



Managing Data

There are several actions you can take from a summary screen, although not all of these actions will always be available on every screen.


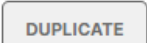
To add a new record, select the  button.

To import items in bulk, select the  button (available only for the Publications screen).

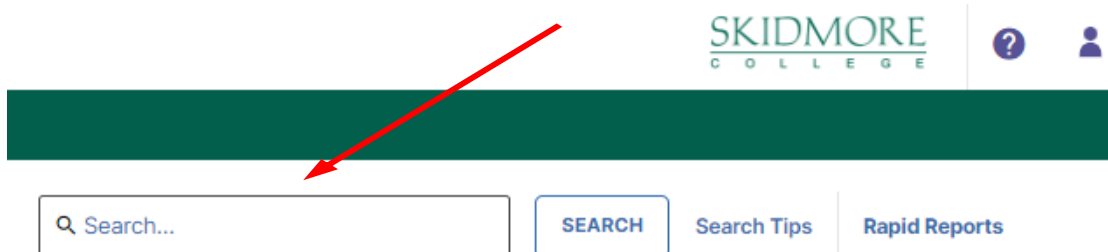
To edit or view a record, click anywhere in the record row on the summary screen.

Note: Your Watermark Faculty Success Administrator has added certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An  icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact dmhelp@skidmore.edu.

To delete a record, select the checkbox  next to the item and then select the  button located at the top of the page.

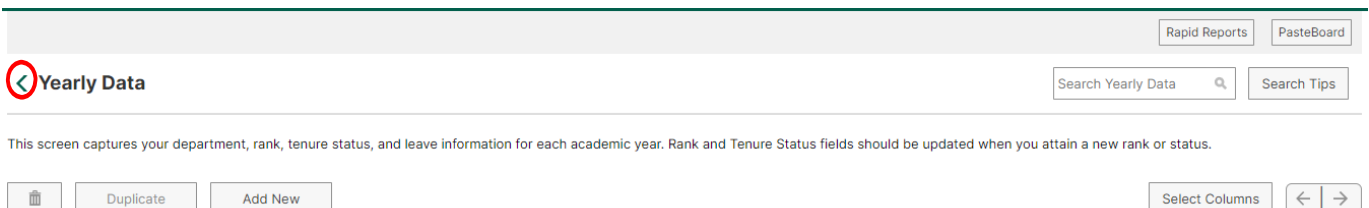
To copy a record, select the checkbox  next to the item and then select the  button located at the top right of the screen.

To search for key words on a screen, use the search bar at the top of the screen:



The screenshot shows the top navigation bar of the Skidmore College system. It includes the Skidmore College logo, a help icon, and a user profile icon. Below the navigation bar is a dark green header bar. Underneath the header bar is a search bar with a magnifying glass icon and the text "Search...". To the right of the search bar are buttons for "SEARCH", "Search Tips", and "Rapid Reports".

To go back to the previous screen, click on the chevron button next to the page title:



The screenshot shows the "Yearly Data" screen. At the top, there are buttons for "Rapid Reports" and "PasteBoard". Below these is a navigation bar with a chevron button (circled in red) and the page title "Yearly Data". To the right of the page title are search bars for "Search Yearly Data" and "Search Tips". Below the navigation bar is a message: "This screen captures your department, rank, tenure status, and leave information for each academic year. Rank and Tenure Status fields should be updated when you attain a new rank or status." At the bottom, there are buttons for "Duplicate", "Add New", and "Select Columns", along with left and right arrow buttons.

Note: Watermark Faculty Success runs reports based on date ranges. **Therefore, it is very important that the data you enter into each screen has a date associated with it** (in most cases at least a Month and Year). Otherwise the data will not be picked up by Watermark Faculty Success when running your report.