

Complete an action for an exam paper that requires amendment

When an Exam Paper document record has been assigned an action of “For Amendment”, a member of the school Exams Team is required to edit the Word version of the Exam Paper and then create a copy in PDF format. The required amendments will be specified in HPRM in the Notes section of the document record.

The amendment process requires that the Word version of the Exam Paper (e.g. Revision Number **1**) be promoted so that it is the current revision (e.g. to Revision Number **3**). The Word document is then checked out for editing. When the editing is complete, the Word document is saved on a local drive and then saved as a PDF version on a local drive. The Word version is then checked back into HPRM (e.g. as Revision **4**). Finally, the PDF version of the Exam Paper is checked into HPRM (e.g. as Revision **5**).

The “For Amendment” action needs to then be completed. Completing an action is required to ensure that HPRM records have an accurate end date for the task. A Note should be added to the document record that indicates that each amendment item has been completed.

Finally, a “For Review” action should be assigned to the Examinations Office.

Business Rule: An amendment for an exam paper must be actioned within 2 business days.

Locate the document needing amendment

1. Select the Exam Paper document in the **Records Due** tray that has the “For Amendment” action assigned to you.
2. Read the **Notes** in the **Properties** pane that were added by the Examinations Office Team to see what needs to be amended.

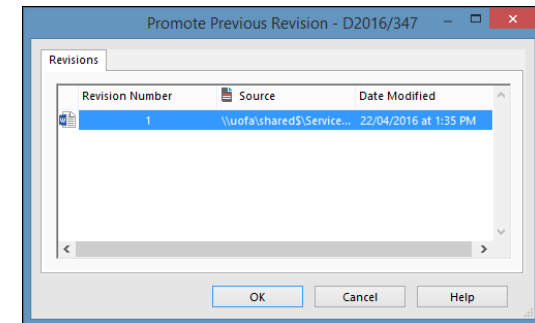
Record Number	Title	Date Registered	Date Modified	Current action
D2016/347	School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper - Session 11	19/04/2016 at 9:37 AM	22/04/2016 at 1:35 PM	FOR AMENDMENT (Responsibility of: Chemical Engineering Exam...

All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR AMENDMENT (Responsibility of: Chemical Engineering Exams Team, Due 28/04/2016 at 2:46 PM (2 days))
Notes	"Tuesday, 26 April 2016 at 2:46:27 PM (GMT-09:30) Hall, Terry (Mr):" Amendment: Cover Page - Change Year to 2016
Edit Status	Checked In
Revision Number	2

Promote the Word version of the Exam Paper to the current revision

The current revision of the document record should be the PDF version of the Exam Paper. You need to make the previous Word version of the Exam Paper the current revision in order to amend it in HPRM.

1. Right-click on the Exam Paper document record and select **Electronic > Promote Revision**. The **Promote Previous Revision** dialogue box is displayed.



2. Select the most recent revision of the Word version of the Exam Paper and click **OK**.

The current revision of this document record then becomes the Word version of the Exam Paper. The Revision Number of the document record goes up by one. The required amendments are still listed in the Notes section of the Properties tab.

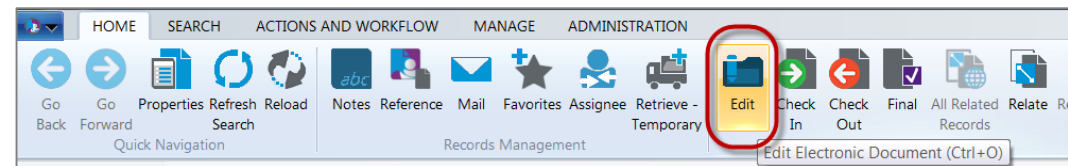
Record Number	Title	Date Registered	Date Modified	Current action
D2016/347	School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper - Session 11	19/04/2016 at 9:37 AM	22/04/2016 at 1:35 PM	FOR AMENDMENT (Responsibility of: Chemical Engineering Exam...

All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR AMENDMENT (Responsibility of: Chemical Engineering Exams Team, Due 28/04/2016 at 2:46 PM (1 day, 9 hours, 55 minutes))
Notes	"Tuesday, 26 April 2016 at 2:46:27 PM (GMT-09:30) Hall, Terry (Mr):" Amendment: Cover Page - Change Year to 2016
Edit Status	Checked In
Revision Number	3

Edit the Word version of the Exam Paper

1. Open the Word version of the exam paper by selecting the document record and then either:

- click the **Edit** button on the Home ribbon; or
- right-click on the document record, then select **Edit** from the menu; or
- use the keyboard shortcut **Ctrl + O**



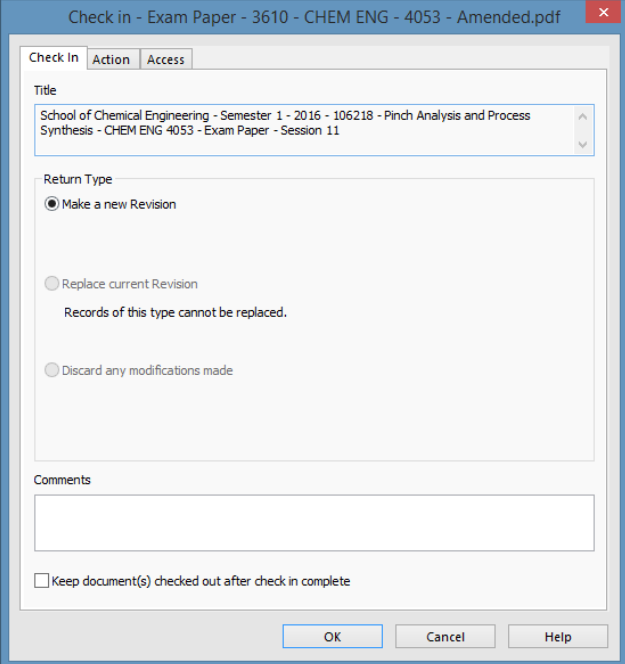
Note: if you double click to open the document, you'll open it in Read-Only mode and will not be able to edit.

2. In Word, edit the Exam Paper (as specified by the Examinations Office Team in the HPRM Notes) and click **File > Save**.
3. In Word, click **File > Save As Adobe PDF**, which will export the Exam Paper to **PDF** format. Save it in into a secure network / computer directory.
4. Close the PDF version of the amended Exam Paper. Close the Word version of the amended Exam Paper. The amended Exam Paper will automatically 'Check in' to HPRM, and the document record will update with a new Revision Number.

Record Number	Title	Date Registered	Date Modified	Current action
D2016/347	School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper - Session 11	19/04/2016 at 9:37 AM	26/04/2016 at 3:02 PM	FOR AMENDMENT (Responsibility of: Chemical Engineering Exam...

All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR AMENDMENT (Responsibility of: Chemical Engineering Exams Team, Due 28/04/2016 at 2:46 PM (1 day, 9 hours, 43 minutes))
Notes	"Tuesday, 26 April 2016 at 2:46:27 PM (GMT-09:30) Hall, Terry (Mr):" Amendment: Cover Page - Change Year to 2016
Edit Status	Checked In
Revision Number	4

5. Drag and drop the amended PDF version onto the document record of the Exam Paper. When you do this, the **Check In** dialogue box is displayed.
6. Select **Make a New Revision** and click **OK**. The current revision of this document record will now be the amended PDF version of the Exam Paper. The Revision Number of the document record will go up by one.



Check in - Exam Paper - 3610 - CHEM ENG - 4053 - Amended.pdf

Check In | Action | Access

Title
School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper - Session 11

Return Type

Make a new Revision

Replace current Revision
Records of this type cannot be replaced.

Discard any modifications made

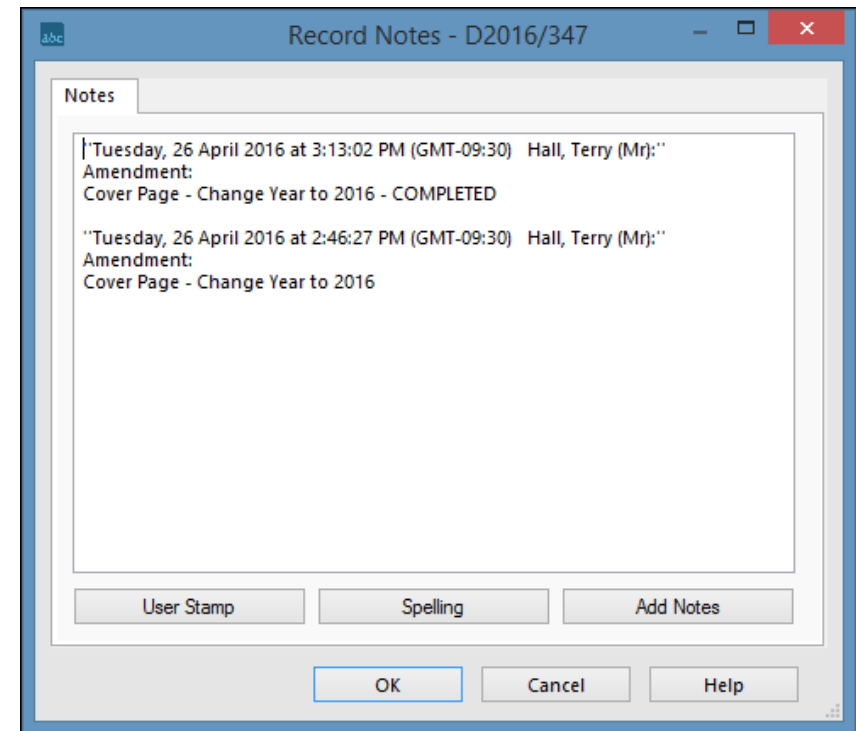
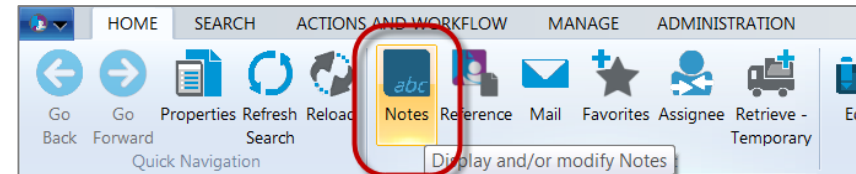
Comments

Keep document(s) checked out after check in complete

OK Cancel Help

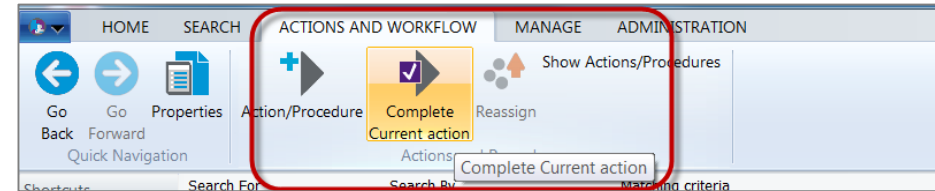
Add a note

1. Open the Notes section of the document record by either:
 - clicking the Notes icon in the Home ribbon; or
 - right-clicking on the Exam Paper document record and selecting **Details > Notes**.
2. The Notes dialogue box is displayed. Click **Add Notes** and enter a note to indicate that each amendment has been completed.
3. Click **OK** twice to save the note and close the Notes dialogue box.

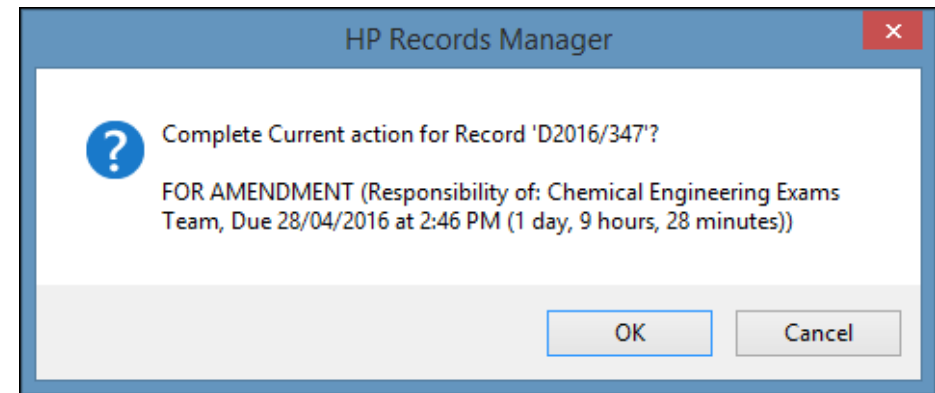


Complete the "For Amendment action

1. Select the amended Exam Paper document record and in the Actions and Workflow ribbon on the top toolbar, click **Complete Current Action**.



2. A dialogue box is displayed. Click **OK**.



3. The All Actions information shown in the Properties tab of the document record should now include the completion of this action.

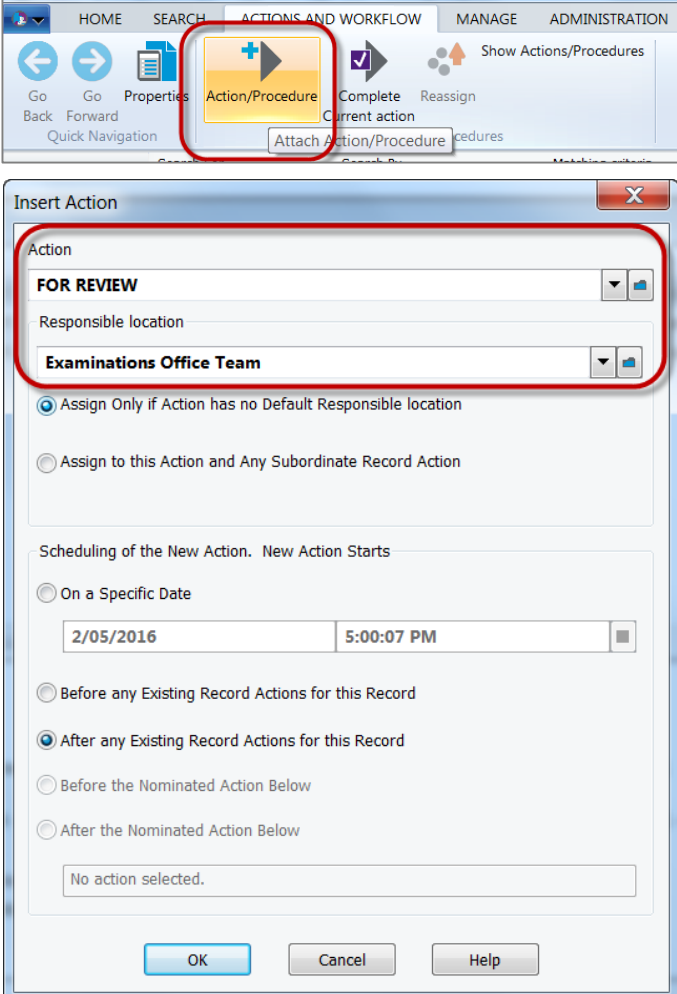
Record Number	Title
D2016/347	School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper
All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR AMENDMENT (Responsibility of: Chemical Engineering Exams Team, Completed on 26/04/2016 at 3:18 PM.)
Notes	"Tuesday, 26 April 2016 at 3:13:02 PM (GMT-09:30) Hall, Terry (Mr):" Amendment: Cover Page - Change Year to 2016 - COMPLETED "Tuesday, 26 April 2016 at 2:46:27 PM (GMT-09:30) Hall, Terry (Mr):" Amendment: Cover Page - Change Year to 2016
Edit Status	Checked In
Revision Number	5

Add the “For Review” action

1. Click the + Action/Procedure icon Actions and Workflow ribbon on the top toolbar. The Insert Action dialog box will display.
2. 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.
3. 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.
4. Click **Ok**.
5. The All Actions information shown in the Properties tab of the document record should now include the addition of the “For Review” action.

Record Number	Title
D2016/347	School of Chemical Engineering - Semester 1 - 2016 - 106218 - Pinch Analysis and Process Synthesis - CHEM ENG 4053 - Exam Paper - Session

All actions	FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR REVIEW (Responsibility of: Examinations Office Team, Completed on 26/04/2016 at 2:45 PM.) FOR AMENDMENT (Responsibility of: Chemical Engineering Exams Team, Completed on 26/04/2016 at 3:18 PM.) FOR REVIEW (Responsibility of: Examinations Office Team, Due 3/05/2016 at 3:19 PM (4 days, 9 hours, 55 minutes))
Notes	''Tuesday, 26 April 2016 at 3:13:02 PM (GMT-09:30) Hall, Terry (Mr):'' Amendment: Cover Page - Change Year to 2016 - COMPLETED ''Tuesday, 26 April 2016 at 2:46:27 PM (GMT-09:30) Hall, Terry (Mr):'' Amendment: Cover Page - Change Year to 2016
Edit Status	Checked In
Revision Number	5



The screenshot shows the 'Insert Action' dialog box in the HPRM software. The 'Action' field is set to 'FOR REVIEW' and the 'Responsible location' is set to 'Examinations Office Team'. The 'Scheduling of the New Action' section shows 'New Action Starts' on 2/05/2016 at 5:00:07 PM, with the option 'After any Existing Record Actions for this Record' selected. The 'OK' button is highlighted.