

Customise the HPRM desktop for Action Tracking

You can make use the Favorites feature and your list pane in HPRM to make action tracking and managing exams easier. Do this by:

- adding the file records for each Subject Area to the Favourite Records category in the Favourites tray of the Shortcuts bar;
- adding a Current Action column; and
- moving the All Actions, Notes, Edit Status and Revision Number fields to the top of the Properties tab in the View pane.

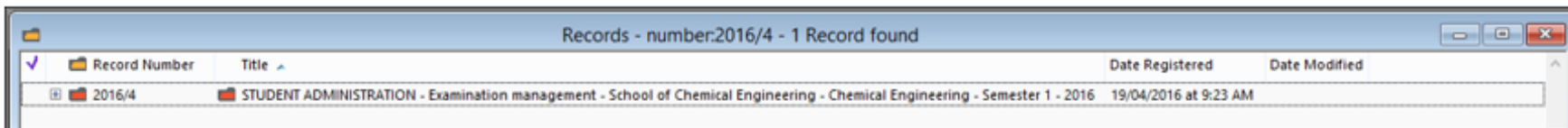
By adding columns to the List pane and adding fields in the Properties tab in the View pane, records that require action can be easily sorted and identified. Using Favourite Records allows ready access to commonly used records.

Add a Favorite record

1. Locate a Subject Area file record for your school. The format of the file name is:

STUDENT ADMINISTRATION – Examination management – [School Name] – [SUBJECT AREA] – [Semester] – [Year]

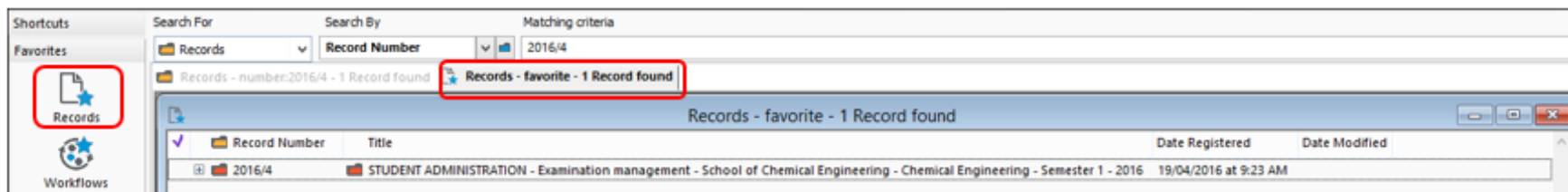
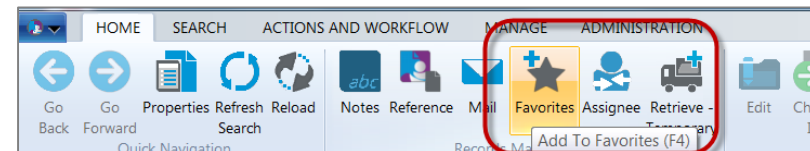
e.g.



2. Select the file records for each subject area and add to the **Favorites – Records** shortcut using any of the methods below:

- use the Favourites button on the Home tab, or
- right click and from the menu choose Send to> Favourites, or
- use the keyboard shortcut F4

The records will then appear in your Shortcuts> Favorites section



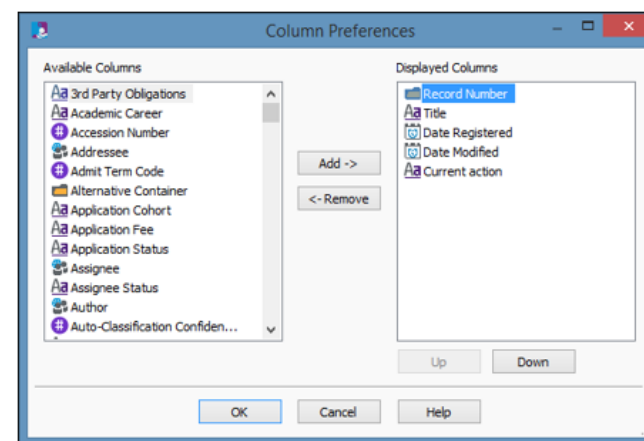
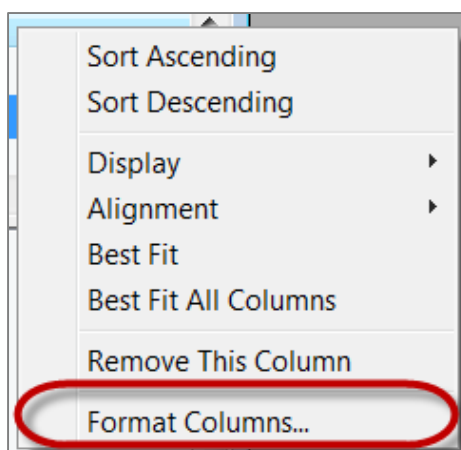
Customise the list pane

1. Select a file and click the **+** icon to display the document records contained within it. You'll see the list of documents, with information about each displayed in columns.

Record Number	Title	Date Registered	Date Modified
D2016/310	School of Chemical Engineering - Semester 1 - 2016 - 102750 - Transport Processes in the Environment - PG - CHEM ENG 7027 - Exam Paper - Session 10	19/04/2016 at 9:24 AM	
D2016/311	School of Chemical Engineering - Semester 1 - 2016 - 102750 - Transport Processes in the Environment - PG - CHEM ENG 7027 - Lodgement Form - Session 10	19/04/2016 at 9:24 AM	
D2016/312	School of Chemical Engineering - Semester 1 - 2016 - 103304 - Water and Wastewater Engineering - PG - CHEM ENG 7035 - Exam Paper - Session 17	19/04/2016 at 9:25 AM	
D2016/313	School of Chemical Engineering - Semester 1 - 2016 - 103304 - Water and Wastewater Engineering - PG - CHEM ENG 7035 - Lodgement Form - Session 17	19/04/2016 at 9:25 AM	

2. Right-click on one of the column headings and click **Format Columns**.
3. Add **Current action** to the *Displayed Columns* list.
4. Use the **Up** and **Down** buttons under the *Displayed Columns* section to move the order of your column in the list pane. **Up** moves the column further to the left of your list pane; **Down** moves it to the right.

Note: Having the Current action column to the left works best when working with examination records, as these tend to have very long titles.

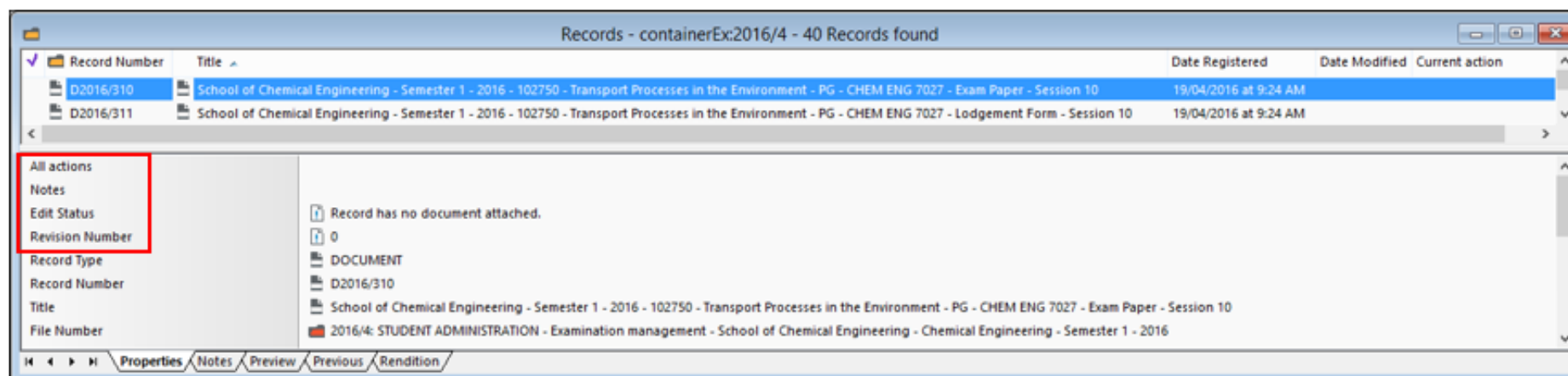


5. Click **OK**. You'll see the list pane now shows the Current Action column. The column will be blank if no actions are currently assigned to the record.

Current action	Container	Record Number	Title	Date Registered
	2016/1	D2016/201	School of Biological Sciences - Semester 1 - 2016 - 2599 - Molecular and Structural Biology III - BIOCHEM 3000 - Exam Paper - Session 02	31/03/2016 at 1:09 PM
	2016/1	D2016/203	School of Biological Sciences - Semester 1 - 2016 - 106133 - Molecular and Structural Biology III - Biomed Sci - BIOCHEM 3230 - Exam Paper - Session 02	31/03/2016 at 1:11 PM
	2016/1	D2016/205	School of Biological Sciences - Semester 1 - 2016 - 107402 - Chemistry IB S - CHEM 1311 - Exam Paper - Session 01	1/04/2016 at 9:32 AM
FOR REVIEW (Respon...	2016/1	D2016/207	School of Biological Sciences - Semester 1 - 2016 - 107400 - Chemistry IA S - CHEM 1310 - Exam Paper - Session 01	1/04/2016 at 9:35 AM
	2016/1	D2016/209	School of Biological Sciences - Semester 1 - 2016 - 106920 - Foundations of Chemistry IS - CHEM 1312 - Exam Paper - Session 02	1/04/2016 at 9:36 AM

Customise the Properties pane

1. Select a document record in the list pane, then select the **Properties tab** at the bottom of the screen.
2. In the **Properties** tab, arrange the four properties shown below in the displayed order. Do this by clicking the property name in the grey panel on the left, then simply dragging and dropping it into the desired position, so the order is as follows:
 - > All actions
 - > Notes
 - > Edit Status
 - > Revision Number



Contact Us

For further support or questions, please contact Records Services on 8313 5334 or records.services@adelaide.edu.au