

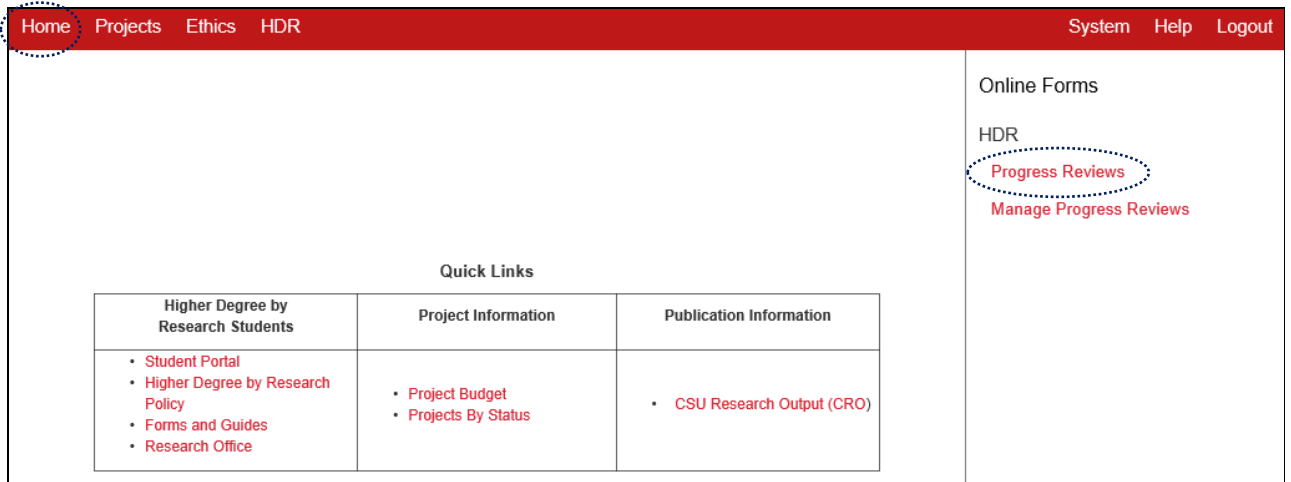
**HDR  
ONLINE PROGRESS  
REPORT USER GUIDE  
FOR FACULTY  
SUB DEANS**

# To Review an online Progress Report

## 1. Log on to the MyResearch Site

<https://myresearch.csu.edu.au>

- Click on the 'Home' Tab at the top left corner
- Click on 'Progress Reviews' on the right side of the main page.



- Click on the link to the required student Progress Report in the list.

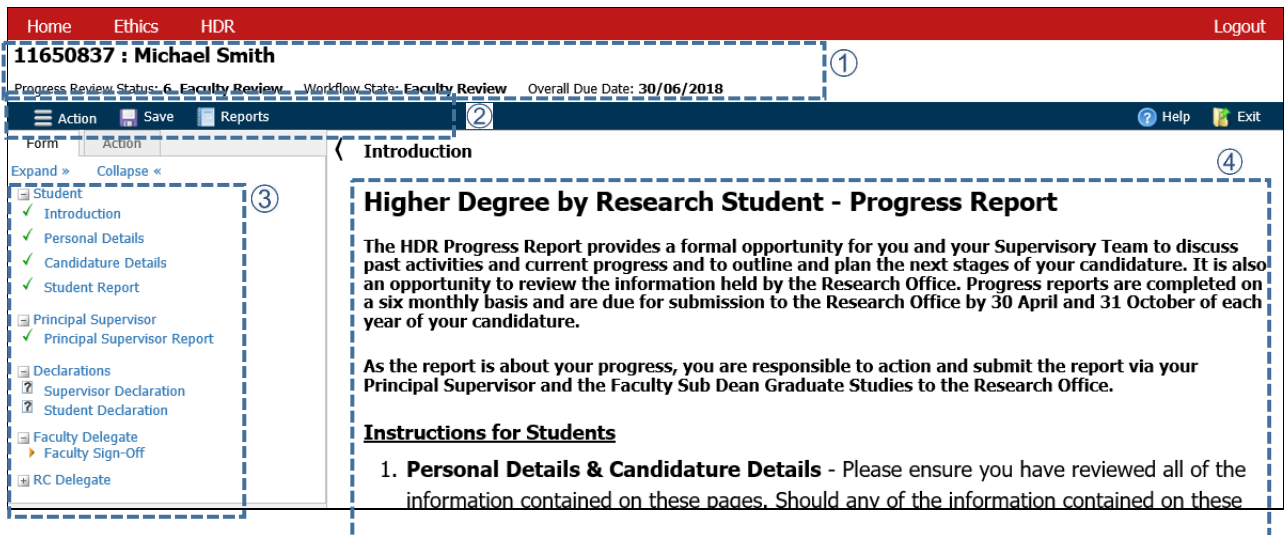
Student ID	Full Name	Org. Unit	Administrative Unit	Primary Supervisor	Due Date	Template Name	Assessment Outcome	Progress Review Status	Work Status
[Redacted]	[Redacted]	School of Accounting and Finance	Faculty of Business, Justice & Behavioural Science	Prof [Redacted]	30/11/2017	2017 - End of Year Progress Report	Not Specified	Not Specified	Fact Rev
[Redacted]	[Redacted]	School of Community Health	Faculty of Science	[Redacted]	30/11/2017	2017 - End of Year Progress Report	Not Specified	Not Specified	Fact Rev
11650837	Michael Smith	School of Management and Marketing	Faculty of Business, Justice & Behavioural Science	Mr Mark Darcy	30/06/2016	RM6 UAT v8 Progress Report e-Form Testing	Not Specified	6. Faculty Review	Fact Rev

## Working with an online Progress Report

### 2. Components of the Report

The report comprises the following components:

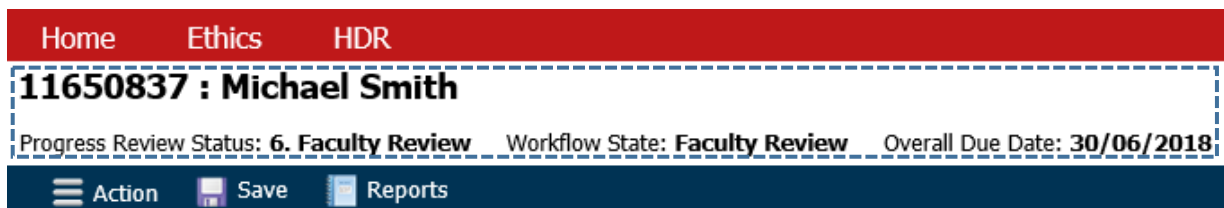
- Information area:** Details about the progress report
- Toolbar:** The progress Report toolbar
- Report Stages:** The sections and pages of the report in a tree format
- Report content:** The form and its relevant information



## 2.1 Information area

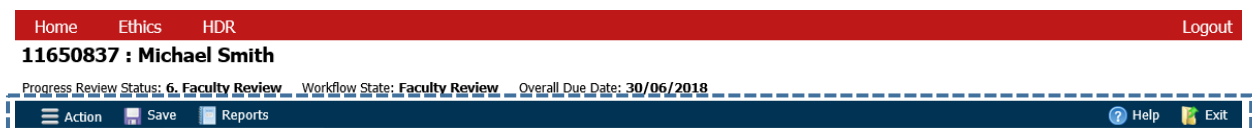
Information displayed in the Information area:


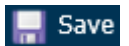



- Student ID and Student Name
- Status of the Progress Review
- Progress Report (workflow) Status
- Report (Overall) Due-date



## 2.2 Toolbar

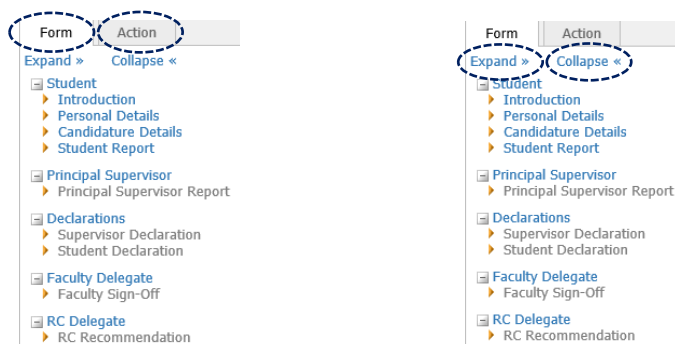
The toolbar provides the user with tools to access form-related functions:



Name / Tool	Description
 Action	This button allows the Faculty Sub Dean to submit the Progress Report to the Research Office for review.
 Save	Save the Progress Report in its current state
 Reports	Generate a PDF version of the current progress report.
 Help	Provides the user with help related to the progress report
 Exit	Exit the Progress Report and return to the Progress Reviews main page

## 2.3 Report Stages

The left hand panel has two tabs, 'Form' and 'Action'. The 'Form' tab contains the structure of the report, listing its various stages in a tree format. The 'Action' tab displays the actions available to the user at the current stage.



Tab/Button	Description
Form	Click to display the form structure or stages of the report in a tree format
Action	Click to access the actions available at this stage of the report
Expand	Click to expand the report tree fully
Collapse	Click to collapse the report tree

### Form Tab

The stages of the report are displayed under this tab. Each stage is a section that has one or more pages of the report pertaining to that stage. This allows the user to directly access a page of the progress report by clicking on it, provided they have permission to view that page, at the current stage.

The stages list displays:

- Sections:** Each section relates to an individual stage and contains one or more pages pertaining to that stage.
- Pages:** Each page on the screen is an individual report page containing multiple elements. An element is an individual item that you need to enter data into. It may be a text box, radio button or checkbox. The default setting of the application tree shows the Form tab content
  - The report opens to the first page of the form
  - The current section is expanded to show the pages within it
  - Other sections are collapsed

As you move through the application the status of each page is indicated by the icon on the left.

Icon	Description
	The page is complete with valid entries
	There are mandatory questions on the page that are not answered
	The page is not accessible to the user currently signed in
	The page has not been visited
	The page has not been reviewed at the current stage

### 3. Navigating the Report

You have several options to traverse the report form:

1. Report content page: The left (previous page) and right (next page) arrows placed at the bottom right hand side of each page



2. Report tree: You can move to any other page in the report, that you have access to at the current stage, by expanding a section and clicking on the desired page in this section.

### 4. Entering Data in the report

The content of the report is displayed prominently on the page. You will normally work through the report page by page by using the arrows at the bottom of the page or you may go directly to the page required by clicking on that page in the report tree on the top right of each page.

#### 4.1 Key features to remember when using the Report form:

- *Saving Data*

The data collected by the report is automatically saved when the user goes to another page (without logging out). If you need to log out, you can use the toolbar 'Save' button to save the data you have entered and continue with the report later by re-logging in. You may use the 'Save' button at any time to save the data entered.

- *Mandatory Questions*

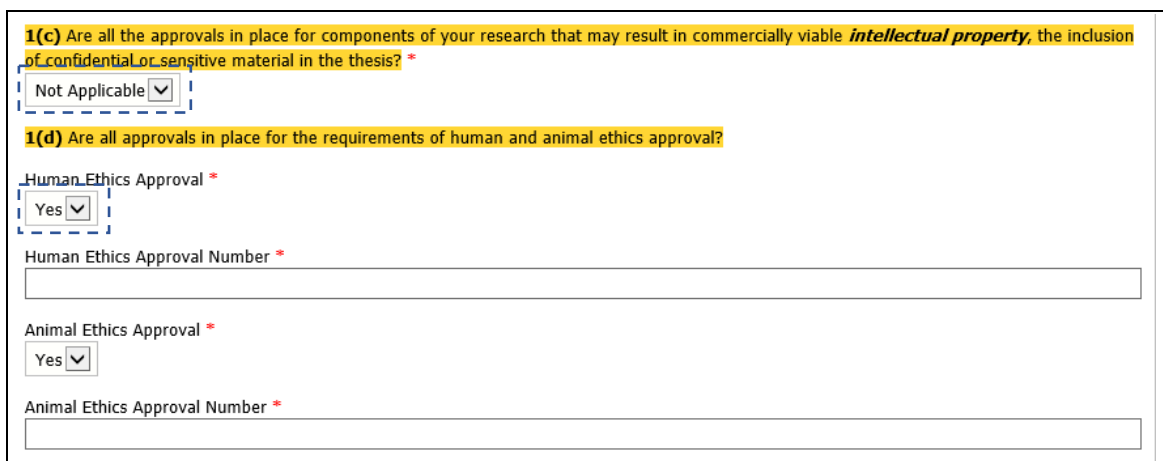
Mandatory questions are questions that must be answered for the report to be complete. These questions are marked with an asterisk, i.e. \*.

The point at which all mandatory questions must be answered is when you submit the report for processing to the next stage. Until then the report can be saved without answering mandatory questions.

- *Additional Comments boxes*

For some items, if a certain selection of Yes/No is made, additional data entry option or text boxes appear dynamically on the page allowing the user to enter comments to explain their selection. Some entries are mandatory and are indicated by the asterisk \*. See examples below.

**Before selection is made:**



The screenshot shows a form with the following elements:

- Question 1(c): "Are all the approvals in place for components of your research that may result in commercially viable *intellectual property*, the inclusion of confidential or sensitive material in the thesis? \*". Below it is a dropdown menu with "Not Applicable" selected.
- Question 1(d): "Are all approvals in place for the requirements of human and animal ethics approval?".
- Under 1(d), there are two sections:
  - "Human Ethics Approval \*": A dropdown menu with "Yes" selected, followed by a text input field for "Human Ethics Approval Number \*".
  - "Animal Ethics Approval \*": A dropdown menu with "Yes" selected, followed by a text input field for "Animal Ethics Approval Number \*".

**After the selection is made:**

**1(c) Are all the approvals in place for components of your research that may result in commercially viable *intellectual property*, the inclusion of confidential or sensitive material in the thesis? \***

No

Comments (600 characters or less)

**1(d) Are all approvals in place for the requirements of human and animal ethics approval?**

Human Ethics Approval \*

No

I confirm that no Human Ethics approvals are necessary for this research project

Human Ethics approvals are yet to be sought

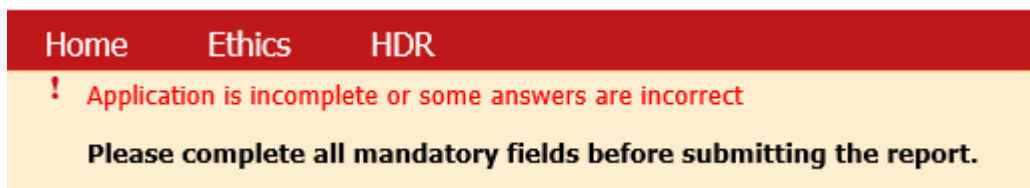
Animal Ethics Approval \*

Yes

Animal Ethics Approval Number \*

▪ **Errors and Warning message**

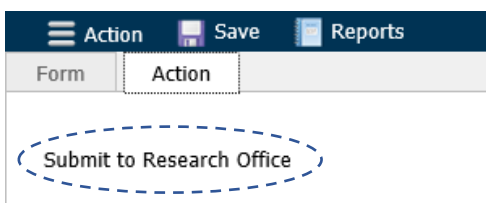
Errors and warnings are displayed in red on the top of the page. In the example shown below, the user has attempted to submit an incomplete application for processing to the next stage.



**5. Action Tab**

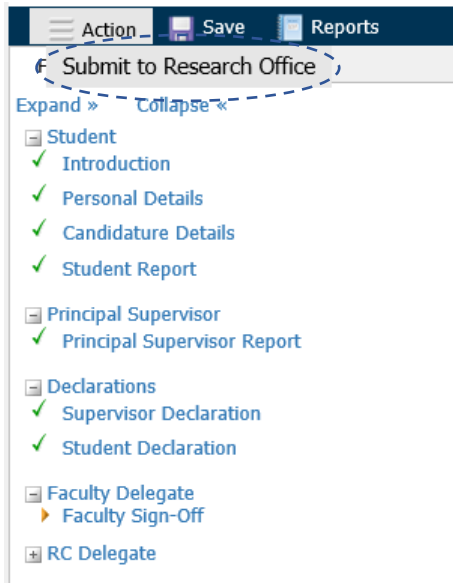
The progress report actions available to the user on the current page or the application's current workflow stage are shown under the Action tab.

Actions available to the Faculty Sub-Dean at the Faculty Review Stage:



Alternatively, the user can click on the 'Action' button on the toolbar to select the required action.

For the Faculty Sub Dean at the Faculty Review stage:



To perform an action the user clicks on the relevant link. If there are no actions available this tab will be blank.