources. (e.g. Faculty Database)

And there are three types of detail screens:

1. **Data fields only** - new activity entries can be manually entered and modified once entered. The majority of these screens are of this category. Screens include: “Intellectual Contributions”, “Consulting”, “Presentations.”

2. **Data import with modifiable data fields** - new activity entries are entered only from other sources, but the screen includes modifiable data fields. Screens include: “Personal and Contact Information”, “Research (OSPA)”, “Scheduled Teaching”

3. **Data import only (no modifiable fields)** – new activity entries are entered only from other sources, cannot be manually entered and cannot be modified once loaded. Screen names include: “Workload Information”, “Workload DOE Effort Detail”, “UK Graduate Faculty Appointments.”

*Screens with External Data Sources* – This is a list of screens that have data loaded into them, the data source and how often the data is loaded.

<table>
<thead>
<tr>
<th>Screen Name</th>
<th>External Data Source</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Contact Information</td>
<td>Human Resource (IRIS)</td>
<td>Monthly, to be daily</td>
</tr>
<tr>
<td>UK Permanent Data</td>
<td>Human Resource (IRIS)</td>
<td>Monthly</td>
</tr>
<tr>
<td>UK Yearly Data</td>
<td>Faculty Database</td>
<td>Monthly</td>
</tr>
<tr>
<td>UK Endowment Appointments</td>
<td>Faculty Database</td>
<td>Monthly</td>
</tr>
<tr>
<td>UK Graduate Faculty Appointments</td>
<td>Faculty Database</td>
<td>Monthly</td>
</tr>
<tr>
<td>UK Leaves of Absence</td>
<td>Human Resource component of IRIS</td>
<td>Monthly, not yet implemented</td>
</tr>
<tr>
<td>Workload Information</td>
<td>Faculty Effort System (IRIS)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Workload DOE Effort Detail</td>
<td>Faculty Effort System (IRIS)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Scheduled Teaching</td>
<td>Student Life-Cycle Management (IRIS)</td>
<td>3 times per term</td>
</tr>
<tr>
<td>Teacher Course Evaluations</td>
<td>Teacher Course Evaluation in IR</td>
<td>After each term</td>
</tr>
<tr>
<td>Research OSPA</td>
<td>OSPA</td>
<td>6 times per year</td>
</tr>
</tbody>
</table>
1. **Data Fields Only** – The “Intellectual Contributions” screen is an example of a “data fields only” details screen. Rectangular boxes signify “data fields.”
2. **Data Import with Modifiable Data Fields** – The “Research OSPA” screen is an example of a “data import with modifiable data fields” details screen. Rectangular boxes signify editable “data fields,” whereas the data without a rectangular box cannot be modified.

![Data Import with Modifiable Data Fields](image)

3. **Data Import Only** – The “Workload Information” screen is an example of a “data import only” details screen. There are no editable “data fields,” as there are no rectangular boxes.

![Data Import Only](image)
Navigation- Icons & Buttons

Buttons at bottom of detail screen

Buttons/icons on Summary screen
**Editing Author Order**

The order of authors can be easily changed in all author populated detail screens: “Intellectual Contributions,” “Presentations,” “Research OSPA”

<table>
<thead>
<tr>
<th>Authors</th>
<th>Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Author</td>
<td>People at University of Kentucky</td>
</tr>
<tr>
<td>Please select...</td>
<td>J.</td>
</tr>
<tr>
<td>2nd Author</td>
<td>Please select...</td>
</tr>
<tr>
<td>3rd Author</td>
<td>Please select.</td>
</tr>
</tbody>
</table>

**Deleted author**

**Click on either triangle to move author up or down in the list**
**PasteBoard Feature**

The pasteboard interface provides a convenient place to store "working content", typically copy-and-pasted from another document or file. Placing your "working content" in the pasteboard reduces the need to switch between multiple applications during data entry. Once text is in the pasteboard, pieces of that text may be selected, then copied-and-pasted or dragged-and-dropped into the appropriate field above. The pasteboard enables you to copy up to 4K (4,000 bytes) worth of text.

If users report difficulties using the pasteboard, there are a couple of common tips we have for troubleshooting. Instruct the user to

- clear their browser cookies and restart their browser;
- ensure that nothing is blocking the storage of cookies for the browser they are using;
- ensure that too much data is not being pasted into the pasteboard (remembering the 4K size limit).

You may copy and paste special characters—such as Greek or Latin characters, accent marks or other diacritical marks into the system from another source as long as they are Unicode-compliant. (Unicode is an industry-standard set of characters that allows computers to consistently represent and manipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: [http://www.unicode.org/faq/basic_q.html](http://www.unicode.org/faq/basic_q.html).)

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings. If characters are not transferring to the system as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into the system.