COLLEGE OF MEDICINE
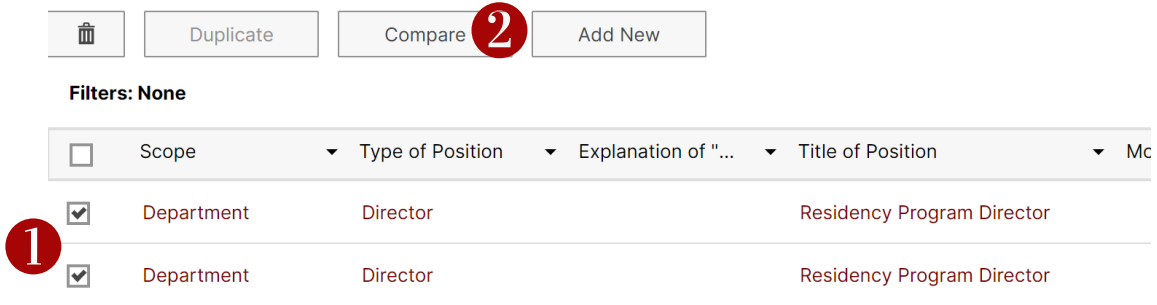### The UNIVERSITY of OKLAHOMA

Activity Insight

Annoucement: Compare/ Merge Entries

About

Watermark has added some functionality to the summary screens that may help you as you review and make edits to activities in the system.

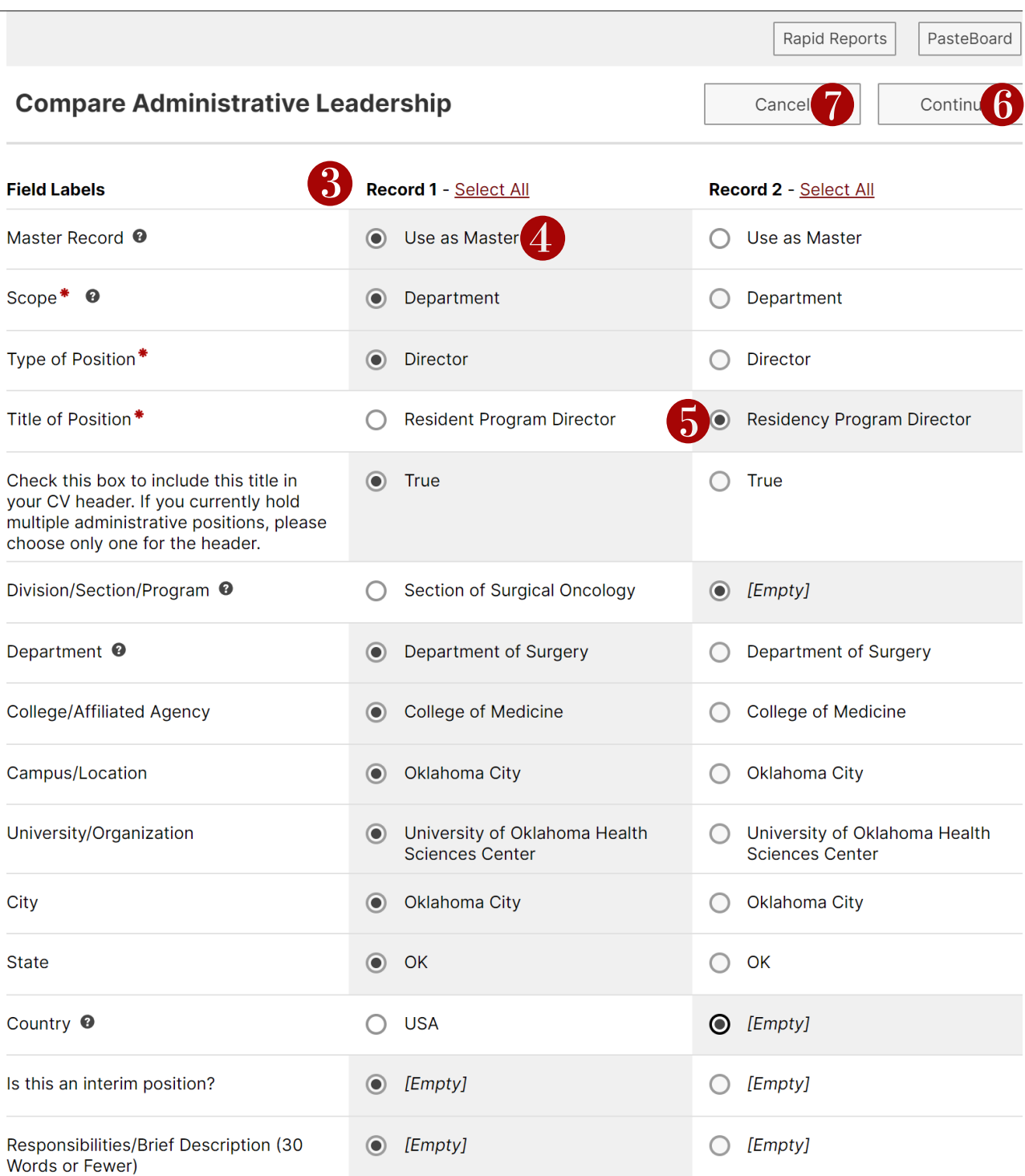You can now **COMPARE** and **MERGE** activities, if needed.

☐	Duplicate	Compare ❷	Add New

Filters: None

☐	Scope ▼	Type of Position ▼	Explanation of "... ▼	Title of Position ▼	Mo
❶ ☑	Department	Director		Residency Program Director	
☑	Department	Director		Residency Program Director	

[Sample Screen Shot]

How it works

❶ Mark the checkbox next to the activities you want to compare (up to 6 entries at a time)

❷ Click on Compare

❸ You'll see the selected records side-by-side

❹ Choose the record that should be the Master if you plan to merge these two records

❺ To merge the files into one record with the correct information, choose the answers to each field that you want to use.

❻ Click Continue to merge the entries and view the data entry screen to update or save.

❼ If you **DO NOT** want to merge the two records, just hit Cancel.

		Rapid Reports	PasteBoard

Compare Administrative Leadership Cancel ❼ Continu... ❻

Field Labels	❸ Record 1 - Select All	Record 2 - Select All
Master Record ❓	◉ Use as Master ❹	○ Use as Master
Scope * ❓	◉ Department	○ Department
Type of Position *	◉ Director	○ Director
Title of Position *	○ Resident Program Director	❺ ◉ Residency Program Director
Check this box to include this title in your CV header. If you currently hold multiple administrative positions, please choose only one for the header.	◉ True	○ True
Division/Section/Program ❓	○ Section of Surgical Oncology	◉ [Empty]
Department ❓	◉ Department of Surgery	○ Department of Surgery
College/Affiliated Agency	◉ College of Medicine	○ College of Medicine
Campus/Location	◉ Oklahoma City	○ Oklahoma City
University/Organization	◉ University of Oklahoma Health Sciences Center	○ University of Oklahoma Health Sciences Center
City	◉ Oklahoma City	○ Oklahoma City
State	◉ OK	○ OK
Country ❓	○ USA	◉ [Empty]
Is this an interim position?	◉ [Empty]	○ [Empty]
Responsibilities/Brief Description (30 Words or Fewer)	◉ [Empty]	○ [Empty]

[Sample Screen Shot]

Questions?

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