Quick Tips & FAQs

How do I login to the system?

A link to the system resides on the OIE website. We suggest that you bookmark the link: https://oie.mercer.edu/digital-measures/

You’ll be prompted to enter your Mercer username and password and then you’ll arrive at a landing page with this image:

Click to enter and you’re in the system!

I’m in the system, now what do I do?

Familiarize yourself with the overview screen. You’ll see that it’s subdivided into several sections: General Information, Teaching, Scholarship/Research, Service, Librarianship (available only to University Libraries, Medicine, and Law), and Tenure, Promotion and Review, as seen in this partial screen shot:

Within each section there are several linked screens to capture your activities. For some of these screens, your only task will be to review the information for accuracy. For others, you’ll be responsible for adding your activities throughout the year.
I opened a screen and it looks blank. Where do I enter my activities?

When you open a screen in Activity Insight, you’ll often encounter a summary screen. In order to enter new records, you’ll need to click “Add New Item” in the upper right quadrant. Each new item added will appear on the summary screen for that activity type. You can also choose to duplicate or delete records from the summary screen.

There are so many places to add information. Where do I start?

Priority should be given to those screens that will pull data for your annual review (see the instructional guide for your unit). Remember also that for the roll-out of Activity Insight, you’re expected to add only activities for the academic or calendar year of your next review (the University Libraries, for example, review on a calendar year basis, so librarians should add all 2016 activities to the system). The following year, you will be expected to enter information beyond one year. It will be especially important for faculty going up for tenure and promotion to enter all activities necessary to develop his/her portfolio since the system will accommodate that level of review as well.

What does mean?

Help! The ? icon provides information about certain fields. For example, on several screens there are questions about the University’s Quality Enhancement Plan, Research that Reaches Out. The ? icon gives explicit instructions on how you should answer those questions.

What does R mean?

The data in these fields are read only, meaning a faculty member cannot amend them. The information in ready only fields was gathered from other University source systems, like HR or Compliance Assist, or from records held in Deans’ offices. If you think your records are inaccurate, please contact the AI administrator (merceroieai@mercer.edu). Changes will need to be made both in Activity Insight and the source system.

I keep using the “Other” category. Is this a problem?

If you find that you’re choosing the “Other” option often, you may be capturing your activity on the wrong screen. Or it may be that you’re capturing information not typically compiled for an annual review. If you’re confused about what kind of information belongs on each screen, refer to the instructional guide for your unit. You should also look at your last annual review. What kinds of information did you report? If you didn’t count attendance of departmental meetings, don’t start counting it now.

I tried to save a record, but it says I haven’t completed all required fields. What are required fields?

Required fields have red asterisk ( ⚫️ ) in front. Questions about the focus of an activity (teaching, scholarship, or service), service learning, and the QEP require answers.
I entered information on a screen, but now I can’t find it. What happened?

You may not have saved the record. Unfortunately the system doesn’t prompt you to save, so if you leave a screen for any reason, the information you entered will be lost.

Do I need to enter the complete start and end date?

If at all possible, we would like you to enter complete dates. This is especially important for units who conduct their annual reviews on an academic calendar. If you report only the year, there will either be a duplication or the activity will be left off (for instance, without a complete date an activity in spring 2015 will show up in an AY15-16 annual review, even though it should have been captured in AY14-15).

If you haven’t completed an activity (i.e., your term on a committee hasn’t expired), you don’t need to enter an end date. The system will assume your participation is on-going and will report it on your annual review.

Some of the information I need is in another document. Can I copy from that document into the system?

Yes, Activity Insight allows you to copy information from other documents, using a utility called PasteBoard. You’ll find PasteBoard nested within Manage Activities in the left sidebar. With PasteBoard, you can copy up to 4K of text from another document. Once you’ve copied text into the PasteBoard window, you can select and drag portions of the text into specific fields on a screen. Text placed in PasteBoard will remain as you move between screens. To remove the text, use the Clear PasteBoard button.

If you experience difficulties using PasteBoard, there are several common troubleshooting tips you should implement:

- Clear your browser cookies and restart the browser.
- Verify that nothing is blocking the storage of cookies.
- Check the amount of the data you’re trying to paste – remember the 4K size limit.

How do I import publications?

Activity Insight allows users to import citations using BibTeX or PubMed. BibTeX files can be created from several reference management systems, such as EndNote, Google Scholar, Scopus, etc. Directions for exporting publication to a BibTeX file can be found [here](#). You can also connect with PubMed within Activity Insight to search for and import your citations. Visit [this page](#) for directions.

How can I see what my Annual Review document will look like?

Look for Run Reports in the left sidebar. This utility allows you to run all reports available (e.g., your CV, Annual Review, NIH Biosketch, etc.). You can select the date range for your annual review and other options. By default, all annual reviews are set to provide a detailed report and to hide sections without activities. See [here](#) for additional instructions.
When should I enter my information?

Ideally, you will create records for activities as you complete them. Your life will be much easier if you update as you go along as opposed to waiting to the last minute. It will also make your annual review process easier if all you’re left to do is write your reflective pieces, for example.

My former employer also used Activity Insight. Can my data be imported?

It may be possible to import information from your last employer. Mercer’s Activity Insight administrator will need to file a work request with Digital Measures on your behalf. Please send an email to mercerioieai@mercer.edu with your request and include your name and former institution. The campus administrator at your previous institution will need to approve the data transfer. If for some reason that request is denied or your data were deleted after you left the institution, the data transfer won’t be possible.

I’m having a problem (the system isn’t working, my information is incorrect). What should I do?

Contact your campus administrators, Susan Malone or Ellen Byron (mercerioieai@mercer.edu).