



AUGUSTA UNIVERSITY

QUICK REFERENCE GUIDE: DIGITAL MEASURES-PROFESSIONAL ACTIVITY CAPTURE TOOL

Overview

1. Navigate to the PAWS portal on the AU website and click on "PACT".

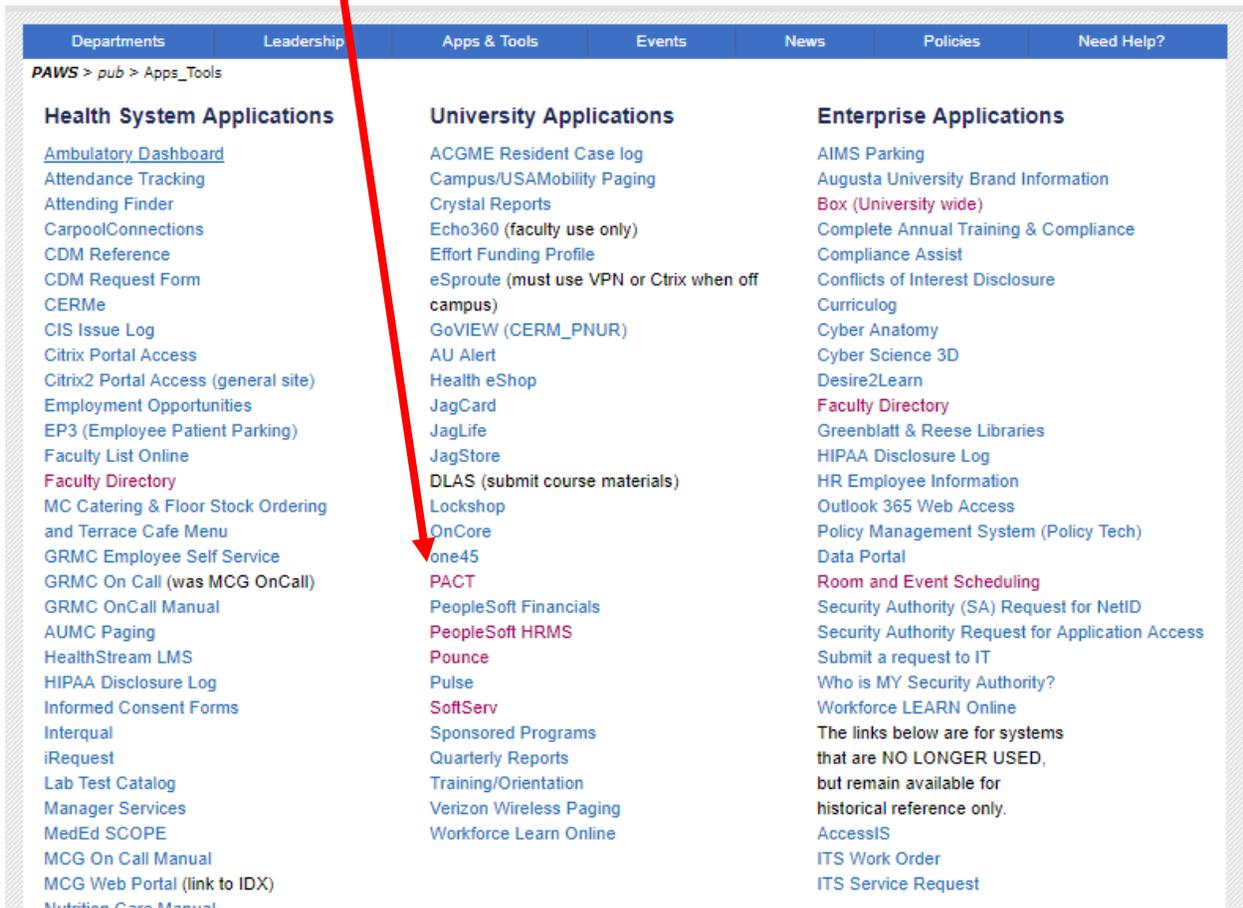
Note: You will need to scroll to the right until you see the PACT icon, as it is not displayed immediately.



You can also choose "Apps & Tools"



Then click on the PACT link



2. Log in using your existing AU NetID credentials.



Login to Digital Measures

Username

> [Forgot your password?](#)

> [Need Help?](#)

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

..:DigitalMeasures

Gain

visibility into your faculty's teaching, research and service accomplishments to broadcast a strong message to your accreditors and external constituents. Then, streamline your course evaluations to save resources and make everyone happier with the process. 300+ of the largest 500 campuses of higher education leverage Digital Measures' software.

2. At the top of the “Welcome” screen you will see the **Navigation Bar**.



Manage Activities – gives you access to the forms where you will enter/edit data.

Run Reports – allows you to generate data output, such as your vitae, presentations, NIH Biosketch, etc.

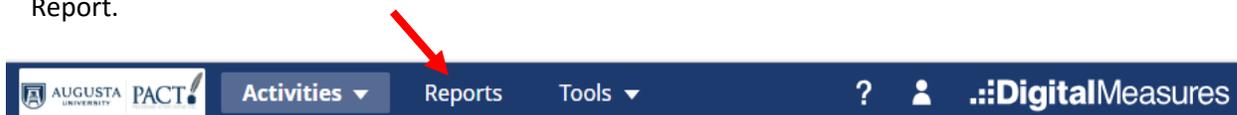
Help – sends a help request to your PACT system administrator.

Entering Your Data

1. **Manage Activities** is the default navigational link activated when you log in. You will see five sections beneath the **Activities Database Main Menu**: *General Information, Annual Reporting, Teaching, Scholarship/Research, and Service*.
2. To enter data, simply select any of the links under these four areas.
3. We have pre-loaded as much data as we can from Peoplesoft HR, Banner and other existing AU databases, so you may find that some fields are already populated.
4. One of the principal uses of the data entered into PACT is to support your annual evaluation. Therefore, if you want your department head/chair/dean to consider an activity in your review, please enter it in the system.
5. Screens and individual data fields have been customized to support the accreditation and reporting needs of different colleges. Therefore, please enter as much information as you can. If you feel that further customization of the system would benefit your college or department, please let us know by selecting the “Help” link in the Navigation Bar.
6. If you come upon items that do not apply to you, you may skip those fields or forms. However, before proceeding onto the next page, please remember to save your work.

Reporting

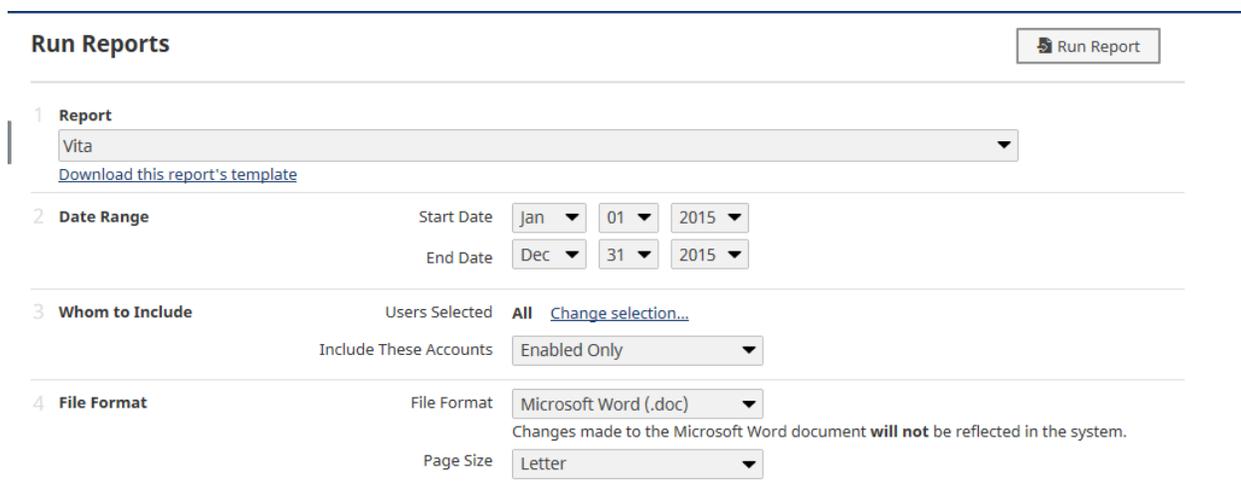
1. Once data has been entered into the system, reports can be generated by accessing the “Run Reports” link in the Navigational Bar. Common reports might include a vita or a NSF Biosketch Report.



2. To generate a report, select the type of report to run from the drop-down list of options.
3. Identify a date range, the file format, and page size.

IMPORTANT: you cannot run a report for a future date, please pick an end date representing today's date or earlier.

4. Select “Run Report” at the top of the screen.

A screenshot of a web form titled 'Run Reports'. At the top right is a button labeled 'Run Report'. The form is divided into four sections:

- 1 Report:** A dropdown menu showing 'Vita' selected. Below it is a link: 'Download this report's template'.
- 2 Date Range:** Two rows of date pickers. The first row is 'Start Date' with options for 'Jan', '01', and '2015'. The second row is 'End Date' with options for 'Dec', '31', and '2015'.
- 3 Whom to Include:** 'Users Selected' is set to 'All' with a 'Change selection...' link. 'Include These Accounts' is a dropdown menu set to 'Enabled Only'.
- 4 File Format:** 'File Format' is a dropdown menu set to 'Microsoft Word (.doc)'. Below it is a note: 'Changes made to the Microsoft Word document **will not** be reflected in the system.' 'Page Size' is a dropdown menu set to 'Letter'.

5. Additional reports can be added to the system. If you feel that further customization would benefit your college, please let us know by selecting the “Help” link in the Navigation Bar or submitting to dmadmin@augusta.edu a template of your report to be added to your instrument.