

SOFTWARE & DIGITAL MEDIA

Software and Digital Media encompass a range of digital tools, applications, and multimedia content developed or utilized by faculty members.

ADDING SOFTWARE & DIGITAL MEDIA

1. Enter the **Publication Date** of the software or digital media. Check no release date if not published.
2. Enter the **Title** of the software or digital media.
3. Enter the **Publisher** of software or digital media. (optional)

Publication Date

Required

mm/dd/yyyy



☐ No release date

Title

Required

Publisher

4. Select the **Work Status** of the software or digital media (optional).
5. Enter the **URL/Link** of the software or digital media. (optional)
6. Enter the **Description** of the software or digital media. (optional)

Work Status

Required

URL / Link

Description


0 / 2000

7. If there are **Collaborators**, enter the following:

The faculty name and institution will be filled out automatically, complete the rest of the fields and add any additional collaborators.

- a. First name
- b. Middle Initial
- c. Last name
- d. Affiliation (optional)
- e. Author Order (optional)

— Add Collaborators

First Name	Required	M.I	Last Name	Required
<input type="text" value="Rhonda"/>		<input type="text"/>	<input type="text" value="Mitchell"/>	
				
Affiliation		Enter at least 3 characters...		
<input type="text" value="University of Florida"/>				
Author Order				
<input type="text"/>				

- f. Role(s) (optional)
- g. Select Student? If the collaborator is a student
- h. Select Faculty at your institution? If the collaborator is a faculty member
- i. Click the Add another collaborator link if additional collaborators

Role(s)

0 Selected
▼

☐ **Student?**

☐ **Faculty at your institution?**

[Add another collaborator](#)

8. Click the **Add Documents** link to upload any documents.
9. Click **the Create Record** button.

Create Record

1. To edit a record, scroll down to the **Manage your Records section** and **click on the record** you wish to change.
2. Change the information in the specific field(s).
3. Click **Save Record**.

Manage your Records

Search for an activity...

Records per page: 20

Show

<input checked="" type="checkbox"/>	Title	Year ↓	Actions/Display
<input checked="" type="checkbox"/>	Pixel Pioneer: Navigating Digital Frontiers of the Future Source: Self-Entered Visibility: Private	2024	⋮

Edit information below to update record

Save Record

Publication Date
Required

08/30/2024

☐ No release date

Title
Required

Pixel Pioneer: Navigating Digital Frontiers of the Future

DELETING SOFTWARE AND DIGITAL MEDIA

1. Scroll down to the **Manage your Records section**.
2. Locate the record you wish to delete and **click the icon with 3 vertical dots** (hamburger icon).
3. Select **Delete**.

Manage your Records

Search for an activity...

Filter

Records per page: 20

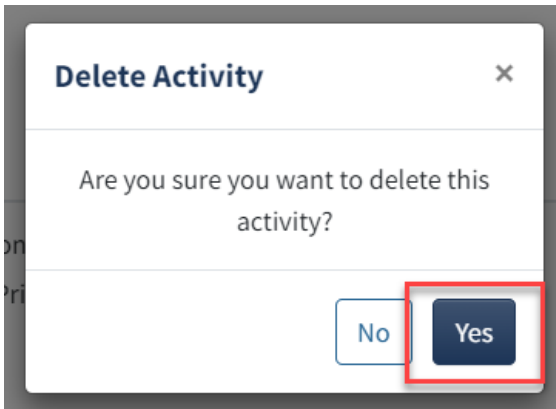
Showing 1 - 1 of 1 Records

<input type="checkbox"/>	Title	Year ↓	Actions/Display
<input type="checkbox"/>	Pixel Pioneer: Navigating Digital Frontiers of the Future Source: Self-Entered Visibility: Private		⋮

View/Edit
Exclude from CV/Reporting
Set Visibility
Delete

Showing 1 - 1 of 1 Records

4. Choose **Yes** to the question “Are you sure you want to delete this activity?”



FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu