

ROLE – SUPERVISOR

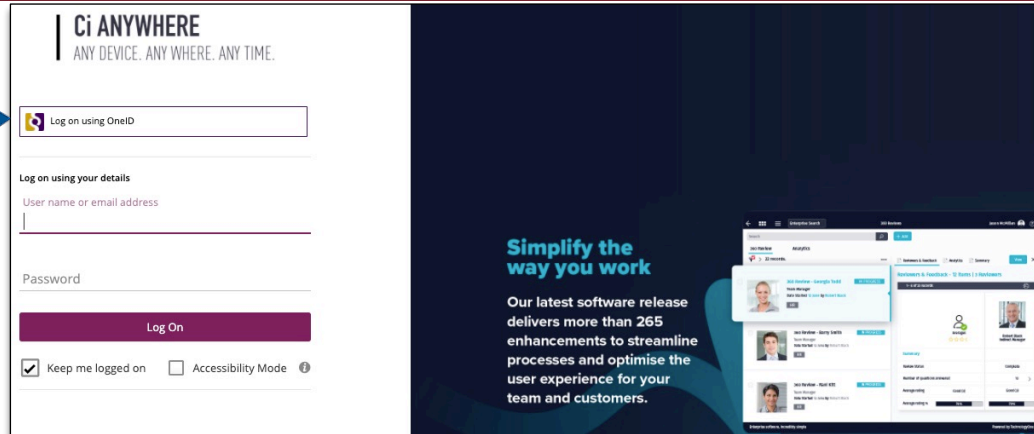
1. ACCESSING THE CI ANYWHERE PORTAL

1.1

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

Click on Login with OneID

Go to Ci Anywhere portal

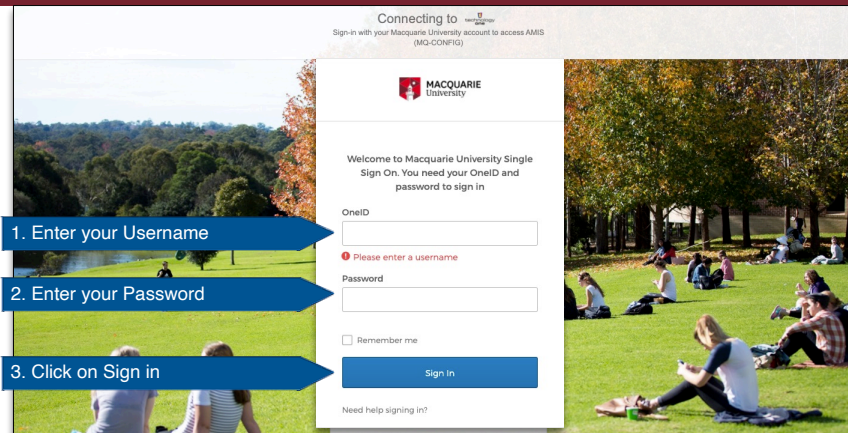


1.2

Enter your
- Username
- Password and
- Click Sign in.

*If you have trouble signing in,
contact the relevant department*

Login using your OneID Username and Password



2. ACCESSING MY TASKS

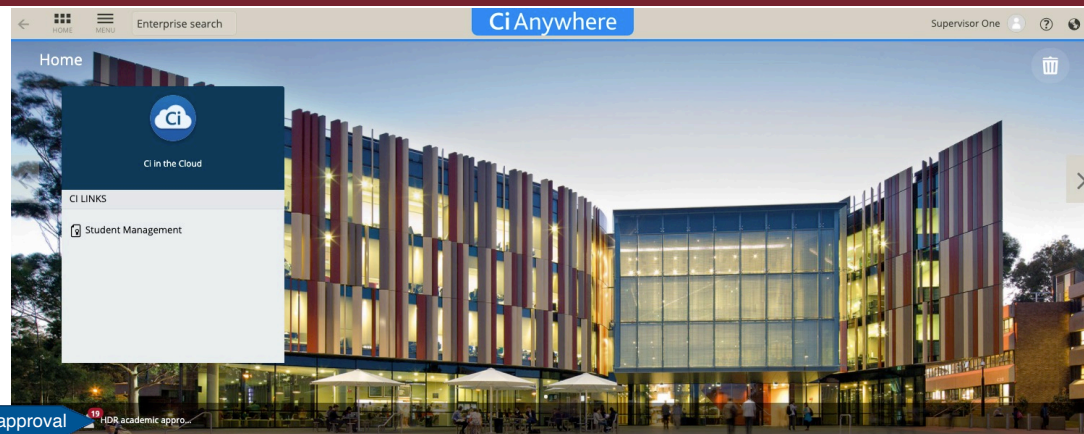
2.1

On the Ci Anywhere Home screen click at the bottom of the screen on the icon



1. Click on HDR academic approval

Accessing My tasks



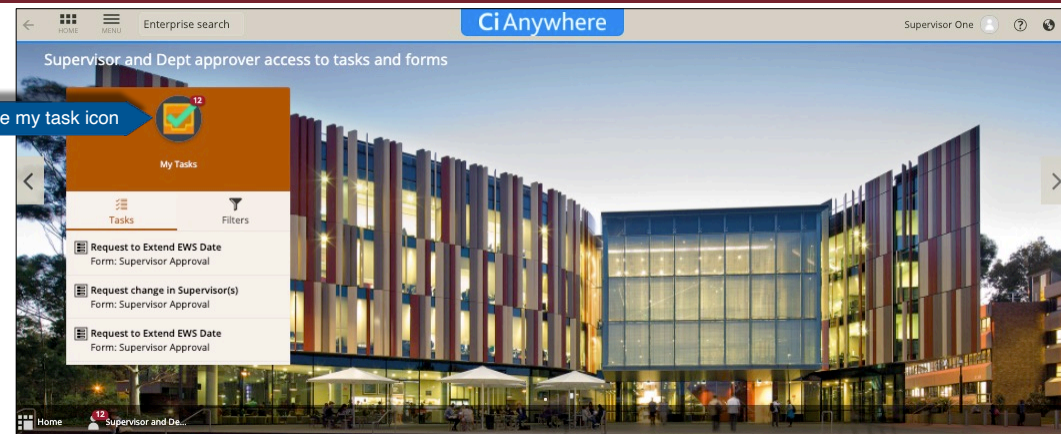
2.2

On the Supervisor and Dept. access to tasks and forms screen click on My tasks



Click on the my task icon

Accessing My tasks



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

Selected task

Tasks list, Scrollable

Navigating My tasks

Enterprise search My Tasks Profile Name Supervisor One

Assigned to me (26)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: Anastasia Chernykh WEDNESDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Jingwei Zhang MONDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Admin MONDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship MONDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Corrinne Sullivan THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Corrinne Sullivan THIS MONTH

Request to Extend EWS Date

Summary

Task Description
Supervisor Approval

Assigned to
Supervisor One

Received
26-Aug-2020 10:36:56

Process View

Workflow Information

Process
MQ CEF Workflow

Originator
Anastasia Chernykh

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

Navigating My tasks

Left hand pane Right hand pane

Assigned to me (12)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage TODAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal TODAY

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN TODAY

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy YESTERDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Dilipa Kumar LAST MONTH

Request to Extend EWS Date

Summary

Task Description
Supervisor Approval

Assigned to
Supervisor One

Received
20-Aug-2020 11:30:30

Process View

Workflow Information

Process
MQ CEF Workflow

Originator
Christopher Armitage


Proceed

4. OPENING 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 the Fill out option

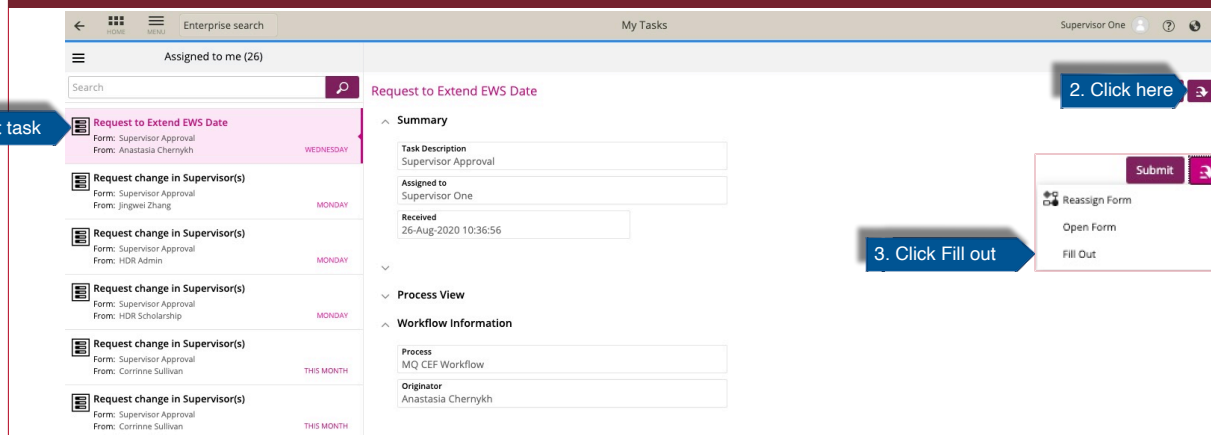
Fill Out

1. Select task

2. Click here

3. Click Fill out

Opening the Request for EWS extension

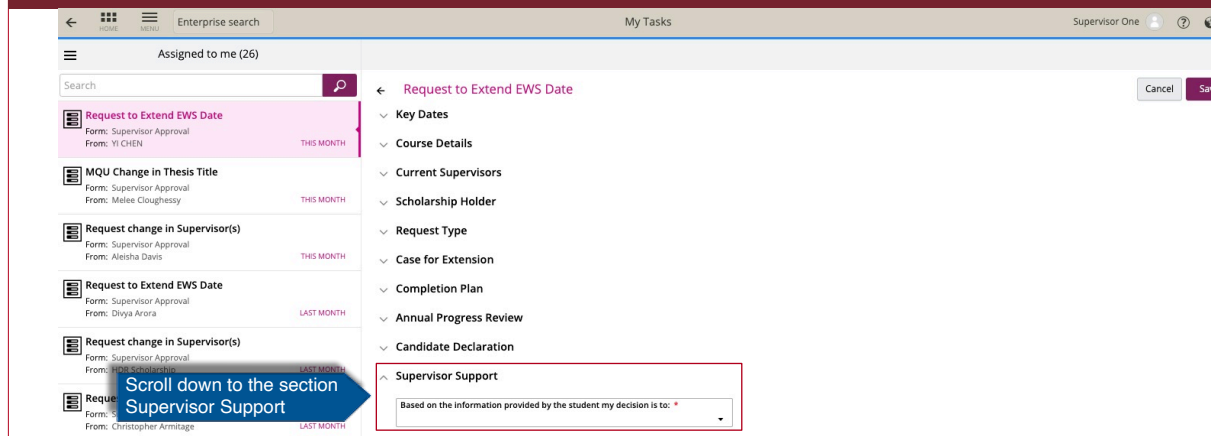


4.2

In the new form section that opens up, scroll down to the bottom area, with the section heading as **Supervisor Support**

Scroll down to the section
Supervisor Support

Opening the Request for EWS extension



5. SUPPORTING THE EWS REQUEST

5.1

Click on the dropdown to see the available list of options

Supporting the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Divya Arora LAST MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship LAST MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage LAST MONTH

Click dropdown

Request to Extend EWS Date

Key Dates

Course Details

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Based on the information provided by the student my decision is to: *

Cancel Save

5.2

From the available list of options of the dropdown, select **Support the request.**

Supporting the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Divya Arora LAST MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: HDR Scholarship LAST MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage LAST MONTH

Select Support the request

Request to Extend EWS Date

Key Dates

Course Details

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Support the request

Request further information from student

Not support the request

Cancel Save

5.3

Post selecting the relevant decision, Add comments to justify or explain your decision

Go to Step 8

Supporting the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

- Request to Extend EWS Date**
Form: Supervisor Approval
From: YI CHEN
THIS MONTH
- MQU Change in Thesis Title**
Form: Supervisor Approval
From: Melee Cloughessy
THIS MONTH
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Aleisha Davis
THIS MONTH
- Request to Extend EWS Date**
Form: Supervisor Approval
From: Dhiya Arora
LAST MONTH
- Request to Extend EWS Date**
Form: Supervisor Approval
From: Christopher Armitage
LAST MONTH

Request to Extend EWS Date

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Based on the information provided by the student my decision is to: **Support the request**

Please comment on the candidate's progress and feasibility of the proposed timetable for completion. If the candidate has mentioned any reasons for delay that have not been mentioned in their APR (if applicable), please provide further information or confirmation of the delay.

Comments *

Add comments, after selecting relevant decision

6. NOT SUPPORTING THE REQUEST

6.1

Click on the dropdown to see the available list of options

Not Approving the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Divya Arora LAST MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship LAST MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage LAST MONTH

Click dropdown

Request to Extend EWS Date

Key Dates

Course Details

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Based on the information provided by the student my decision is to: *

Cancel Save

6.2

From the available list options of the dropdown, select **Not Support the request.**

Not Approving the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Divya Arora LAST MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship LAST MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage LAST MONTH

Select Not Support the request

Request to Extend EWS Date

Key Dates

Course Details

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Support the request

Request further information from student

Not support the request

Cancel Save

6.3

Post selecting the relevant decision, Add comments to justify or explain your decision

Go to Step 8

Not Approving the EWS extension request

Enterprise search My Tasks Supervisor One

Assigned to me (26)

Search

- Form: Supervisor Approval From: HDR Scholarship THIS MONTH
- Request to Extend EWS Date Form: Supervisor Approval From: Christopher Armitage THIS MONTH
- Request change in Supervisor(s) Form: Supervisor Approval From: Nipun Agarwal THIS MONTH
- Request to Extend EWS Date Form: Supervisor Approval From: Yi CHEN THIS MONTH**
- MQU Change in Thesis Title Form: Supervisor Approval From: Yi CHEN THIS MONTH
- Request to Extend EWS Date Form: Supervisor Approval From: Alesha Davis THIS MONTH
- Request to Extend EWS Date Form: Supervisor Approval From: Alesha Davis THIS MONTH

Request to Extend EWS Date

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Based on the information provided by the student my decision is to: **Not support the request**

Please enter any additional notes to support your decision. Please note, these comments will be visible to all parties including the student.

Comments *

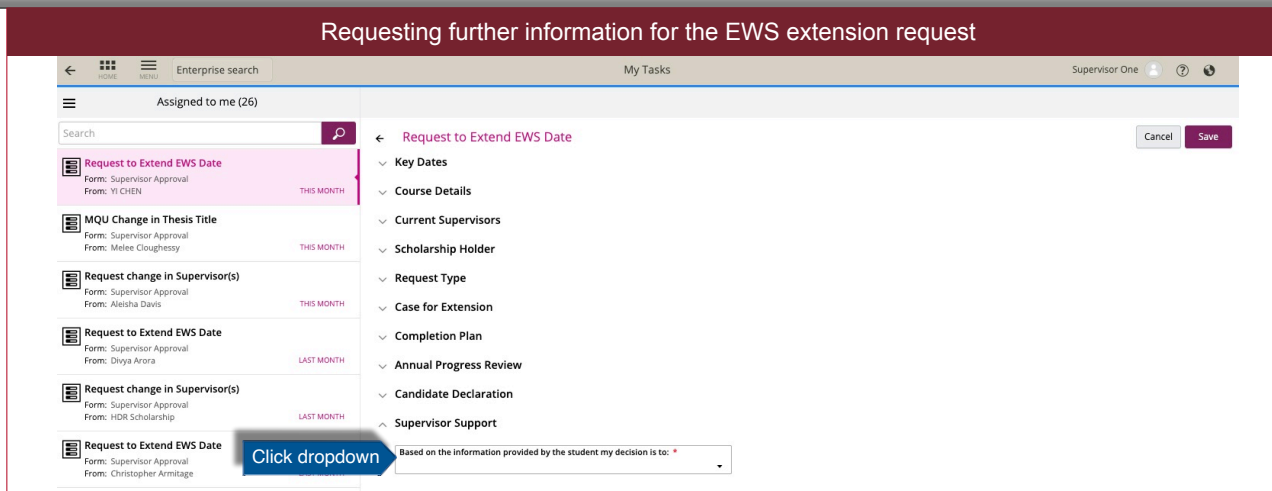
Add comments, after selecting relevant decision

7. REQUESTING FURTHER INFORMATION

7.1

Click on the dropdown to see the available list of options

Requesting further information for the EWS extension request

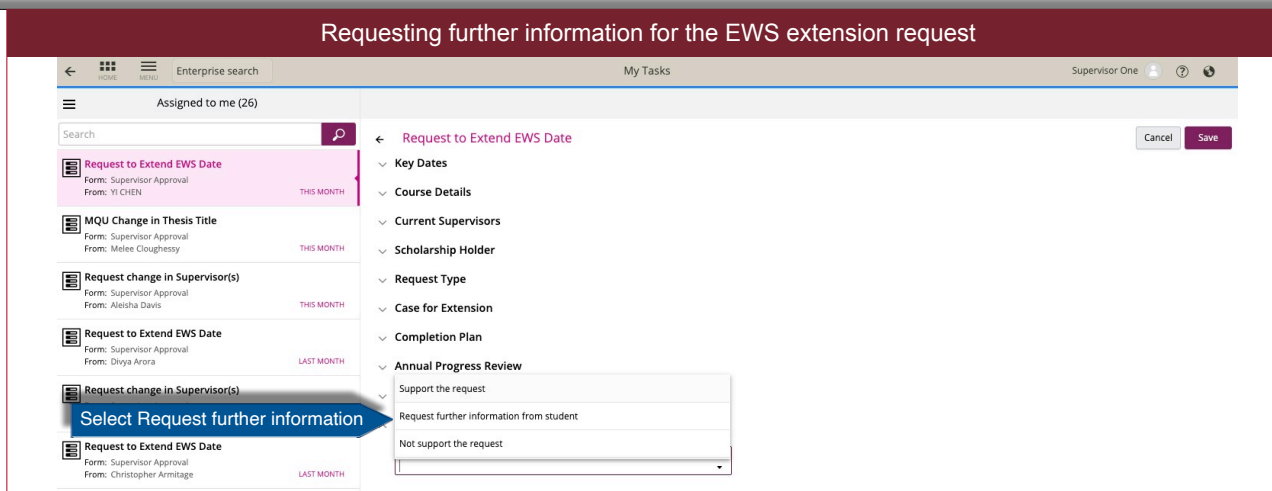


The screenshot shows a web interface for requesting further information for an EWS extension request. On the left, there is a list of requests assigned to the user, including 'Request to Extend EWS Date', 'MQU Change in Thesis Title', 'Request change in Supervisor(s)', 'Request to Extend EWS Date', 'Request change in Supervisor(s)', and 'Request to Extend EWS Date'. On the right, there is a dropdown menu for 'Request to Extend EWS Date' with options: 'Key Dates', 'Course Details', 'Current Supervisors', 'Scholarship Holder', 'Request Type', 'Case for Extension', 'Completion Plan', 'Annual Progress Review', 'Candidate Declaration', and 'Supervisor Support'. A blue arrow points to the dropdown menu.

7.2

From the available list options of the dropdown, select **Request further information from the student**

Requesting further information for the EWS extension request



The screenshot shows the same web interface as in 7.1, but with the dropdown menu open. The 'Request further information from student' option is selected, and a blue arrow points to it. The dropdown menu also includes 'Support the request' and 'Not support the request'.

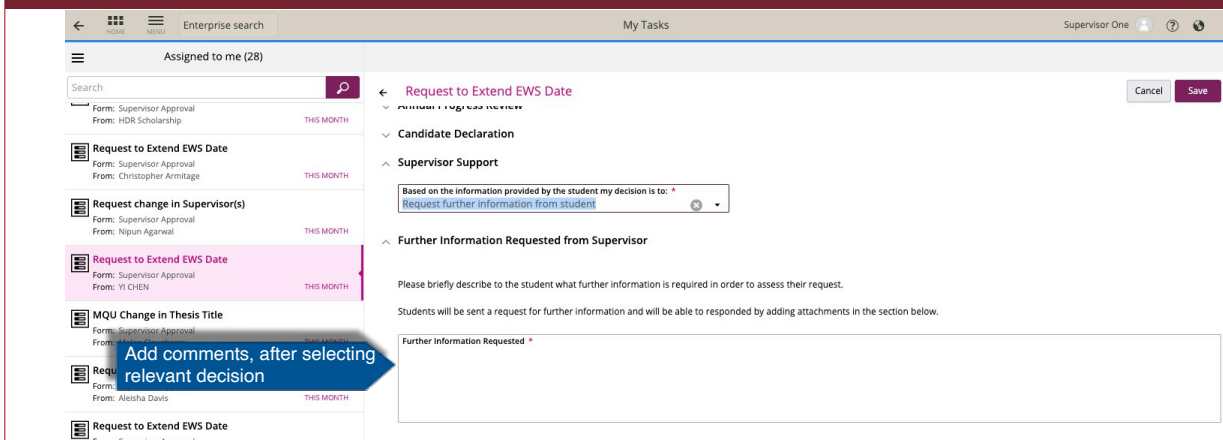
7.3

Post selecting the relevant decision, Add comments to justify or explain your decision

Go to Step 8

Add comments, after selecting relevant decision

Requesting further information for the EWS extension request



The screenshot shows a web interface for requesting further information for an EWS extension request. The interface is divided into two main sections: a left sidebar and a main content area.

Left Sidebar:

- Header: "Assigned to me (28)"
- Search bar with a magnifying glass icon.
- List of tasks with "THIS MONTH" status:

 - Request to Extend EWS Date (Form: Supervisor Approval, From: Christopher Armitage)
 - Request change in Supervisor(s) (Form: Supervisor Approval, From: Nipun Agarwal)
 - Request to Extend EWS Date (Form: Supervisor Approval, From: Yi CHEN)** (highlighted in pink)
 - MQU Change in Thesis Title (Form: Supervisor Approval, From: Alesha Davis)
 - Request to Extend EWS Date (Form: Supervisor Approval, From: Alesha Davis)
 - Request to Extend EWS Date (Form: Supervisor Approval, From: Alesha Davis)

Main Content Area:

- Header: "Request to Extend EWS Date" with "Cancel" and "Save" buttons.
- Section: "Candidate Declaration" with a dropdown menu showing "Request further information from student".
- Section: "Supervisor Support" with a dropdown menu showing "Request further information from student".
- Section: "Further Information Requested from Supervisor" with a text area for comments.

8. COMPLETING THE WORKFLOW

8.1

Click **Save**, post making all the changes to the form

Save the Form

Enterprise search

My Tasks

Supervisor One

Assigned to me (26)

Search

Form: Supervisor Approval
From: HDR Scholarship
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage
THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN
THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy
THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN
THIS MONTH

Request to Extend EWS Date

Click Save

Save

Request to Extend EWS Date

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Based on the information provided by the student my decision is to: *

Support the request

Please comment on the candidate's progress and feasibility of the proposed timetable for completion. If the candidate has mentioned any reasons for delay that have not been mentioned in their APR (if applicable), please provide further information or confirmation of the delay.

Comments *

For User Guide

8.2

Click **Proceed**, post making all the changes to the form and when the form has been saved

Completing the workflow

Enterprise search

My Tasks

Saved Supervisor One

Assigned to me (26)

Search

Form: Supervisor Approval
From: HDR Scholarship
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage
THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN
THIS MONTH

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy
THIS MONTH

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis
THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN
THIS MONTH

Request to Extend EWS Date

Click Proceed

Proceed

Request to Extend EWS Date

Summary

Task Description
Supervisor Approval

Assigned to
Supervisor One

From
YI CHEN

Received
20-Aug-2020 10:47:23

Process View

Workflow Information

Process
MQ CEF Workflow

Originator
YI CHEN