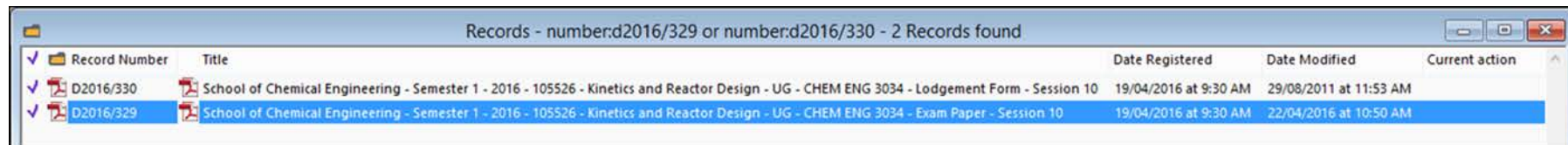


Adding For Review actions to examination document records

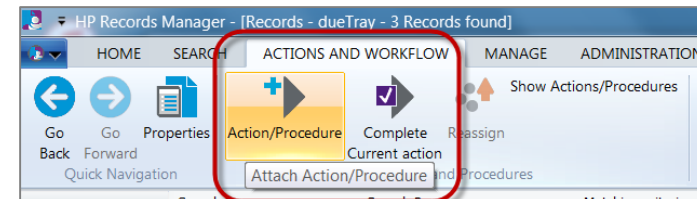
Action tracking in HPRM is used to notify staff of a document in HPRM requiring action and the corresponding timeframe for a response. When managing examination records, School staff will need to assign “For Review” actions to the Examinations Office Team to review the Exam Paper and Lodgement Form. 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

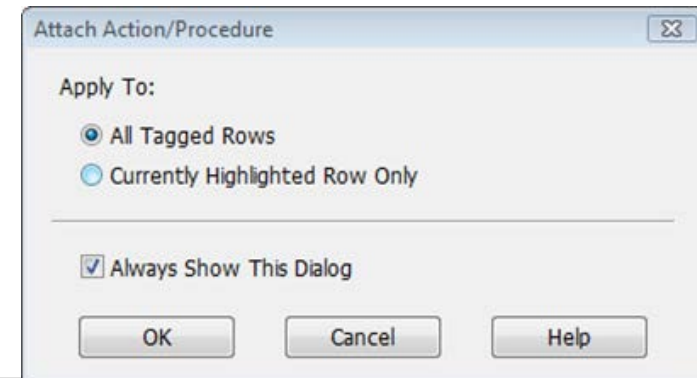
1. Locate and select the **Lodgement Form** and the **Exam Paper** document records for the required course in the appropriate Subject Area file record in HPRM.
2. Tag the two document records by clicking in the far left column of the List pane (purple ticks appear on tagged rows).



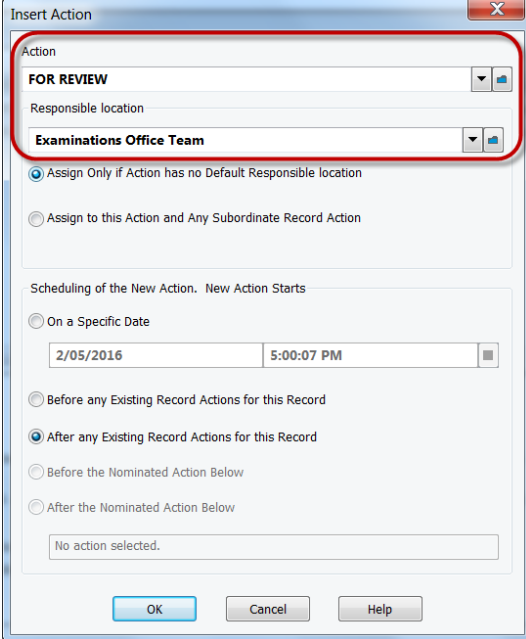
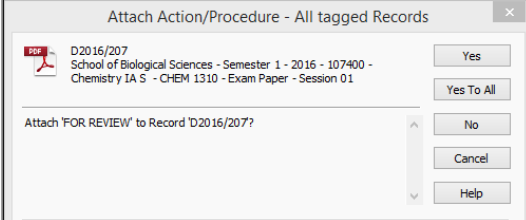
3. In the Actions and Workflow tab, click + **Action/Procedure** icon.



4. The Attach Action/Procedure dialogue box is displayed. Select **All Tagged Rows** (which will attach the action to all of the records you tagged) and click **OK**.

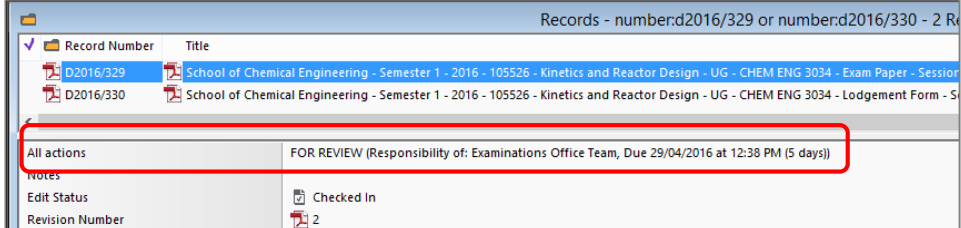


5. The *Insert Action* dialogue box will display.
6. In the *Action* field, enter “For Review”. You can type in the field, or use the KwikSelect (blue folder icon next to the field) to search for the action from the complete list of actions available in HPRM. Once you’ve used the action before, you’ll 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**.

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.



Record Number	Title
D2016/329	School of Chemical Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Exam Paper - Session 1
D2016/330	School of Chemical Engineering - Semester 1 - 2016 - 105526 - Kinetics and Reactor Design - UG - CHEM ENG 3034 - Lodgement Form - Session 1

Property	Value
All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Due 29/04/2016 at 12:38 PM (5 days))
Notes	
Edit Status	Checked In
Revision Number	2