Watermark Data Entry Instructions

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I. Introduction and Database Capabilities

a. Watermark overview

Watermark provides the tools for streamlining Annual Activity report processes, as well as the data source for faculty profiles.

b. Website Person Details Page

Please see image on the following page for a detailed overview of how information stored in Watermark is used to populate faculty person detail pages. Sections faculty can edit directly are noted on the following page and in each section of this guide.

Detailed instructions on how to edit this information will be addressed in this instruction guide. Please refer to this overview to understand which fields can be edited and which require reaching out to administrators or the marketing team.

Edits made in the Watermark database are not immediately reflected on web profiles. Information is refreshed on an hourly basis.

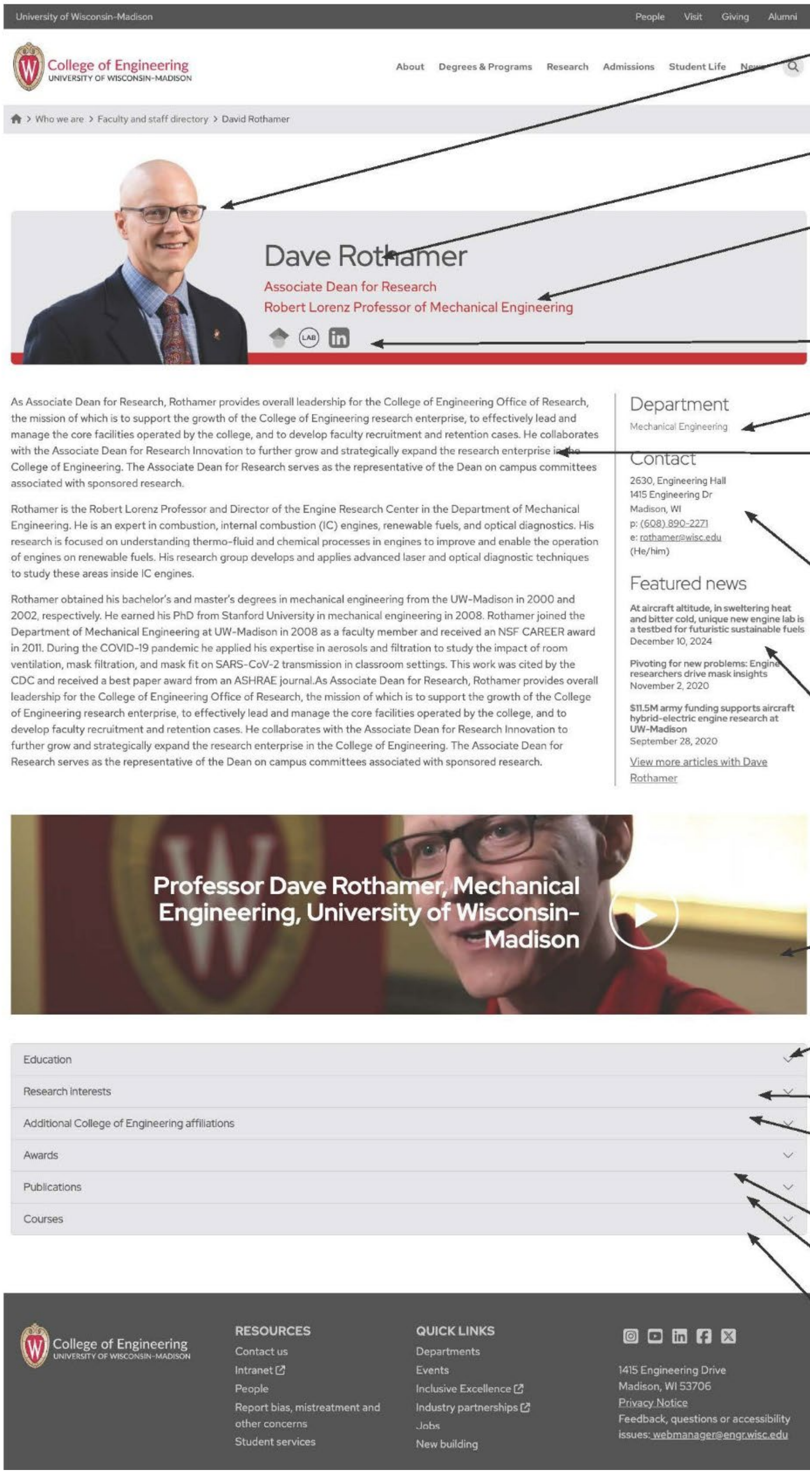
c. Annual Activity Reports

In addition to populating the college's faculty person detail pages, information stored in the watermark database can be used to generate annual Activity Reports. Information in fields used for these reports can also be edited and updated.

This functionality is currently in draft form and will be further customized based on department needs. Sections with instructions will be used for annual activity reports, and noted sections will be used for both web profiles and annual activity reports.

Person details page

The URL of the webpage by default uses firstName-lastName.



Professional profile photos are managed by the marketing team. Please contact marketing directly for photo updates or replacements.

Your official name (First, Middle, Last) is managed by Watermark system administrators. You may specify a preferred first name which will display instead of your legal first name. Name format: Preferred First Name (or First Name) Middle Last Name Suffix.

You may manage your academic titles and their display order in the Watermark "personal and Contact Information" section.

You may manage your own links in the Watermark biography section. Options are: Lab site, Personal site, Google Scholar, LinkedIn, Wikipedia.

Primary tenure track home set by Watermark system admin.

Your Watermark biography should highlight your research expertise, academic interests, and key contributions to your field. While lab-specific information belongs on your research website, this bio helps enhance your academic visibility and searchability. You may update your bio in the Watermark "Biography and Expertise" section.

You may update your contact information in the Watermark "Personal and Contact Information" section. If a pronoun is added it will be the last line here.

These articles link to most recent content published on engineering.wisc.edu/news. These connections are managed by the marketing team.

To feature a single YouTube video that showcases your research. Enter the specific video ID of your video in the YouTube field on the Watermark biography section. The system will automatically display the video title and thumbnail. Choose a video that best represents your current research focus or major findings.
Video ID is in red youtube.com/watch?v=Fb2nOuneHz0

You can update the education section in the Watermark degrees section.

You can update your research interests in the biography and expertise section of Watermark.

Affiliated departments are set by Watermark system admin. Affiliations are defined as secondary departments within the College of Engineering.

You can update your awards in the awards and honors section of Watermark.

You can update your publications in the publications section of Watermark.

Your teaching schedule automatically updates each fall semester through system integration. No manual entry is required for course listings.

II. Accessing Watermark Database

a. Website and Login

To access your entries, navigate to the website:
https://www.digitalmeasures.com/login/wisc/faculty/authentication/authenticateShibboleth.do

You will be logged in automatically if you are signed into your UW Account.

You will only have access to your own record.

b. Website photo (used for web profile)

Your website photo is not stored in the Watermark database.
To update photo reach out to Joel Hallberg at jhallberg@wisc.edu.

III. General Credentials/Expertise

a. **Personal and Contact Information** (used for web profile)

This sub-section houses your name, titles, email address, office location, phone numbers, website links and pronouns.

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, Anthony Tallmadge.

After editing this page, or any of the activity pages, you must click the **Save** button on the upper right of your screen to save your edits.

Titles

Titles are displayed on your web profile and can be edited and display order adjusted by faculty. To view or update your title(s), click on the drop down arrow to the left of the **Title** section.

To edit a title, click into the text in the **1st Title** text box and edit entry.

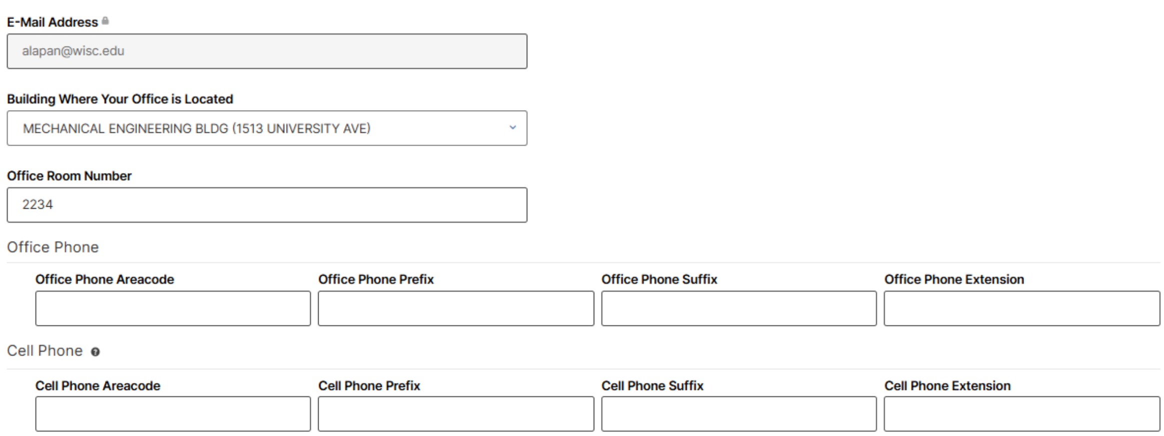
To add additional titles, click on the **Add Another Title** + sign link. This will add an additional line to enter text.

To change the display order of titles, click on the dotted icon on the left of the title number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows.

If the new title added is the result of a promotion or award/honor, a new Professional Position entry or honor/award entry should also be added to their respective sub-section.

Office Location and Phone Numbers

This information is displayed on your web profile. To update **Building Where Your Office is Located** you must choose from a drop down off building locations. You can update your **Office Room Number** and phone numbers in the text boxes below office location.



Websites and links

Below the office location information, you can update websites you would like linked, including lab websites, personal websites, URLs for Google Scholar, LinkedIn, Wikipedia, and YouTube videos (must link to video id, not to URL of YouTube channel).

These links will be displayed on your web profile below titles. YouTube videos will be displayed at the bottom of the profile page – the system will automatically display the video title and thumbnail.

Pronouns

Preferred pronouns can be selected from a dropdown at the bottom of the page. These are displayed if data is entered on your web profile under **Contact**.

*After changes are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the main activity field page.*

b. Biography and Expertise (used for web profile)

This sub-section holds your bio and research interests displayed on your web profile.

Research Interests

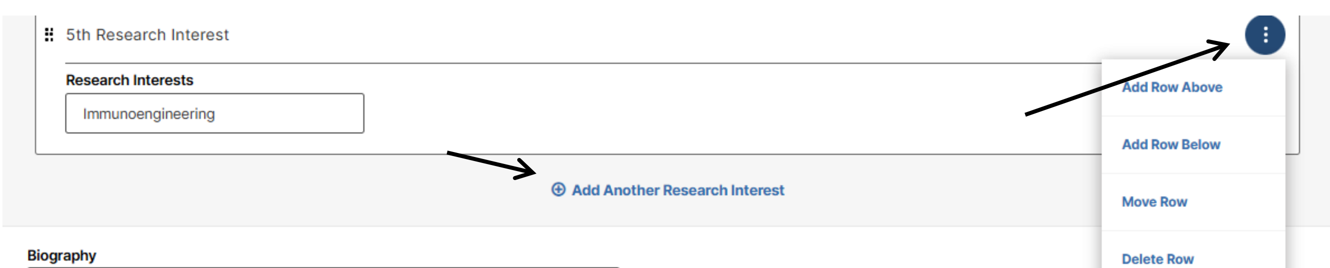
This field must be entered in a list format and displays as a bulleted list on your web profile. For each interest, text can be entered or edited for each interest.

To view or update your research interests, click on the drop-down arrow to the left of the **Research Interest** section.

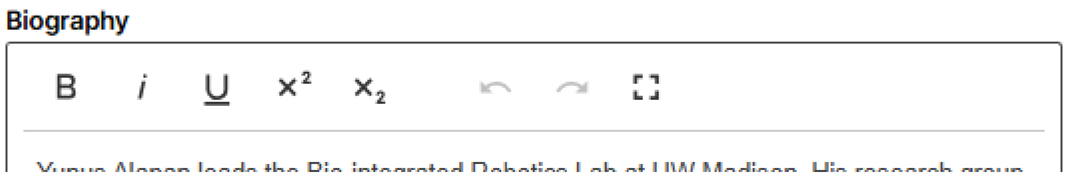
To edit a Research Interest, click into the text in the **1st Research Interest** text box and edit entry.

To add additional Research Interest, click on the **Add Another Research Interest** + sign link. This will add an additional line to enter text.

To change the display order of research interest on your website profile, click on the dotted icon on the left of the research interest number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows.



Biography
This field is a text box in which text can be edited or copied into. There is formatting available, which can be accessed in the toolbar above the text box.

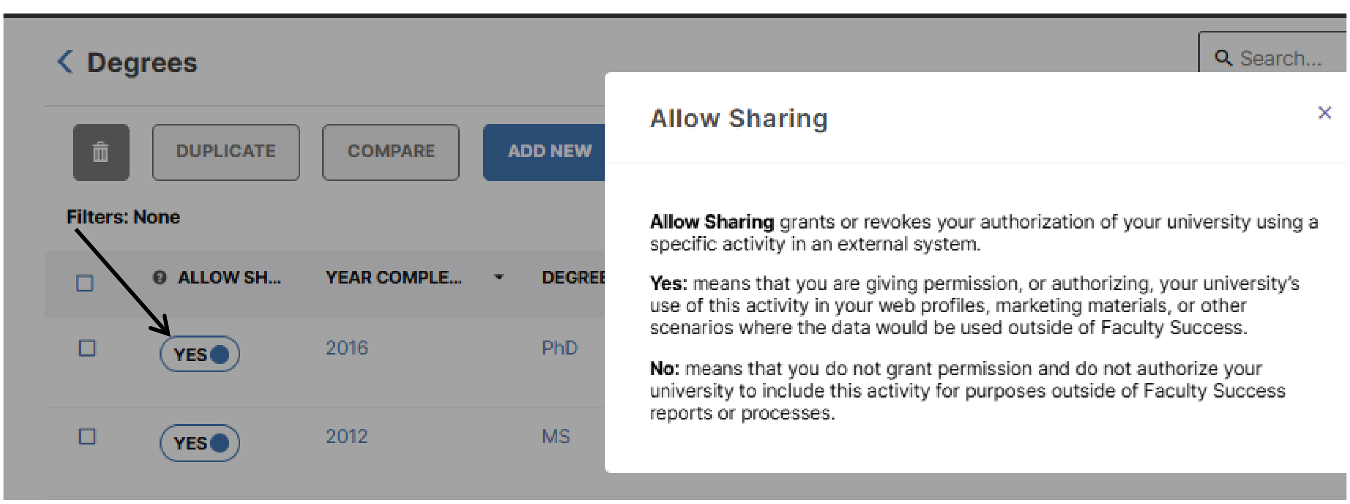


After changes are completed, click on the ***Save*** *button on the upper right corner of your screen. To abandon changes, click the* ***Cancel*** *button. This will return you to the main activity field page.*

c. Degrees (used for web profile)

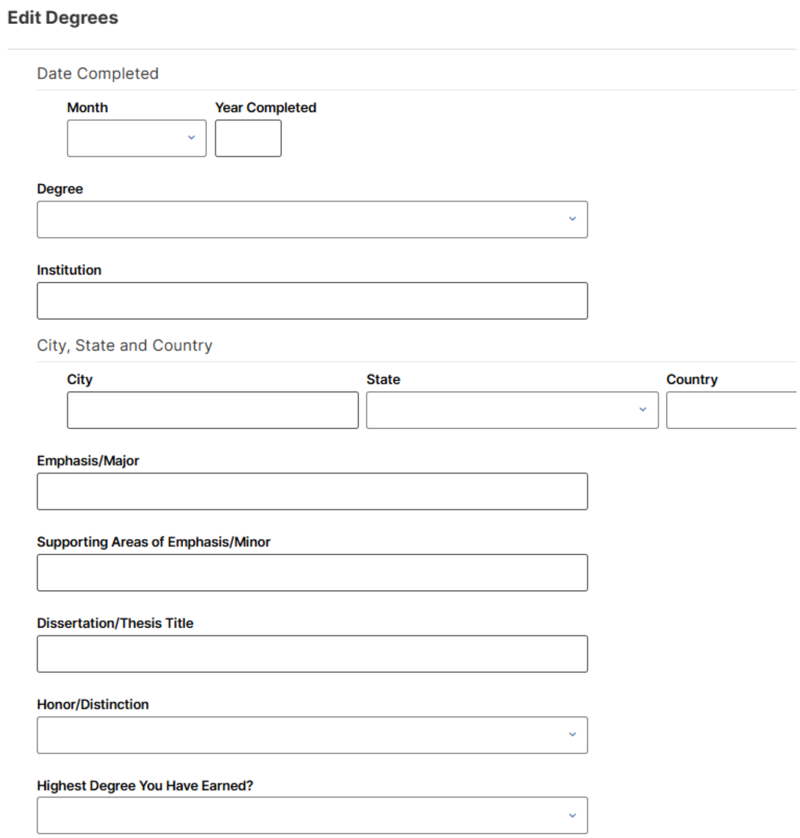
In this sub-section, each degree held is stored as an individual entry. In general, these entries have been populated using CV information and will rarely need to be edited. All fields are not mandatory. Degree Type, Year Completed and Institution are currently displayed on each profile page on the website in the format:
[Year Completed], [Degree], [Institution].

Display on Web profile
To the left of each entry, there is a slider under the **Allow Sharing** column. If this switch is toggled to **Yes**, this degree information will be displayed on your profile page on the website. If you toggle to no, it will be hidden from the website, but available for activity reports.



Entry Editing
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the entry.

See below for available fields.

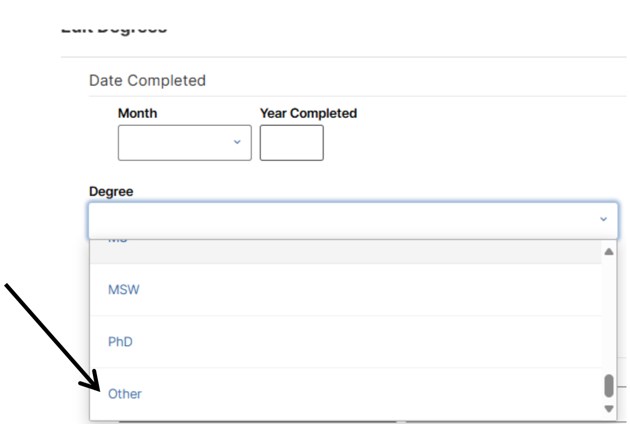


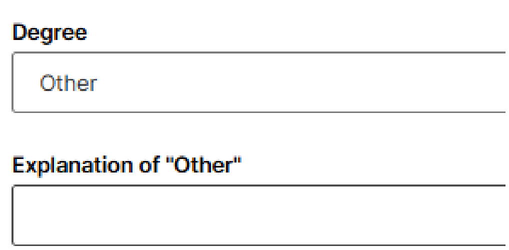
Date Completed

In general, at least the year of completion is stored in this field. However, the entry can be left blank, include only **Year Completed** or enter both Month and Year Completed. There is currently no field for date started.

Degree

Degrees can be chosen via the drop-down menu, or if the degree is not listed, you can select **Other** and enter text into the **Explanation of Other** text box. The information in the text box will appear on your profile page.





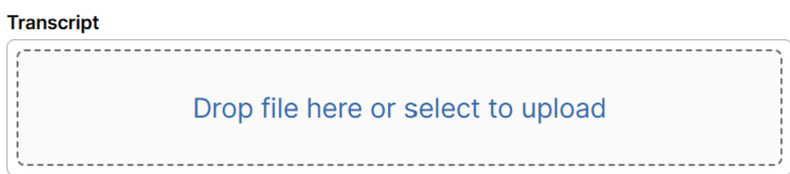
Institution
This field can be entered as text. City, State and Country can also be added but are not mandatory.

Emphasis/Major, Supporting Areas of Emphasis/Minor, Dissertation/Thesis Title
These fields can be entered as text. They are currently not displayed on your web profile and are available for activity reports.

Honor/Distinction and Highest Degree Earned
These fields are drop-downs and are currently not displayed on your web profile and are available for activity reports.

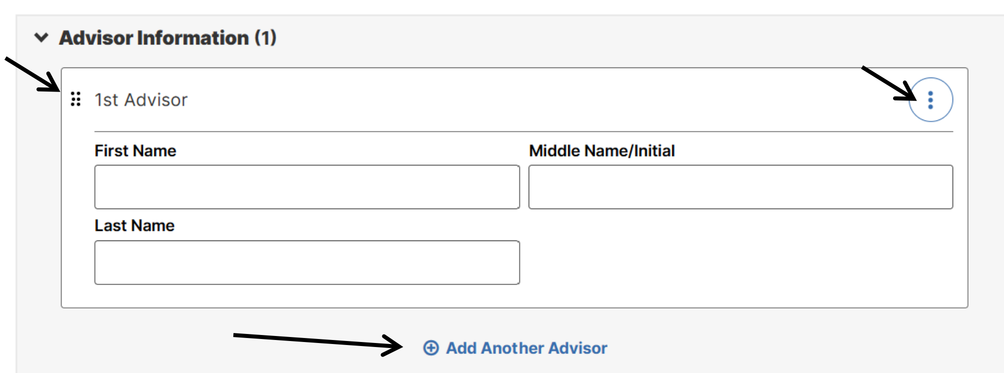
Additional Details
This field is available as a text box, not displayed on your web profile and are available for activity reports.

Transcript
Transcripts can be uploaded into watermark, uploaded transcripts will not appear on web profiles. To upload a transcript, either drag your transcript file onto the transcript box, or click on **Drop file here or select to upload** and locate transcript from your files.

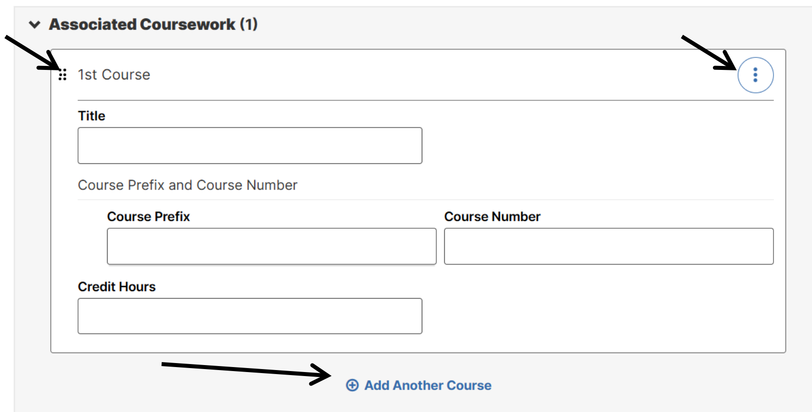


Advisor Information
One or more advisors can be added for each degree, this information is not mandatory and will not appear on web profile. See below for available fields. To add additional advisors, click on the **Add Another Advisor** + sign link.

To change the order of advisors, click on the dotted icon on the left of the title number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows.



Associated Coursework
Associated coursework can be added for each degree, this information is not mandatory and will not appear on web profile. See below for available fields. To add additional advisors, click on the **Add Another Course** + sign link.



To change the order of associated coursework, click on the dotted icon on the left of the title number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows.

*After changes are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the main activity field page.*

d. Graduate/Post-Graduate Training
In this sub-section, each post graduate training is stored as an individual entry. In general, these entries have been populated using CV information and will rarely need to be edited. All fields are not mandatory. This information is not displayed on web profile pages.

Entry Editing and Additions
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the entry.

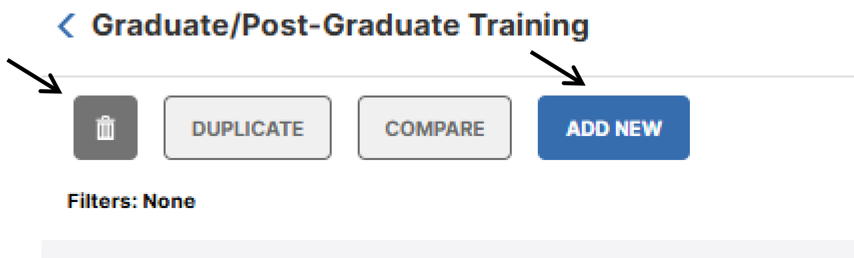
See next page for available fields, described below.

Training Type
Training type can be chosen via the drop-down menu, or if the training type is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Title, Institution and Description
These fields are available as a text box. City, State and Country can also be added but are not mandatory.

Start and End Dates
In general, at least the start and end year of completion are stored in these fields.

To enter a new Graduate/Post-Graduate Training, click on the **Add New** button on the top left side of the screen below **Graduate/Post-Graduate Training**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Graduate/Post-Graduate Training**.



*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Graduate/Post-Graduate Training entries.*

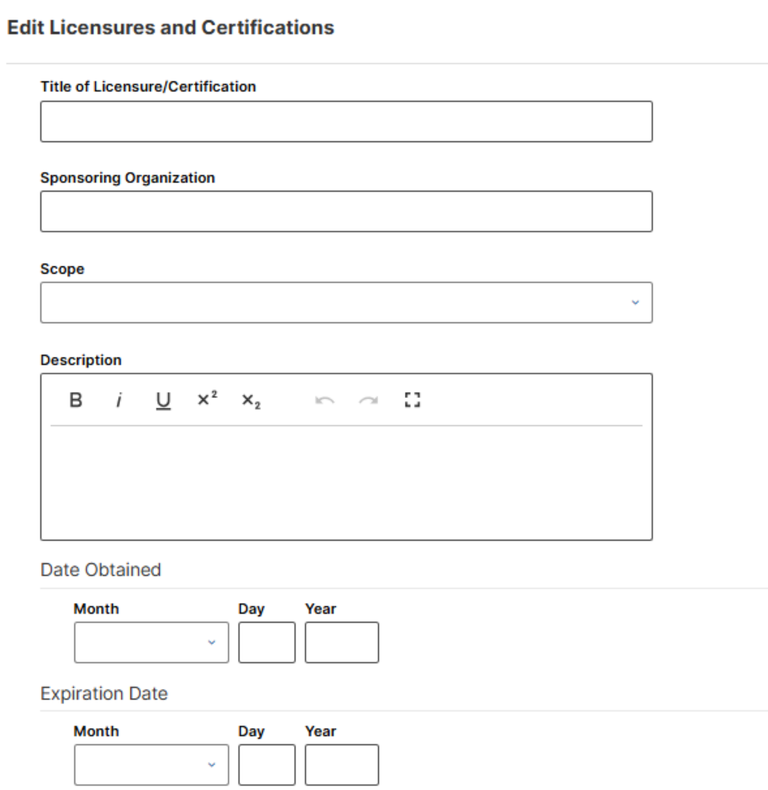
e. Licensures and Certifications

In this sub-section, each licensure or certification is stored as an individual entry. In general, these entries have been populated using CV information and will rarely need to be edited. All fields are not mandatory. This information is not displayed on web profile pages.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the entry.

See below for available fields.

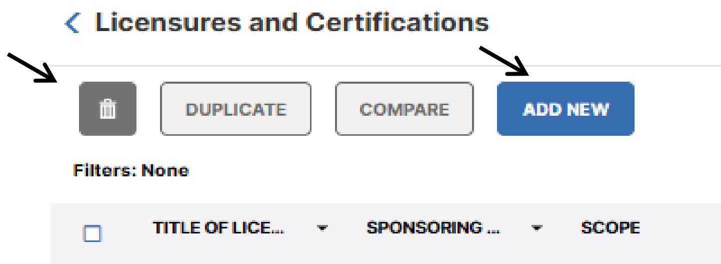


Title and Sponsoring Organization

These fields are available as a text box. Description is available as needed.

Date Obtained and Expiration Date
Dates can be entered here, but are not mandatory.

To enter a new Licensure or Certification, click on the **Add New** button on the top left side of the screen below **Licensures and Certifications**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Licensures and Certifications.**

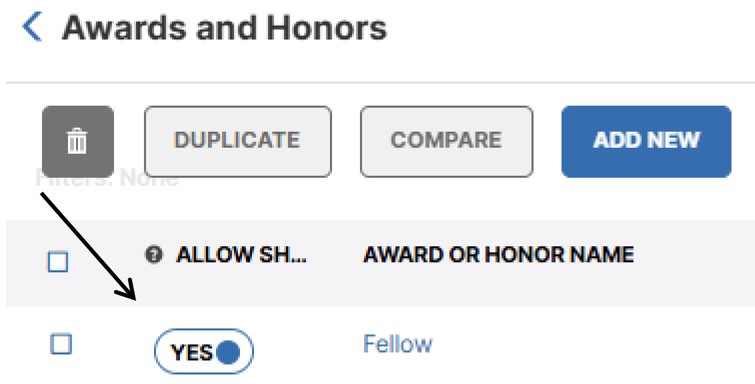


*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Licensure and Certification entries.*

f. Awards and Honors (used for web profile)

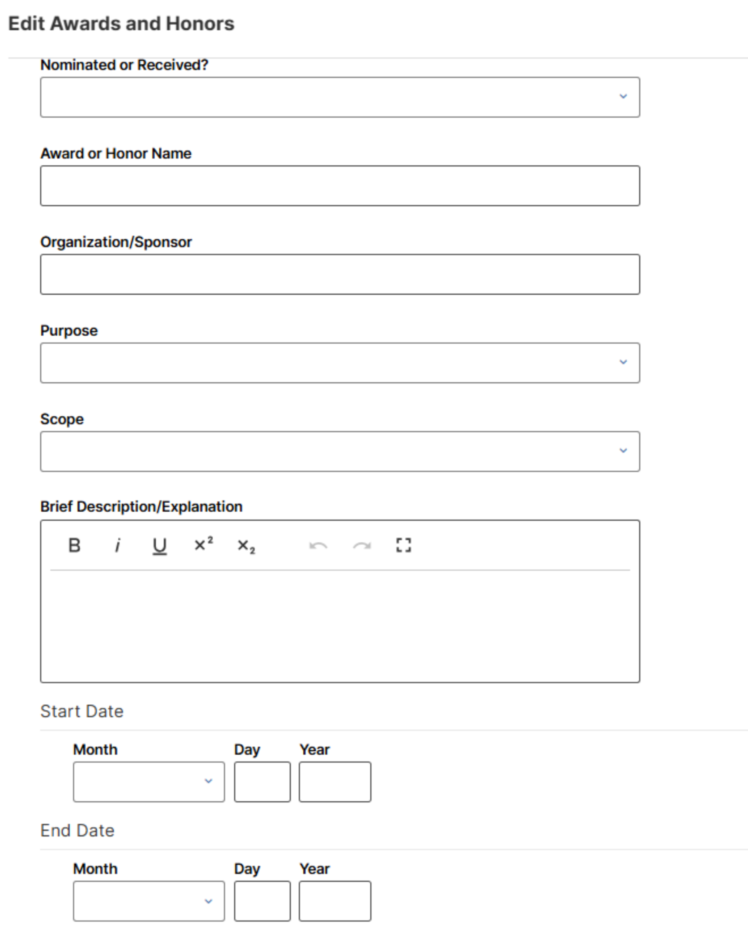
In this sub-section, each award or honor held is stored as an individual entry. In general, entry fields have been prefilled using CV information and new entries will need to be entered as they are received. All fields are not mandatory. Awards and honors are displayed on each profile page on the website from newest to oldest (with entries with no dates at the end) in the format:
[Start Date] [Organization/Sponsor], [Award or Honor Name].

Display on Web profile
To the left of each entry, there is a slider under the **Allow Sharing** column. If this switch is toggled to **Yes**, this Award or Honor will be displayed on your profile page on the website. If you toggle to no, it will be hidden from the website, but available for activity reports. It is encouraged to use this method instead of deleting any award. Additionally, awards not yet announced can be entered and toggled to **No** and when announced toggle to **Yes**.



Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields. While no fields are required and only 3 are displayed on your web profile, all field entries that can be entered may be used for activity reports. See below for available fields.

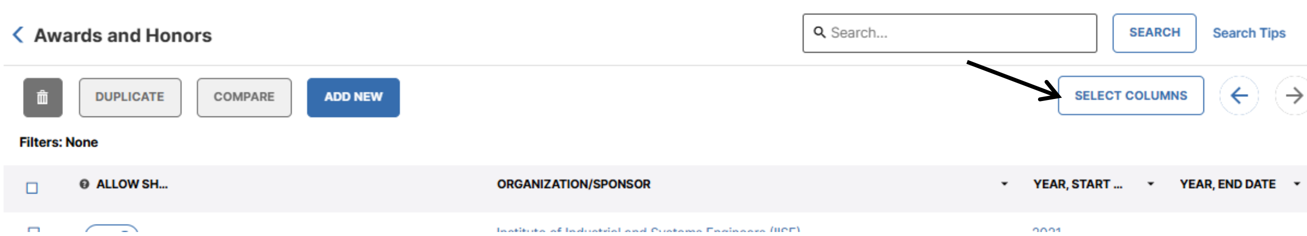


To enter a new award, click on the **Add New** button on the top left side of the screen below **Awards and Honors**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Awards and Honors**.

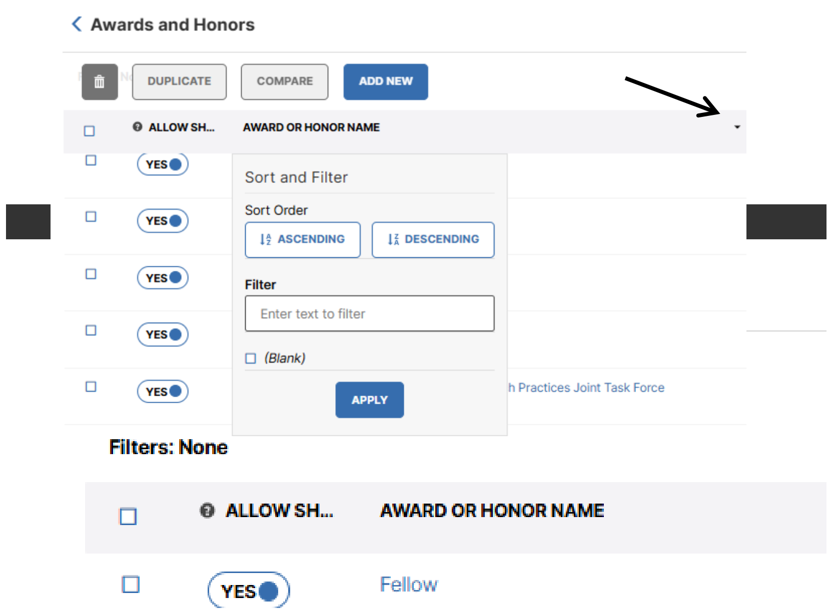
Entry View and Navigation

By using the search bar in the upper right, you can search for any award using any word in the entry.

At times, it might be useful to change your view of the entry screen to view your records as a whole. By clicking on **Select Columns** on the upper right – in this screen you can select which columns you would like to have displayed on your navigation page. This will affect only your view and will not be reflected on web profile.



View of records can also be sorted and filtered on this page by selecting the down arrow next to any column – here you can sort in ascending or decending order or filter.



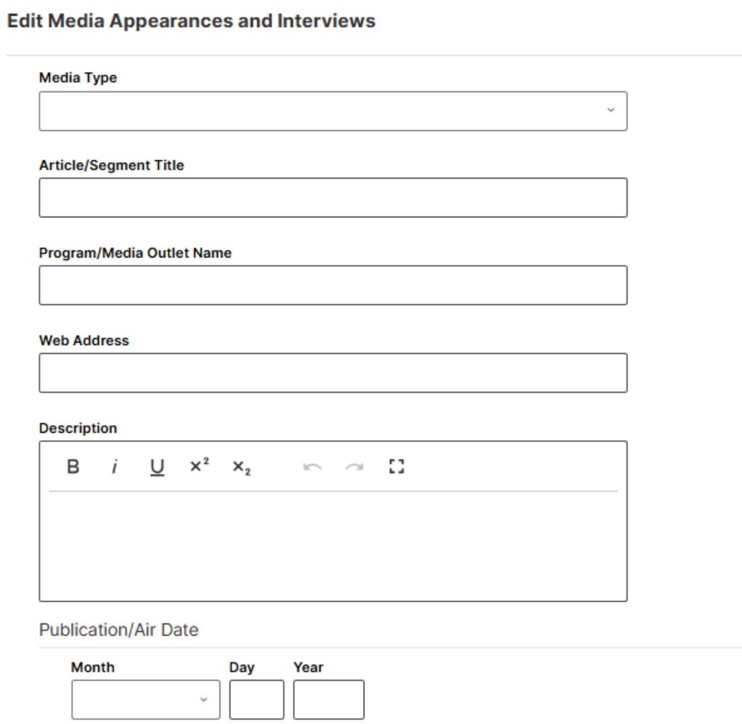
g. Media Appearances and Interviews

In this sub-section, each media appearance or interview is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages.

The **Featured News** section of your web profile is managed by the marketing team.

Entry Editing and Additions
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the entry.

See below for available fields.



Media Type
Media type can be chosen via the drop-down menu, or if the training type is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Article/Segment Title, Program/Media Outlet Name, Web Address and Description
These fields are available as a text box.

Publication/Air Date
In general, at least the year of is stored in this field.

To enter a new Media Appearance or Interiview, click on the **Add New** button on the top left side of the screen below **Media Appearances and Interviews**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Media Appearances and Interviews**.

*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Media Appearances and Interviews entries.*

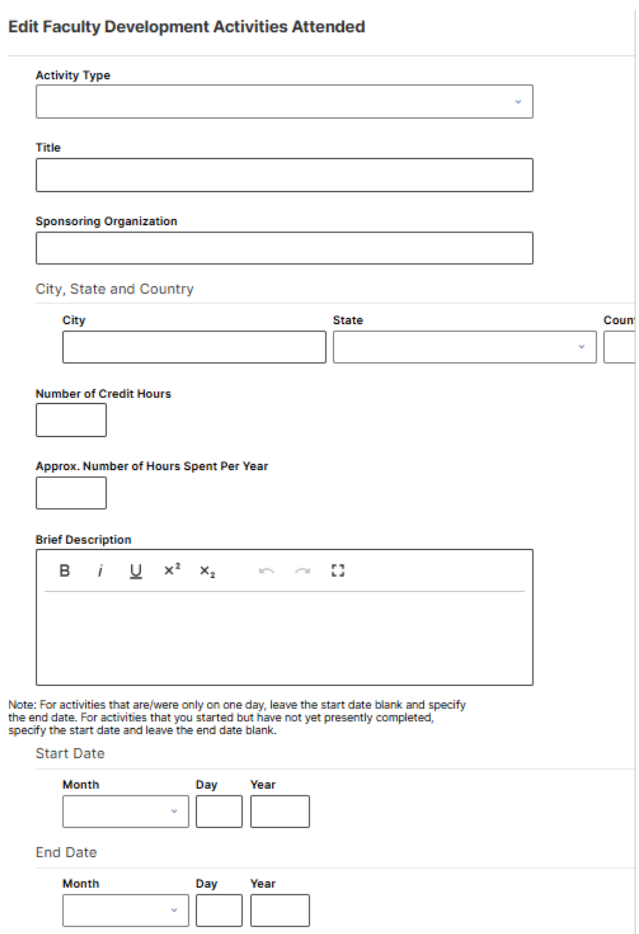
h. Faculty Development Activities Attended

In this sub-section, each faculty development activity is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the new entry.

See below for available fields, described below.



Activity Type
Activity type can be chosen via the drop-down menu, or if the training type is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Title and Sponsoring Organization
These fields are available as a text box. City, State and Country can also be added but are not mandatory.

Number of Credit Hours, Approx. Number of Hours Spent Per Year and Brief Description.
These fields are available as a text box.

Start and End Dates
In general, at least the start and end year of completion are stored in these fields.

To enter a new Faculty Development Activity, click on the **Add New** button on the top left side of the screen below **Faculty Development Activities**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Faculty Development Activities**.

*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Faculty Development Activities entries.*

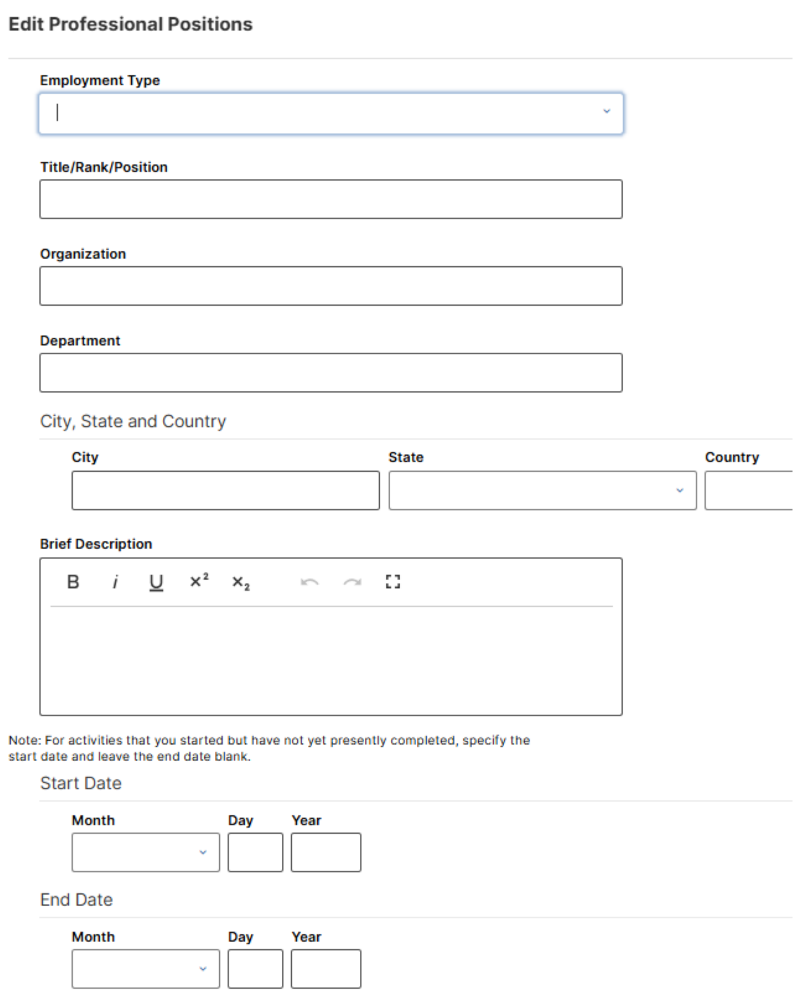
IV. Career Information

a. Professional Positions

In this sub-section, each professional position is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages. These positions will need to be updated when a new position is taken (e.g. Assistant Professor end date is added, Associate Professor entry is added – this new title will also need to be updated in the Personal and Contact Information sub-section to update your web profile).

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields. While no fields are required, all field entries that can be entered may be used for activity reports. See below for available fields.



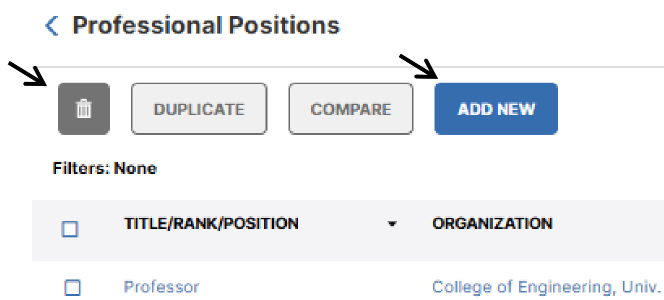
Employment Type

Employment type can be chosen via the drop-down menu, or if the training type is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Title/Rank/Position, Organization and Department
These fields are available as a text box. Please see prior entries to match formatting for consistency. City, State and Country can also be added but are not mandatory. A brief description can also be added in the formatted text box.

Start and End Dates
In general, at least the start year and end year are entered. If a position is still held, leave the end date box blank.

To enter a new professional position, click on the **Add New** button on the top left side of the screen below **Professional Positions**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, click on the box to the left of the entry and click on the trash can icon below **Professional Positions**.



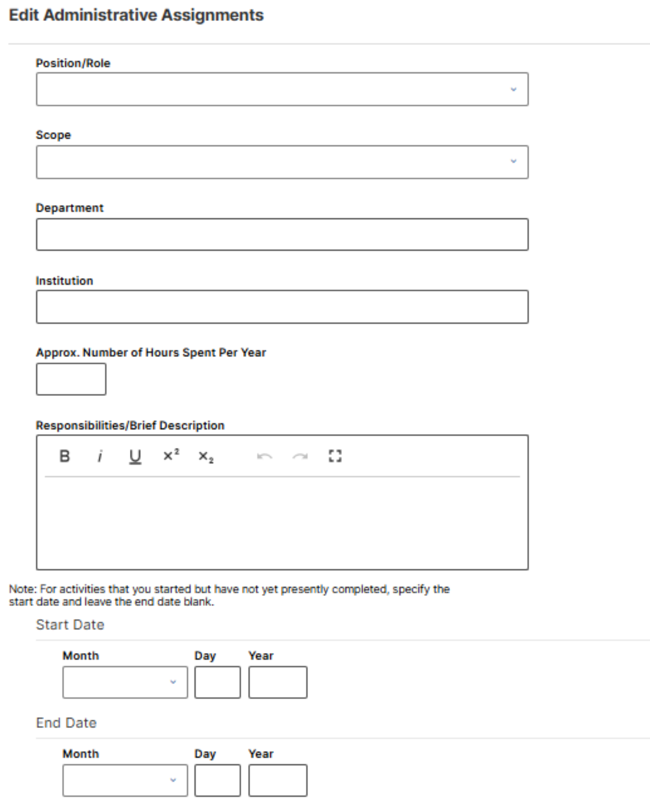
*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Professional Positions entries.*

b. Administrative Assignments

In this sub-section, each administrative assignment is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages. These assignments include roles such as Dean, Associate or Assistant Dean, Department Chairperson and Director.

Entry Editing and Additions
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields. While no fields are required, all field

entries that can be entered may be used for activity reports. See below for available fields.

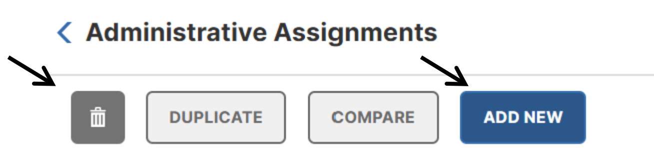


Position/Role and Scope
Position/Role and Scope can be chosen via the drop-down menus. If the Position/Role is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Department, Institution and Approx. Number of Hours Spent Per Year
These fields are available as a text box. Please see prior entries to match formatting for consistency. Responsibilities/brief description can also be added in the formatted text box.

Start and End Dates
In general, at least the start year and end year are entered. If an assignment is still held, leave the end date box blank.

To enter a new administrative assignment, click on the **Add New** button on the top left side of the screen below **Administrative Assignments**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, click on the box to the left of the entry and click on the trash can icon below **Administrative Assignments**.



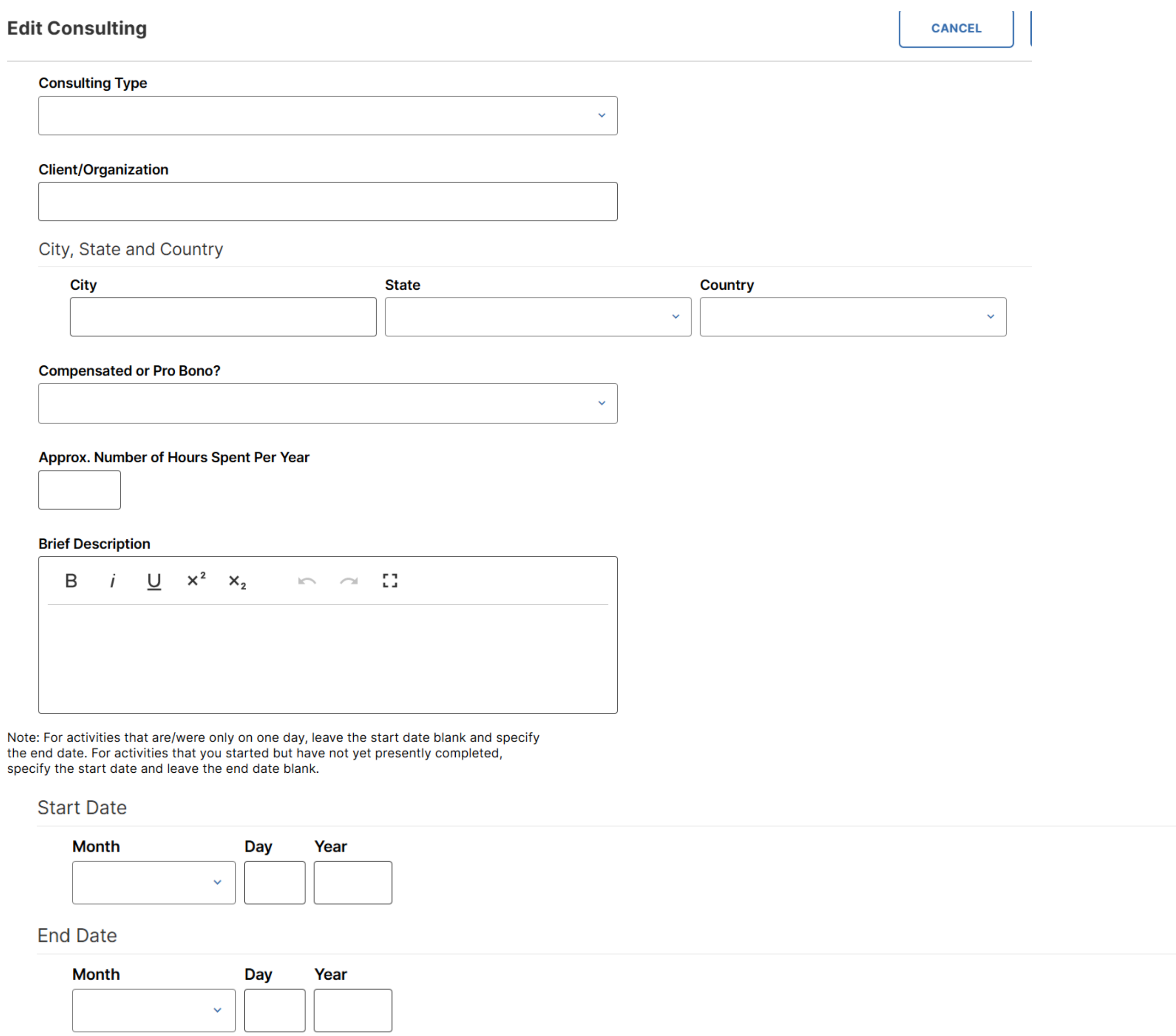
After changes or new entries are completed, click on the ***Save*** *button on the upper right corner of your screen. To abandon changes, click the* ***Cancel*** *button. This will return you to the viewing page for all Administrative Assignments entries.*

c. Consulting

In this sub-section, each consultancy is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields. While no fields are required, all field entries that can be entered may be used for activity reports. See below for available fields.



Consulting Type and Compensated or Pro Bono?
Consulting type and Compensated or Pro Bono can be chosen via the drop-down menus. If the type is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

Client/Organization, Approx. Number of Hours Spent Per Year and Brief Description
These fields are available as a text box. Please see prior entries to match formatting for consistency. A brief description can also be added in the formatted text box.

Start and End Dates
In general, at least the start year and end year are entered. If an consultancy is still held, leave the end date box blank.

To enter a new consultancy, click on the **Add New** button on the top left side of the screen below **Consulting**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, click on the box to the left of the entry and click on the trash can icon below **Consulting**.

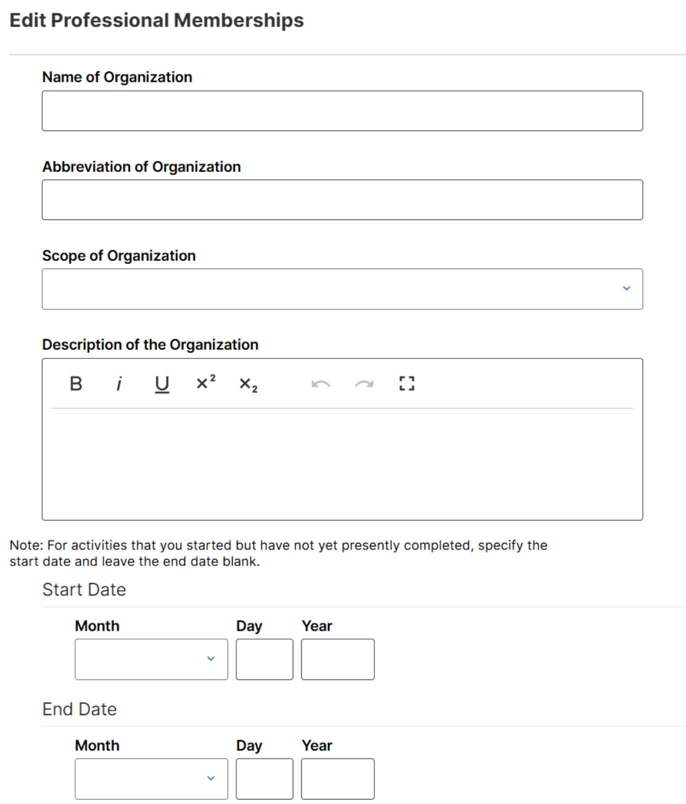
*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Professional Positions entries.*

d. Professional Memberships

In this sub-section, each professional membership is stored as an individual entry. All fields are not mandatory. This information is not displayed on web profile pages. Leadership positions held or other unique activities performed for an organization should be entered under the **Professional Service** category.

Entry Editing and Additions
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields. While no fields are required, all field

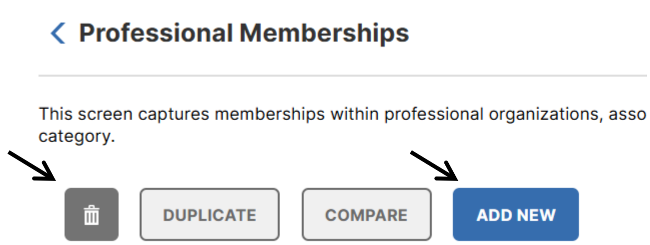
entries that can be entered may be used for activity reports. See below for available fields.



Name of Organization and Abbreviation of Organization
These fields are available as a text box. Please see prior entries to match formatting for consistency. Scope of Organization can be chosen from a drop down menu. A brief description can also be added in the formatted text box.

Start and End Dates
Start and end dates can be entered if necessary/available. Leave end date blank if membership is current.

To enter a new consultancy, click on the **Add New** button on the top left side of the screen below **Professional Memberships**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, click on the box to the left of the entry and click on the trash can icon below **Professional Memberships**.



*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Professional Memberships entries.*

V. Teaching/Mentoring

Data in this section is entered by database administrators before each semester for use in both activity reports and web profile display. It is advised not delete entries in any of the fields in this category.

Entries in the sub-section d. Scheduled Teaching are used for web profiles and can be edited or toggled to not display on web profile, as described below. The remainder of sub-sections are not displayed on web profile but will be used for annual activity reports (a. Teaching Innovation and Curriculum Development, b. Directed Student Learning, c. Mentoring, e. Non-Credit Instruction Taught and f. Yearly Advising Summary).

d. Scheduled Teaching (used for web profile)

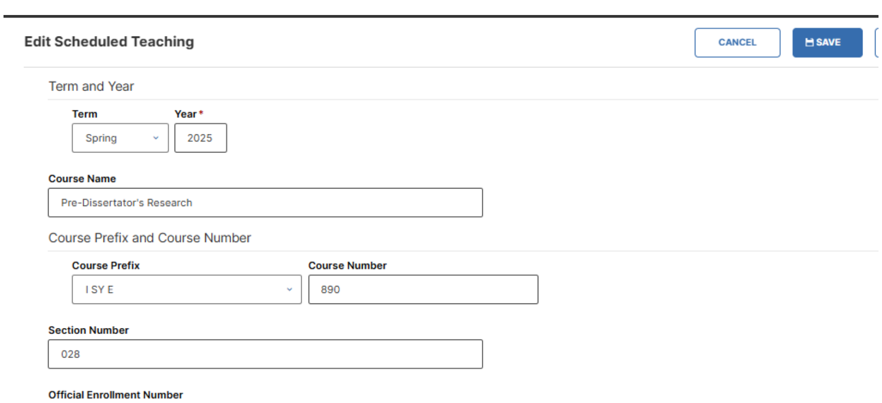
Web profiles currently display information on the current and prior 2 years of **Scheduled Teaching** in chronological order from current to oldest.

Information from **Scheduled Teaching** entries are displayed as
[Course Prefix] [Course Number] – [Course Name] ([Term] [Year].

Each course section is an individual entry on web profile, but only one line will be displayed for each course.

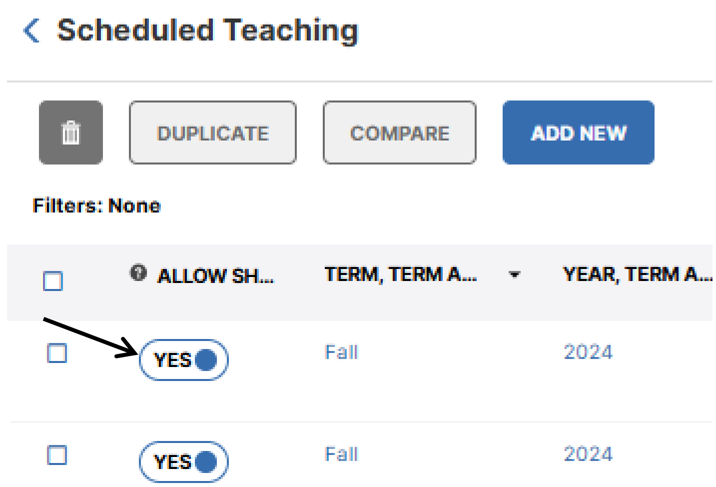
Entry Editing

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where all available fields. Any field can be edited, however it is recommended to update only the fields displayed on web profile.



After changes are completed, click the **Save** button in the upper right corner.

Display on Web profile
To the left of each entry, there is a slider under the **Allow Sharing** column. If this switch is toggled to **Yes**, this Course will be displayed on your profile page on the website.



If you toggle to no, this entry will be hidden from the website, but available for activity reports.

*After changes are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Scheduled Teaching entries.*

VI. Scholarship/Research

In this section, only **Publications** sub-section entries are displayed on web profile pages. Information not displayed on profiles will be used for activity reports.

a. Publications (used for web profile)

Publications are displayed on your webpage profile in the format [Authors/Editors/Translators], ([Date Published Year]). [Title of Contribution]. [Journal Name], [Volume]([Issue Number/Edition], [Page Numbers].

Display on Web profile
The most recent 10 publications are currently displayed on profile pages from newest to oldest. Your name will be displayed using the data entered by system administrators (shown in the **People at University of Wisconsin-Madison** field, if populated) unless the First and Last Name fields are populated.

To the left of each entry, there is a slider under the **Allow Sharing** column. If this switch is toggled to **Yes**, this Publication will be displayed on your profile page on the website. Use this feature to ensure that the latest 10 publications reflect what you want displayed on your profile. Additional entries will be used for activity reports.

Editing

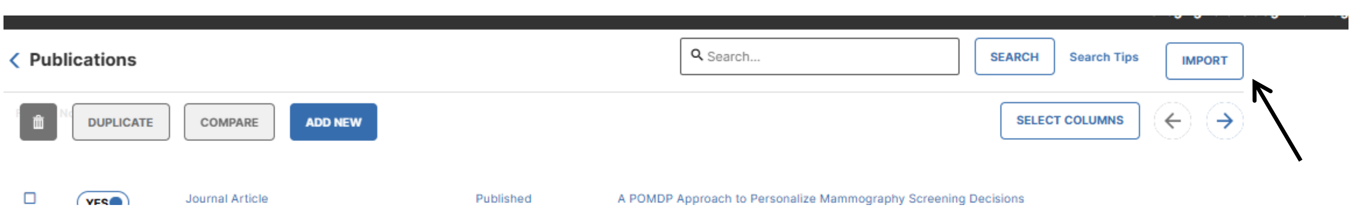
It is not recommended to edit publication data elements directly in Watermark manually. Entries can be imported via BiBTex files using the import tool. Instead, edit the source (Google Scholar), delete the record from Watermark, then re-import. Instructions below.

To download your BiBTex (.bib file) containing publications, please use the following instructions:
Video Instructions: Watch up to the 0:44 mark.
Text Instructions: Follow the steps in the **Instructions** section up to Step 7.

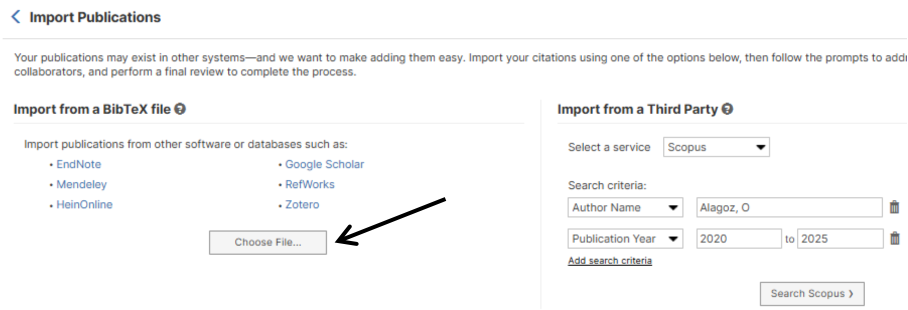
Entry

In general, .bib files provided has already been imported by the data entry team. Future publications will be entered directly by faculty. If possible, to avoid any potential duplicates, you can edit the .bib file to contain only new entries since the last set of entries were imported.

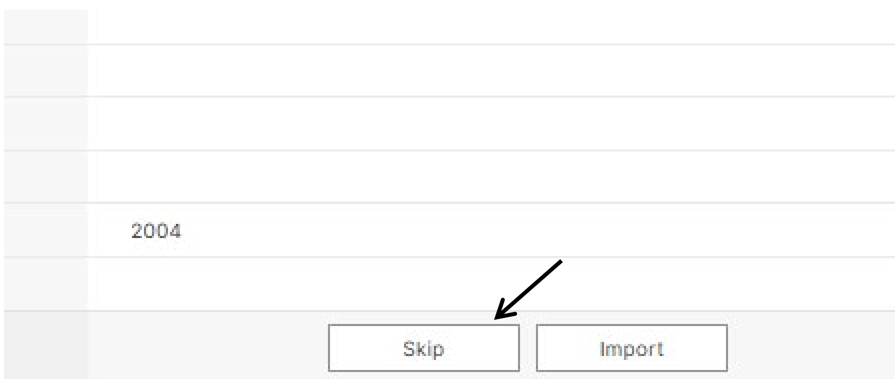
Once your .bib file is ready to import, click on the **Import** button on the upper right of the **Publications** page.



Next, click on the button **Choose File** and locate your .bib file.



After selecting your file you will be presented with possible duplicates. These entries are matched only by **Contribution Title** (changing the year or removing authors still considers it a match). In order to skip importing such entries, click the **Skip** button on the lower right hand corner of the screen. If you would still like to import, select the **Import** button. This will move to the next entry for review.

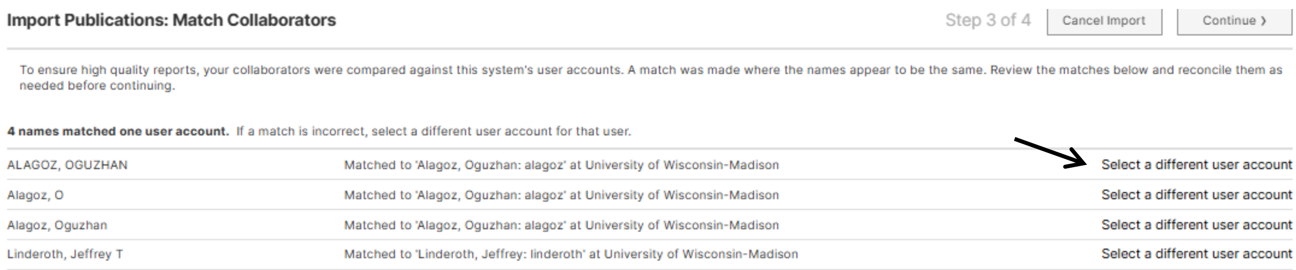


If you have uploaded the incorrect file, or for any reason want to cancel the import, you can click the **Cancel Import** button on the upper right of your screen.

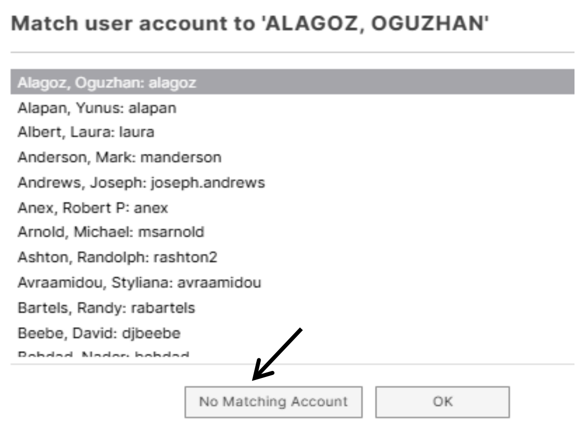
If no duplicates are detected and you are ready to import the publications on your .bib file, you will see a screen titled **Import Publications: Match Collaborators**.

The policy of our Watermark database is to have each faculty member retain access to their individual entries. This allows each author to have control over the entry to make edits and control the view of the entry and requires un-linking any collaborations before import.

In order to un-link collaborators within the system, you will possibly see a list containing potential matches. To the right of each click **Select a different user account**.



Next, click the **No Matching Account** button. Repeat for each of the potential matches.



After removing any potential matches, click the **Continue** button on the upper right-hand corner of your screen.

The next page allows you to review all entries to ensure that fields are populated. To import all entries, next click on the **Finish Import** button on the upper right-hand corner of your screen.

To view your entries, navigate back to the main page and select **Publications** and there you can review all entries. Again, it is recommended not to edit these entries directly in Watermark. Rather remove the entry by clicking on the box on the left side of the entry and click on the trash can icon just below **Publications**. From there you can re-import selected publications using the prior instructions.

If you need to delete all publications and re-import all, you can click on the box in the column header (shaded in gray) to select all entries on the page and click on the trash can icon below **Publications**. To delete an individual entry, click the box on the left of the entry and click on the trash can icon at the top below **Publications.**

*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Publications entries.*

Please see **IX. Appendix a. Entry Navigation** for tips on how to navigate publications page for viewing/searching entries.

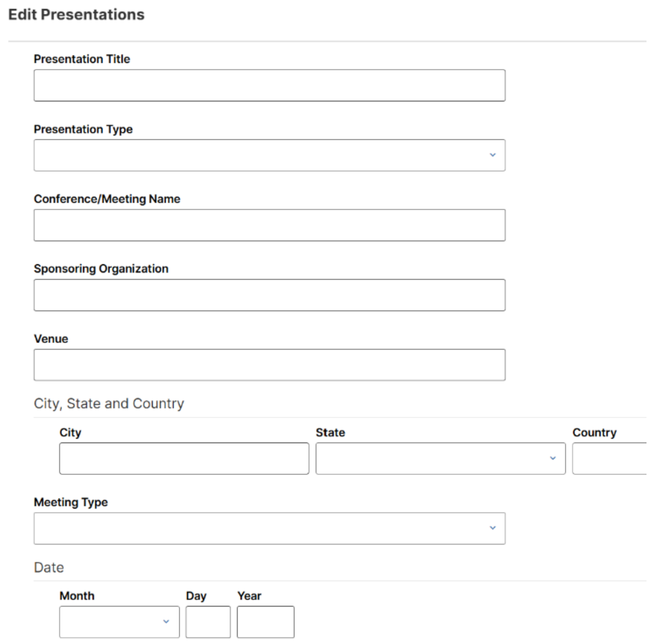
b. Presentations

In this sub-section, each presentation is stored as an individual entry. Presentations are not displayed on web profiles and may be used for activity reports. In general, fields in these entries have been prefilled using CV information and new entries will need to be entered as they occur. All fields are not mandatory.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the new entry.

See below for available fields, described below.

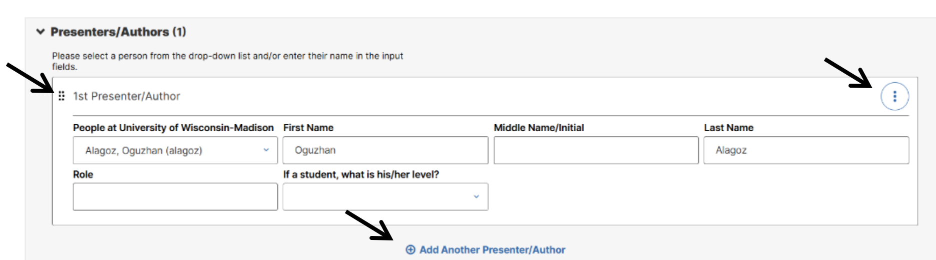


Presentation Title, Conference/Meeting Name, Sponsoring Organization and Venue
This field is available as a text box. Multiple presentations can have the same title if needed. City, State and Country can also be added.

Presentation Type and Meeting Type
Presentation and meeting types can be chosen via the drop-down menu. If the Position/Role is not listed, you can select **Other** and enter text into the **Explanation of Other** text box.

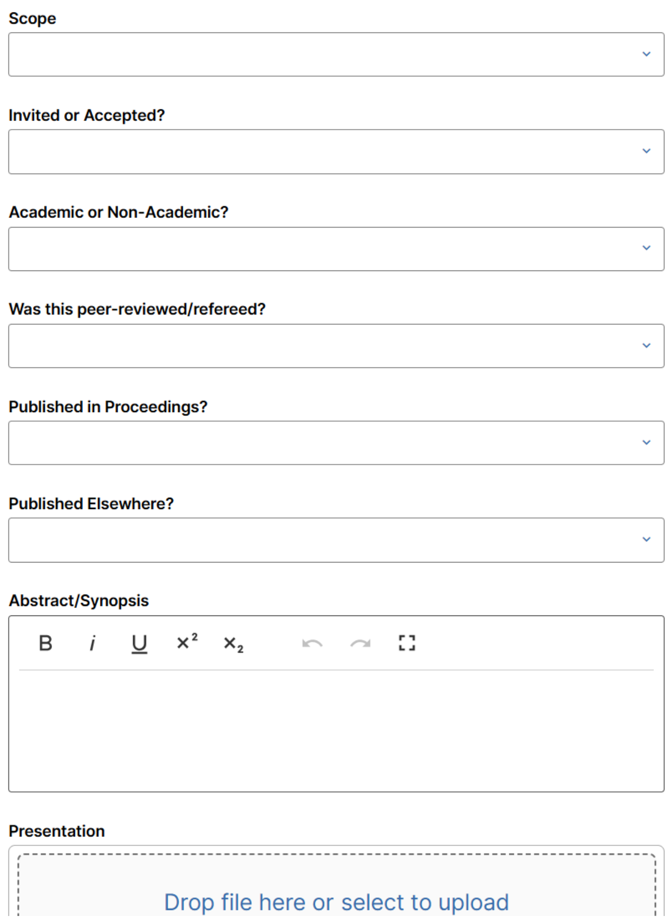
Presenters/Authors
Your own username must be entered into the **People at University of Wisconsin-Madison** in at least one author position in presentations. If there are multiple presenters/authors credited, click on **Add Another Presenter/Author** + sign link to add.

To change the order of presenters/authors, click on the dotted icon on the left of the Presenter/Author number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows. The **Role** text box can be filled (e.g. you are the last author, but were the Presenter).

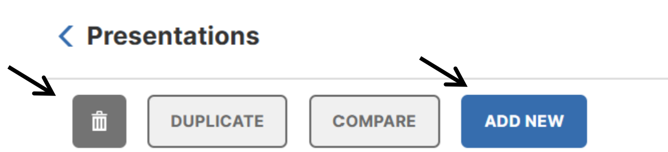


Additional Fields

If desired or required for your activity report, **Scope**, **Invited or Accepted?**, **Academic or Non-Academic?**, **Was this peer-reviewed/refereed?**, **Published in Proceedings?**, **Published Elsewhere?** fields can be filled in using drop down menus. These are not required for saving your entry. **Abstract/Synopsis** can be filled in and if desired, the **Presentation** can be uploaded by dragging your file onto the box below **Presentation** or selected from your files by clicking on **Drop file here or select to upload**.



To enter a new presnetation, click on the **Add New** button on the top left side of the screen below **Presentations**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Presentations**.



*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Presentations entries.*

Please see **IX. Appendix a. Entry Navigation** for tips on how to navigate presentations page for viewing/searching entries.

c. ABET Vitae

Information in this sub-section is not displayed on web profile pages.

If needed, drop down menus populated with entries into other sub-sections of your watermark profile can be selected via drop downs to generate your ABET vita. After you have made your selections here, you can generate your ABET vita by navigating to the **Reports** area, selecting the **ABET Appendix B - Faculty Vita report** and **Run Report**.

d. Biographical Sketch – NIH & NSF

These sub-sections are not currently being used in this instance of watermark. This information is not displayed on web profile pages.

e. Contracts, Fellowships, Grants and Sponsored Research

This sub-section is not currently being used in this instance of watermark. This information is not displayed on web profile pages.

f. Exhibits and Performances

This sub-section is not currently being used in this instance of watermark. This information is not displayed on web profile pages.

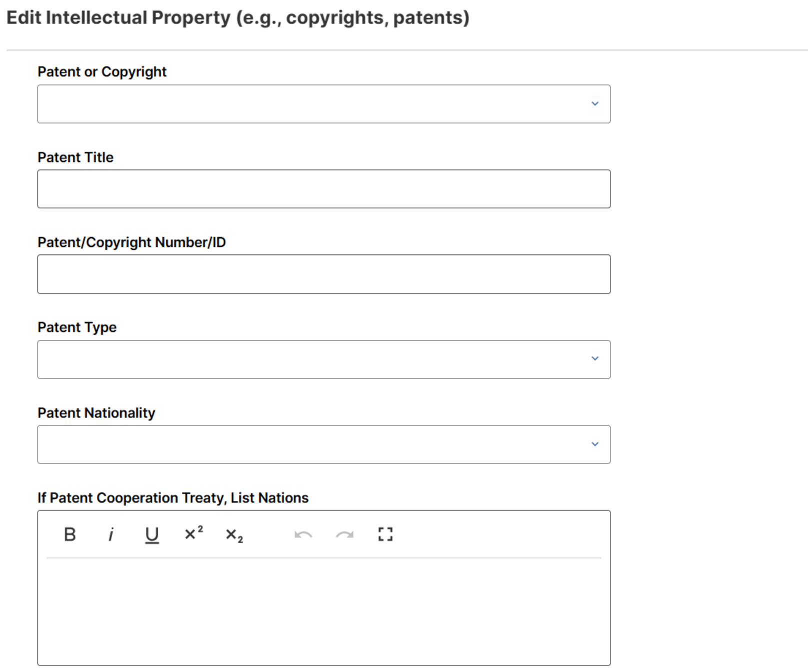
g. Intellectual Property (e.g., copyrights, patents)

In this sub-section, each copyright or patent is stored as an individual entry. These entries are not displayed on web profiles and may be used for activity reports. In general, fields in these entries have been prefilled using CV information and new entries will need to be entered as they occur. All fields are not mandatory.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the new entry.

See below for available fields, described below.

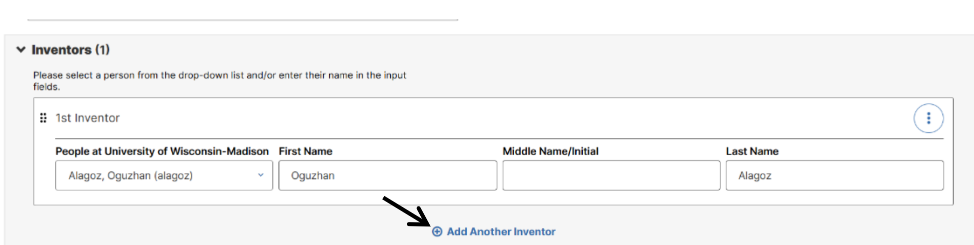


Patent or Copyright, Patent Type and Patent Nationality
These fields are available by selecting from provided drop downs and are not mandatory. If a patent cooperation treaty is applicable, nations can be listed in the available text window.

Patent Title and Patent/Copyright Number/ID
These fields are available as text boxes. Multiple entries can have the same patent title.

Inventors
Your own username must be entered into the **People at University of Wisconsin-Madison** in at least one inventor position. If there are multiple inventors credited, click on **Add Another Inventor** + sign link to add.

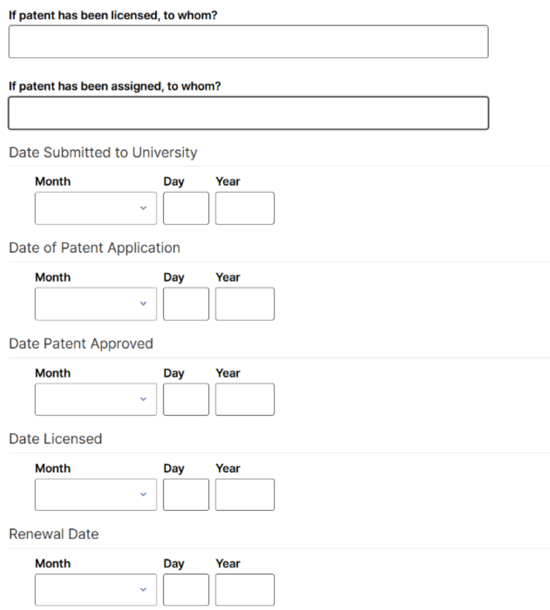
To change the order of inventors, click on the dotted icon on the left of the inventor number and drag the box to its desired position. Alternatively, you can click on the 3 dot icon on the far left to add, remove, move or delete rows.



Licensing, Assignments and Dates
If applicable, you may enter who a patent has been licensed to or assigned in the available text boxes (e.g, WARF).

For patents applied for but not yet approved, at a minimum the year can be entered for **Date of Patent Application**. For approved patents, enter a minimum of the year it was approved in **Date of Patent Approved**. Other fields can be filled as applicable.

As patents are approved or licensed, entries can be edited to reflect their current status.



To enter a new entry, click on the **Add New** button on the top left side of the screen below **Intellectual Property**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Intellectual Property**.

After changes or new entries are completed, click on the ***Save*** *button on the upper right corner of your screen. To abandon changes, click the* ***Cancel*** *button. This will return you to the viewing page for all Presentations entries.*

Please see **IX. Appendix a. Entry Navigation** for tips on how to navigate intellectual property page for viewing/searching entries.

h. Research Activity

This sub-section is not currently being used in this instance of watermark. This information is not displayed on web profile pages.

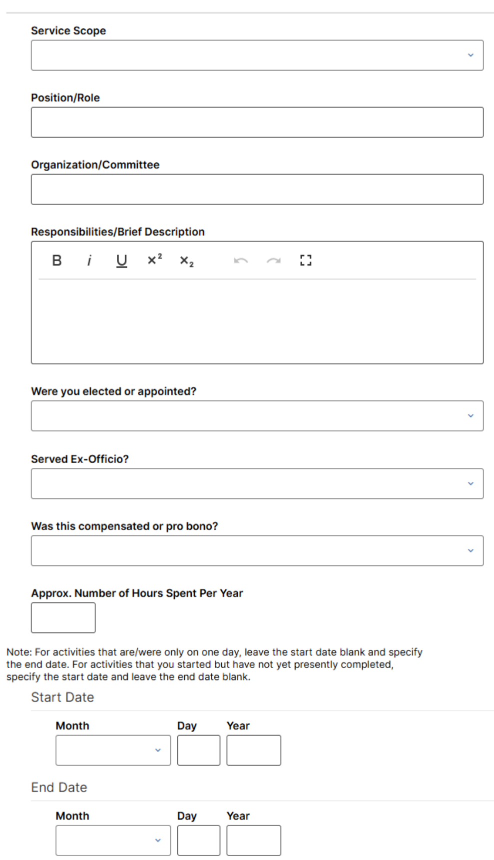
VII. Service

a. University Service

In this sub-section, each service activity is stored as an individual entry. Service is not displayed on web profiles and may be used for activity reports. In general, fields in these entries have been prefilled using CV information and new entries will need to be entered or updated as they occur. All fields are not mandatory.

Entry Editing and Additions

To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the new entry.
See below for available fields, described below.



Service Scope

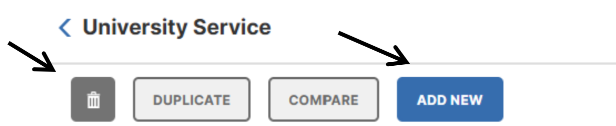
Service scope (Department, College or University) can be chosen via the drop-down menu.

Position/Role and Organization/Committee
These fields are available as a text box. Please see other entries for consistency of entries. A text window is also available to describe Responsibilities/Brief Description. Approx. Number of Hours Spent Per Year can also be entered.

Were you elected or appointed?, Served Ex-Officio? and Was this compensated or pro bono?
These fields can be chosen via the drop-down menu.

Start and End Dates
If a position is still held, leave the end date box blank. If a service was an individual date, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

To enter a new univeristy service position, , click on the **Add New** button on the top left side of the screen below **University Service**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **University Service**.



*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Presentations entries.*

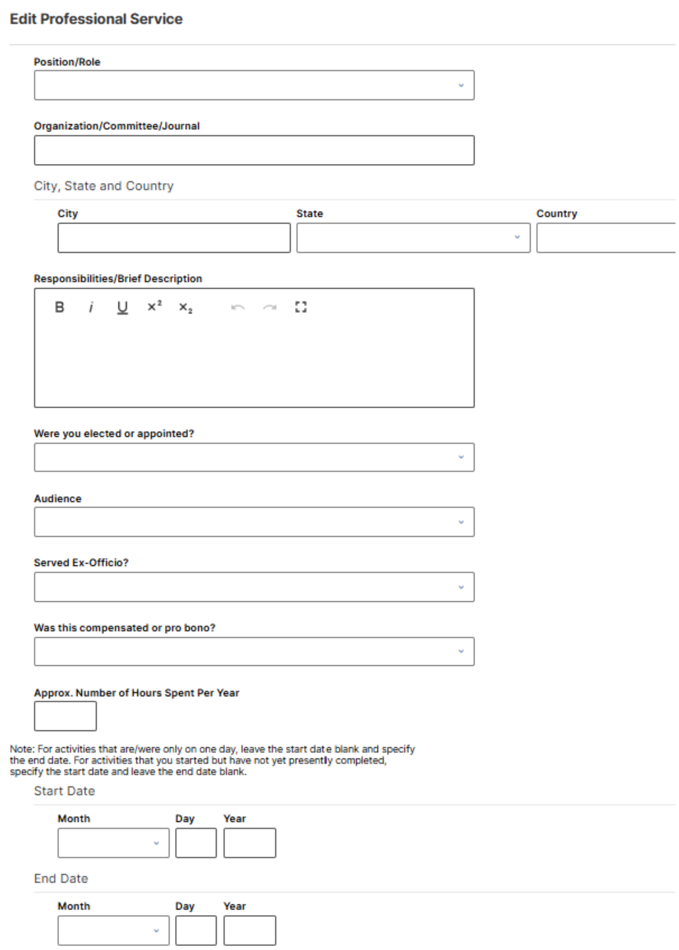
Please see **IX. Appendix a. Entry Navigation** for tips on how to navigate presentations page for viewing/searching entries.

b. Professional Service

In this sub-section, each activity and leadership position for professional organizations, committees and clubs is stored as an individual entry. Membership within these organizations may also need to be entered into the **Professional Memberships** sub-section.
Service is not displayed on web profiles and may be used for activity reports. In general, fields in these entries have been prefilled using CV information and new entries will need to be entered or updated as they occur. All fields are not mandatory.

Entry Editing and Additions
To edit any individual entry, click anywhere on the line of the entry. This will bring you to a page where you can view all available fields for the new entry.

See below for available fields, described below.



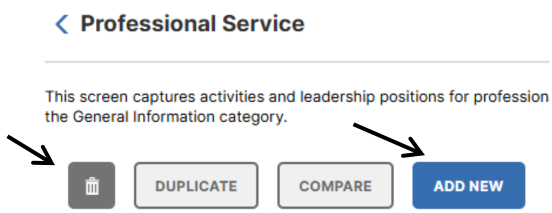
Position/Role
Position/Role can be chosen via the drop-down menu, or if the position is not listed, you can select **Other** and enter text into the **Explanation of Other** text box. Please see other entries for consistency of entries.

Organization/Committee/Journal
These fields are available as a text box. City, State and Country can be added as applicable. A text window is also available to describe Responsibilities/Brief Description. Approx. Number of Hours Spent Per Year can also be entered.

Were you elected or appointed?, Audience, Served Ex-Officio? and Was this compensated or pro bono?
These fields can be chosen via the drop-down menu.

Start and End Dates
If a position is still held, leave the end date box blank. If a service was an individual date, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

To enter a new professional service position, , click on the **Add New** button on the top left side of the screen below **Professional Service**. This will bring up a new blank entry which can be filled in with relevant details. To delete an entry, select the check box to the left of the entry and click on the trash can button below **Professional Service**.



*After changes or new entries are completed, click on the **Save** button on the upper right corner of your screen. To abandon changes, click the **Cancel** button. This will return you to the viewing page for all Presentations entries.*

Please see **IX. Appendix a. Entry Navigation** for tips on how to navigate presentations page for viewing/searching entries.

c. Public Service

This sub-section will not be used in our instance of Watermark. All non-university service will be entered under the sub-section **Professional Service**.

VIII. Administrative Data

a. Permanent Data

This information is populated and managed by administrators. This information is not displayed on web profile pages.

b. Yearly Data (used for web profile)

This section holds entries containing affiliations, staff rank, tenure status. This information is populated and managed by administrators. This information is displayed on web profile.

c. Workload Information

This sub-section is not currently being used in our instance of Watermark. This information is not displayed on web profile pages.

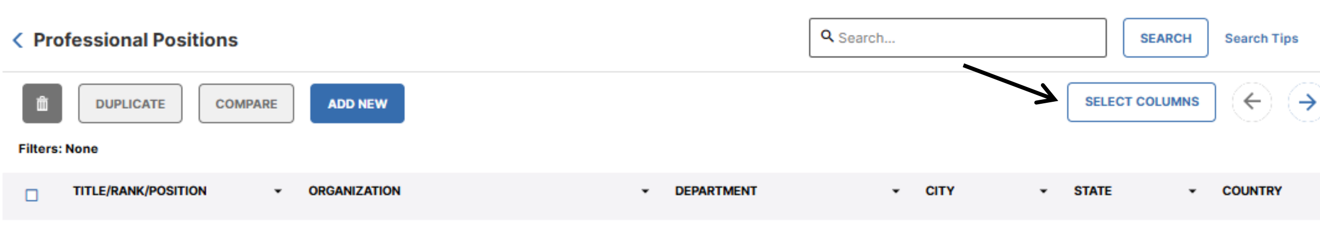
IX. Appendix

a. Entry Navigation

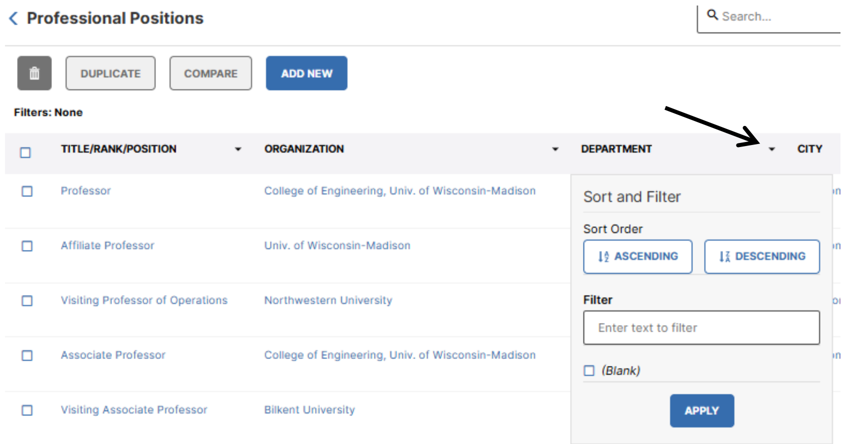
Entry View and Navigation

Many sub-sections store data as individual entries. By using the search bar in the upper right of these sub-sections, you can search for any entry using any text found in the entry.

At times, it might be useful to change your view of the entry screen to view your records as a whole. By clicking on **Select Columns** on the upper right – in this screen you can select which columns you would like to have displayed on your navigation page. This will affect only your view and will not be reflected on web profile.



View of records can also be sorted and filtered on this page by selecting the down arrow next to any column – here you can sort in ascending or decending order or filter by any given text in that field.



b. Bibtex Download

To download your BiBTex (.bib file) containing publications, please use the following instructions:

[Video Instructions]: Watch up to the 0:44 mark.
[Text Instructions:] Follow the steps in the **Instructions** section up to Step 7.