

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.


University of Wisconsin-Madison

People Visit Giving Alumni




College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

About Degrees & Programs Research Admissions Student Life News

Who we are > Faculty and staff directory > Dave Rothamer



Dave Rothamer
Associate Dean for Research
Robert Lorenz Professor of Mechanical Engineering

As Associate Dean for Research, Rothamer provides overall leadership for the College of Engineering Office of Research, the mission of which is to support the growth of the College of Engineering research enterprise, to effectively lead and manage the core facilities operated by the college, and to develop faculty recruitment and retention cases. He collaborates with the Associate Dean for Research Innovation to further grow and strategically expand the research enterprise in the College of Engineering. The Associate Dean for Research serves as the representative of the Dean on campus committees associated with sponsored research.

Rothamer is the Robert Lorenz Professor and Director of the Engine Research Center in the Department of Mechanical Engineering. He is an expert in combustion, internal combustion (IC) engines, renewable fuels, and optical diagnostics. His research is focused on understanding thermo-fluid and chemical processes in engines to improve and enable the operation of engines on renewable fuels. His research group develops and applies advanced laser and optical diagnostic techniques to study these areas inside IC engines.

Rothamer obtained his bachelor's and master's degrees in mechanical engineering from the UW-Madison in 2000 and 2002, respectively. He earned his PhD from Stanford University in mechanical engineering in 2008. Rothamer joined the Department of Mechanical Engineering at UW-Madison in 2008 as a faculty member and received an NSF CAREER award in 2011. During the COVID-19 pandemic he applied his expertise in aerosols and filtration to study the impact of room ventilation, mask filtration, and mask fit on SARS-CoV-2 transmission in classroom settings. This work was cited by the CDC and received a best paper award from an ASHRAE journal. As Associate Dean for Research, Rothamer provides overall leadership for the College of Engineering Office of Research, the mission of which is to support the growth of the College of Engineering research enterprise, to effectively lead and manage the core facilities operated by the college, and to develop faculty recruitment and retention cases. He collaborates with the Associate Dean for Research Innovation to further grow and strategically expand the research enterprise in the College of Engineering. The Associate Dean for Research serves as the representative of the Dean on campus committees associated with sponsored research.

Department
Mechanical Engineering

Contact
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Madison, WI
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e: rothamer@wisc.edu
(He/him)

Featured news
At aircraft altitude, in sweltering heat and bitter cold, unique new engine lab is a testbed for futuristic sustainable fuels
December 10, 2024
[View more articles with Dave Rothamer](#)

Pivoting for new problems: Engine researchers drive mask insights
November 2, 2020

\$15M army funding supports aircraft hybrid-electric engine research at UW-Madison
September 28, 2020

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

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.

Education

Research Interests

Additional College of Engineering affiliations

Awards






Publications

Courses

College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

RESOURCES
Contact us
Intranet [↗](#)
People
Report bias, mistreatment and other concerns
Student services

QUICK LINKS
Departments
Events
Inclusive Excellence [↗](#)
Industry partnerships [↗](#)
Jobs
New building

1415 Engineering Drive
Madison, WI 53706
[Privacy Notice](#)
Feedback, questions or accessibility issues: webmanager@engr.wisc.edu

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.

Edit Personal and Contact Information



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](#).

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.

▼ Title (1)

⋮ 1st Title

Title

Assistant Professor

+ Add Another Title

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.

▼ Title (2)

⋮ 1st Title

Title

Assistant Professor

⋮ 2nd Title

Title

⋮

Add Row Above

Add Row Below

Move Row

Delete Row

⊕ Add Another Title

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.

E-Mail Address

alapan@wisc.edu

Building Where Your Office is Located

MECHANICAL ENGINEERING BLDG (1513 UNIVERSITY AVE) ▼

Office Room Number

2234

Office Phone

Office Phone Areacode

Office Phone Prefix

Office Phone Suffix

Office Phone Extension

Cell Phone

Cell Phone Areacode

Cell Phone Prefix

Cell Phone Suffix

Cell Phone Extension

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)

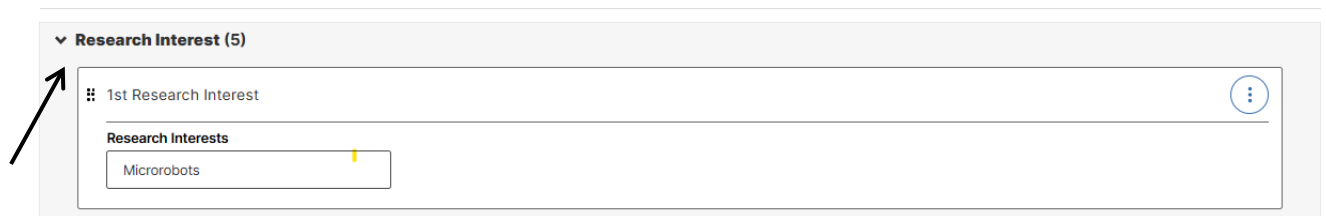
This sub-section holds your bio and research interests displayed on your web profile.

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.

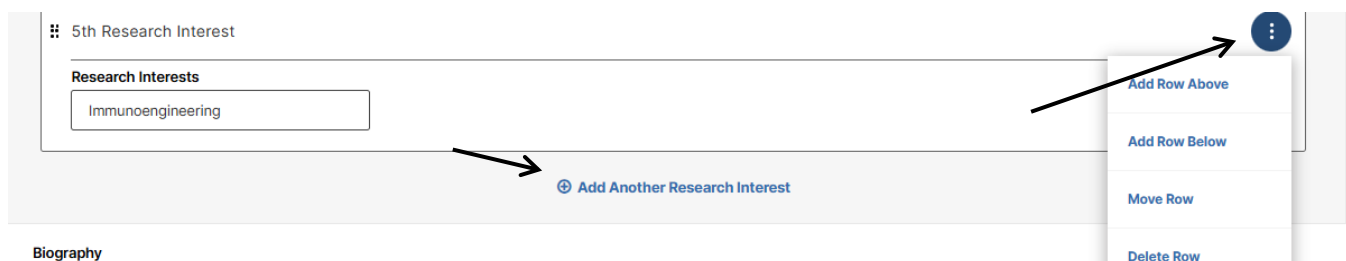
To view or update your research interests, click on the drop-down arrow to the left of the **Research Interest** section.

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.

Biography

The image shows a text editor interface. At the top is a toolbar with icons for bold (B), italic (i), underline (U), superscript (x²), subscript (x₂), undo, redo, and a link icon. Below the toolbar is a text box containing the text: "Vivian Alonso leads the Bio Integrated Debate Lab at UWM-Medison. His research group..."

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.

The screenshot shows the 'Degrees' management page. At the top, there are buttons for 'DUPLICATE', 'COMPARE', and 'ADD NEW'. Below these are filters and a table of degree entries. The table has columns for 'ALLOW SH...', 'YEAR COMPLE...', and 'DEGREE'. The first entry is for a PhD completed in 2016, and the second is for an MS completed in 2012. Both have their 'ALLOW SH...' toggle set to 'YES'. An arrow points to the 'YES' toggle for the PhD entry. A modal titled 'Allow Sharing' is open, explaining the toggle's function.

Allow Sharing

Allow Sharing grants or revokes your authorization of your university using a specific activity in an external system.

Yes: means that you are giving permission, or authorizing, your university's use of this activity in your web profiles, marketing materials, or other scenarios where the data would be used outside of Faculty Success.

No: means that you do not grant permission and do not authorize your university to include this activity for purposes outside of Faculty Success reports or processes.

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.

Edit Degrees

Date Completed

Month	Year Completed
<input type="text"/>	<input type="text"/>

Degree

Institution

City, State and Country

City	State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Emphasis/Major

Supporting Areas of Emphasis/Minor

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

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.

Edit Degrees

Date Completed

Month	Year Completed
<input type="text"/>	<input type="text"/>

Degree

MSW
PhD
Other

Degree

Other

Explanation of "Other"

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.

Transcript

Drop file here or select to upload

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.

▼ **Advisor Information (1)**

⋮

1st Advisor

⋮

First Name

Middle Name/Initial

Last Name

➕ Add Another Advisor

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.

▼ Associated Coursework (1)

1st Course
<div> <div>Title</div> <input type="text"/> </div> <div> <div>Course Prefix and Course Number</div> <div> <div>Course Prefix</div> <input type="text"/> </div> <div> <div>Course Number</div> <input type="text"/> </div> </div> <div> <div>Credit Hours</div> <input type="text"/> </div>

[+ Add Another Course](#)

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.

Edit Graduate/Post-Graduate Training

Training Type

Title

Institution

City, State and Country

City

State

Country

Description

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Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month

Day

Year

End Date

Month

Day

Year

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.

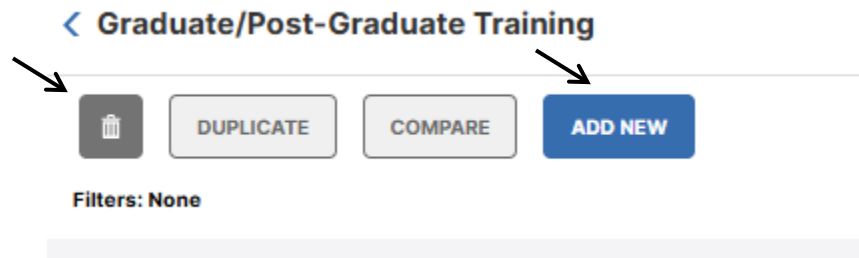
Title, Institution and Description

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.

Edit Licensures and Certifications

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

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Date Obtained

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expiration Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

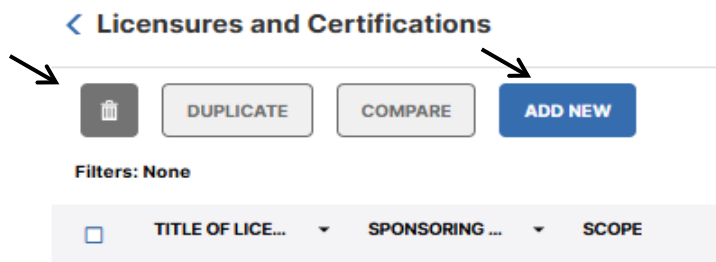
Title and Sponsoring Organization

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**.

< Awards and Honors



☐
☐
☐

? ALLOW SH...

AWARD OR HONOR NAME

☐
☒ YES

Fellow

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.

Edit Awards and Honors

Nominated or Received?

Award or Honor Name

Organization/Sponsor

Purpose

Scope

Brief Description/Explanation

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Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

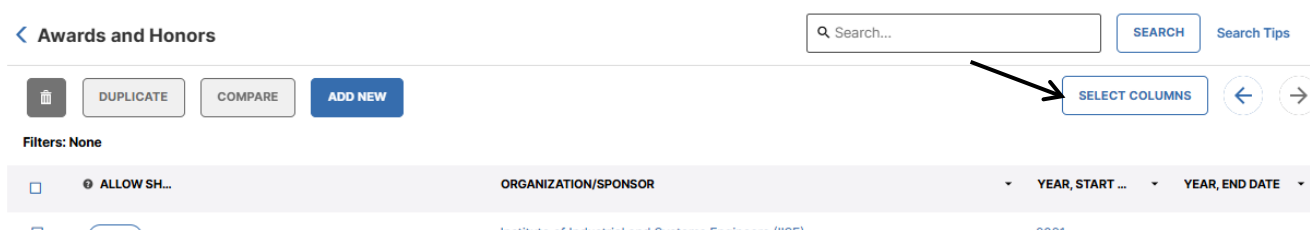
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**.

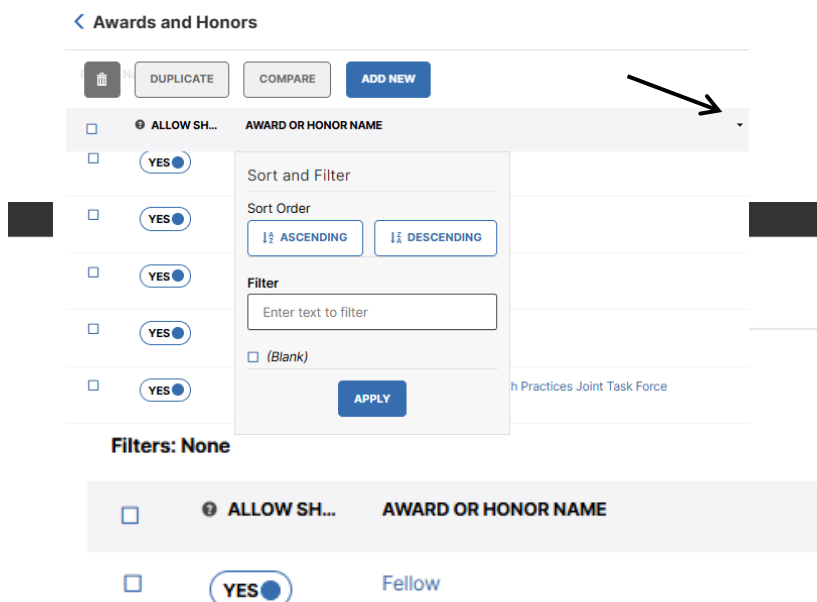
Entry View and Navigation

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 descending 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.

Edit Media Appearances and Interviews




Media Type

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

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Publication/Air Date

Month

Day

Year

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.

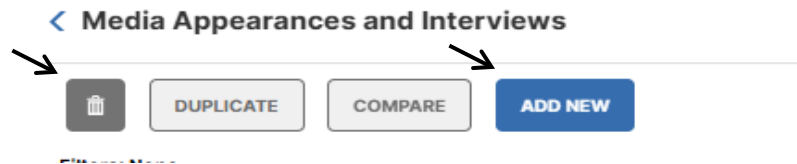
Article/Segment Title, Program/Media Outlet Name, Web Address and Description

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 Interview, 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.

Edit Faculty Development Activities Attended

Activity Type

Title

Sponsoring Organization

City, State and Country

City State Country

Number of Credit Hours

Approx. Number of Hours Spent Per Year

Brief Description

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Note: For activities that are/were only on one day, 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.

Start Date

Month Day Year

End Date

Month Day Year

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.

Edit Professional Positions

Employment Type

Title/Rank/Position

Organization

Department

City, State and Country

City

State

Country

Brief Description

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Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month

Day

Year

End Date

Month

Day

Year

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.

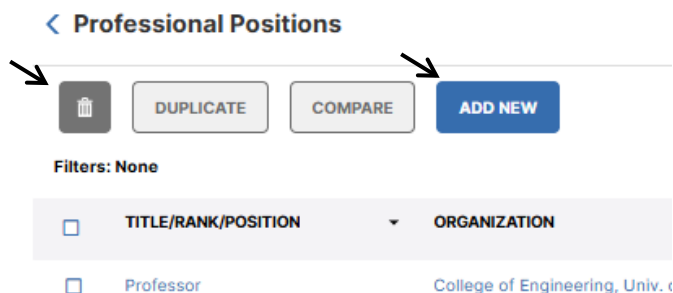
Title/Rank/Position, Organization and Department

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.

Edit Administrative Assignments

Position/Role

Scope

Department

Institution

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description

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Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month Day Year

End Date

Month Day Year

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.

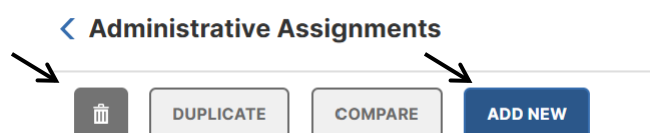
Department, Institution and Approx. Number of Hours Spent Per Year

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.

Edit Consulting

[CANCEL](#)

Consulting Type

Client/Organization

City, State and Country

City

State

Country

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description

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Note: For activities that are/were only on one day, 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.

Start Date

Month

Day

Year

End Date

Month

Day

Year

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.

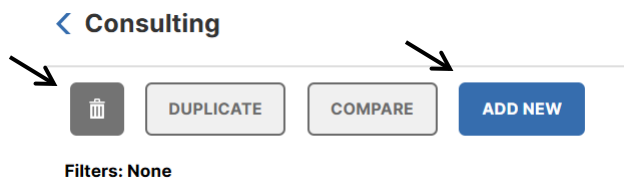
Client/Organization, Approx. Number of Hours Spent Per Year and Brief Description

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.

Edit Professional Memberships

Name of Organization

Abbreviation of Organization

Scope of Organization

Description of the Organization

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Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**.

< Professional Memberships

This screen captures memberships within professional organizations, asso category.



*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.

Edit Scheduled Teaching
CANCEL
SAVE

Term and Year

Term
Year

Spring
2025

Course Name
Pre-Dissertator's Research

Course Prefix and Course Number

Course Prefix
Course Number

I SY E
890

Section Number
028

Official Enrollment Number

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.

The screenshot shows the 'Scheduled Teaching' section of a web interface. At the top, there are buttons for 'DUPLICATE', 'COMPARE', and 'ADD NEW'. Below these is a 'Filters: None' label. The main area is a table with three columns: 'ALLOW SH...', 'TERM, TERM A...', and 'YEAR, TERM A...'. The first row has a checkbox, a 'YES' toggle (indicated by an arrow), 'Fall', and '2024'. The second row has a checkbox, a 'YES' toggle, 'Fall', and '2024'.

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:

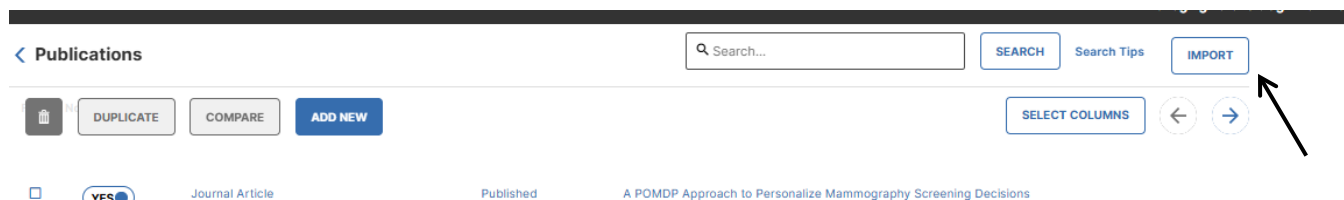
[Video Instructions](#): Watch up to the 0:44 mark.

[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.

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to add collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party

Select a service: **Scopus**

Search criteria:

Author Name: **Alagoz, O**

Publication Year: **2020** to **2025**

[Add search criteria](#)

Search Scopus >

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.

	2004

Skip **Import**

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**.

Import Publications: Match Collaborators

Step 3 of 4

Cancel Import

Continue >

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

4 names matched one user account. If a match is incorrect, select a different user account for that user.

ALAGOZ, OGUZHAN	Matched to 'Alagoz, Oguzhan: alagoz' at University of Wisconsin-Madison	Select a different user account
Alagoz, O	Matched to 'Alagoz, Oguzhan: alagoz' at University of Wisconsin-Madison	Select a different user account
Alagoz, Oguzhan	Matched to 'Alagoz, Oguzhan: alagoz' at University of Wisconsin-Madison	Select a different user account
Linderoth, Jeffrey T	Matched to 'Linderoth, Jeffrey: linderoth' at University of Wisconsin-Madison	Select a different user account

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

Match user account to 'ALAGOZ, OGUZHAN'

Alagoz, Oguzhan: alagoz

Alapan, Yunus: alapan

Albert, Laura: laura

Anderson, Mark: manderson

Andrews, Joseph: joseph.andrews

Anex, Robert P: anex

Arnold, Michael: msarnold

Ashton, Randolph: rashton2

Avraamidou, Styliana: avraamidou

Bartels, Randy: rabartels

Beebe, David: djbeebe

Bibbed, Nader: bibbed

No Matching Account

OK

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.

Edit Presentations

Presentation Title

Presentation Type

Conference/Meeting Name

Sponsoring Organization

Venue

City, State and Country

City **State** **Country**

Meeting Type

Date

Month **Day** **Year**

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).

Presenters/Authors (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

1st Presenter/Author

People at University of Wisconsin-Madison **First Name** **Middle Name/Initial** **Last Name**

Role **If a student, what is his/her level?**

[Add Another Presenter/Author](#)

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**.

Scope

Invited or Accepted?

Academic or Non-Academic?

Was this peer-reviewed/refereed?

Published in Proceedings?

Published Elsewhere?

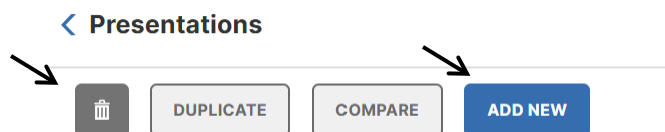
Abstract/Synopsis

B *i* U x^2 x_2 ↶ ↷ ↲

Presentation

Drop file here or select to upload

To enter a new presentation, 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.

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

Patent or Copyright

Patent Title

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

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.

▼ Inventors (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

⋮ 1st Inventor ⋮

People at University of Wisconsin-Madison	First Name	Middle Name/Initial	Last Name
Alagoz, Oguzhan (alagoz)	Oguzhan		Alagoz

[⊕ Add Another Inventor](#)

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.

If patent has been licensed, to whom?

If patent has been assigned, to whom?

Date Submitted to University

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Patent Application

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Patent Approved

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Licensed

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Renewal Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Position/Role

Organization/Committee

Responsibilities/Brief Description

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Were you elected or appointed?

Served Ex-Officio?

Was this compensated or pro bono?

Approx. Number of Hours Spent Per Year

Note: For activities that are/were only on one day, 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.

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 university 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.

Edit Professional Service

Position/Role		
<input type="text"/>		
Organization/Committee/Journal		
<input type="text"/>		
City, State and Country		
City	State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Responsibilities/Brief Description		
<div> B i U x² x₂ ↶ ↷ [] </div> <input type="text"/>		
Were you elected or appointed?		
<input type="text"/>		
Audience		
<input type="text"/>		
Served Ex-Officio?		
<input type="text"/>		
Was this compensated or pro bono?		
<input type="text"/>		
Approx. Number of Hours Spent Per Year		
<input type="text"/>		
<small>Note: For activities that are/were only on one day, 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.</small>		
Start Date		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date		
Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

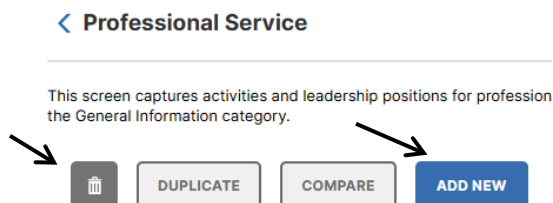
Were you elected or appointed?, Audience, Served Ex-Officio? and Was this compensated or pro bono?

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.

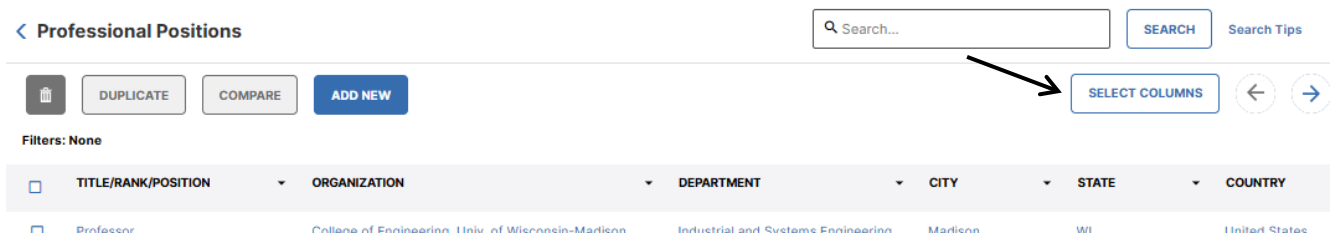
IX. Appendix

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 descending order or filter by any given text in that field.

< Professional Positions Q Search...

Filters: None

<input type="checkbox"/>	TITLE/RANK/POSITION	ORGANIZATION	DEPARTMENT	CITY
<input type="checkbox"/>	Professor	College of Engineering, Univ. of Wisconsin-Madison		
<input type="checkbox"/>	Affiliate Professor	Univ. of Wisconsin-Madison		
<input type="checkbox"/>	Visiting Professor of Operations	Northwestern University		
<input type="checkbox"/>	Associate Professor	College of Engineering, Univ. of Wisconsin-Madison		
<input type="checkbox"/>	Visiting Associate Professor	Bilkent University		

Sort and Filter

Sort Order

Filter

Enter text to filter

☐ (Blank)

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.