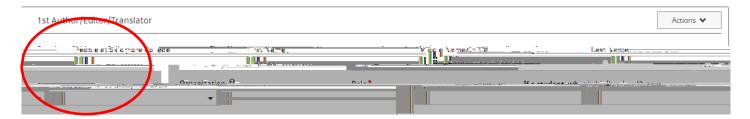
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In cases where you wish to use a <u>different name</u>, you can alter the name that will be displayed in **Watermark Faculty Success** reports for the record you are entering. **Just** type the alternate name you wish to use for that record, **and y**our 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:

		Actions
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	+ Add Row	
	Mary	Mary Mary

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:

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

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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 *selecting Move Row*.

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

-Mouse2 r/Transla	Author/Edito
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Move	Cancel