

## Run a Tenure and Promotion Report

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

<http://www.digitalmeasures.com/login/southalabama/>

1 X Log in to DM.

2 X Select Activities at the top of your screen.

3 X At the bottom of the screen under section Promotion and Tenure, click on Confirmation and Submission

4 X To add a record, select the +Add New Item button

5 X Complete Type of Nomination, Promotion to Rank, Check box n to bmy Tw (ox)2j 0.

6 X Complete Confiotopd (Se d)Tj 0.

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