

Digital Measures Training Manual

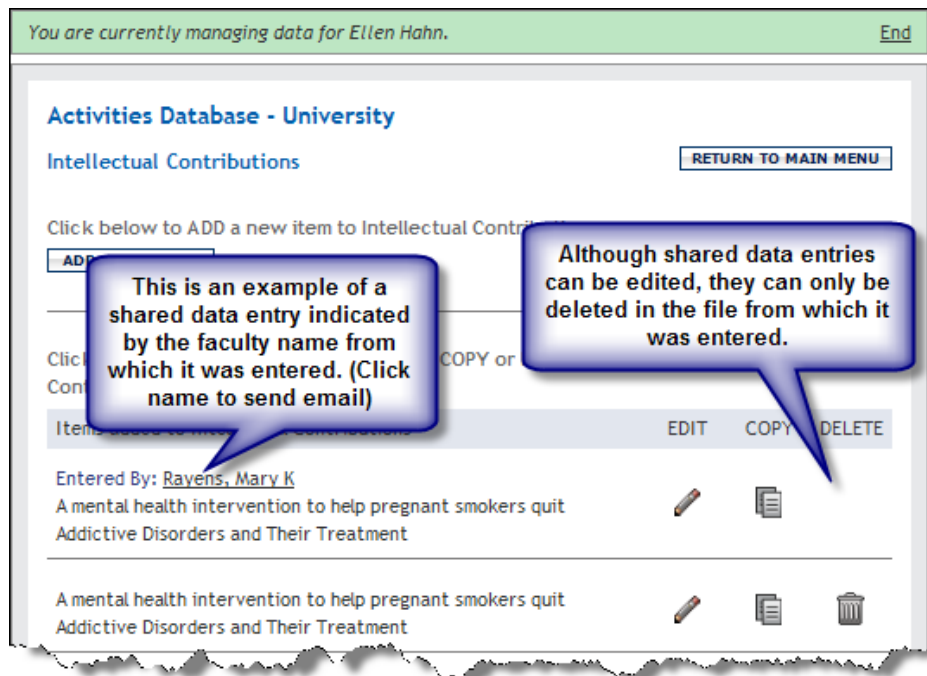
-Shared Data-

Shared Data

This feature allows for a single activity to be entered into one faculty member's file and be automatically populated into ("shared" with) other faculty files from the University of Kentucky who are associated with the same activity.

Please be aware that this feature may result in multiple entries (duplicates) of the same activity if not used properly. For example, you co-author a publication with another University of Kentucky author. You enter the publication activity into DM and select the co-author from the "People at University of Kentucky" drop-down menu. The "People at University of Kentucky" drop-down menu initiates the Shared Data feature and automatically populates the co-author's file with the publication you just entered. However, if the co-author enters the exact publication and selects *you* from the "People at University of Kentucky" drop-down menu, you now have a duplicate entry.

This example illustrates a duplicate entry as it appears on the Summary Screen:



Entry Protocol

To avoid duplicate entries, it is best to manage the entry of multi-author activities. These activities must be entered into a single faculty file or point of entry. This way, the entry will be populated into (shared with) the other author's files without risk of duplicate entries. The following steps will help determine the entry point (or whose file) into which a shared activity will be entered:

- **Determine entry point** –The entry point is the *1st UK author* or *the next author in line who is from UK*:
 - **1st Author from UK?**
 - **Yes** – this is the entry point (and the UK author can be selected from "People at University of Kentucky" drop-down menu)
 - **No**- the entry point is *the next author in line who is from UK* (and the UK author can be selected from "People at University of Kentucky" drop-down menu)

This is an example of a CV showing a UK faculty member as 1st and 2nd author:

Published Intellectual Contributions

Refereed Journal Articles

Hahn, E. J., Rayens, M. K., Ridner, S. L., Butler, K. M., Zhang, M., Staten, R. R. (2010). Smoke-free laws and smoking and drinking among college students. *Journal of Community Health*.

Ashford, K. B., Hahn, E. J., Rayens, M. K., Noland, M., Ferguson, J. The effects of prenatal secondhand smoke exposure on preterm birth and neonatal outcomes. *To appear in JOGNN*.

Example of UK faculty as "1st Author"

Example of UK faculty as "2nd Author." (If the author listed first is not from UK then the 2nd author listed from UK will be the point of entry.)

This example shows three types of authors as they appear in the "Intellectual Contributions" Details Screen:

Authors

Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author	Last Name	If a student, what is his/her level?	Priority Rank
People at University of Kentucky	Name/initial		
Hahn, Ellen J: ejhahn00			

This shows the faculty whose file is being managed as the "1st Author"

2nd Author	Last Name	If a student, what is his/her level?	Priority Rank
Rayens, Mary K: mkrayens			

The "2nd Author" is from UK and can be selected from the drop-down list. This activity will now be populated into "Rayens, Mary K's" DM file

3rd Author	Last Name	If a student, what is his/her level?	Priority Rank
Please select...	S L Ridner		

This is an author from outside UK

4th Author	Last Name	If a student, what is his/her level?	Priority Rank
Butler, Karen M: karen.butler			