
Click on "Need help?" in the bottom right and a window will pop up. Click on "Reset Your Password" and follow the instructions to set up your own password.

Your password: You will be emailed an encrypted URL rather than a default password. The encrypted URL will log you in and request that you set a new password.

GETTING HELP

Detailed instructions for entering data are available within the Watermark Faculty Success system. To access the instructions, click on Activities, and go to **Review a guide** at the top of the Watermark Faculty Success page.

ENTERING DATA

Generally, if a particular field does not apply, just leave it blank. Details are provided by area in Watermark Faculty Success.

Fill out your personal information: Under "Activities" click on "Personal and Contact Information" and make sure it is accurate.

Similarly, additional authors can always be deleted from publications by clicking the garbage can icon at the far right of the row, as shown on previous page.

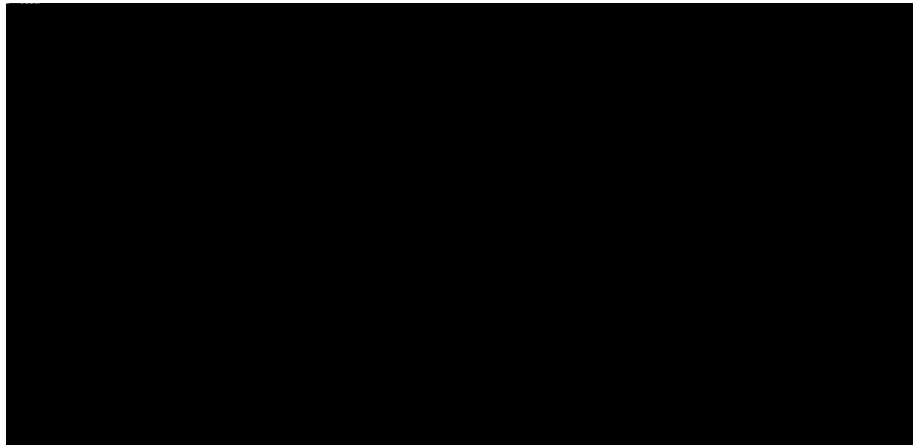
If you choose to delete an author, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.



Rapid Reports:

While you are managing your activities, you may want to see how a particular change looks on a report. Rapid Reports provides you with quick and easy access to the reports you can run from Activity Insight.

To access Rapid Reports, click the box Rapid Reports in the top right-corner on the screen.



Import Citations from Other Systems:

There are two ways for you to bring citations into Activity Insight from other databases.

First, you can load BibTeX files into Activity Insight. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases – for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science

or Zotero. For more information on BibTeX Imports, please visit this page <http://www.digitalmeasures.com/activity-insight/docs/bibtex.html>

Second, you can import citations directly from Crossref and PubMed. Visit <https://www.digitalmeasures.com/activity-insight/docs/directdataimports/> for details on this feature.

Import Date from a CV:

The CV Importer feature in DM will help you get data into the system quickly and accurately using your CV. Visit <https://www.digitalmeasures.com/activity-insight/docs/guide.html#expanding> for instructions on how to use this feature.

Expanding Text Boxes: You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed.

