

ROLE – CENTRAL 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

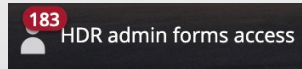
2. Enter your Password

2. Click on Sign in

2. ACCESSING MY TASKS

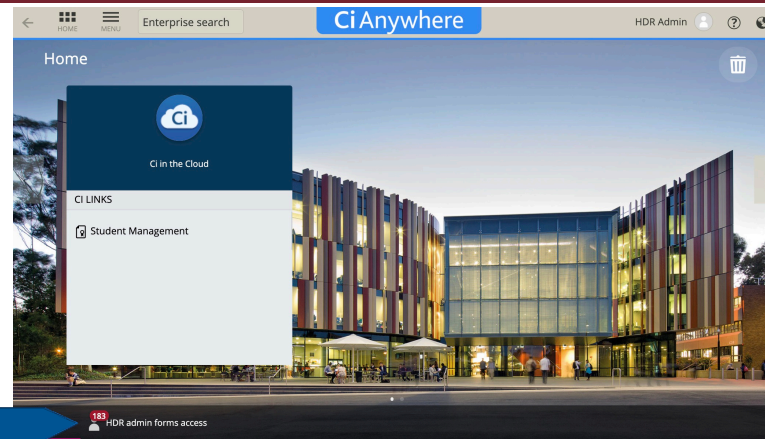
2.1

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



1. Click on HDR access

Accessing My tasks

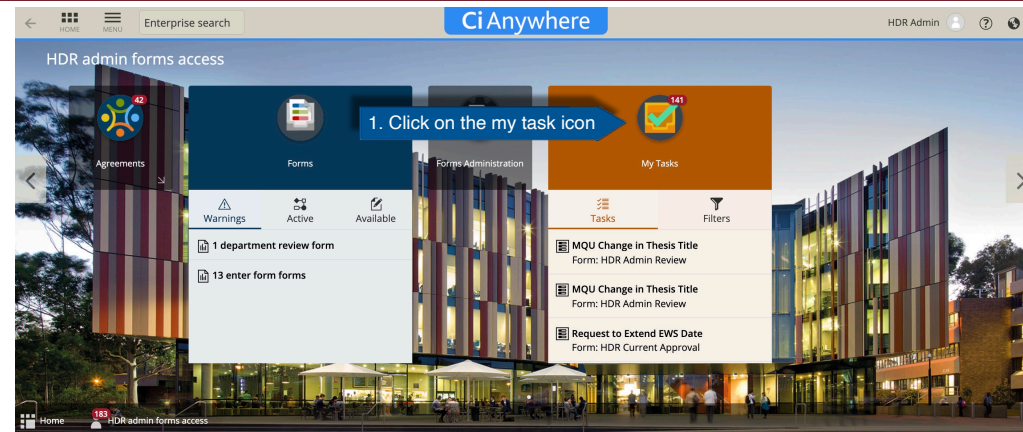


2.2

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



Login using your OneID Username and Password



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

Accessing My tasks

Enterprise search My Tasks Profile Name HDR Admin

Assigned to me (160)

Search

Request to Extend EWS Date
Form: HDR Admin Finalise
From: HDR Scholarship
With pool: HDR Admin Pool
YESTERDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Hussain Syed Gowhor
With pool: HDR Admin Pool
YESTERDAY

Request to Extend EWS Date
Form: Submit Form
From: HDR Admin
TUESDAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Divya Arora
With pool: HDR Admin Pool
MONDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Rafat Sumreen
With pool: HDR Admin Pool
MONDAY

Request to withdraw from course
Form: HDR Admin Approval
From: Rafat Sumreen
With pool: HDR Admin Pool
MONDAY

Request to Extend EWS Date

Summary

Task Description
HDR Admin Finalise

Assigned to
HDR Admin Pool

Received
02-Sep-2020 11:04:21

Process View

Workflow Information

Process
MQ CEF Workflow

Originator
Martin Kocurek

Finalise

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 HDR Admin

Left hand pane

Assigned to me (160)

Search

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From: HDR Scholarship
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Right hand pane

Request to Extend EWS Date

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4. OPENING THE EWS EXTENSION REQUEST

4.1

Select the task you want to open

Click on the  icon

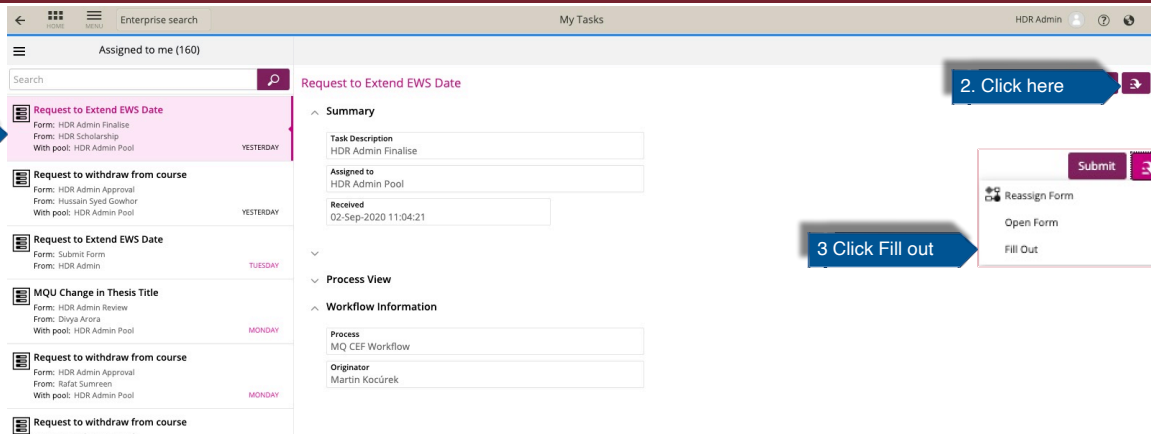
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

Opening the EWS request



The screenshot displays the 'Opening the EWS request' interface. The top navigation bar includes 'Enterprise search' and 'My Tasks'. The main content area is titled 'Assigned to me (160)' and contains a list of tasks. The first task, 'Request to Extend EWS Date', is highlighted. To the right of the task list, the details for the selected task are shown, including the task description, assigned to, and received date. A 'Fill Out' button is visible in the bottom right corner.

2. Click here

3 Click Fill out

5. FINALISE THE REQUEST

5.1

In the new form section that opens up, scroll down to the bottom area, with the section heading as Central HDR Admin review

Finalise the request

Enterprise search My Tasks HDR Admin

Assigned to me (160)

Search

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Form: HDR Admin Finalise
From: HDR Scholarship
With pool: HDR Admin Pool
YESTERDAY
- Request to withdraw from course**
Form: HDR Admin Approval
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MONDAY

Request to Extend EWS Date

Head of Department Review

Central HDR Admin Review

HDR Scholarships

Central HDR Admin Review

Comment (Visible to Staff only) *

Outcome Notes *

☐ Check CoE end date, and issue a new one upon finalisation of form. *

Cancel Save

5.2

Click on the dropdown on the Central HDR Admin review section

Finalise the Request

Enterprise search My Tasks HDR Admin

Assigned to me (160)

Search

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Head of Department Review

Central HDR Admin Review

HDR Scholarships

Central HDR Admin Review

Comment (Visible to Staff only) *

Outcome Notes *

☐ Check CoE end date, and issue a new one upon finalisation of form. *

1. Add comments

2. Add comments

3. Mark as Check

4. Click Save

Save

Finalise the Request

←

Enterprise search

My Tasks

Saved HDR Admin ?

Assigned to me (160)

Search

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Request to Extend EWS Date

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HDR Admin Pool

From
HDR Scholarship

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Process View

Workflow Information

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MQ CEF Workflow

Originator
Martin Kocúrek

Click Finalise Finalise