

## 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

**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

<b>First Name</b>	Required	<b>M.I</b>	<b>Last Name</b>	Required
Rhonda			Mitchell	
<b>Affiliation</b> Enter at least 3 characters... University of Florida				
<b>Author Order</b>				

- 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

<b>Role(s)</b>
0 Selected 
<input type="checkbox"/> <b>Student?</b>
<input type="checkbox"/> <b>Faculty at your institution?</b>
<a href="#">Add another collaborator</a>

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 

**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...  

Records per page: 20 

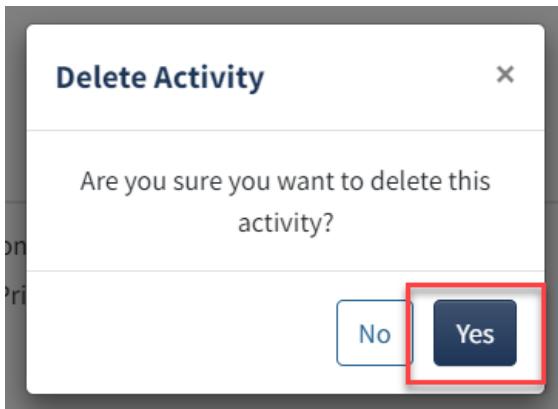
Showing 1 - 1 of 1 Records

<input type="checkbox"/>	Title	Year	Actions/Display
<input type="checkbox"/>	Pixel Pioneer: Navigating Digital Frontiers of the Future Source: Self-Entered Visibility: Private		 <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">View/Edit</a>  <a href="#">Exclude from CV/Reporting</a>  <a href="#">Set Visibility</a>  <a href="#" style="border: 1px solid red; padding: 2px;">Delete</a> </div>

Records per page: 20 

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](mailto:helpdesk.ufl.edu)