Over the course of Fall 2019, we will introduce several updates to enhance the intuitiveness and responsiveness of the data entry experience in Digital Measures by Watermark. You can look forward to four core benefits:

- Faculty will be able to easily add and update their activities -- both on-campus and on the go -- with a modernized and accessible user interface that is responsively designed for use on devices of all sizes.

- The updated layout and format of the form fields have a more modern look and feel, maintain our accessibility standards, and make it easier to scan for completeness and accuracy. For example, we’re moving to in-line error messages to ensure that users get instant feedback as they enter data.

- Dynamic-Sub Answers have new ways of interacting with them, including drag and drop, as well as move-to-row options.

- With these updates in place, you’ll be one step closer to taking advantage of a new CV import capability that will be available to all clients early next year.

Please review this resource for a comparison of the old and new user experiences for each forthcoming enhancement.

### Field Labels and Access Indicators

Adjusting field labels and access indicators (e.g., hidden, read-only, locked) to appear in bold font above the fields themselves creates a cleaner and clearer user experience in Digital Measures. Administrators and faculty who use multiple Watermark solutions will also notice that this new display location is more consistent with similar experiences in those other solutions.

#### Field Labels

**Old Experience**

Each field label displays to the left of the corresponding field, with the same font as the content of the field.

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Explanation of &quot;Other*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Article</td>
<td></td>
</tr>
<tr>
<td>Published</td>
<td></td>
</tr>
</tbody>
</table>
New Experience

Each field label displays above the corresponding field, in bold font. The increased space between fields enables the display of in-line validation error messages to inform a user immediately when content entered into a field triggers a message.

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Published</td>
</tr>
</tbody>
</table>

Access Indicators

Old Experience

Access indicators display to the left of the corresponding field label in unbolded red font.

New Experience

Access indicators in bold red font, displayed to the right of the corresponding field label.

Text Areas

Rich text formatting capabilities for text areas will help faculty more effectively organize their reflections and put their best foot forward through narrative text.

Note: This change does affect how data will appear in reports, data backups and web services XML.

Old Experience

All text area content has the same formatting.
New Experience

Users can apply **bold**, *italics*, underlining, and sub and super scripts to content in text areas.

Users can also make use of an undo/redo function within text areas.

**Impact on Raw Data and Reports:**

Self-service and full-service reports will display the rich text formatting applied to data stored in text areas.

In CSV ad hoc reports and data backup files, the rich text formatting will render as HTML tags.

In XML ad hoc reports and web services, the rich text formatting will render as escaped HTML tags in XML.

Rich Text Formatting Toolbar for Text Areas

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>U</th>
<th>x</th>
<th>y</th>
<th>O</th>
<th>C</th>
<th>⏯</th>
</tr>
</thead>
</table>

Zack Como is interested in how individuals interact to form groups, teams and organizations, and how those organizations, in turn, impact the same individuals, groups and teams. **During his doctoral work,** Como investigated how teachers and administrators could use social media to provide academic and social support to groups of students facing risks. For his dissertation, he explored how different levels of school systems - district administration, school administration, teachers, and students - interacted around student use of their personal mobile phones during school hours for school related activities.

**A Text Area Rendered in a Self-Service Report**

**A Text Area Rendered in a CSV File**

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**A Text Area Rendered in XML**

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Dynamic Sub-Answer (DSA) Sections

Color Contrast and Field Layout Within DSAs

Changing the layout of DSA rows enhances consistency and the visual experience for users. With color contrast, individual DSA rows are distinctive and easier to identify.

Old Experience

DSA rows extend horizontally to encompass all fields. The user affiliated with the first DSA row appears in the User Reference field on the left. The size of the entry field under each field label is variable. Rows are separated by a line, but are shaded the same color.

New Experience

Fields in a DSA row are consistent sizes. Field labels are bolded and individual fields operate over multiple lines instead of one, which enables the display to adjust to the user’s screen size. Adjacent DSA rows have a different background colors. The DSA header contains a count of the number of rows, so that when the DSA is collapsed users have an idea of the amount of content contained within the DSA itself.
Adding DSA Rows

With a new Actions menu, users can add a DSA row immediately before or after the selected one, making it easier to add new rows in the right order.

**Old Experience**

Users add a DSA row at the end of the current list using the “+Add” button.

**New Experience**

The “+Add Row” button is still available; in addition, users can add a new row above or below another one using the Actions menu that is now in place for each DSA row.
Moving and Deleting DSA Rows

Users have greater flexibility for moving and deleting rows. The drag-n-drop and Actions menu functionality make it quick and easy to reorder rows instantly and without limitation. The Actions menu also creates an organized location from which to move or delete DSA rows that is effective regardless of device.

Moving DSA Rows

Old Experience

Users can move DSA rows up and down using the arrows located at the far right of each row. With each click of an arrow, the given row moves up or down one space. A page refresh occurs every time a row is moved.
New Experience

**Drag-n-Drop**

Users can drag DSA rows into the correct order using the drag handles to the left of each row. Click and hold, drag, and then drop a given row into the correct position, either above or below another row. No page refresh occurs when a row moves.

**Actions Menu**

A user can move a DSA row using its Actions menu. Upon selecting the menu, the user can choose the “Move Row” option, which opens a modal with a prompt to enter the new position that the row should take in the DSA order. For example, if a user wanted to move the first DSA row to become the fourth row, he or she would enter “4”. No page refresh occurs when the row moves.
## An Updated Data Entry Experience

### Fall 2019

### Deleting DSA Rows

#### Old Experience

Users delete DSA rows using the trash can icon displayed at the far right end of the row. The screen refreshes upon deletion of a row.
New Experience

Rows are deleted through the Actions menu in the top right corner of the DSA row. After confirming deletion, the page will not refresh.

Expand/Collapse the DSA Section

A new expand and collapse option for DSAs enhances the visual layout and reduces the need for scrolling to access other fields on the screen, especially for DSAs with many rows.

Old Experience

All DSA rows appear in the screen layout, without the ability to collapse them.
**New Experience**

Users can expand or collapse a DSA section - and all of its rows - by selecting the arrow next to the DSA label.

DSA section labels also include a count of rows within the given DSA.

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**Expanded DSA Section**

<table>
<thead>
<tr>
<th>People at DSA</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Author/Editor/Translator</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People at DSA</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Author/Editor/Translator</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Digital Object Identifier (DOI): [Addition]

**Collapsed DSA Section**

<table>
<thead>
<tr>
<th>People at DSA</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Author/Editor/Translator</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People at DSA</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Author/Editor/Translator</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Digital Object Identifier (DOI): [Addition]
Responsive Design

The display of DSA sections will adjust in response to your screen size, eliminating the need for horizontal scrolling, and ensuring that users can effectively manage data on screens with DSAs from any device.

<table>
<thead>
<tr>
<th>Old Experience</th>
<th>New Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing DSA rows on smaller screens requires a user to scroll horizontally.</td>
<td>The display of DSAs adjusts in response to the given screen size, enabling users to view and edit all DSA fields regardless of the device they are using, whether it be a mobile phone, tablet, or desktop computer.</td>
</tr>
</tbody>
</table>

Maiden/Pen Names for Contributors

Digital Measures will now better support capturing the names of contributors over time, as name changes occur.

**Old Experience**

The first, middle, and last name fields in contributor DSAs were used only when either a) the contributor did not have a Digital Measures account at your institution, or b) a contributor with a Digital Measures account contributed under a different name (e.g., maiden or pen name) than the one stored for their account at the time of record entry.

When displaying citations, reports would pull name information from the first, middle and
last name fields if they were used; otherwise reports would pull the name information from the account linked to through User Reference.

New Experience

When a user associates a record with a contributor through a User Reference field, the name stored for that contributor's account defaults into the individual's first, middle and last name fields. As before, one can modify the name information to be displayed in a citation by editing the individual name fields, or one can enter data directly to those fields if the contributor does not have an account at your institution.

File Upload Fields

Users will experience a more modern and familiar file upload experience with the addition of a drag-and-drop option.
### Old Experience

Users can “Choose” a file to upload from their device, which requires navigating from this prompt to the correct location on their device.

Users can similarly replace an uploaded file by navigating to the source location for the replacement on their device.

Users can delete an uploaded file using the trash can icon.

### New Experience

Functionally the user can still upload a file in the old manner, but he or she can also drag and drop a file to upload from another location on their device if preferred.

Similarly, the user can either navigate to the location from which to replace a file, or drag and drop the new file to replace the existing one.

A user still deletes an uploaded file through the trash can icon.

### Numeric Questions

The on-screen display for numeric fields better reflects the formatting users expect to see for currencies and percentages, encouraging accuracy while enabling users to move quickly from field to field.
An Updated Data Entry Experience

Old Experience
Numeric values include only integers and do not include display formatting adjustments for percentages and currencies.

| Amount: $1000 |
| Teaching Workload Percentage: 60% |

New Experience
Numeric fields employ a modern design to support currency and percentage values. These fields will format to the expected type after a user moves focus to a new field.

| Amount: $1,000.00 |
| Teaching Workload Percentage: 60% |

Question Groups (e.g., Date, Phone Number, Course)
Users will receive clearer, and more accessible, prompts for entering content into fields that comprise question groups, like dates, phone numbers, and “Course” (e.g., Course Prefix and Course Number). Displaying the labels for both the question group and the individual fields that comprise it makes it clearer what data is expected in each field. Users will also be able to expand and collapse question groups comprised of more than one line.

Old Experience
Individual fields within a question group share the same field label.

| Dates |
| Expected Date of Submission: ▼ |

| Phone Numbers |
| Office Phone: 414 - 555 - 1234 |

Other Question Groups like “Course”

| Associated Coursework |
| 1st Course |
| Title: Advanced Theory I |
| Course Prefix and Course Number: MUST 5671 |
| Credit Hours: 4 |
An Updated Data Entry Experience

New Experience
Each field in a question group is displayed with its own label above it. The group label appears above the group of fields.
Users can expand and collapse question groups with more than one line.

Dates

<table>
<thead>
<tr>
<th>Expected Date of Submission for Funding</th>
<th>Expected Month of Submission for Funding</th>
<th>Expected Day of Submission for Funding</th>
<th>Expected Year of Submission for Funding</th>
</tr>
</thead>
</table>

Phone Numbers

<table>
<thead>
<tr>
<th>Office Phone</th>
<th>Office Phone Area Code</th>
<th>Office Phone Prefix</th>
<th>Office Phone Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>414</td>
<td>555</td>
<td>1234</td>
<td></td>
</tr>
</tbody>
</table>

Other Question Groups like “Course”

<table>
<thead>
<tr>
<th>Associated Courses (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Course Prefix and Course Number</td>
</tr>
<tr>
<td>Course Prefix</td>
</tr>
<tr>
<td>MUS</td>
</tr>
<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

Dropdown Lists
With the new text wrapping functionality for dropdown list values, it is much easier to accurately identify the correct value to select. This will be especially useful for User Reference and Record Referenced fields, where values are often lengthy and several options may begin with similar text.

Old Experience
Dropdown lists show only the first 60 characters of each possible value.

New Experience
All dropdown lists lists utilize text wrapping, to show the entirety of the value for each item listed.
Help Text

The shift from a modal to a toggle tip for short help text allows users to see and act upon help information immediately. The external link icon provides clarity about help text that requires a user to navigate to a site outside Digital Measures.

Short help text - 140 characters or less

Old Experience

Users access short help text through the “?” icon to the left of the given field label. The help text itself then appears in a modal at the top of the screen. The user can resume editing by clicking anywhere on the screen.
An Updated Data Entry Experience

Fall 2019

**New Experience**

Users still access the help text through the “?” icon, now located to the right of the newly-positioned field label. The help text opens underneath the “?” icon as a toggle tip as long as it is 140 characters or less. If the help text is more than 140 characters, help text will continue to display in a modal. To resume editing, the user clicks on the field he or she wishes to edit.

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**Help Text - Link to an External Site**

<table>
<thead>
<tr>
<th>Old Experience</th>
<th>New Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users access links to external sites through the same “?” icon used for other types of help text.</td>
<td>Help text that links externally is now distinguished by an external site icon, located to the right of the newly positioned field label.</td>
</tr>
</tbody>
</table>

---

**Loading Indicator**

When a page requires a little extra processing time, a new loading indicator will signal to the user that the system is indeed working to load a page or save their data for the given screen.
Old Experience
No loading indicator displays while a record is loading or saving.

New Experience
A loading indicator displays while a record is loading or saving.

Collaborator Name Parsing (Retired)
We are retiring Collaborator Name Parsing, a rarely-utilized feature that added an “Add a List of Names” link to Contributor Dynamic Sub-Answer sections on screens like Publications and Grants. This feature was designed to assist users with entering long lists of contributors. However, with the delivery of Publication Imports a few years ago, and with an option to import CVs into Digital Measures coming next year, users have far better ways to address this need. As you explore the other changes highlighted in this document, you’ll see that Collaborator Name Parsing is no longer available.