

Publications Proactive Search Guide

Watermark has released a new tool in Faculty Success that promotes a seamless, automated way to import publications. This tool automatically searches for publications ahead of time from Crossref faculty members don't have to spend as much time entering publications.

How to Use Proactive Search

When you log into Faculty Success, you will see a Notifications window. This window will list publications in the "To Do" tab that the search tool has found.

To import your publications using this tool:

1. Click on a publication by selecting the "New Publication Found" hyperlink.
2. On the **Review Publication Match** page, you will be given three options:
 - a. **Edit** details to open the record editor. This will allow you to make additions or changes to any of the fields shown in the preview.
 - b. **Reject** the publication match if the publication either has already been added to the Activites profile or if the publication is incorrect/not applicable. Rejecting the proposed publication will remove it from the Notifications window.
 - c. **Add to Profile** to create a new publication record with the information shown in the preview.

The system may also identify potential duplicates and label them as "Possible Duplicate Publication Found." Selecting this entry will open the Compare screen, where differences may be reviewed. After verifying the correct information, a final "Add & Edit Details" page will show you the result before updating the existing publication. Note that the search for duplicates feature compares the DOI field, so it may not capture all potential duplicates.

Once publications are addressed, they will be listed in the "Complete" tab of the Notifications pane. The Complete tab will also indicate how the publication was handled—whether it was added as new, merged, or rejected.

For more information on how to navigate this tool, refer to the official Watermark guide here: <https://support.watermarkinsights.com/hc/en-us/articles/27635859826587-Publication-Proactive-Search>

Since Clemson is an early adopter, send feedback on this tool to DMAdmin@Clemson.edu labeled Proactive Search Feedback, and we will pass it along to Watermark.