

Run a Tenure and Promotion Report in Watermark

1. Promotion and/or Tenure Report – To run a Promotion and/or Tenure Report in Watermarks. Go to

<http://www.digitalmeasures.com/login/southalabama/ss0/dashboard/showDashboard>

1. Log in to DM.
2. Select **Activities** at the top of your screen.
3. At the bottom of the screen under section Promotion and Tenure, click on **Confirmation and Submission**
4. To add a record, select the **+Add New Item** button
Complete Type of Nomination, Promotion to Rank, Check box for "I have reviewed this package and believe that to the best of my knowledge it is complete."
Enter date
Save
Screen will return to **Confirmation and Submission**
5. Select **Reports** at the top of your screen.
6. Item 1. Select "**Promotion and/or Tenure Report**" from the list.
7. Item 2. Select the **Date Range** for the information you wish to include in your report. (Refer to your college administrator for the **Date Range** that you should use). DM will warn you if you attempt to create a report with an end date before the report's start date.
8. Item 3. Select the **File Format** for your report from the drop-down list. Select Microsoft Word (.doc) and page size as "Letter". However, if you are using a MAC you may have to select PDF as the output option instead of Word if the links do not work.
9. Click **Run Report** at the top right of the page.
10. DM will build your report and prompt you to either open it or save it locally.
11. A MS Word file will be generated that you can save and edit.
12. When you are finished editing your file, save as a PDF so you can upload to the google drive.