

## 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/ssso/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.