

9bhf]b['5i h cfgž-bj Ygh| UrcfgžDfYgYbhfMgžDfZcfa YfgžYfW

K \ Yb nci 'Ybhf UfYwfX]blc UbncZh Y* gMYbgi bXf'h YGWc`Ufg\jd#F YgYfW`WfM]cfm`

DfYgYbhfU]cbg

Di V]W]cbg

CH Yf F YgYfW`5Mj]hm

By default, you are will appear as the first author, investigator, presenter, performer, inventor, etc. Mi f`UghbUa YZfghbUa YUbXi gYfbUa Yk]`VYX]gd`UfX`

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name
Hoehn, Mary (mhoehn)	Mary		Hoehn

In cases where you wish to use a different name, you can alter the name that will be displayed in **Watermark Faculty Success** reports for the record you are entering. **Just** type the alternate name you wish to use for that record, **and** your reports will display that entry with the alternate name. **However, this will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.**

To add additional contributors, click on the **+Add Row** button:

1st Author/Editor/Translator

People at Skidmore College	First Name	Middle Name/Initial	Last Name
Hoehn, Mary (mhoehn)	Mary		Hoehn

+ Add Row

If the co-contributor is a faculty member at Skidmore, you may select his/her name from the "Select or type a name" drop-down list on the left:


The screenshot shows a form for adding a 2nd Author/Editor/Translator. The form is divided into two main sections: "1st Author/Editor/Translator" and "2nd Author/Editor/Translator". The "2nd Author/Editor/Translator" section has a "Select or type a name" dropdown menu on the left, which is circled in red. To the right of the dropdown are fields for "People at Skidmore College", "First Name", "Middle Name/Initial", and "Last Name". Below these fields are fields for "Organization", "Role", and "If a student, what is his/her level?".

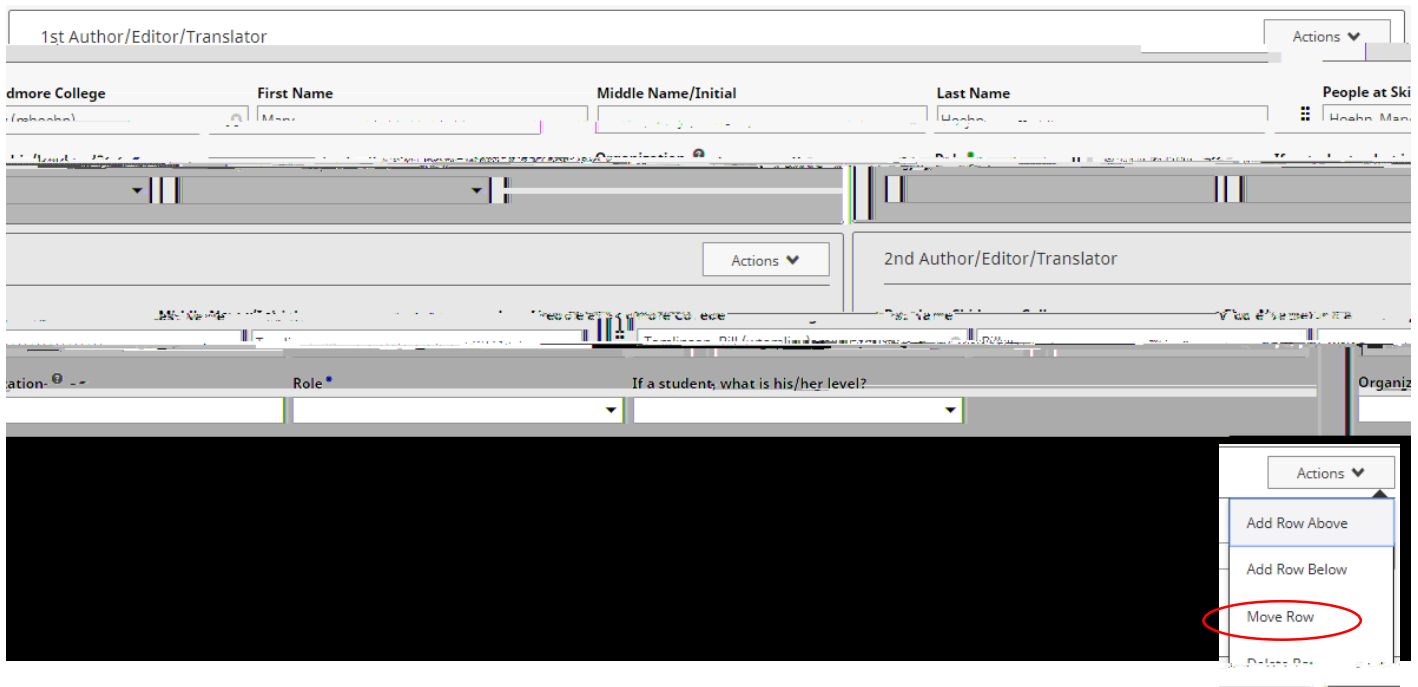
Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

The screenshot shows the same form as above, but with a red circle highlighting the "Organization" field. The "2nd Author/Editor/Translator" section is visible, and the "Organization" field is the focus of the red circle. The "Select or type a name" dropdown menu is also visible, but not circled.

Note: **Watermark Faculty Success** is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the "owner" of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, "Entered By: Faculty Name," then a co-contributor has already created the record. Please do not create a duplicate record. If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the  icon on the far right side of the page **and selecting *Acj YFck***:



You will then be prompted to indicate the new position for the contributor:

