

## 9bhf]b[ '5i h cfgz-bj Ygh| UrcfgzDfYgYbhfzDfZcfa YfgzYfW

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

DfYgYbhf]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 YzZfghbUa YUbXi gYfbUa Yk ]`VYX]gd`UmX`

A screenshot of a data entry form titled "1st Author/Editor/Translator". The form has a table with columns for "First Name", "Middle Name/Initial", and "Last Name". A red circle highlights the "First Name" field, which contains the text "People at Skidmore College".

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:

A screenshot of a data entry form titled "1st Author/Editor/Translator". The form has a table with columns for "First Name", "Middle Name/Initial", and "Last Name". The first row contains the text "People at Skidmore College" in the "First Name" column, "Mary" in the "Middle Name/Initial" column, and "Hoehn" in the "Last Name" column. A red circle highlights the "+Add Row" button at the bottom right of the table.

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?".

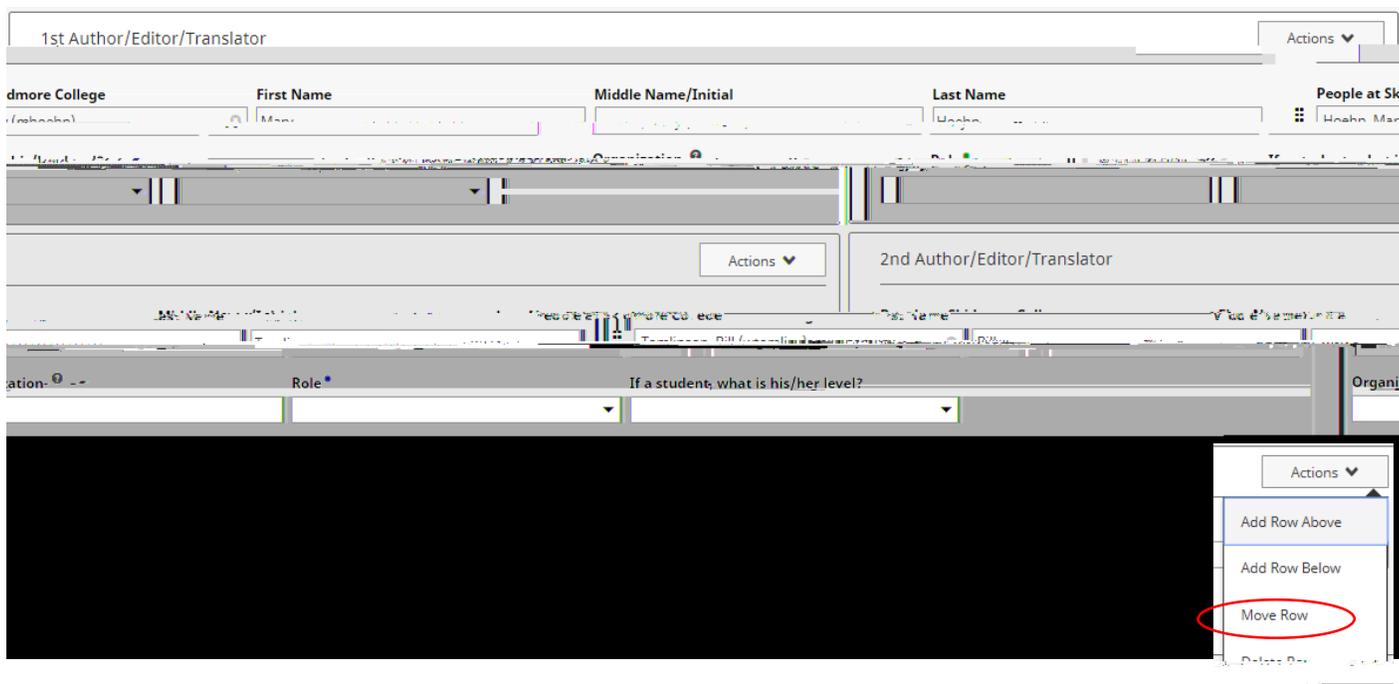
Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

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 it is 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 *Move Row***:



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

