Activity Insight
Faculty Support Guide
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Welcome to Activity Insight!

Digital Measures’ Activity Insight is a fully customizable online information management system designed to organize and report on your research/creative activities, teaching, and service accomplishments. It provides the most reliable, versatile, and secure solution for generating custom reports easily and in real time.

Benefits to Users

Activity Insight eliminates periodic, recurring requests for information on your activities and accomplishments. Faculty can also generate up-to-date CVs as well as annual reports. The web-based interface is easy to use and intuitive.

Submission Process: FAR vs. Activity Insight

While exploring the Activity Insight system screens, you will notice that there is no “Submit Report” button as in the Faculty Annual Report (FAR) application. However, consistent with past practice, there will be a due date for faculty to ‘finalise’ their activity report for the previous calendar year. Academic administrators (e.g., department chairs) will run reports on that date, capturing the most recent information submitted by faculty.

Logging In to Activity Insight

To log in to the DMAI application, navigate to One.IU and search for “Digital Measures – Activity Insight” to launch the Task. You’ll use your IU UserID and Passphrase as the login info.

*Please note that if you reach the EVPUAA DMAI webpage after logging in, your DMAI account is not setup correctly. Please email dmhelp@iu.edu for help on modifying/setting up your faculty account.
Activity Insight Overview

Activity Insight is made of many different components, all of which share common basic elements:

1. The top **Navigation Menu**
2. **Main content area**, organized into categories: General Information, Teaching, Research/Creative Activity, Service/Engagement and Supplemental (**Manage Activities** screen is below)

<table>
<thead>
<tr>
<th>General Information</th>
<th>Education</th>
<th>Graduate/Post-Graduate Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biography and Expertise</td>
<td></td>
<td></td>
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<tr>
<td>Unit Affiliation - Yearly Data</td>
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<tr>
<td>Prior Work Experience</td>
<td></td>
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<tr>
<td>IU Appointment Data</td>
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<td></td>
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<tr>
<td>Awards and Honors</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>Courses</td>
<td>Teaching Innovation and Curriculum Development</td>
</tr>
<tr>
<td>Directed Learning (e.g., theses, dissertations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>Teaching Innovation and Curriculum Development</td>
<td></td>
</tr>
</tbody>
</table>

| Librarian Performance                        |                       |                                 |
| Librarian Performance                        |                       |                                 |

| Research/Creative Activity                   |                       |                                 |
| Artistic and Professional Performances and Exhibits | Biographical Sketch · NIH | NSF |
| Contracts, Fellowships and Grants            | Intellectual Property (e.g., copyrights, patents) | |
| Publications/Scholarship of Discovery        | Presentations         | Work in Progress                |
| Scholarship of Application/Engagement        |                       |                                 |
| Digital Scholarship                          |                       |                                 |

| Service/Engagement                          | Public Service        | Clinical Service                |
| Institutional Service                        |                       |                                 |
| Professional Service                         |                       |                                 |

| Supplemental                                  |                       |                                 |
| Annual Reports: Supporting Comments/Attachments |                       |                                 |

**Navigation Menu**

The Navigation Menu is a permanent fixture at the top of all Activity Insight screens. The main buttons/links provide the following functionality, described briefly in the following pages and in more detail in the remainder of this guide:

- **Activities**: Enter or manage your own biographical information, teaching, research/creative activity, service, and supplemental activities.
- **CV Imports**: A feature that allows users to import activities to their DMAI profile from an uploaded CV.
• **Reports**: Utilize the full reporting module to run customized reports, or create new reports, generated from the data in Activity Insight.

• **Help (?)**
  - **Contact Us**: You may send a support request using this sub-menu option. These requests are sent to the AI Support Queue and a systems admin will be in touch shortly. By default, your contact information is populated based on your IU CAS login, so please do not change this option to anonymous.
  - **Faculty Support Guide**: A link to this document.
  - **Reviewer Support Guide**: A link to the support guide for academic reviewers and administrators.
  - **IU Info & Support**: A link to the Digital Measures web page on the University Academic Affairs (UAA) website.

• **Tools**
  - **Rapid Reports tool**: generate an Annual Report, CV (vita), or Bio-sketches in Word, PDF, or HTML formats using a start and end dates.
  - **PasteBoard tool**: used to bring in text from a word processing application (MS Word) and “standardize” for pasting into Activity Insight.

**Important Note**: You may not have all utilities displayed or functionality described here. The Navigation Menu depends on permissions assigned to your Activity Insight security role.

## Manage Activities

The Manage Activities module allows faculty to capture and manage teaching, research/creative activities, and service accomplishments.

The first line of text at the top of the Manage Activities page - *Review a guide to manage your activities* - provides a link to a universal Faculty Guide that is maintained by the vendor, Digital Measures. Most of that material is included and customized in this document. The Manage Activities page includes links to each of the data collection screens in your system.

When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access an
activity, click its name. The resulting screen displays records that are stored for that screen.

**Important Notes:**

1) *The Activities you see on your Manage Activities screen may differ from those in the screen shot above. The activities that appear on this screen will be based on your assigned school/department.*

2) *When you enter an Activity screen from Manage Activities, each activity will have a description/explanation in the subheading. To review a full list of the descriptions of Activities, visit the [DMAI Screens Descriptions Chart](#).*

**Adding an Item**

Items represent any activity, entry, service, or record that is added to one of the various sections within Activity Insight. For example, when you enter the “Awards and Honors” section under General Information, there will be an **Add New Item** button near the top of the screen. Click on this button to add an award or honor.

![Add New Item button](image)

**Important Notes:**

1. *Remember to Save. Click on the Save button after completing all the fields.*

2. *When adding an item, the only required field is date. For date, you must enter, at a minimum, a year in order to save the item. The date format in Activity Insight is [Month Name] DD, YYYY.*

**Duplicating an Item**

In some cases where there are two items that are almost identical, you may find it necessary to duplicate one and then slightly modify it. You can do this when viewing the items list for a particular section. First, click on the checkmark box for the item you wish to duplicate, then click on the **Duplicate** button.
Removing an Item

Click on the checkmark box for the item you wish to remove, and then click on the "Trash" button.

Import Activities from a CV

The CV Imports feature allows for faculty to import multiple types of activities to their DMAI profile from an uploaded CV. This feature uses highlighting technology to identify areas of the CV that tie to specific activities and fields within Digital Measures. After highlighting is complete, data is reviewed, validated and confirmed for import through a series of steps.

1. To begin, click on **CV Imports** in the top navigation menu.

2. Select a CV file to upload using drag and drop or folder navigation. Please note compatible formats for the CV upload are .doc, .docx, .odt, .rtf. Previous uploads will appear as *CVs in*
Progress with a link to the uploaded file.

3. After the Begin button, choose which types of activities to import from your CV. Click on the Select Activity Types button.

4. A sidebar will appear on the right-hand side of the page that prompts the user to select which types of activities to import. In this document, we will detail how to import an Award/Honor. Please note that multiple types of activities can be imported from just one CV.
5. Using your cursor, highlight the name of the award/honor and any supporting data for that item. The highlighted text will appear orange.

<table>
<thead>
<tr>
<th>HONORS/ FELLOWSHIPS/ GRANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Norvelle Scholarship in Telecommunications</td>
</tr>
<tr>
<td>2019 Travel Grant from the Louise Hess Miller Fund</td>
</tr>
<tr>
<td>2018 Media School Travel Award</td>
</tr>
<tr>
<td>2018 Media School Graduate Service Award</td>
</tr>
<tr>
<td>2017 Graduate and Professional Student Government Research Grant</td>
</tr>
</tbody>
</table>

6. Click on the **Next** button to continue onto the next screen.

7. Confirm your entries. On this screen, you can merge, delete, or split items as needed. Once finished, click on the **Next** button.

8. Four descriptors/data fields describe an Award/Honor item in DMAI: Nominated/Received. The number of descriptors/data fields you will specify on the following screens will depend on the type of item being imported. However, each process is the same. As you move through each section, the section you are currently working on is highlighted.
a. First, specify Nominated or Received for each award. Then, click the Update Entries button.

b. Second, add name of the award/honor and click on the Update Entries button.
c. Next, identify the Organization or Sponsor of each award/honor using the highlighting feature. Click on the Next button.

d. Lastly, add the Date that the award/honor was received and click on Update Entries button. *Note: Only the year value is required when entering dates.*
9. The next screen allows for a review of the Honors/Awards data to be imported. If data needs to be changed for an import, click the Edit button next to the item. Once everything appears correct, click the Next button.
10. Repeat the above steps to import other types of Activities from your CV. You can import as many types of activities as needed using only one CV file.

11. Once you have identified all of the data to be imported, move on to the final step. Click on the Review and Import Records button.

12. The final Review screen will list all records to be imported, broken into sections by activity type. Each section can be expanded by clicking on the carrot icon 
. Once you have completed a final review the records to import, click on the import button.

13. Once the import is complete, the activities will appear in the respective sections. You can visit these sections, such as Honors/Awards, to view the imported data and edit/update as needed. In short, imported data can always be edited.
Publications - Importing Items

Faculty can use the import feature to bring Publication data into their profile. Import is only available for the “Publications/Scholarship of Discovery” section.

There are two ways for you to bring citations into Activity Insight from other databases:

Import from a BibTeX file

You can load BibTeX files into Activity Insight. The Publications/Scholarship of Discovery screens will allow you to import citations from a wide variety of reference managers or databases. First, you’ll need to download the citation file (.txt / BibTeX format) from the source (e.g Google Scholar, RefWorks, Web of Science, Zotero) to your computer. Then, access the Publications/Scholarship of Discovery screens to import/load the BibTeX citation file into your DMAI profile.

1. Download the citation file (.txt file format) to your computer from the reference manager or other databases. (for Google Scholar, see below Video Tutorial).
2. Click on the Publications / Scholarship of Discovery link.
3. Click on the Import Items button as seen in screenshot above.
4. Under the Import from a BibTeX file header, click on the Choose File... button to select a BibTeX file to upload from your
5. Click on the **Continue** button.
6. The next screen will prompt you to match the publication with other Indiana University user accounts. *We recommend that you skip over this section and do not match to user accounts.* Click on the **Continue** button. If the continue button is not active, the system is requiring that you either match to a user or select no match (see *Match Collaborators* within this section for more information).
7. Review your item(s) to be imported and click on the **Finish Import** button to complete importing the items.

For help with downloading BibTeX files from Google Scholar, see our Quick Guide: [https://drive.google.com/file/d/13lnui5KhYz_eTitmsv-mNFOvhotHCd0X/view?usp=sharing](https://drive.google.com/file/d/13lnui5KhYz_eTitmsv-mNFOvhotHCd0X/view?usp=sharing)

**Import from Third Party**

You can also import publications directly into Activity Insight from a third party, such as PubMed or Crossref. You can connect to a third party publication database within Activity Insight and search for your citations, or those of the user for whom you are managing data.

1. Click on the Publications / Scholarship of Discovery link.
2. Click on the Import Items button (screenshot above).
3. Under the **Import from Third Party** section, select the third party source from the service drop-down menu. Note: the search
criteria will dynamically change based on which service you use.

<table>
<thead>
<tr>
<th>Service</th>
<th>Default Search</th>
<th>Add Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scopus Search</td>
<td>Publication Year and Author Name (your last name and first initial)</td>
<td>To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on Scopus Author ID)</td>
</tr>
<tr>
<td>Crosref Search</td>
<td>Publication Date and Author (full name)</td>
<td>To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on ORCID ID)</td>
</tr>
<tr>
<td>PubMed Search</td>
<td>Last name and first initial</td>
<td>To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text.</td>
</tr>
<tr>
<td>Web of Science Search</td>
<td>Publication Year and Author Name</td>
<td>To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on ResearcherID)</td>
</tr>
</tbody>
</table>

4. **Use multiple criteria** to search for your publication.

   a. **Scopus Search**: The default search, without adding any other criteria, is based on *Publication Year* and *Author Name* (your last name and first initial). To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on Scopus Author ID)

   b. **Crosref Search**: The default search, without adding any other criteria, is based on *Publication Date* and *Author (full name)*. To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on ORCID ID)

   c. **PubMed Search**: The default search, without adding any other criteria, is based on your *last name and first initial*. To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text.

   d. **Web of Science Search**: The default search, without adding any other criteria, is based on Publication Year and Author Name. To add criteria, click on the Add Search Criteria link, use the dropdown menu to specify new search criteria and enter search text. (e.g. search on ResearcherID)
5. Then, click on the **Search Scopus, Search Crossref, or Search PubMed** button.

6. Once the search has finished and the results appear, click on the checkmark box for the publications you wish to import. Then, click **Continue**.

7. The next screen will prompt you to match the publication with other Indiana University user accounts. **We recommend that you skip over this section and do not match to user accounts.** Click on the **Continue** button. If the continue button is not active, the system is requiring that you either match to a user or select no match (see **Match Collaborators** within this section for more information).

8. Review your item(s) to be imported and click on the **Finish Import** button to finalize the addition of the PubMed publication

**Match Collaborators**

The Match Collaborators screen appears as Step 3 of the Import Publications feature. We fully recommend that you skip this step and click on the **Continue** button to advance to the next step. However, sometimes this **Continue** button appears inactive (grayed out), and the screen requires that you identify a “no match” to users. In order to select no match, follow the steps below (names have been redacted in screenshots below):

1. The screen will identify users that have been “matched more than one user account.” This list is prohibiting you from
2. Click on the Select correct user account link next to each “unmatched” user/collaborator.
3. A new DMAI window will appear. Click on the view all user accounts link near the bottom.
4. The system will process your action few a few seconds, and the window will refresh. Two new buttons will appear at the bottom of the window. Click on the No Matching Account button to
5. Repeat the steps above to select a no match for the additional users as necessary. The **Continue** button will become active once the users have either been matched or identified as a “no-match.”

### Annual/Multi-Year Report Generation

Faculty can generate a variety of different reports, including the Annual/Multi-Year Report, using the Rapid Reports feature under Manage Activities. To generate your Annual/Multi-Year report, follow the steps below:

1. Click on the **Rapid Reports** button near the top of the page.

2. A new Rapid Reports window will appear and allow you to run a report using the following options: Report (type), Start Date, End Date, and File Format.
3. Select the report you wish to run (*Annual/Multi-Year Report will appear first in the list and is indicated with a *), set the start date and end date (dates will default to current year), and determine the file format for output of the report.

Note: School of Medicine faculty members should select the “IUSM Faculty Annual Review Report” as their annual report.

4. Click on the Run Report button to generate the report with the selected options.

5. The report is generated in the form of a download, and based on the browser used, will prompt you to open once complete.

Items Brought in from Other Sources

Another streamlined functionality in Activity Insight is that data can be automatically brought in from other sources, in particular other IU
data management systems. The sections highlighted below bring in such data so it does not have to be manually entered:

- IU Appointment Data (from HRMS)
- Courses (from SIS)
- Contracts, Fellowships and Grants (from Kuali Coeus)

### Excluding Courses from Reports

Courses that are automatically brought in and sourced from the SIS system (not manually created), cannot be deleted by faculty. You may not wish for all courses listed to appear when you run a report, particularly the *Annual/Multi-Year Report*. To remove a course from your reports, follow the steps below (It should be noted that this course will continue to appear in your items list, but will be excluded from reports that are run).

1. Login to Digital Measures Activity Insight.
2. Click on the **Courses** section under Teaching.
3. On the Courses summary page, you’ll notice that each course has an indicator on whether it should be excluded from reports.

4. Click on the course that you wish to exclude from reporting.
5. Next, click on the **Exclude from Reports** checkmark box at the top of the item detail page for the course.
6. Click on the **Save** button to save the changes and return to the Courses summary screen.

7. Notice that the Course detail on the Summary page has been changed for this particular course to now be excluded from reporting. Any course that is marked to be excluded from reports (“Yes”) will not appear on any official reports (e.g. Annual/Multi-Year Report).

![Courses](image.png)

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**Creating Custom CVs**

Faculty have the ability to generate a standard CV, known as a “Vita” in DMAI, using the Reports or Rapid Reports feature. Now, faculty can also create customized CVs that vary from the standard vita, for personal and professional uses. Custom CVs are created using intuitive features such as drag and drop, word/format editors, and record
filtering. To create a custom CV based on the default template provided by IU, follow the steps below:

1. Click on the **Reports** link in the main navigation menu.

2. Click on the **Create a New Report** button in the upper right area of the Reports screen.

3. Choose the **Vita** option when selecting the report style to begin with the default CV template. Selecting this option is the easiest and fastest way to customize your CV.

4. Your CV will be auto-populated on the next screen based on the data entered into Activity Insight and the default CV template.

5. There are a variety of ways to customize your CV, including but not limited to those outlined below. Digital Measures has published content on how to customize your CV, including a video tutorial. Links to the Digital Measures’ resources are embedded below:

   a. **Reformatting your CV**
      i. Reordering using Drag and Drop
         (00:54 – 1:04 of the video tutorial)
      ii. **Adding or removing Activity Sections** and headers
         (1:05 – 1:26 of the video tutorial)
      iii. **Adding a Text-Only Section (no activity records)**

   b. **Filtering Data displayed in Activity Sections**
i. Click on the Settings gearwheel to filter the activities displayed in each section

ii. Breaking out Scholarship of Discovery/Publications (1:27 – 2:32 of the video tutorial)

c. Applying a Date Range
   i. Specify certain years and dates of data that should be included on your CV. (2:33 – 2:45 of the video tutorial)
   ii. Choose to override (not apply) date ranges to certain sections: (2:46 – 2:55 of the video tutorial)

6. Once you have finished customizing your CV, you should save it for future iterations. Click on the Save button near the top right corner of the screen and enter a name for the new CV.

7. To download a PDF or MS Word copy of your newly created CV, click on the PDF or Word icon (respectively) under Export in the top right area of the screen.

8. After you have downloaded a copy of your CV, you can now upload to the Supplemental Items folder to particular calendar years for annual review. Please refer to Supplemental Items: Adding a CV / Any Attachments / Supporting Comments section.

9. After you have saved your CV, it will appear in your list of Reports under Reports. You may wish to modify the CV, and you can do so by clicking on it. You may also wish to duplicate or rename, which you can by clicking on the down arrow.
   a. Duplicate your CV
b. **Rename your CV**

Digital Measures Video Tutorial:  

**Supplemental Items: Adding a CV / Any Attachments / Supporting Comments**

The Supplemental Items section is available at the bottom of *Manage Activities* screen. Faculty can use this section to add other documents/comments to their annual report that are not captured in the other sections. This includes the option to add a yearly Curriculum Vitae (CV), archived annual reports from other systems (FAR), Course Evaluations, or other attachments and comments.

1. To add a CV, navigate to the Manage Activities main screen.
2. Click on the **Annual Reports: Supporting Comments/Attachments** link under the Supplemental section.

![Image of the Annual Reports: Supporting Comments/Attachments section]

3. First, create a new calendar year to store your CV, attachment or comment by clicking on the **Add New Item** button. You should create an item (folder) for each year you wish to add a CV, supporting comment or attachment (see screen shot below).

![Image of the Annual Reports: Supporting Comments/Attachments with some years selected]

4. Enter the **Calendar Year** of the CV, comment, or attachment and upload your CV by dragging and dropping to the CV Upload area. You may also click the upload area to choose a file using folder navigation.
5. After choosing a file or using the drag/drop feature for your CV upload, repeat the same process for any desired Supporting Comment/Attachment and **enter a comment** for each uploaded attachment. Additionally, you can also enter a “Supplementary Comment” at the bottom of the screen for the entire year. **Note:** Support Comments/Attachments are not required.

6. If you wish to add more than one attachment per year, enter the number of attachment rows to add and then click on the **+Add Row** button.
7. Once finished, click on the Save button.

**Adding/Updating Other Members of an Activity**

Faculty can add or update other members of an activity within certain sections of the **Research/Creative Activity** category. Other members may be added/updated to activity in one of the following ways:

1. As a **Role** to an Artistic and Professional Performance and Exhibit
2. As an **Investigator** to a Contracts, Fellowships, and Grants
3. As an **Author/Editor** to a Publications/Scholarship of Discovery
4. As a **Contributor/Collaborator** to a Scholarship of Application/Engagement
5. As a **Contributor/Collaborator** to a Digital Scholarship
6. As an **Inventor** to an Intellectual Property
7. As a **Presenter/Author** to a Presentation

To add/update another member of an activity, click on the type of **Research/Creative Activity**. Then, click on the Add New Item or Edit Item button to drill down into the item detail.

When manually adding an activity, the first member will always be **you** and displays as your IU username and first and last name. You have the option to “override” or use a pen name by entering a different first/last name in the data fields of your row.
If the Authors/Editors is collapsed, be sure to click the carrot to expand the section (see screenshot below).

If there are additional authors or editors, skip down below and select the number of “Other Member” rows you wish to add and click on the **Add Row** button.
The "Other Member" will be labeled as the "2nd" contributor/author. Their information can be inputted in one of two ways:

1. If the other member is IU faculty, you will be able to find them in the first drop down text box by entering their user name, first name, or last name:

   ![Dropdown List]

   OR

2. If the other member is not associated with IU or if their user name is not listed in the dropdown, enter their information in the text boxes (First Name, Middle Name/Initial, Last Name, Institution/Company, Role) as outlined in the screen shot.
Faculty Delegates

Faculty can assign other individuals as one-to-one delegates in Digital Measures AI. Individuals assigned by faculty as one-to-one faculty delegates will have access to manage data and run reports for the faculty. To assign a delegate for your data and reports, please request one-to-one delegate access at dmhelp@iu.edu (AI System Administrators).

Quick Tips

Take a look at the following useful features to streamline your Activity Insight experience!

Author Reordering
Publications/Scholarship of Discovery items default the faculty member as the 1st Author/Editor. There are two ways to change the ordering of the authors:
1. **Drag and Drop:** click and hold the icon on the left hand side of the author’s info and move up or down as desired.

OR

2. **Use the Actions menu:** click on the Actions dropdown menu in the right corner of the author’s row and select **Move Row**. Then enter a new position for the author and click **Move**.

### Author Deletion

Remove an author/editor by clicking on the **Actions** menu in the right corner of the author’s row and select **Delete Row** from the dropdown.
Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed. Once expanded, it can be minimized by double clicking the arrow again.

Keyword Search

The Search function is always available at the top of all Activity Insight screens. This is a Keyword Search, which means it will find all activities/items that contain that word in any field and/or file attachments. You can use the search to quickly find items when unsure of which section they may be in.

PasteBoard

The PasteBoard allows you to bring in text from a word processing application (e.g., MS Word) and “standardize” for pasting into Activity Insight. Simply, copy text from another document and paste it into the PasteBoard. After you have pasted the text into PasteBoard, you can then select all (Ctrl/Cmd + A) or parts of text from it, click-and-hold on the text you selected, and drag it into a text field in the system to have it pasted into the field. You may also use the inherent Copy (Ctrl/Cmd + C) and Paste (Ctrl/Cmd + V) functions.
To access the PasteBoard, click **PasteBoard** in the *Navigation Menu* under Manage Activities. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.

**Click & Hold Back Shortcut**

If you have drilled down into an *item* under a particular teaching, research, or service section, you may find it useful to return directly back to the main *Manage Activities* screen and bypass the list of items for that section. You can do so by clicking and holding the *back arrow* and the menu options (as seen above) will appear.

**Appendix / Resources**

**Quick Video Tutorials/Guides** have been published for many of the processes in this document and are available online:
• **DMAI Screen Descriptions**

  - Adding New Entries: [http://go.iu.edu/1uyB](http://go.iu.edu/1uyB)
  - Removing Entries: [http://go.iu.edu/1uyz](http://go.iu.edu/1uyz)
  - Duplicating Entries: [http://go.iu.edu/1uyE](http://go.iu.edu/1uyE)
  - Adding/Updating Other Members of an Activity: [http://go.iu.edu/1uyC](http://go.iu.edu/1uyC)
  - Report Generation: [http://go.iu.edu/1uyy](http://go.iu.edu/1uyy)
  - PasteBoard: [http://go.iu.edu/1uyA](http://go.iu.edu/1uyA)
  - Downloading BibTeX file(s) from Google Scholar: [http://go.iu.edu/1uyD](http://go.iu.edu/1uyD)
  - Publications – Import an Item BibTeX: [http://go.iu.edu/1uVD](http://go.iu.edu/1uVD)
  - Publications – Import an Item PubMed: [http://go.iu.edu/1uVC](http://go.iu.edu/1uVC)

For any questions or feedback contact our support email at dmhelp@iu.edu.

**FAQs**

To access the Frequently Asked Questions (FAQ), please refer to the [FAQ Guide](#).