

Adding For Review actions to examination document records

Action tracking in HPRM is used to notify staff of a document in HPRM requiring action and the corresponding timeframe for a response. When managing examination records, School staff will need to assign "For Review" actions to the Examinations Office Team to review the Exam Paper and Lodgement Form. If amendment of an exam paper is required, the Examinations Office Team will assign a "For Amendment" action to the School Exams team.

Add a "For Review" Action

- 1. Locate and select the Lodgement Form and the Exam Paper document records for the required course in the appropriate Subject Area file record in HPRM.
- 2. Tag the two document records by clicking in the far left column of the List pane (purple ticks appear on tagged rows).

		Records - number:d2016/329 or number:d2016/330 - 2 Records	found			
	🗸 📹 Record Number	Title		Date Registered	Date Modified	Current action
	V 🔁 D2016/330	🔁 School of Chemical Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Lodgeme		19/04/2016 at 9:30 AM	29/08/2011 at 11:53 AM	
	✓ 🔁 D2016/329	School of Chemical Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Exam Pap Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Exam Pap	per - Session 10	19/04/2016 at 9:30 AM	22/04/2016 at 10:50 AM	
			📜 🔻 HP Records N	lanager - [Records - due	eTray - 3 Records found]	
2	In the Actions	and Workflow tab, click + Action/Procedure icon.	• HOME	SEARCH ACTIONS A		GE ADMINISTRATION
5.					Sh	ow Actions/Procedures
			Go Go Prop	Derties Action/Procedure		
			Back Forward Quick Navigation	n Attach Actio	Current action	s
				Search		Matching criteria
4.	The Attach Act	Action/Procedure dialogue box is displayed. Select All Tagged Rows		/Procedure		8
		ach the action to all of the records you tagged) and click OK .	Apply To:			
			a subsection	gged Rows		
			O Curren	ntly Highlighted R	ow Only	
			-			
			Alway:	s Show This Dialo	g	
			OK		Cancel	Help



- 5. The Insert Action dialogue box will display.
- 6. In the *Action* field, enter "For Review". You can type in the field, or use the KwikSelect (blue folder icon next to the field) to search for the action from the complete list of actions available in HPRM. Once you've used the action before, you'll be able to simply select this from the dropdown menu.
- 7. In the *Responsible location* field, enter "Examinations Office Team". Do this by typing into the field (it should autocomplete once you start typing, if you wait a second or two) or using the KwikSelect (blue folder icon) to search all locations. Once you've used the action before, you'll be able to simply select this from the dropdown menu.
- 8. Click Ok.
- 9. The Attach Action/Procedure All tagged Records dialogue box is displayed. Click Yes to All.

or review	
Responsible location	
Examinations Office To	am 🔽 🗖
Assign Only if Action ha	no Default Responsible location
) Assign to this Action and	Any Subordinate Record Action
Scheduling of the New Acti	on. New Action Starts
Scheduling of the New Acti	n. New Action Starts
_	5:00:07 PM
On a Specific Date 2/05/2016	5:00:07 PM
On a Specific Date 2/05/2016	
0 n a Specific Date 2/05/2016	5:00:07 PM
0 n a Specific Date 2/05/2016	5:00:07 PM
On a Specific Date 2/05/2016 Before any Existing Reco After any Existing Recor Before the Nominated A	5:00:07 PM
On a Specific Date 2/05/2016 Before any Existing Reco After any Existing Recor Before the Nominated Act After the Nominated Act	5:00:07 PM
On a Specific Date 2/05/2016 Before any Existing Reco After any Existing Recor Before the Nominated A	5:00:07 PM



10. The action will be attached to the document records, and this will be indicated in the *All actions* section of the Properties tab.

Note: Each "For Review" action assigned to the **Examinations Office Team** will default to a due date of **5 days** in accordance with business rules.

		Records - number:d2016/329 o	Records - number:d2016/329 or number:d2016/330 - 2 Re		
🗸 💼 Record Number	Title				
🔁 D2016/329	🔁 School of Chemic	Il Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEN	M ENG 3034 - E	Exam Paper - Sessio	
🔁 D2016/330	🔁 School of Chemic	I Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM	M ENG 3034 - L	odgement Form -	
(
<u>(</u>					
All actions		FOR REVIEW (Responsibility of: Examinations Office Team, Due 29/04/2016 at 12:38 f	PM (5 days))	<u></u>	
All actions Notes		FOR REVIEW (Responsibility of: Examinations Office Team, Due 29/04/2016 at 12:38 f	PM (5 days))		
		FOR REVIEW (Responsibility of: Examinations Office Team, Due 29/04/2016 at 12:38 F	PM (5 days))		