

# CREATING CUSTOM REPORTS IN WATERMARK FACULTY SUCCESS

Select Reports (1), then Create A New Report (2).

Please note: You are in Beta. Some functionality may not work as expected.

Activities

CV Imports

**Reports**

Workflow

1

2

CREATE A NEW REPORT

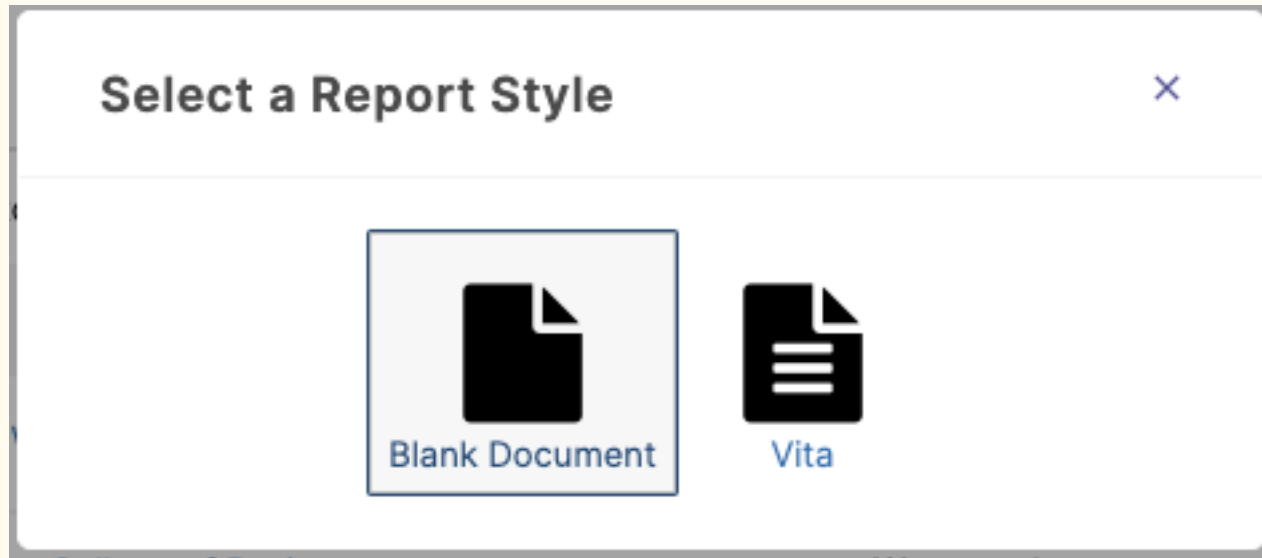
Reports

Select the report you would like to view or edit, or select to create a new report.

21 Items

NAME ^	CREATED BY	ACTIONS
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Select a report style.

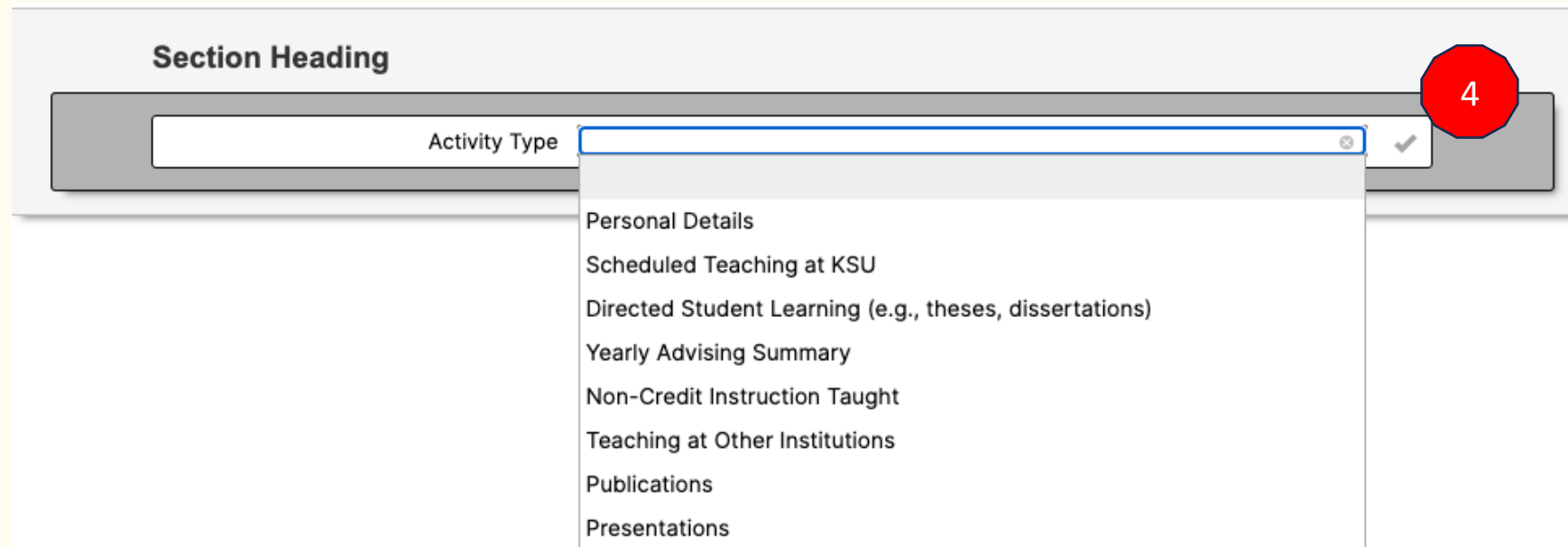


## CREATE A REPORT FROM A BLANK DOCUMENT

Selecting a Blank Document will take you to a new screen that will allow you to add activities, as well as customize your report's layout.

The screenshot displays a web interface for creating a report. At the top, the title "Faculty A\_TEST" is centered, followed by "Kennesaw State University" and "Office of the Provost and Vice President for Academic Affairs". A blue hyperlink "facultyactivitydata@kennesaw.edu" is also present. Below this header is a large gray rectangular area representing the report content. Inside this area, there is a white box with a "Section Heading" label. To the right of this box are two circular buttons: one with a checkmark and one with a trash icon. Below the white box, a red octagon with the number "3" is positioned over a dashed-line box. To the right of this dashed box are two buttons labeled "ADD ACTIVITIES" and "ADD TEXT". At the bottom of the interface, there is another dashed-line box containing a button labeled "ADD SECTION".

Selecting Add Activities (3) will give you access to a dropdown menu allowing you to select the Activity Type you would like to add to your report.



The screenshot shows a web form interface. At the top, there is a light blue header bar with the text "Section Heading" in bold. Below this, there is a grey bar containing a white input field labeled "Activity Type". To the right of the input field is a small "x" icon and a checkmark icon. A red octagon with the number "4" is positioned above the checkmark icon. The dropdown menu is open, displaying a list of activity types: "Personal Details", "Scheduled Teaching at KSU", "Directed Student Learning (e.g., theses, dissertations)", "Yearly Advising Summary", "Non-Credit Instruction Taught", "Teaching at Other Institutions", "Publications", and "Presentations".

Once you have selected the Activity Type, click on the check mark to add it to your report. This will return you to the initial report screen and populate the form with any relevant data. You can continue to add activities, custom text, or new sections until you are satisfied with your result.

Selecting the Options button (4) will open a menu that allows you to format your text, filter your results by a range of dates, and set the parameters for your report export.

**Create a New Report**

SAVE REPORT


?


Help


Format

Filter


Export


Text

Date Range

Exclude 

Blank Sections

PDF

Word

**Faculty A\_TEST**  
Kennesaw State University  
Office of the Provost and Vice President for Academic Affairs  
[facultyactivitydata@kennesaw.edu](mailto:facultyactivitydata@kennesaw.edu)

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Options

When you are satisfied with your report, you can export it for your records or save it for future use.

## CREATE A REPORT FROM A VITA

A Vita will take you to a predesigned report created using fields most commonly used in curriculum vitae. You may still edit these fields as you would a Blank Document.

[← Create a New Report](#)

SAVE REPORT

Options

### Faculty A\_TEST

Kennesaw State University

Office of the Provost and Vice President for Academic Affairs

[facultyactivitydata@kennesaw.edu](mailto:facultyactivitydata@kennesaw.edu)

#### Professional Positions

*No items exist for Professional Positions*

*No items exist for Administrative Assignments at KSU*

#### Education

*No items exist for Degrees*

#### Licensures and Certifications

*No items exist for Licensures and Certifications*

#### Professional Memberships