

ROLE – FACULTY HDR ADMIN

1. ACCESSING THE CI ANYWHERE PORTAL

1.1

Go to the Ci Anywhere portal and click on **Login using the OneID**

1. Click on Login with OneID

GO TO THE Ci Anywhere portal

1.2

Enter your Username and Password and Click Sign in.

If you have trouble signing in, contact the relevant department

Login using your OneID Username and Password

1. Enter your Username

2. Enter your Password

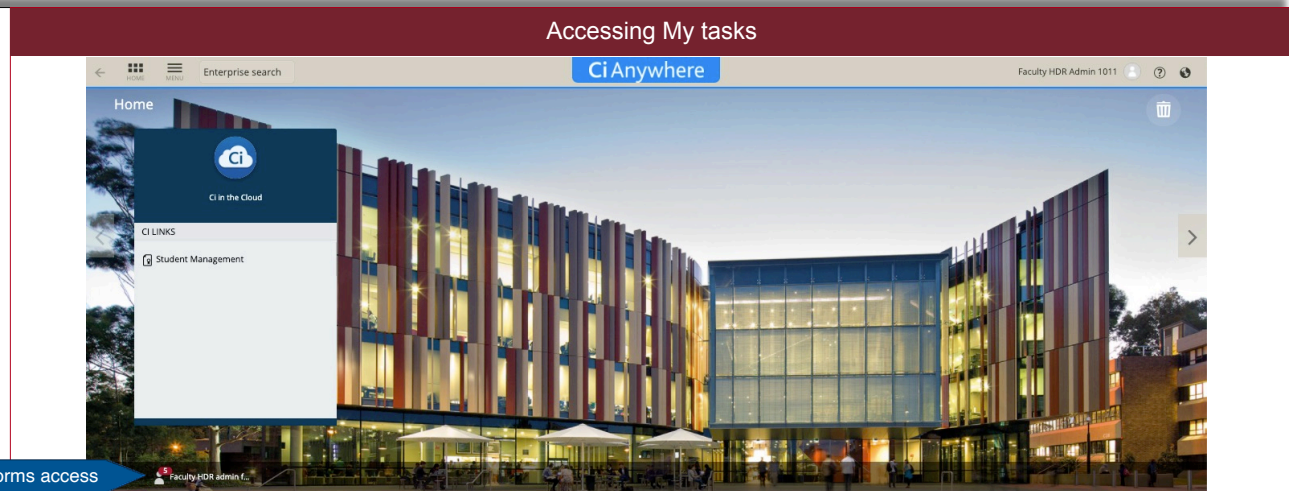
2. Click on Sign in

2. ACCESSING MY TASKS

2.1

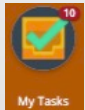
On the Ci Anywhere Home screen click at the bottom of the screen on **Faculty Admin Forms access**

1. Click on Faculty Admin Forms access

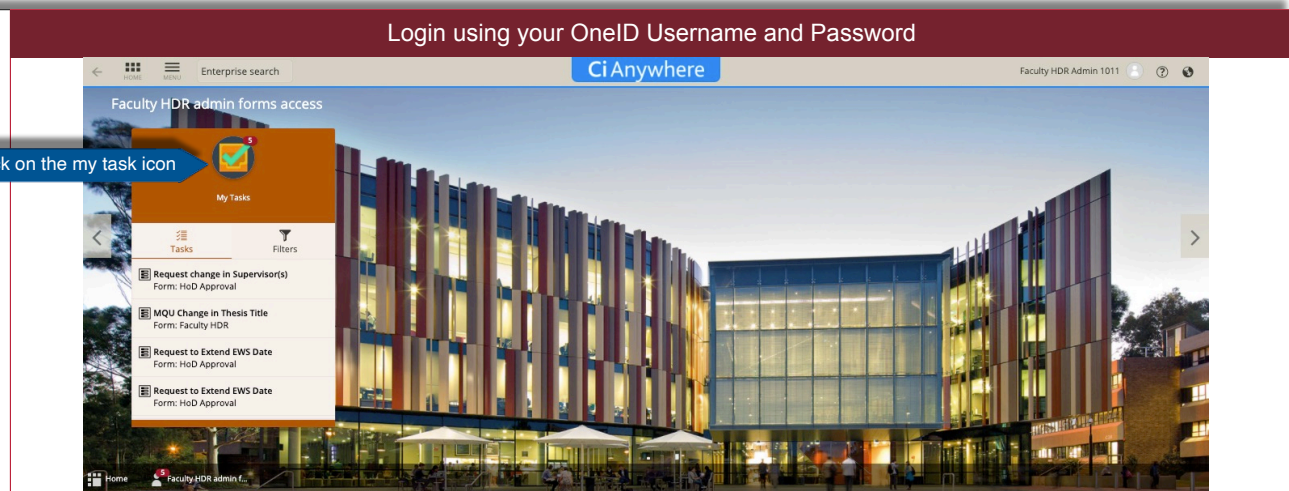


2.2

On the HDR admin for access to tasks and forms screen click on My Tasks



1. Click on the my task icon



3. NAVIGATING THE MY TASKS AREA

3.1

Search can be used to look for specific tasks, with the use of Student ID, Name etc.

Search bar

Tasks list, Scrollable

Selected task

Accessing My tasks

Enterprise search My Tasks Profile Name Faculty HDR Admin 1011

Assigned to me (5)

Search

Request change in Supervisor(s)
Form: HoD Approval
From: Supervisor One
With pool: HDR MQBS Pool
TODAY

MQU Change in Thesis Title
Form: Faculty HDR
From: Supervisor Two
With pool: HDR MQBS Pool
LAST MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR MQBS Pool
LAST MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR MQBS Pool
2 MONTHS AGO

Request to withdraw from your HDR course
Form: HDR Admin Approval
From: Bellinda Jane St Clair-Fenech
With pool: Default Workflow Pool
2 MONTHS AGO

Request to Extend EWS Date

Summary

Task Description
HoD Approval

Assigned to
HDR MQBS Pool

Received
30-Jul-2020 16:02:04

Process View

Workflow Information

Process
MQ CEF Workflow

Originator
HDR Admin

Proceed

3.2

Left hand pane lists all the tasks currently assigned to your role

Right hand pane list the summary list and is used to administer the form

Accessing My tasks

Enterprise search My Tasks Faculty HDR Admin 1011

Assigned to me (5)

Search

Request change in Supervisor(s)
Form: HoD Approval
From: Supervisor One
With pool: HDR MQBS Pool
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Task Description
HoD Approval

Assigned to
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30-Jul-2020 16:02:04

Process View

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MQ CEF Workflow

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HDR Admin


Proceed


Left hand pane

Right hand pane

4. ALLOCATING A REQUEST

4.1

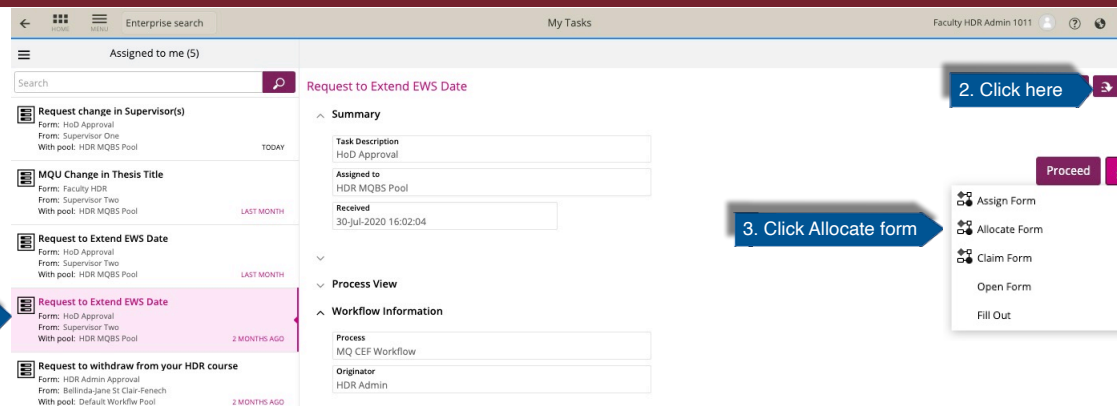
Select the task you want to open
Click on the  icon

From the options shown after clicking the  icon

Click on **Allocate Form**

1. Select task

Allocating the Request



Enterprise search My Tasks Faculty HDR Admin 1011

Assigned to me (5)

Search

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Form: HoD Approval
From: Supervisor One
With pool: HDR MQBS Pool
TODAY

MQU Change in Thesis Title
Form: Faculty HDR
From: Supervisor Two
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Request to Extend EWS Date
Summary
Task Description
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30-Jul-2020 16:02:04
Process View
Workflow Information
Process
MQ CEF Workflow
Originator
HDR Admin

2. Click here

3. Click Allocate form

Proceed

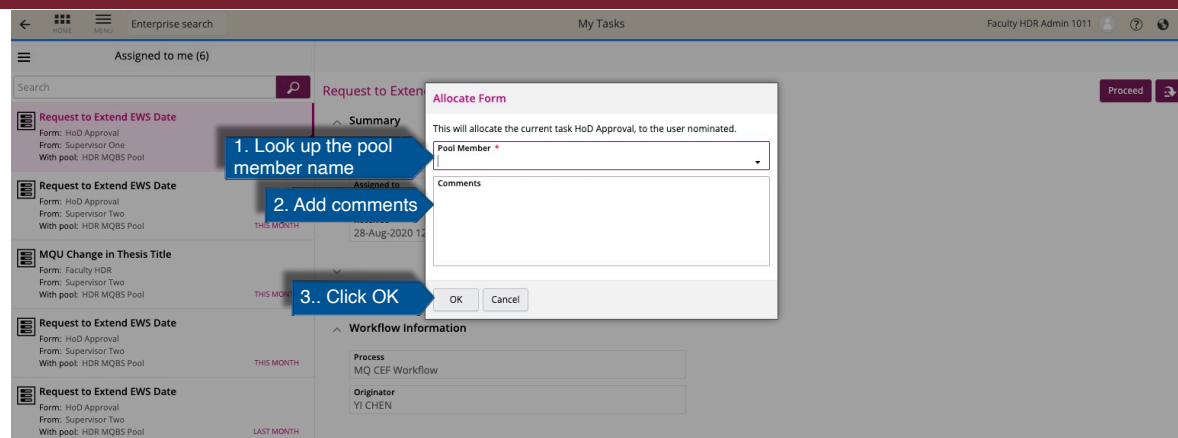
Assign Form
Allocate Form
Claim Form
Open Form
Fill Out

4.2

In the pop up window, add details for
1. Pool member name
2. Comments

And 3. Click Ok

Allocating the Request



Enterprise search My Tasks Faculty HDR Admin 1011

Assigned to me (6)

Search

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor One
With pool: HDR MQBS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR MQBS Pool
THIS MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Supervisor Two
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Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR MQBS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR MQBS Pool
LAST MONTH

Request to Extend EWS Date
Summary
Task Description
HoD Approval
Assigned to
HDR MQBS Pool
Received
28-Aug-2020 12:00:00
Process View
Workflow Information
Process
MQ CEF Workflow
Originator
YI CHEN

1. Look up the pool member name

2. Add comments

3. Click OK

Allocate Form

This will allocate the current task HoD Approval, to the user nominated.

Pool Member *

Comments

OK Cancel

Proceed

Once details are added ,
Click Proceed to
complete the workflow

Allocating the Request

←
Enterprise search
My Tasks
Faculty HDR Admin 1011

Assigned to me (5)

- Request change in Supervisor(s)**
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Request to Extend EWS Date

Click here →

Process →

Summary

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Assigned to HDR MQBS Pool
Received 30-Jul-2020 16:02:04

Process View

Workflow information

Process MQ CEP Workflow
Originator HDR Admin