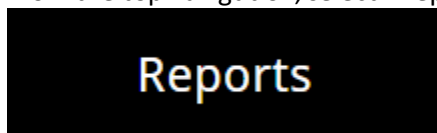


## “Old” DM screens are hidden

Because of the transition to new Digital Measures (DM) screens during 2021, Extension Faculty and Specialists who were presenters/speakers at Extension events from January 1 – August 31, 2021 entered in DM by Educators, will need to run a report to get that data.

Here are the instructions to run a report.

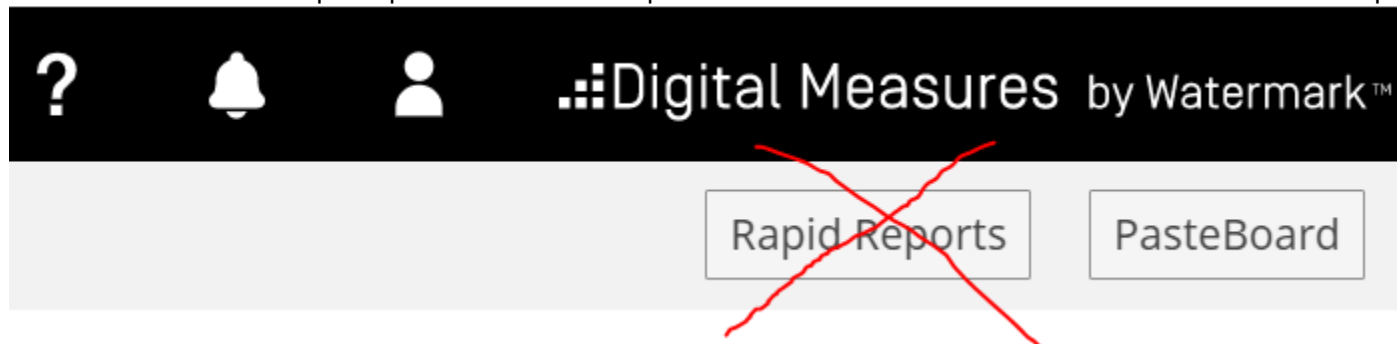
- 1) Log in to DM with BoilerKey <https://ag.purdue.edu/arge/digitalmeasures/>
- 2) From the top navigation, select “Reports.”



- 3) From the listing of reports, select “Faculty and Extension Specialists - Summary”.
- 4) Set the date range Jan. 1 – Aug. 31, 2021.
- 5) Click “Run Report.”

This will create a WORD document for your records.

Please do NOT use the Rapid Reports button at the top of the DM screen. It does NOT work for our custom-built reports.



If you have questions or need assistance, please email [DMhelp@purdue.edu](mailto:DMhelp@purdue.edu).