Digital Measures
Importing from PubMed

1. From the Manage Activities screen, under Scholarship/Research heading, Select Publications, Research, and Intellectual Contributions.

2. Select Import Items.

3. Select Option B, then select Search Criteria, and enter a Last Name, First Name.

4. Select Continue, in the top right side of the window.
5. Select the box next to the correct article(s), then select Continue. The import process may take a few minutes based on the amount of articles selected.

6. Match Collaborators will display. It is recommended you do not match other authors as they cannot edit any information you provide. Select Continue.

7. Review the information, then select Finish Import.
8. You'll be prompted to confirm the imports. Select **Import Records**. The time of import will vary based on the amount of articles being imported.

9. Select **Ok**. Your import is complete. You can then review the imported information.