GETTING STARTED ON DIGITAL MEASURES

SIGN ON

Go to this link: **https://www.digitalmeasures.com/login/org-ghs/faculty**

Please bookmark this link. Your username is your GHS ID number. To log in for the first time, you will have to follow the Password Reset procedure. Click on "Need help?" on the login page, then click on the "Reset Your Password" link in the second sentence of the page that pops up. Your password will be sent to your GHS e-mail account. Go to that account and look for a message from Digital Measures, open it, and click the password reset link in the email. The first time you log in, you will be asked to change your password. Please jot it down.

ENTER DATA

At the top of the screen, click on "Activities."
Double-click on the area where you want to enter data, then click on "+Add New Item."

Be sure to click on "SAVE" at the top right of the screen each time you enter data

- You can CUT AND PASTE from other documents into Digital Measures using the cut and paste functions in Word or Excel, or you can use the PasteBoard function on the left-hand menu to keep data available as you enter information on different screens.

- To CHECK SPELLING, open Microsoft Word, put in the text you want to check, and use the Spell Check function there.

PULL REPORTS

Click "Rapid Reports" in the box on the upper right part of the screen.
Reports Available to Faculty: Candidate Template (Appointment & Promotion Report)
                                                Curriculum Vitae-Biomedical Sciences/Academic—academic format required by
                                                         Biomedical Science Department
                                                Curriculum Vitae- Clinical -—format required by clinical departments
                                                NIH Biographical Sketch
                                                NSF Biographical Sketch

SELECT THE <u>PROPER DATA RANGE</u>, especially the beginning date.

Choose the output format you want—Word, PDF, or HTML.

Click "Run Report." The CV will show up as a document in the format you chose in the lower left of your screen. Click it once to open it.

Please review and edit your document. You can rearrange, add, or delete any information as needed in Word.

BE SURE TO SAVE THE DOCUMENT on your computer before exiting the software so you will have it for future use.

HELP CONTACTS

Contact Stacy James at ext. 57456 or send an email to her through the Help Link on the left navigation menu on the Digital Measures website. All departments have designated administrative assistance within the department. These contacts can be found in the Digital Measures Reference Guide on the USC School of Medicine website at http://www.sc.edu/study/colleges_schools/medicine_greenville/internal/faculty/dm.php.