

# SHSU Watermark Faculty Success Activities Data Entry Guide

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## Tips Before You Start

### Required Activities Entries

Faculty are asked to enter Activities necessary for generating an accurate and complete CV, as determined by the academic discipline and for use in the annual review, promotion and tenure, and post-tenure processes. There are additional, optional fields available within many of the activities categories or records that can be entered if desired.


### Dates in Watermark Faculty Success

Every Watermark Faculty Success activity record includes at least one date field option that can be entered. At a minimum, one of these date fields must contain data for the record to save. These dates are important, as they are used to determine what will be included in any reports from the system (i.e., CV, annual review, P&T).

For completed activities, you may create a “date range” for each record. If the range overlaps the period for a requested report, the record will be included. For most records, dates are straightforward; however, some aspects may not be intuitive:

- A record for a current/ongoing activity should only have the Start Date entered and leave the End Date blank.
- If an activity occurred on a single day, the date should be entered in the End Date field only and leave the Start Date blank.
- Dates must be entered in chronological order on the screen.
- If more than two dates exist in a record (i.e., you’ve entered the four possible dates on a publication record), the range will always begin with the earliest entered date of the record and end on the latest date.
- In most cases where multiple date fields exist (i.e., publications or intellectual property), you do not need to fill out all dates. The options provided by the multiple date fields are designed to allow you to record in-progress work within your data that will be included in reports covering that date range.

### System Uploaded Fields and Records

While most activity record fields are blank and available for you to enter your information, some fields will have data provided from other campus systems, such as Banner. In those cases, you will see a **Lock** icon  to the right of the field name. These system-populated fields include items such as official names and email addresses in the Personal and Contact Information, as well as portions of the Degrees records, both within the General Credentials/Expertise

Category. In addition, most fields in the Scheduled Teaching records within the Teaching/Mentoring Category will be provided for you. All fields within the Administrative Data category records (i.e., Permanent Data, Yearly Data, and Workload Information) are uploaded from campus systems and are locked. If any of the data in the locked fields appears to be incorrect or incomplete, please email [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu).

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## Where to Start

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### **Logging into Watermark Faculty Success**

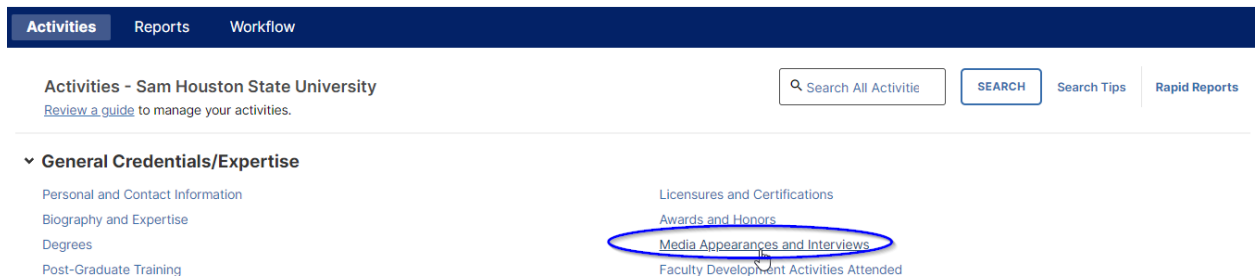
1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity> )
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3. Click the Activities link in the upper left navigation bar.



4. Move through each category to enter or update specific fields of information in your profile.

### **Enter an Activity**

1. Click on the Activity Category.



2. Click Add New Item.

The screenshot shows the top navigation bar with 'Activities', 'Reports', and 'Workflow' tabs. Below it is the title 'Media Appearances and Interviews' with a search bar and 'SEARCH', 'Search Tips', and 'Rapid Reports' links. A toolbar contains 'DUPLICATE', 'COMPARE', and 'ADD NEW' buttons, with 'ADD NEW' circled in blue. Below the toolbar is a 'Filters: None' section and a list of columns: 'ARTICLE/SEGMENT TITLE', 'PROGRAM/MEDIA OUTLET NAME', 'MONTH, PUBLICATION/AIR DATE', 'DAY, PUBLICATION/AIR DATE', and 'YEAR, PUBLICATION/AIR DATE'.

3. Complete the Activity form. [NOTE: You may copy and paste from another document if you wish.]

The screenshot shows the 'Edit Media Appearances and Interviews' form. It has a top navigation bar with 'Activities', 'Reports', and 'Workflow' tabs. The form title is 'Edit Media Appearances and Interviews' with 'CANCEL', 'SAVE', and 'SAVE + ADD NEW' buttons. The form fields are: 'Media Type' (Radio), 'Article/Segment Title' (Viverrid Views), 'Program/Media Outlet Name' (Binturong Today), 'Web Address', 'Description' (Bearkat opinion/editorial piece.), and 'Publication/Air Date' (Month: September, Day: 28, Year: 2022). The date fields are circled in blue, and a callout box points to them with the text 'Remember to enter a date'.

4. If applicable, and in most activities in the Scholarship/Research category, click +Add Row in the Author/Presenter/Investigator/Performer/Inventor/Collaborator area to add multiple authors or participants (including students).

The screenshot shows the 'Collaborators (1)' section. It has a title 'Collaborators (1)' and a note: 'Please select a person from the drop-down list and/or enter their name in the input fields.' Below this is a table with columns: 'People at Sam Houston State University', 'First Name', 'Middle Name/Initial', and 'Last Name'. The first row has 'Test, Bearkat (sammy)' in the first column, 'Faculty' in the second, and 'Name' in the fourth. Below the table are four dropdown menus: 'External Institution/Company', 'If a student, what is their level?', 'If a student, were they paid?', and 'If a student, what is their department?'. The '+ ADD ROW' button is circled in blue.



2nd Collaborator				Actions
People at Sam Houston State University	First Name	Middle Name/Initial	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
External Institution/Company	If a student, what is their level?	If a student, were they paid?	If a student, what is their department?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[ADD ROW](#)

5. Click Save to save your activity entry.

Activities Reports Workflow

Edit Research Activity

[CANCEL](#) [SAVE](#) [SAVE + ADD NEW](#)

Title

Description

**B** *I* U  $x^2$   $x_2$

Status

6. If you have not entered data in a required field, you should see a note appear beside the empty section (like this one about a date).

Activities Reports Workflow

Edit Licensures and Certifications

[CANCEL](#) [SAVE](#) [SAVE + ADD NEW](#)

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

**B** *I* U  $x^2$   $x_2$

Date Obtained

Month  Day  Year

*At least one date is required*

Expiration Date

Month  Day  Year

*At least one date is required*

## Edit an Activity

1. Click on the Activity Category where the activity can be found.

Activities - Sam Houston State University

[Review a guide](#) to manage your activities.

Search All Activities

General Credentials/Expertise

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Post-Graduate Training
- Licensures and Certifications
- Awards and Honors**
- Media Appearances and Interviews
- Faculty Development Activities Attended

2. Click the activity you wish to edit.

Awards and Honors

Search Awards and Honors SEARCH Search Tips Rapid Reports

DUPLICATE COMPARE ADD NEW SELECT COLUMNS

Filters: None

<input type="checkbox"/>	NOMINATED OR R...	AWARD OR HONO...	ORGANIZATION/SPONSOR	MONTH, DATE	DAY, DATE	YEAR, DATE
<input checked="" type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2022
<input type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2021
<input type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2020



3. Make changes in the desired fields.

Edit Awards and Honors

CANCEL SAVE SAVE + ADD NEW

Nominated or Received?

Nominated

Nominated

Received

Organization/sponsor

Sam Houston State University / Department of Student Activities

Purpose

Service, University

- Click Save to save your activity entry.

**Activities** Reports Workflow

**Edit Awards and Honors** CANCEL **SAVE** SAVE + ADD NEW

Nominated or Received?  
Received

Award or Honor Name  
Sammys

Organization/Sponsor  
Sam Houston State University / Department of Student Activities

- Some activities' data will be provided from other campus systems. In fields of this type, you will see a Lock icon to the right of a checkbox or field name. In areas with locked checkboxes, such as Degrees or Schedule Teaching, you cannot add any new records, though there may be fields within uploaded records where additional, optional, data can be entered. Locked field information can only be edited by a system administrator – please email [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu) if you find any incorrect or incomplete data in these fields.

**Edit Personal and Contact Information**

Preferred Pronoun

Prefix

First Name Sammy

Preferred First Name

Middle Name   
 You do not have access to modify this field.

Last Name Bearkat

**< Degrees**

DUPLICATE COMPARE ADD NEW

Filters: None

<input type="checkbox"/>	YEAR COMPLET...	DEGREE	EXPLANATION O...
<input type="checkbox"/>	2001	PHD	
<input type="checkbox"/>	1996	BS	

**< Scheduled Teaching**

DUPLICATE COMPARE ADD NEW

Filters: None

<input type="checkbox"/>	TERM, TERM AND YEAR	YEAR, TERM AND YEAR
<input type="checkbox"/>	Spring	2022
<input type="checkbox"/>	Summer	2021
<input type="checkbox"/>	Spring	2021

## Compare (Merge) Activity Entries

1. Click on the Activity Category where the activity can be found.
2. Check the boxes next to the activities (two or more) you wish to compare.

The screenshot shows the 'Awards and Honors' section of a software interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below this is a search bar and a 'SEARCH' button. A 'COMPARE' button is circled in blue. Below the buttons, there is a table with columns: 'NOMINATED OR RECEIVE...', 'AWARD OR HONOR NAME', 'ORGANIZATION/SPONSOR', 'MONTH, DATE', 'DAY, DATE', and 'YEAR, DATE'. The table contains three rows. The first row is 'Nominated', 'Sammys', 'SHSU', '2023'. The second row is 'Nominated', 'Sammys', 'SHSU', '2022'. The third row is 'Received', 'Sammys', 'SHSU', 'April', '13', '2022'. Checkboxes are present in the first column of each row. The checkboxes for the first and third rows are circled in blue.

3. All checked records will be displayed in side-by-side columns, with entries to the various fields of each record appearing along the rows. You may scroll down the screen to view and compare all fields appearing in the records. At the bottom of the page, you will see information about the source of the various records, as well as the date it was created, and the last time it was saved.

The screenshot shows the 'Compare Awards and Honors' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below this is a 'Compare Awards and Honors' section with 'CANCEL' and 'CONTINUE' buttons. The interface is divided into two columns: 'Record 1 - Select All' and 'Record 2 - Select All'. Both headers are circled in blue. Below each header, there are radio buttons for 'Use as Master'. The 'Record 1' column has radio buttons selected for 'Nominated', 'Sammys', 'SHSU', 'Service, University', 'University', and 'These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.' The 'Record 2' column has radio buttons selected for 'Received', 'Sammys', 'SHSU', 'Service, University', 'University', and '[Empty]'. Below the comparison, there is a 'Date' section with radio buttons selected for '[Empty]', 'April', '[Empty]', '13', '2022', and '2022'. At the bottom, there is a section for 'Original Source: Data Entry' and 'Last Saved: June 5, 2023' for both records, which is circled in blue.

NOTE: The Original Source: will generally be Data Entry (for records you have created, in Publication activity entries the Original Source will show whether you have imported the record from a BibTex file, or from a Third-Party system such as ORCID).

- If you determine the records represent different activity entries then you can click Cancel to exit the Comparison interface. If you determine that all records being compared refer to the same activity entry you can begin the process of merging them to a single record. First select the best entry for each field (row) among all compared records.

**Compare Awards and Honors**

Field Labels	Record 1 - Select All	Record 2 - Select All
Master Record	<input checked="" type="radio"/> Use as Master	<input type="radio"/> Use as Master
Nominated or Received?	<input type="radio"/> Nominated	<input checked="" type="radio"/> Received
Award or Honor Name	<input checked="" type="radio"/> Sammys	<input type="radio"/> Sammys
Organization/Sponsor	<input checked="" type="radio"/> SHSU	<input type="radio"/> SHSU
Purpose	<input checked="" type="radio"/> Service, University	<input type="radio"/> Service, University
Scope	<input checked="" type="radio"/> University	<input type="radio"/> University
Brief Description/Explanation	<input checked="" type="radio"/> These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.	<input type="radio"/> [Empty]
<b>Date</b>		
Month	<input type="radio"/> [Empty]	<input checked="" type="radio"/> April
Day	<input type="radio"/> [Empty]	<input checked="" type="radio"/> 13
Year	<input checked="" type="radio"/> 2022	<input type="radio"/> 2022

Original Source: Data Entry  
Created: June 5, 2023  
Last Saved: June 5, 2023

The Master Record field (which by default will be assigned to the first record) will contain the metadata used for any final merged record. This data includes the record ID, Allowing Sharing, the Original Source, and Created Date.

- If you have selected fields from records, and clicked Continue to create a single merged record you will enter an activity screen similar to editing an activity. The main difference will be that the fields you see will now contain all of the selections you made from the compared records. You may make further edits if you wish at this stage. You may click the Back button if you want to change the field entries you selected.

**Merge Awards and Honors**

Nominated or Received?  
Received

Award or Honor Name  
Sammys

Organization/Sponsor  
SHSU

Purpose  
Service, University

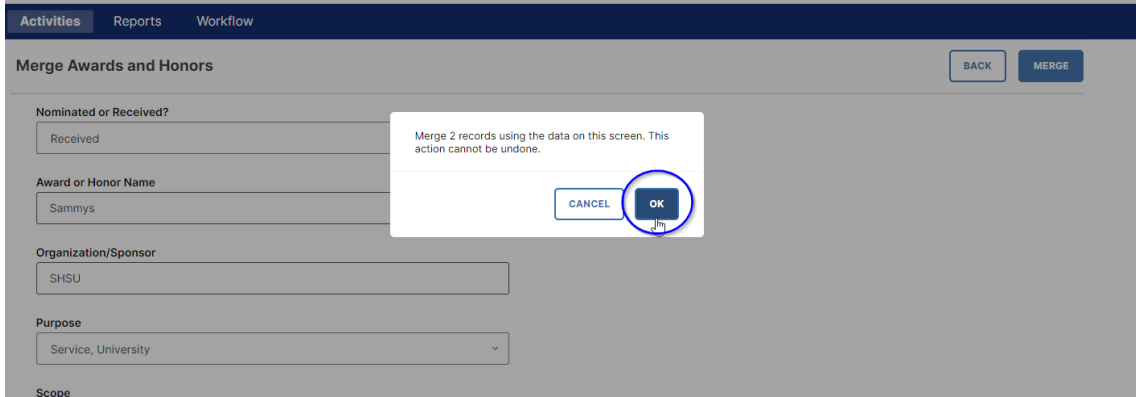
Scope  
University

Brief Description/Explanation  
These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.

Date  
Month: April, Day: 13, Year: 2022

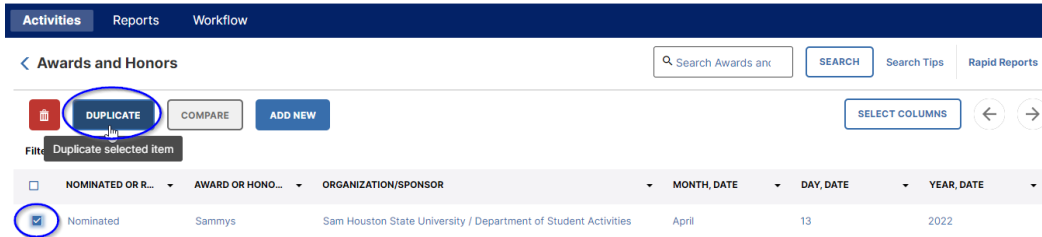


- Once you are satisfied with the new record click Merge. You will see a popup screen that lets you know it is about to merge the records using the data on the screen. The merge action cannot be undone. Click Cancel to return to the merged edit screen, or OK to merge the records.



### Duplicate an Activity

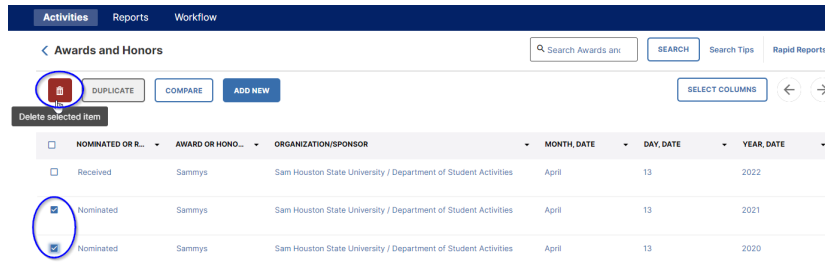
- Click on the Activity Category where the activity can be found.
- Check the box next to the activity you wish to duplicate.



- Make changes in the desired fields.
- Click Save to save your activity entry.

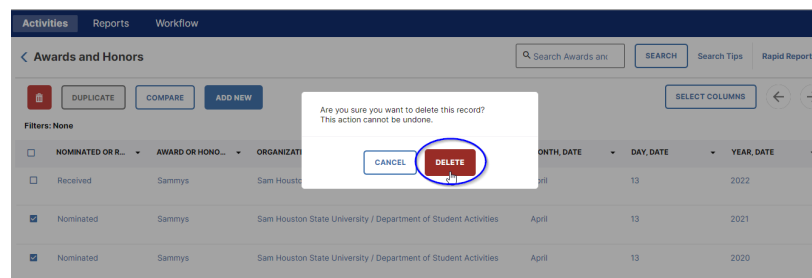
## Delete an Activity

1. Click on the Activity Category where the activity can be found.
2. Check the box next to the activity you wish to delete.



NOTE: You can delete multiple activities by checking multiple boxes next to the activities you wish to remove.

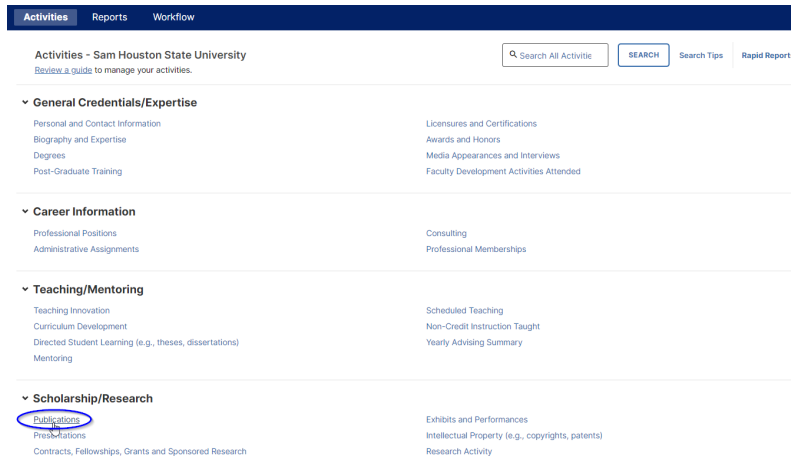
3. Click the delete icon.
4. Click Delete on the confirmation screen to delete the activity or click Cancel if you do not wish to delete it.



## Import Publications

NOTE: This function is only available in the Publications Activity Screen.

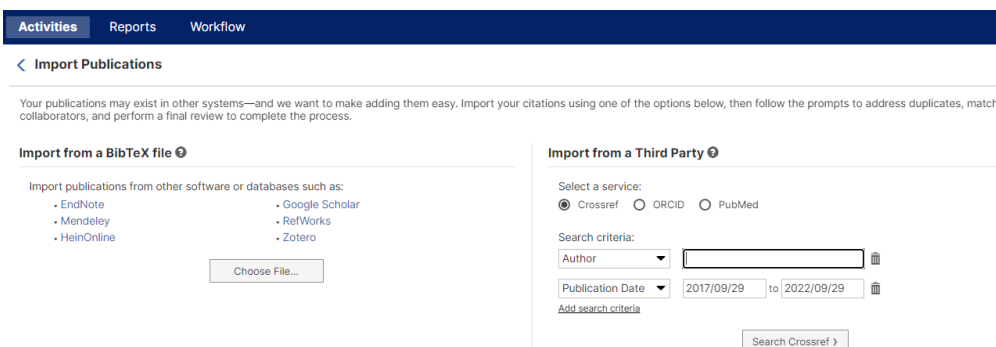
1. Navigate to the Publications Activity Screen by clicking Publications.



2. Click the Import button in the upper right of the Publications screen.



3. There are two approaches to importing publication information: import citations from reference managers or databases where you have already stored your publications using a BibTeX file, or import records from third-party sources such as Crossref, ORCID, or PubMed.



NOTE: BibTeX files can be imported from a variety of reference managers or databases where you have already collected citation information on your publications. These systems include EndNote, Google Scholar, HeinOnline, Mendeley, RefWorks, and Zotero. If you use other reference manager or citation software you may still be able to export your publications as long as that system can export a BibTeX file type.

## Importing from a BibTeXFile

4. First you must log into a reference manager you've used to store your publication citations, then you will export a BibTeX file from the system to a location on your computer. You import the file by clicking Choose File and browse your computer for the file (depending upon the citation system the file may be in varying formats such as **.bib** or **.txt**) you downloaded from your reference manager account.

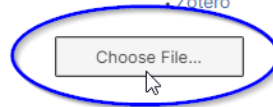
## < Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your publications from other software or databases such as EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, and Zotero. Import your publications from other software or databases such as:

### Import from a BibTeX file

Import publications from other software or databases such as:

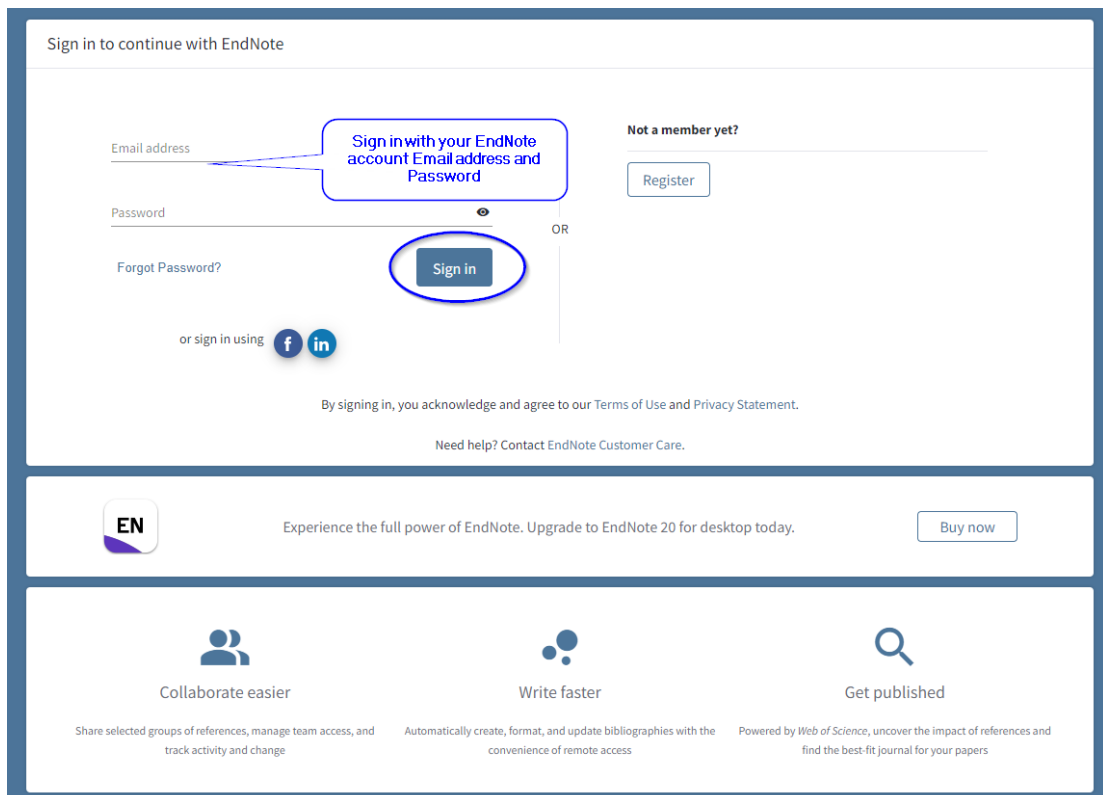
- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero



5. Below are a few examples of downloads from reference managers: [EndNote Web](#), [Google Scholar](#), and [Zotero Online](#).


## Exporting Citations from EndNote Web

- A. Log in to [MyEndNoteWeb](#).





Sign in to continue with EndNote

Email address Sign in with your EndNote account Email address and Password

Password  OR


Forgot Password? Sign in


or sign in using  


Not a member yet? Register


By signing in, you acknowledge and agree to our Terms of Use and Privacy Statement.

Need help? Contact EndNote Customer Care.

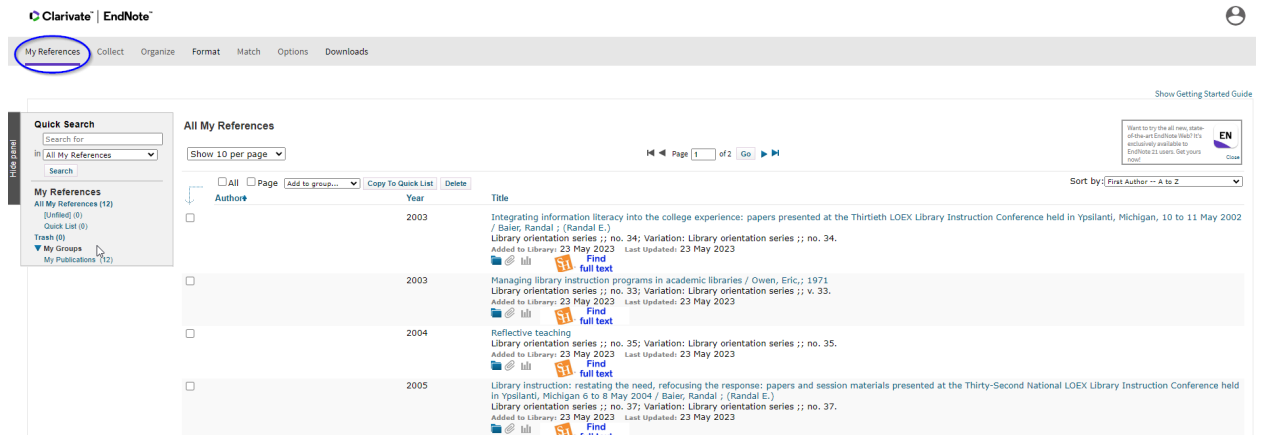
 Experience the full power of EndNote. Upgrade to EndNote 20 for desktop today. Buy now

 Collaborate easier  
Share selected groups of references, manage team access, and track activity and change

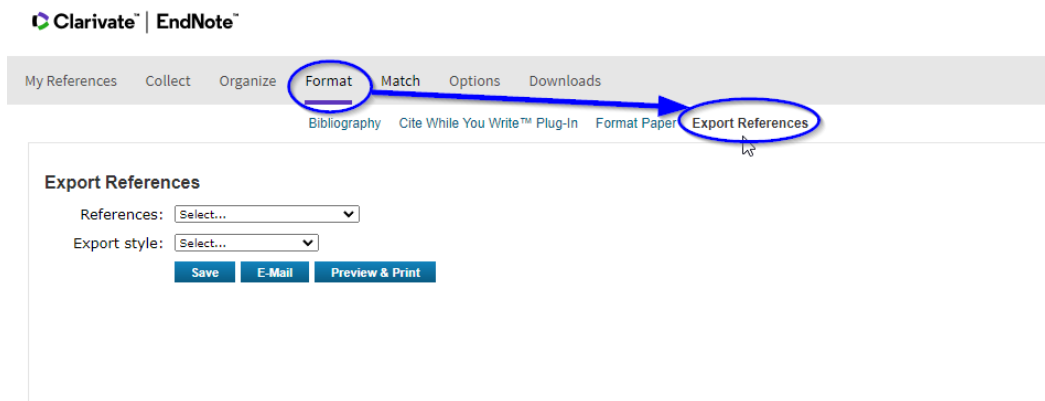
 Write faster  
Automatically create, format, and update bibliographies with the convenience of remote access

 Get published  
Powered by Web of Science, uncover the impact of references and find the best-fit journal for your papers

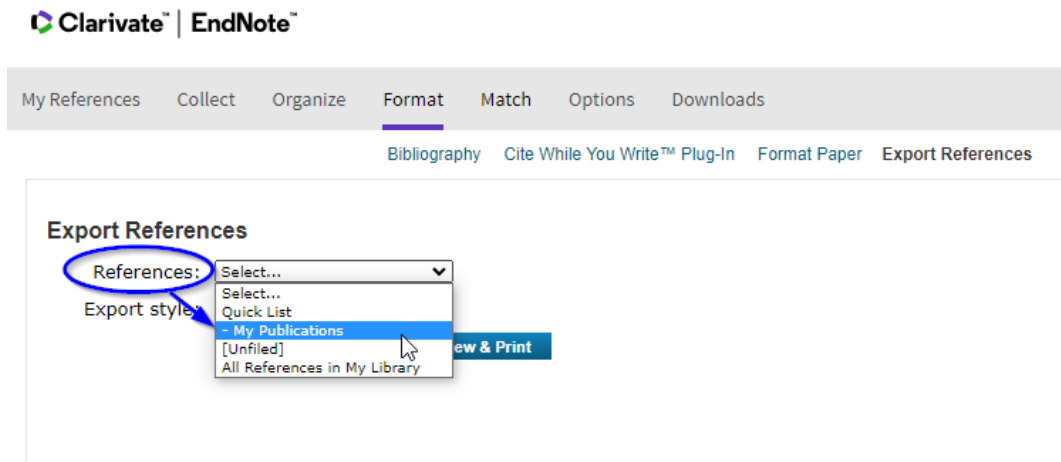
B. You will land on the **My References** page.



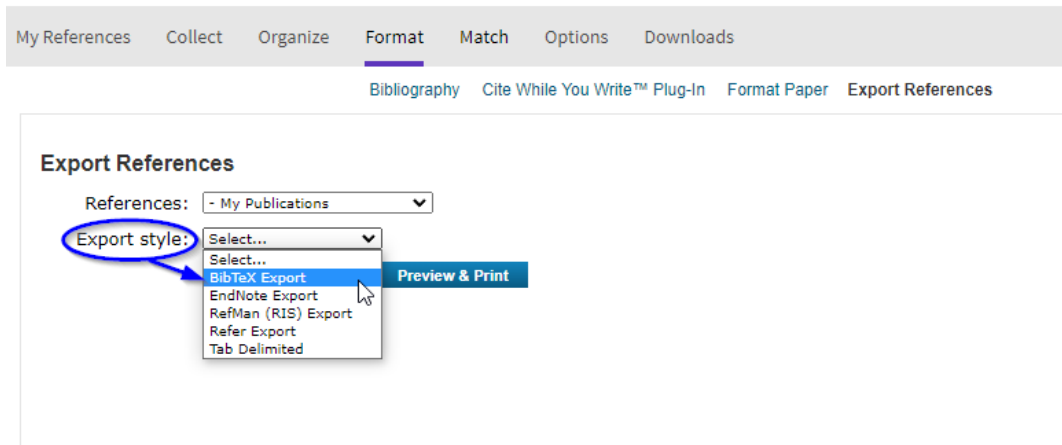
C. To export your citations, navigate to **Format** and select the **Export References** link.



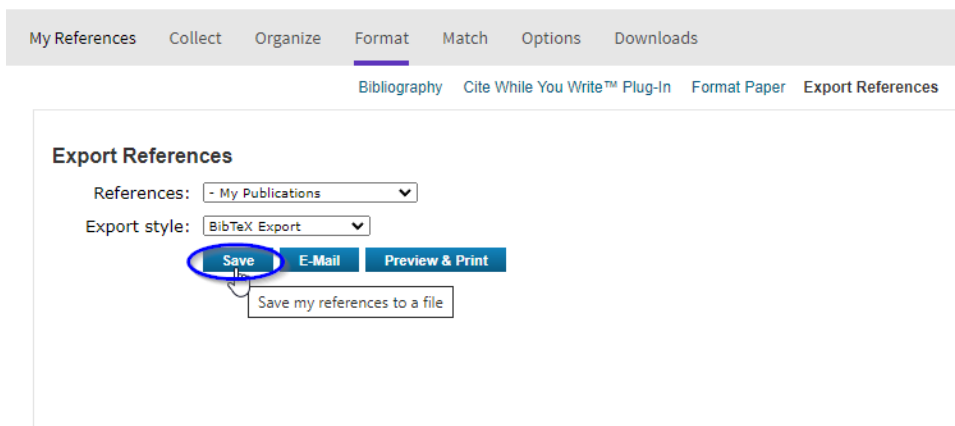
D. Under **References** choose the library of citations you would like to export.



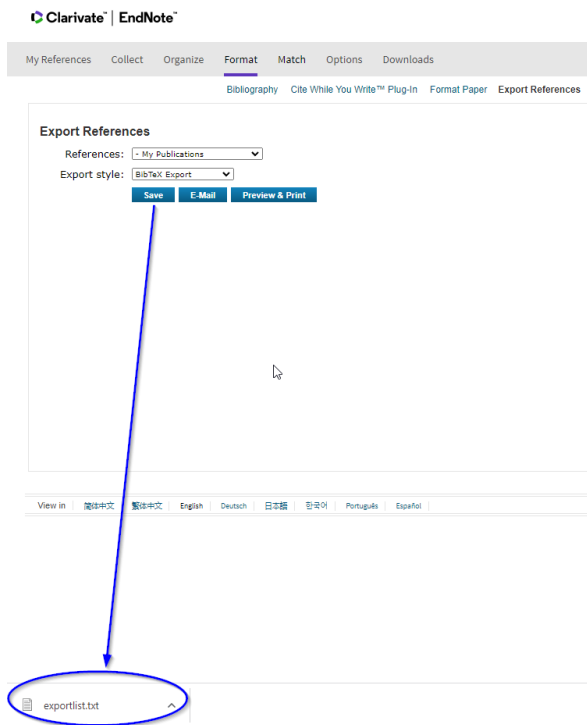
E. Under **Export Style** choose **BibTeX Export**.



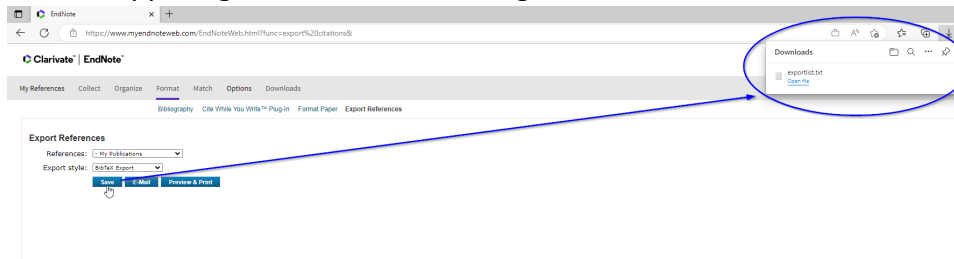
F. Select to save the export file. The default file created will be titled **exportlist.txt**.



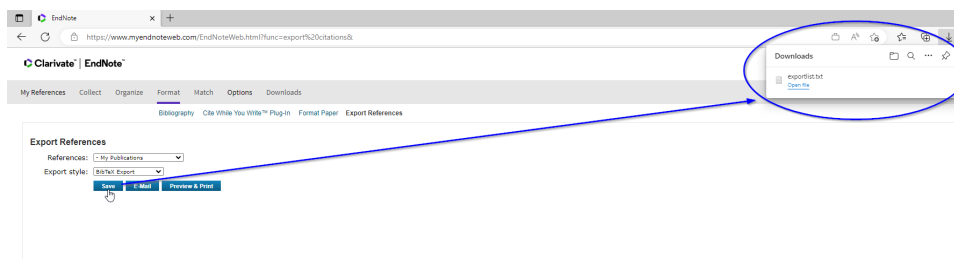
G. Depending upon which browser you are using a link should appear to the saved file: near the bottom left of the screen in the Google Chrome browser



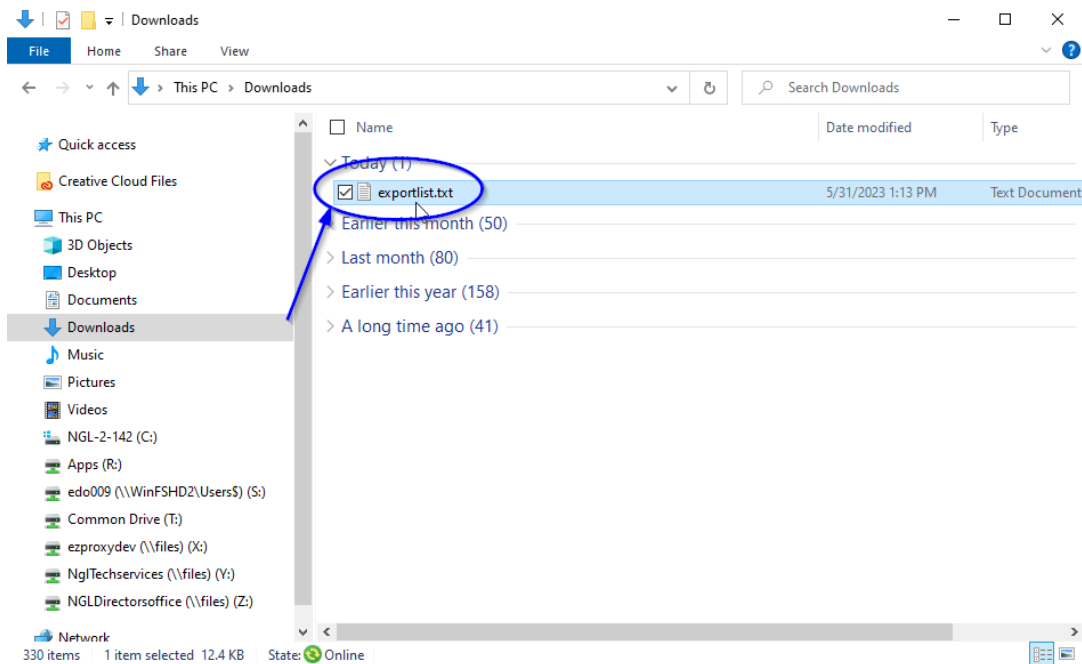
and the upper right in the Microsoft Edge browser



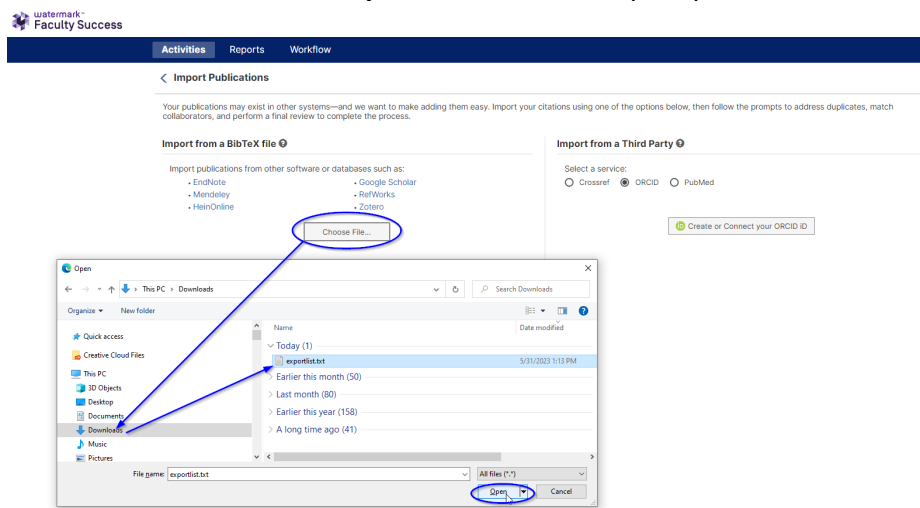
or Mozilla Firefox browser



H. A copy of the **exportlist.txt** file should be saved in your computer's Downloads folder



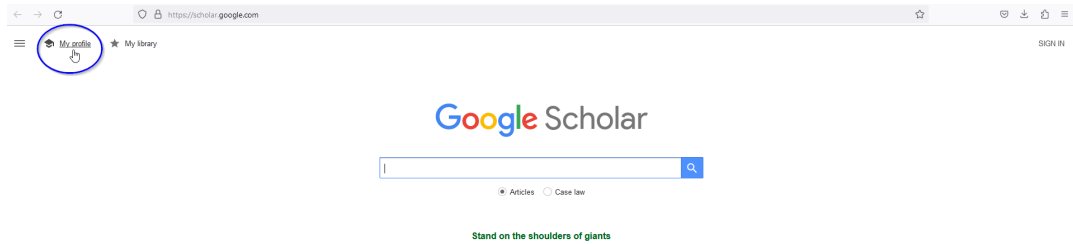
I. You can now Choose the **exportlist.txt** file to import publications



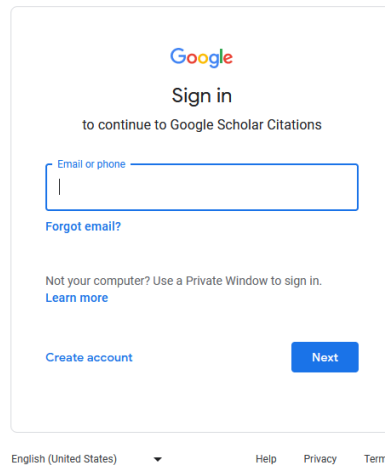
### Exporting Citations from Google Scholar

- A. Navigate to [Google Scholar](#).
- B. You will see two options at the top left, My Profile and My Library. Select My Profile.

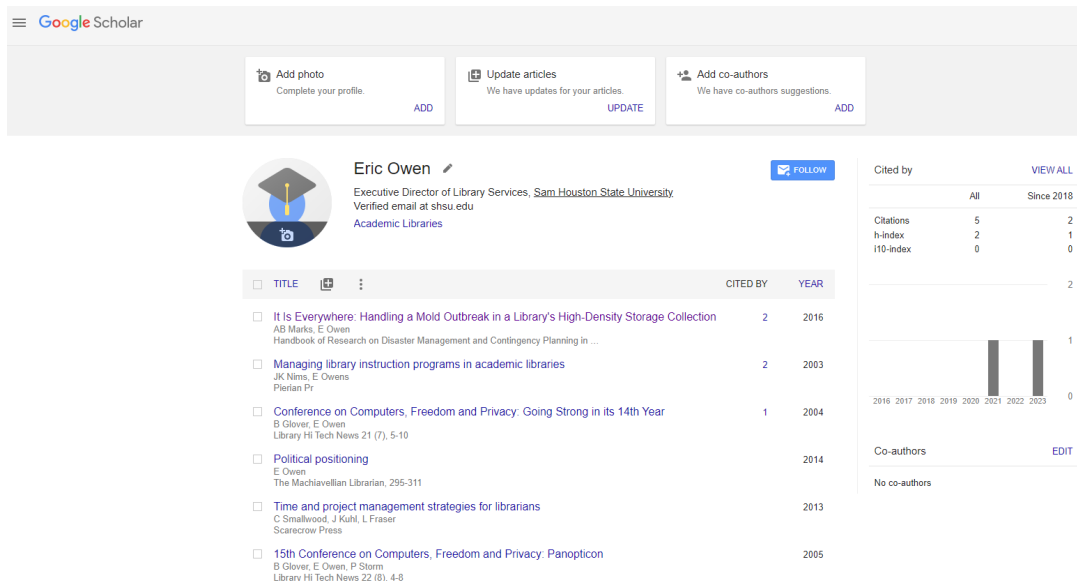




C. If you are not yet logged in, enter your credentials to sign in.



D. Upon signing in you should land on your profile page where you will see a list of your "articles."



E. Click on the check box next to each article you would like to export, to select all articles simply click on the checkbox at the very top.



Eric Owen

FOLLOW

Executive Director of Library Services, [Sam Houston State University](#)  
Verified email at shsu.edu  
Academic Libraries

<input checked="" type="checkbox"/>	MERGE	DELETE	EXPORT			
<input checked="" type="checkbox"/>				<a href="#">It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection</a>	2	2016
				AB Marks, E Owen Handbook of Research on Disaster Management and Contingency Planning in ...		
<input checked="" type="checkbox"/>				<a href="#">Managing library instruction programs in academic libraries</a>	2	2003
				JK Nims, E Owens Pierian Pr		
<input checked="" type="checkbox"/>				<a href="#">Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year</a>	1	2004
				B Glover, E Owen Library Hi Tech News 21 (7), 5-10		
<input checked="" type="checkbox"/>				<a href="#">Political positioning</a>		2014
				E Owen The Machiavellian Librarian, 295-311		
<input checked="" type="checkbox"/>				<a href="#">Time and project management strategies for librarians</a>		2013
				C Smallwood, J Kuhl, L Fraser Scarecrow Press		
<input checked="" type="checkbox"/>				<a href="#">15th Conference on Computers, Freedom and Privacy: Panopticon</a>		2005
				B Glover, E Owen, P Storm Library Hi Tech News 22 (8), 4-8		

F. Once you've made your selections select the Export option and choose BibTeX as your file format. This will convert your articles into BibTeX format.

<input checked="" type="checkbox"/>	MERGE	DELETE	EXPORT			
<input checked="" type="checkbox"/>				<a href="#">It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection</a>	2	2016
				AB Marks, E Owen Handbook of Research on Disaster Management and Contingency Planning in ...		
<input checked="" type="checkbox"/>				<a href="#">Managing library instruction programs in academic libraries</a>	2	2003
				JK Nims, E Owens Pierian Pr		
<input checked="" type="checkbox"/>				<a href="#">Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year</a>	1	2004
				B Glover, E Owen Library Hi Tech News 21 (7), 5-10		
<input checked="" type="checkbox"/>				<a href="#">Political positioning</a>		2014
				E Owen The Machiavellian Librarian, 295-311		
<input checked="" type="checkbox"/>				<a href="#">Time and project management strategies for librarians</a>		2013
				C Smallwood, J Kuhl, L Fraser Scarecrow Press		
<input checked="" type="checkbox"/>				<a href="#">15th Conference on Computers, Freedom and Privacy: Panopticon</a>		2005
				B Glover, E Owen, P Storm Library Hi Tech News 22 (8), 4-8		

G. Your publications will then be displayed in the BibTex format style in your browser window.

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< --> https://scholar.googleusercontent.com/citations?view_op=export_citations&user=0y1AjcAAAA&icstsig=ACieELIAAAAZHjZEWk7REDEfGAASejv0VPWA&hl=en

@article{glover200515th,
  title={15th Conference on Computers, Freedom and Privacy: Panopticon},
  author={Glover, Barbara and Owen, Eric and Storm, Paula},
  journal={Library HI Tech News},
  volume={22},
  number={6},
  pages={4-9},
  year={2005},
  publisher={Emerald Group Publishing Limited}
}

@article{glover2004conference,
  title={Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year},
  author={Glover, Barbara and Owen, Eric},
  journal={Library HI Tech News},
  volume={21},
  number={7},
  pages={5-10},
  year={2004},
  publisher={Emerald Group Publishing Limited}
}

@book{niis2003managing,
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  author={Niis, Julia K and Owens, Eric},
  volume={33},
  year={2003},
  publisher={Pierian Pr}
}

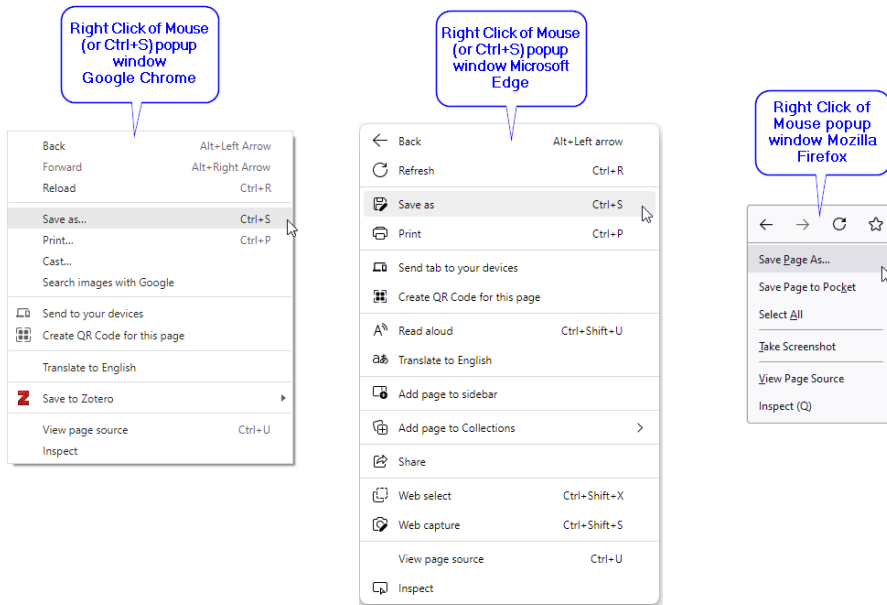
@incollection{marks2016everywhere,
  title={It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection},
  author={Marks, Alexis Braun and Owen, Eric},
  booktitle={Handbook of Research on Disaster Management and Contingency Planning in Modern Libraries},
  pages={311-339},
  year={2016},
  publisher={IGI Global}
}

@incollection{owen2014political,
  title={Political positioning},
  author={Owen, Eric},
  booktitle={The Machiavellian Librarian},
  pages={295-311},
  year={2014},
  publisher={Elsevier}
}

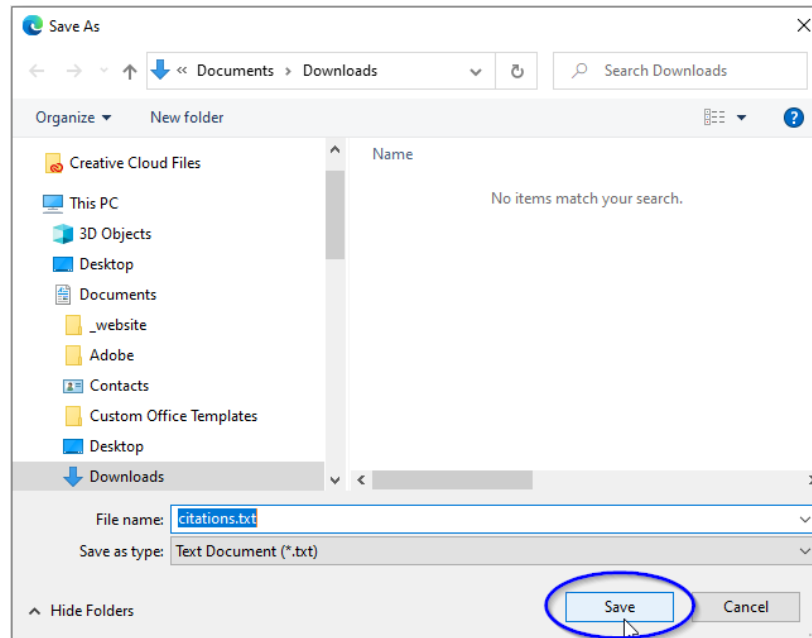
@book{smallwood2011time,
  title={Time and project management strategies for librarians},
  author={Smallwood, Carol and Kuhl, Jason and Fraser, Lisa},
  year={2011},
  publisher={Scarecrow Press}
}

```

H. The easiest way to create an import file from the browser display is to do a Save As – in Google Chrome and Microsoft Edge you can use Ctrl+S – alternately (using a PC mouse) right click and choose Save As.



- I. Any of the Save As options above will create a file in your computer's Downloads folder called **citations.txt** by default.



NOTE: You may also copy and paste the displayed BibTeX format citations into a text editor (such as Notepad for PC or TextEdit for Mac) and save it as a **.txt** or **.bib** file.

- J. You can now Choose the **citations.txt** file to import publications

watermark  
Faculty Success

Activities Reports Workflow

### 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 address duplicates, match 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
- Google Scholar
- Mendeley
- RefWorks
- HeinOnline
- Zotero

Choose File...

**Import from a Third Party**

Select a service:

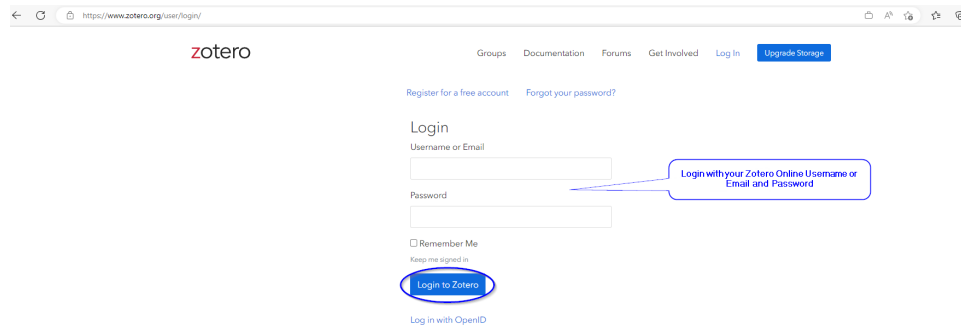
Crossref  ORCID  PubMed

Create or Connect your ORCID ID

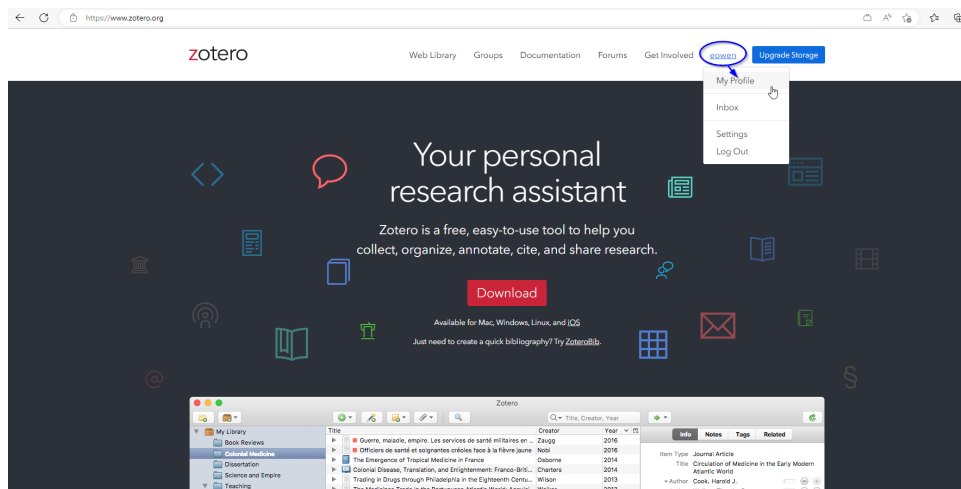
A screenshot of an 'Open' dialog box. The address bar shows 'This PC > Downloads'. The left sidebar shows 'Downloads' selected. The file list shows 'citations.txt' selected. The 'File name' field contains 'citations.txt' and the file type is 'All files (\*.\*)'. The 'Open' button is circled in blue. A blue arrow points from the 'Choose File...' button in the previous screenshot to the 'citations.txt' file in this dialog.

## Exporting Citations from Zotero Online

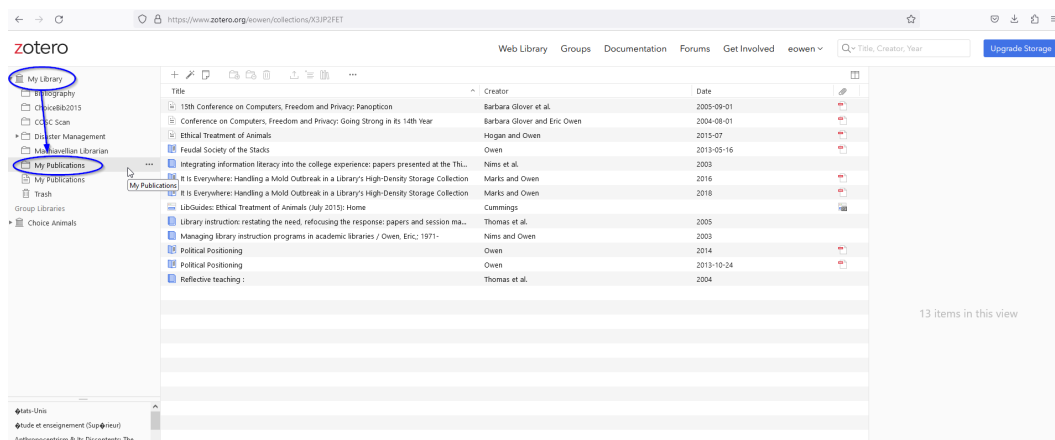
- A. Navigate to [Zotero's login page](https://www.zotero.org) and log in to your account.



- B. In the links at the top select your account (in this example eowen) and choose My Profile.




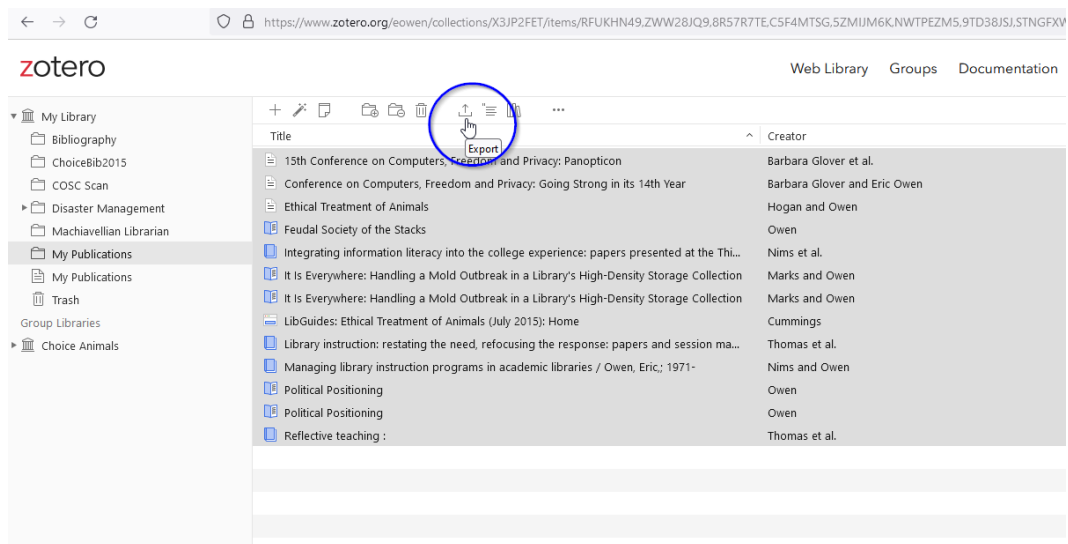
- C. Next select **My Library** and from the list on the left-hand side, select the citation collection from which you would like to export (in this example the folder **My Publications** is chosen.)



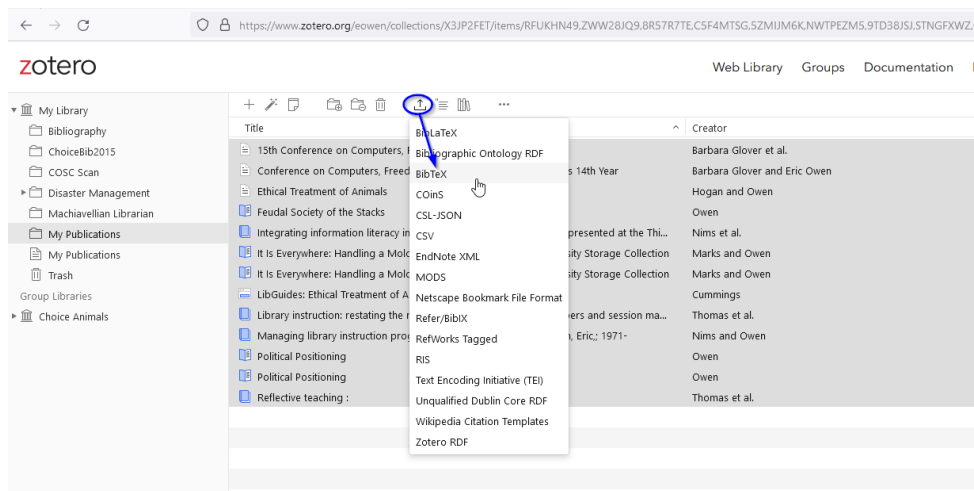
D. In the pane on the right select the citations you would like to export.



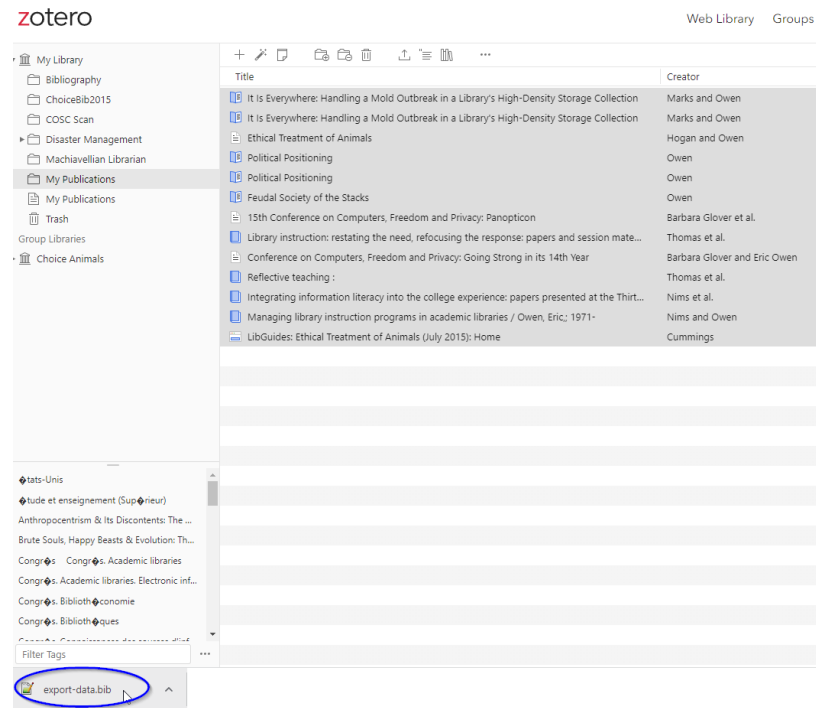
E. Select the **Export** icon  , which appears near the middle of a string of icons just above the Title Column of the visible citations.



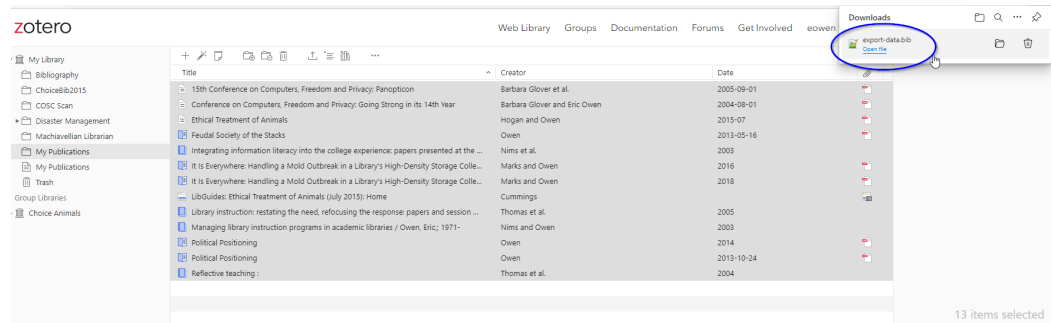
F. Select the **BibTeX** output option.



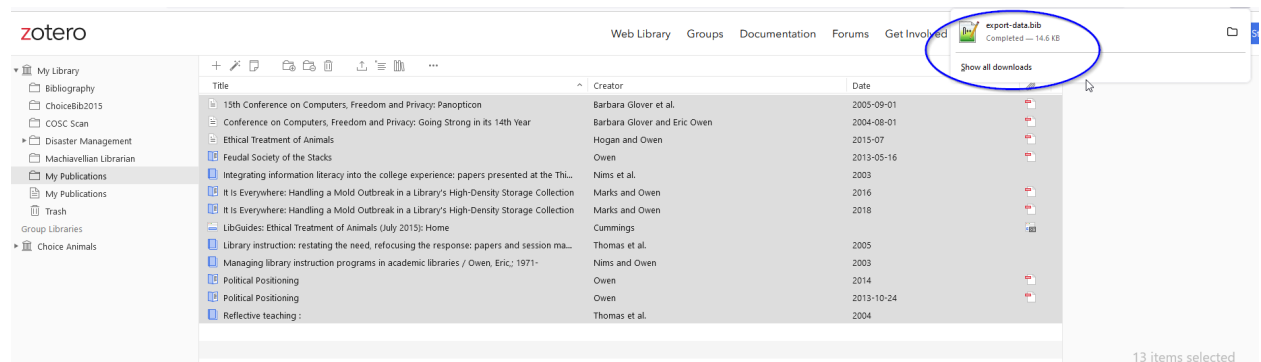
- G. Depending upon which browser you are using a link should appear to the saved file. The default file title will be **export-data.bib** near the bottom left of the screen in the Google Chrome browser



and the upper right in the Microsoft Edge browser



or Mozilla Firefox browser



- K. A copy of the **export-data.bib** file should be saved in your computer's Downloads folder. You can now Choose the **export-data.bib** file to import publications

The screenshot shows the 'Import Publications' page. Under 'Import from a BibTeX file', there is a 'Choose File...' button circled in blue. Below this, a Windows File Explorer window is open to the 'Downloads' folder, with the file 'export-data.bib' selected and the 'Open' button circled in blue. To the right, under 'Import from a Third Party', the 'ORCID' radio button is selected.

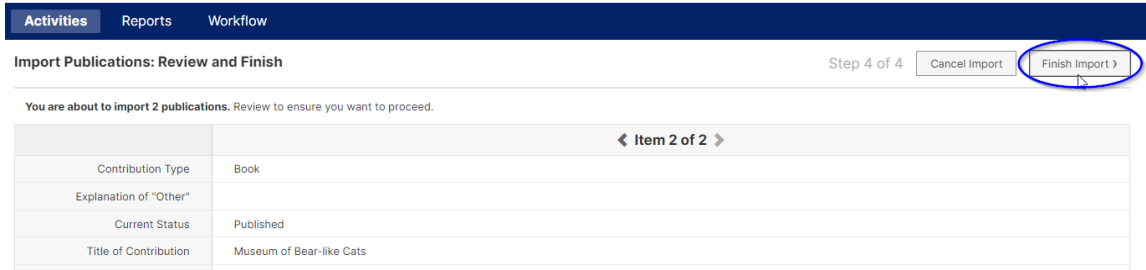
6. You will enter the Importing Publications: Review and Finish screen where you can review the publications you are about to import by clicking on the arrows on either side of the current Item.

The screenshot shows the 'Import Publications: Review and Finish' screen. At the top right, it says 'Step 4 of 4' with 'Cancel Import' and 'Finish Import >' buttons. Below, a table shows publication details for 'Item 1 of 2'. The navigation arrows around 'Item 1 of 2' are circled in blue.

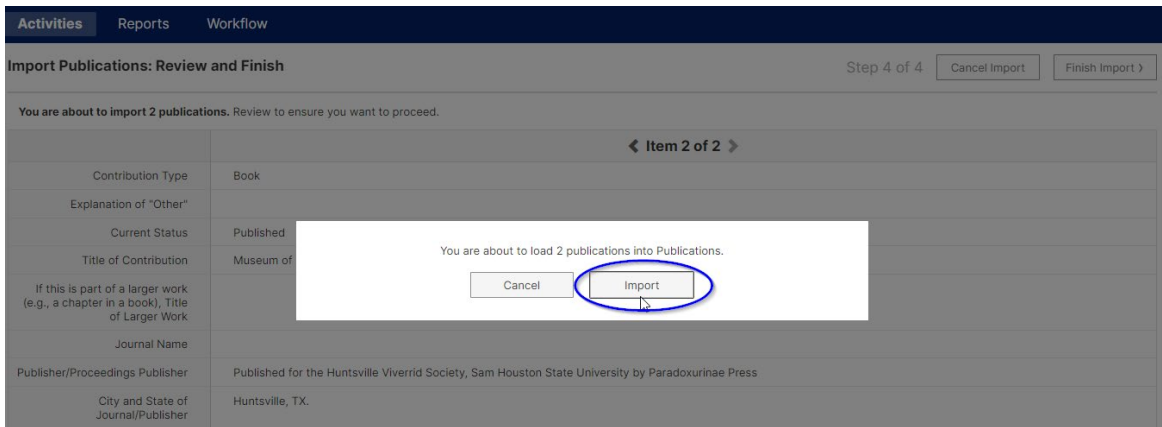
You are about to import 2 publications. Review to ensure you want to proceed.	
◀ Item 1 of 2 ▶	
Contribution Type	Journal Article
Explanation of "Other"	
Current Status	Published
Title of Contribution	Binturong in Huntsville
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Journal Name	Viverrid Quarterly
Publisher/Proceedings Publisher	
City and State of Journal/Publisher	
Volume	2
Issue Number/Edition	6
Page Numbers	17--28
Was this peer-reviewed/refereed?	
Author/Editor/Translator	Test, Bearkat
Digital Object Identifier (DOI)	
ISBN/ISSN/Case Number	12345678



- Click Finish Import once you've verified the entries are correct.

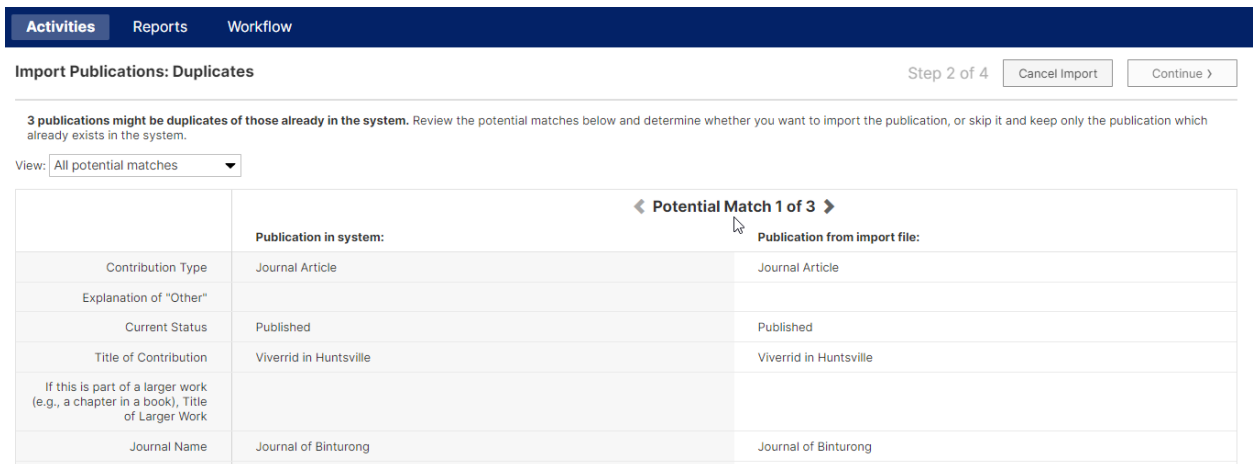


- Click Import again to complete the publication load.



NOTE: The Faculty Success System will automatically search for duplicate activities already in the system. For each of the potential duplicate records, you must choose to either skip the record or choose to import.

- If duplicate entries are suspected, you will enter the Import Publications: Duplicates screen. Potential Match records will be displayed side-by-side.



10. You may select the option to either Skip, which will not include the publication from the import file, or Import, which will add the publication entry.

Activities Reports Workflow

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

Current Status	Published	Published
Title of Contribution	Viverrid in Huntsville	Viverrid in Huntsville
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work		
Journal Name	Journal of Binturong	Journal of Binturong
Publisher/Proceedings Publisher		
City and State of Journal/Publisher		
Volume	52	49
Issue Number/Edition	11	9
Page Numbers	87--98	87--98
Was this peer-reviewed/refereed?		
Author/Editor/Translator	Bearkat, Sammy	Bearkat, Sammy
Digital Object Identifier (DOI)		
ISBN/ISSN/Case Number	00012345	00012345
PubMed ID (PMID)		
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address		
Month	July (3rd Quarter/Summer)	May
Day		
Year	2022	2022
	<a href="#">View the full record</a>	
		<input type="button" value="Skip"/> <input type="button" value="Import"/>

11. Once you have completed the review of potential matched records you click Continue, which will return you to the Import Publications: Review and Finish screen (see Step 4 above) to complete your review of publications for import.

Activities Reports Workflow

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

Current Status	Published	Published
Title of Contribution	Huntsville Memorial Museum of Binturong	Huntsville Memorial Museum of Binturong
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work		
Journal Name		
Publisher/Proceedings Publisher	Published for the Huntsville Viverrid Society, Sam Houston State University by Paradoxurinae Press	Published for the Huntsville Viverrid Society, Sam Houston State University by Paradoxurinae Press
City and State of Journal/Publisher	Huntsville, TX.	Huntsville, TX.
Volume		
Issue Number/Edition		
Page Numbers		
Was this peer-reviewed/refereed?		
Author/Editor/Translator 1	Test, Bearkat	Test, Bearkat
Author/Editor/Translator 2	Bearkat, Sammy	Bearkat, Sammy
Digital Object Identifier (DOI)		
ISBN/ISSN/Case Number	978-0-00000-000-0	978-0-00000-000-0
PubMed ID (PMID)		
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address		
Month		
Day		
Year	2021	2022
	<a href="#">View the full record</a>	
		<input type="button" value="Skip"/> <input type="button" value="Import"/>

## Importing from a Third Party

- For third-party imports, select a service (either Crossref, ORCID, or PubMed.) For Crossref or PubMed you will enter search criteria, such as Author/Editor/Title/etc., as well as a Publication Date range. Additional fields can be added by clicking Add search criteria. Then, click the search button for the service.

**Import from a Third Party** ?

Select a service:

Crossref  ORCID  PubMed

Search criteria:

Author

Publication Date  2017/09/23 to  2022/09/23

[Add search criteria](#)

- You will enter the Importing Publications: Select Items to Import screen where you can check boxes next to the items you wish to import.

**Activities** Reports Workflow

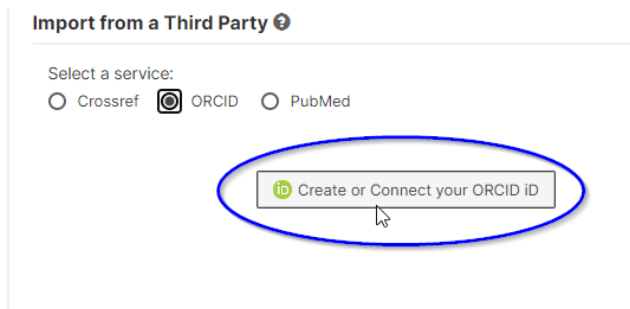
Import Publications: Select Items to Import Step 1 of 4

Displaying 12 publications found in Crossref ordered by relevance.  
Select the items you want to import and click Continue. Otherwise, you can [modify your search](#)

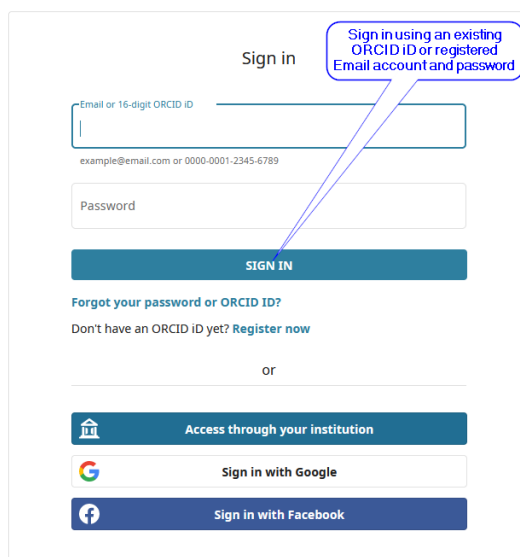
Item	<input type="checkbox"/>
Genetic diversity and structure of the binturong <i>Arctictis binturong</i> (Carnivora: Viverridae) – status of the elusive Palawan binturong and implications for conservation Oxford University Press (OUP) 5 Total Authors Veron, Géraldine; Debrulle, Agathe; Kayser, Pauline; Fernandez, Desamarie; Bourgeois, Aude	<input checked="" type="checkbox"/>
Morphological and Morphometrical Studies on the Skull of Binturong ( <i>Arctictis binturong</i> ) New Delhi Publishers Kalita, Pranab April (2nd Quarter/Spring) 25, 2020	<input type="checkbox"/>
Morphological and morphometric studies on the scapula and humerus of Binturong ( <i>Arctictis Binturong</i> ) IP Innovative Publication Pvt Ltd Kalita, Pranab; Debroy, Swarup March 28, 2022	<input checked="" type="checkbox"/>
First photographic evidence of the Binturong <i>Arctictis binturong</i> (Raffles, 1821) from Nepal Wildlife Information Liaison Development Society 4 Total Authors Chetri, Madhu; Ale, Purna; Dahal, Tulasi; Shah, Karan	<input checked="" type="checkbox"/>
Zoo Closure Does Not Affect Behavior and Activity Patterns of Palawan Binturong ( <i>Arctictis binturong whitei</i> ) MDPI AG 4 Total Authors Finch, Katherine; Leary, Megan; Holmes, Lisa; Williams, Leah	<input type="checkbox"/>

NOTE: You can select multiple items on the same screen. If the number of matchings items is too large, the system will display the 200 most relevant matches. You can also modify your search to narrow the results.

14. For an ORCID import first click on the Create or Connect your ORCID id button.



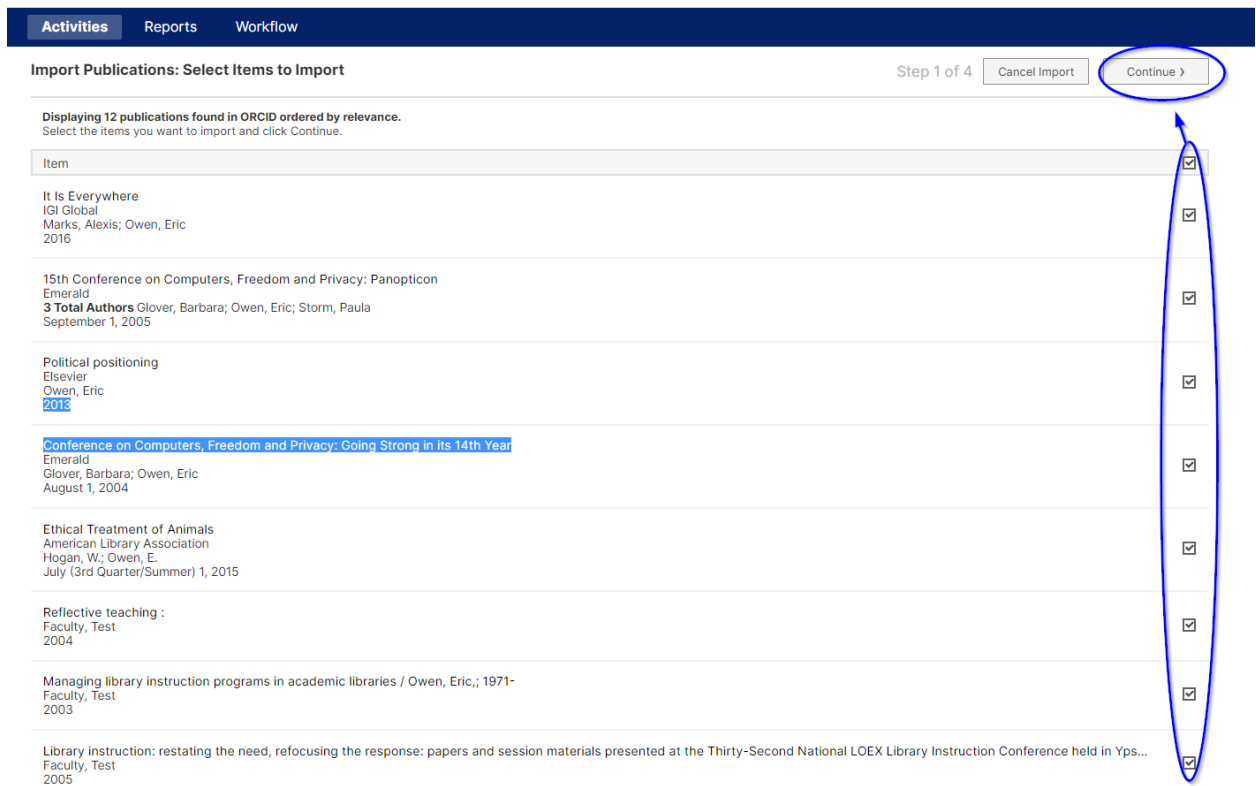
This will send you to an ORCID Sign in page.



Once you are signed in the ORCID import interface in Watermark will change. You should see a line now saying Connected to followed by a link to your ORCID account, and a Search ORCID button will appear. There will also be a Disconnect link if you wish to sever this ORCID connection.



15. Clicking on the Search ORCID button will now display a list of publications pulled from your ORCID account. You may select the items you wish to import by checking the boxes to the right of the screen, and then clicking Continue near the upper right.



NOTE: like the BibTeX file imports, items imported from an ORCID search will come from your ORCID account's list of stored works. If you do not currently have an ORCID account, this search will not provide publication citations to import.

16. From any Third Party import (Crossref, PubMed, or ORCID) the system will look to match collaborators from the imported publication entries to people at SHSU.

**Import Publications: Match Collaborators** Step 3 of 4

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.

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

Owen, E.	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account
Owen, Eric	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account

**4 names did not match any user accounts.** If any of these people are with Sam Houston State University, match them to a user account.

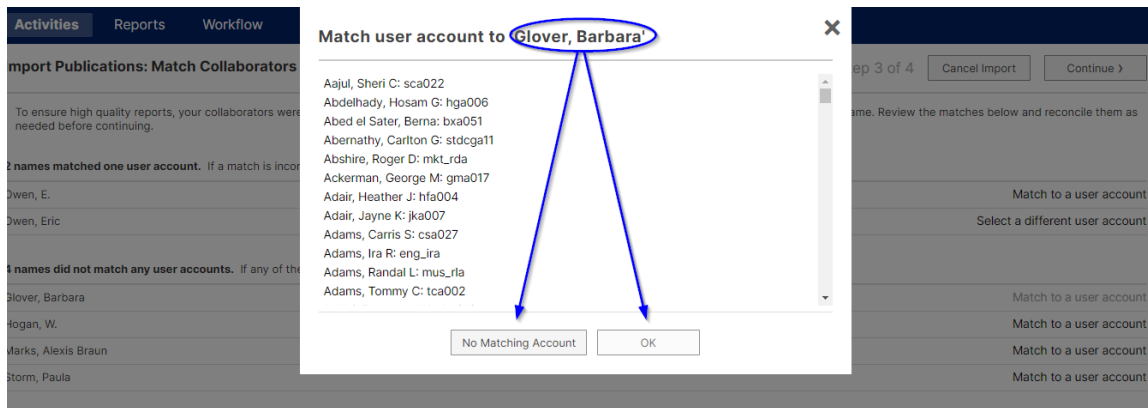
Glover, Barbara	Match to a user account
Hogan, W.	Match to a user account
Marks, Alexis Braun	Match to a user account
Storm, Paula	Match to a user account

17. Where similar names appear (i.e., the same last name/first name vs last name/first name initial) Watermark allows you to Select a different user account, if these names are different people. If the names have been correctly matched you can leave the assigned account as is (you don't have to do anything.) If the names should be matched to a different user account select the correct account and click OK. If the name is neither a match for the current account nor any other account in the system click on No Matching Account.

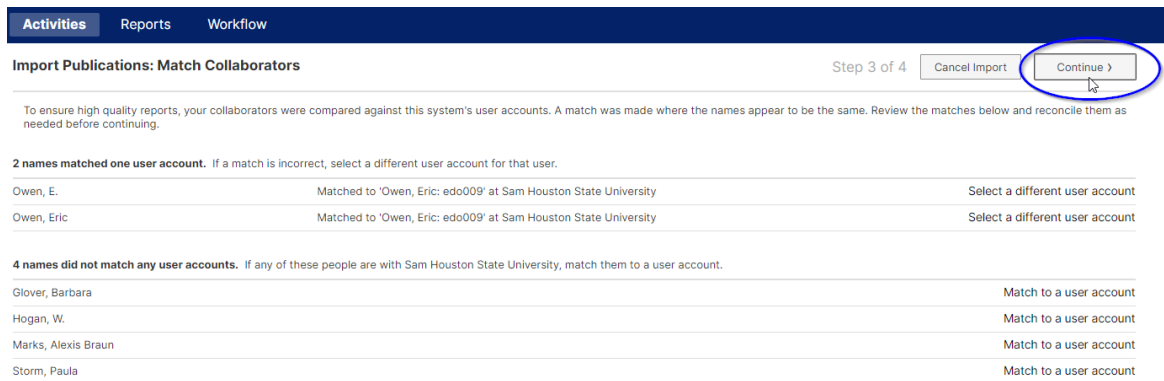
**Match user account to 'Owen, E.'**

- Owen, Eric: edo009
- Owens, Erin E: edo001
- Owens, Lauren E: lwo017
- Owens, Rissie A: rao003
- Oyugi, Willis O: wo002
- Padilla, Lillie V: lvp005
- Pagels, Jill S: jsp018
- Paine, Darin J: djp039
- Palacios-Plugge, Sandra: srp050
- Palansc, Gabriel: ggp003
- Pandey, Shyam B: sbp029
- Pannkuk, Timothy R: agr\_trp

18. If Watermark cannot find a match with other Sam Houston State University personnel the names of imported collaborators, the system will allow you Match to a user account. If the name(s) do not correspond to any Sam Houston State University account you can leave these names as is (you don't have to do anything.) Alternately you can select No Matching Account in the Match user account pop up. If the name should be matched to an existing Sam Houston State University account you can select that account and click OK.



19. Once you have completed matching potential SHSU collaborators to system accounts you click Continue, which will return you to the Import Publications: Review and Finish screen ([see number 6 above](#)) to complete your review of publications for import.



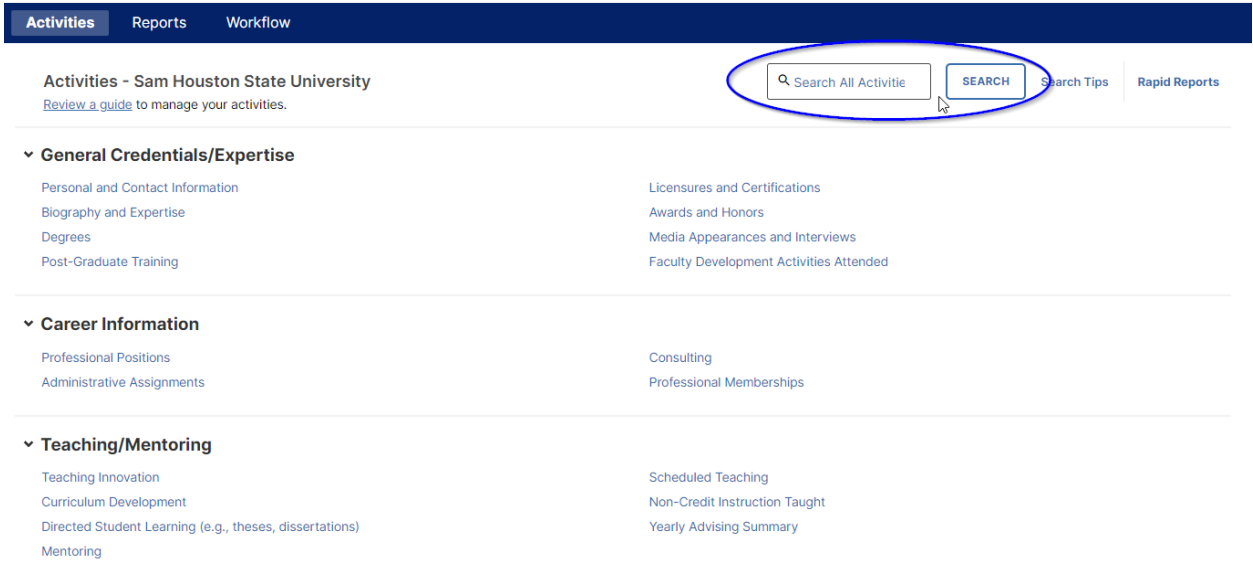
## Search Activities

Faculty Success allows you to search for an item across all entries for your activities in the system, or you can focus only within an individual category.

Use the Search All Activities feature when you are not sure of the activity's location. Use the search feature for an individual page if you are sure in what category the activity belongs.

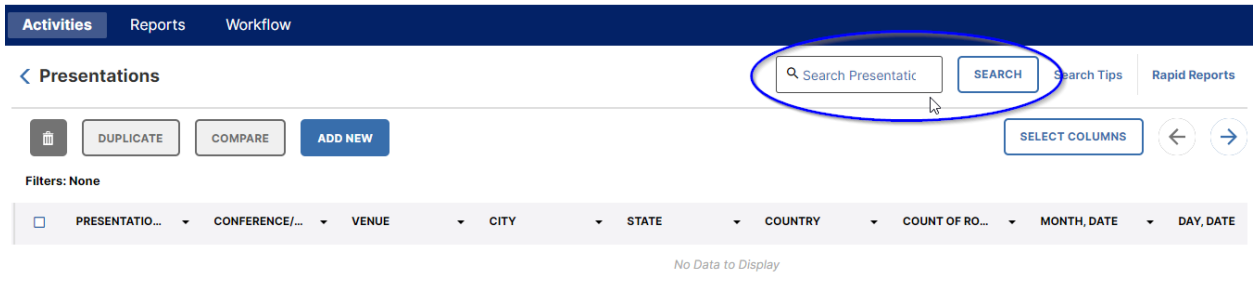
1. On the main Activities overview, enter your search criteria in the search box.

2. Click the Search button to begin your search.



## Search Individual Pages

1. Click into the category in which the activity you are looking for is stored.
2. Enter your search criteria in the search box.
3. Click the Search button to begin your search.



See SHSU [Watermark Faculty Success Training and Resources](https://www.shsu.edu/dept/academic-affairs/watermark/training.html) (<https://www.shsu.edu/dept/academic-affairs/watermark/training.html>) page for additional assistance in entering and maintaining your faculty success activities data.