

ROLE – CENTRAL HDR ADMINISTRATOR

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

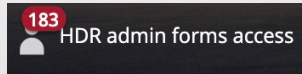
2. Enter your Password

2. Click on Sign in

2. ACCESSING MY TASKS

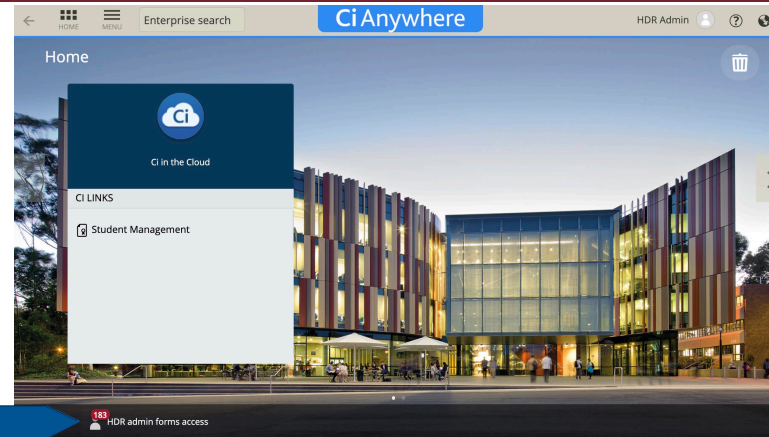
2.1

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



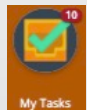
1. Click on HDR access

Accessing My tasks

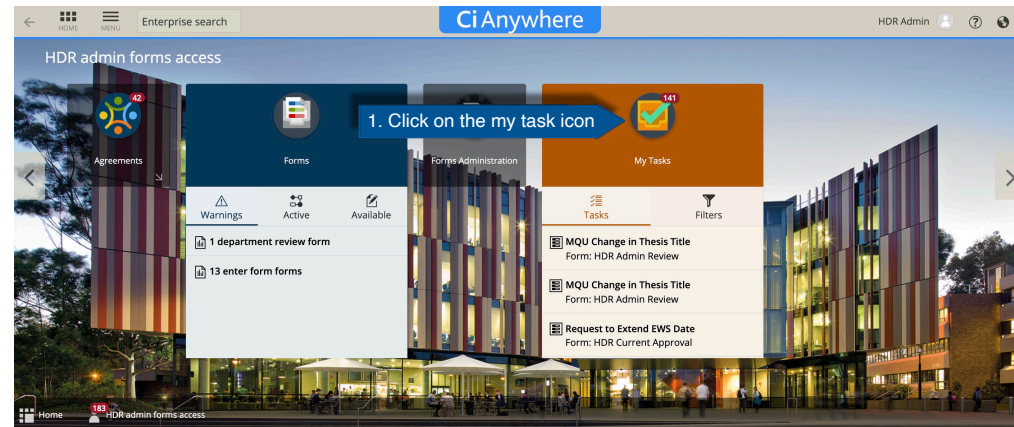


2.2

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

The screenshot shows the 'Accessing My tasks' interface. At the top, there's a header with 'Enterprise search', 'My Tasks', and a user profile 'HDR Admin'. Below the header, a list of tasks is displayed under the heading 'Assigned to me (141)'. The tasks include 'MQU Change in Thesis Title', 'Request to Extend EWS Date', and 'Request to Extend EWS Date'. A task is selected, and its details are shown on the right. The details include a 'Summary' section with 'Task Description' (HDR Admin Review), 'Assigned to' (HDR Admin Pool), and 'Received' (21-Aug-2020 22:04:40). There are also sections for 'Process View' and 'Workflow Information'. A 'Proceed' button is visible at the top right of the task details.

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


This screenshot is similar to the one above but includes annotations. A red box highlights the 'Left hand pane' which lists tasks assigned to the user. A yellow box highlights the 'Right hand pane' which shows the summary and details of the selected task. The task list on the left includes 'MQU Change in Thesis Title', 'Request to Extend EWS Date', and 'Request to Extend EWS Date'. The right pane shows the details for 'MQU Change in Thesis Title', including 'Task Description', 'Assigned to', 'Received', 'Process View', and 'Workflow Information'. A 'Proceed' button is also visible.

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

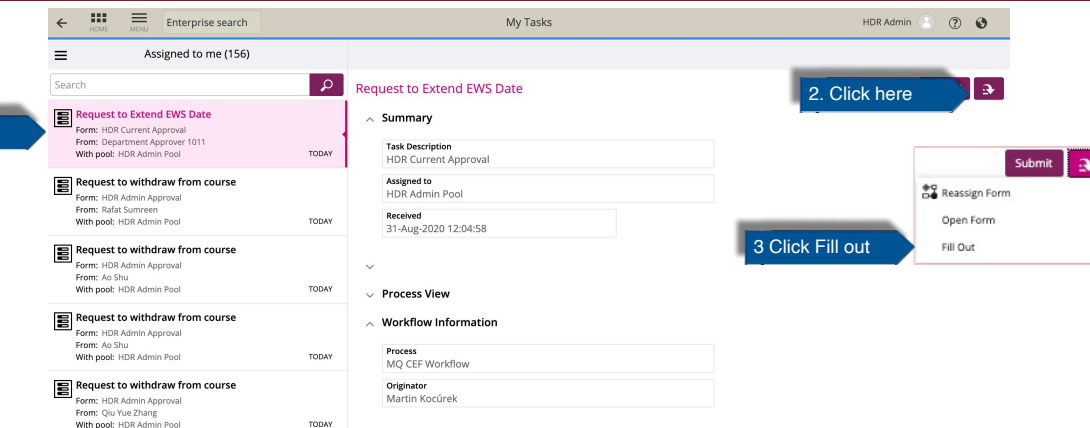
Fill Out

Opening the EWS extension request

1. Select task

2. Click here

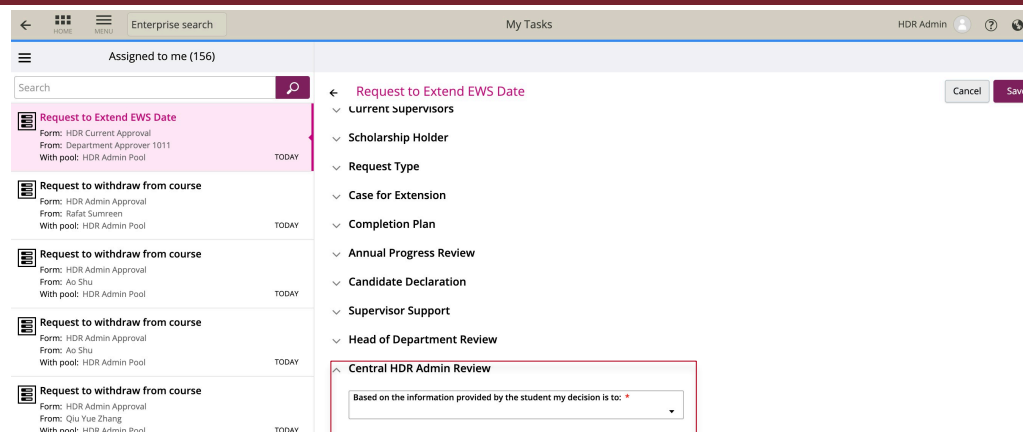
3 Click Fill out



4.2

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

Opening the EWS extension Request



5. APPROVING THE EWS EXTENSION REQUEST

5.1

Click on the dropdown on the Central HDR Admin review section

Approving the EWS extension request

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool
TODAY

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

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool
TODAY

Click here

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

Cancel Save

5.2

Select Approve the Request

For adding a New EWS date, See 5.3

Approving the EWS extension request

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool
TODAY

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

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool
TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool
TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool
TODAY

1. Select Approve the request or Approve with New EWS date

2. Click Save

Save

5.2.1

Add all details, Click **Save** and

Go to complete workflow

For adding a New EWS date, **See 5.3**

Approving the EWS extension request

Enterprise search My Tasks HDR Admin

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool

1. Select Reason

2. Add Comments

3. Check/Uncheck as required

4. Check/Uncheck as required

5. Click Save

Central HDR Admin Review

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

Please ensure that the Student Comment as entered below is as per the agreed standard terminology, it will be added to the Students AMIS Record

Reason for Extension *

AMIS Student Comment *

☐ Check the most recent APR has been completed and include any comments as necessary*

Central HDR Admin Review

Comment (Visible to Staff only)

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

5.3

Select Approve the request with New EWS date and add all details, Click **Save**

Go to Complete Workflow

Approving the EWS extension request - With a new EWS Date

Enterprise search My Tasks HDR Admin

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool

1. Select New date

2. Select Reason

3. Add Comments

4. Check/Uncheck as required

5. Check/Uncheck as required

6. Click Save

Central HDR Admin Review

Based on the information provided by the student my decision is to:
Approve the request with an alternate EWS date

New Expected Work Submission Date

Please ensure that the Student Comment as entered below is as per the agreed standard terminology, it will be added to the Students AMIS Record

Reason for Extension *

AMIS Student Comment *

☐ Check the most recent APR has been completed and include any comments as necessary*

Central HDR Admin Review

Comment (Visible to Staff only)

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

6. REJECTING THE EWS EXTENSION REQUEST

6.1

Select Not Approve the Request and Save
Go to Complete Workflow

For adding a New EWS date, See 5.3

Reject the request

Enterprise search My Tasks HDR Admin

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool TODAY

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

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool TODAY

Select Not Approve the request

Request to Extend EWS Date

Current supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Approve the request

Approve the request with an alternate EWS date

Not approve the request

2. Click Save Save

6.2

Add comments and Click
Save

Go to complete Workflow

Approve the request

Enterprise search My Tasks HDR Admin

Assigned to me (156)

Search

Request to Extend EWS Date
Form: HDR Current Approval
From: Department Approver 1011
With pool: HDR Admin Pool TODAY

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

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Ao Shu
With pool: HDR Admin Pool TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool TODAY

Request to withdraw from course
Form: HDR Admin Approval
From: Qiu Yue Zhang
With pool: HDR Admin Pool TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Dingya Arora

1. Add comments

Request to Extend EWS Date

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Head of Department Review

Central HDR Admin Review

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

Not approve the request

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

Please enter any additional notes to support your decision.

2. Click Save Save

7.1

Completing the workflow

HOME MENU Enterprise search
My Tasks HDR Admin ? ?

Assigned to me (156)

- Request to Extend EWS Date**
 Form: HDR Current Approval
 From: Department Approver 1011
 With pool: HDR Admin Pool TODAY
- Request to withdraw from course**
 Form: HDR Admin Approval
 From: Rafat Sumreen
 With pool: HDR Admin Pool TODAY
- Request to withdraw from course**
 Form: HDR Admin Approval
 From: Ao Shu
 With pool: HDR Admin Pool TODAY
- Request to withdraw from course**
 Form: HDR Admin Approval
 From: Ao Shu
 With pool: HDR Admin Pool TODAY
- Request to withdraw from course**
 Form: HDR Admin Approval
 From: Qiu Yue Zhang
 With pool: HDR Admin Pool TODAY

Request to Extend EWS Date

Click Proceed

Proceed

Summary

Task Description
HDR Current Approval

Assigned to
HDR Admin Pool

Received
31-Aug-2020 12:04:58

Process View

Workflow Information

Process
MQ_CEF Workflow

Originator
Martin Kocurek