**Frequently Asked Questions**

1. How do I enter data into Digital Measures?

**Directly import your publications** stored in another software system such as **[Crossref](http://www.digitalmeasures.com/activity-insight/docs/crossref.html)** or [**PubMed**](http://www.digitalmeasures.com/activity-insight/docs/pubmed.html). Other reference managers or databases such as EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science and Zotero enable you to select publications and export them into a **[BibTeX](http://www.digitalmeasures.com/activity-insight/docs/bibtex.html)** file.

<https://www.digitalmeasures.com/activity-insight/docs/directdataimports/>

**Manually enter your own data** directly using the "Manage Your Activities" screen by typing directly or copying and pasting into the screen fields.

1. I can’t find my activity (journal, book, presentation, etc.) on my report, why?

**There are a few possible reasons why the activity is missing:**

* The activity has a status or date that is outside the specified [**date range**](https://www.ndsu.edu/digitalmeasures/using_digital_measures/#c447104) of the report.
* The activity is missing required information needed in order for it to appear.
* The status you selected for your activity is one that does not appear in the report you are generating.
* There is an error with the DM data reporting output criteria.

1. How do I change information on my web profile?

Your web profile is populated on the College of Business website using the information you enter on the CoB Web Profile Screen. Once you make a change to this screen, the update should be reflected on the website within 24 hours.

CVs and head shots may only be uploaded to the website by Marie McCallion. Photos must be in jpeg format. Please email her with updates as needed, [marie.mccallion@stonybrook.edu](mailto:marie.mccallion@stonybrook.edu)

If you have questions regarding the data in Digital Measures, please contact Amy Milligan.

If you have questions regarding your web profile, please contact Amy Milligan or Marie McCallion.