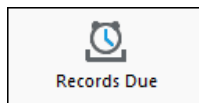


## Find actions in progress using the Records Due tray

Actions are added to records as part of the examinations management process in HPRM. School staff will assign “For Review” actions assigned to the Examinations Office Team, who will review the exam papers and lodgement forms that have been uploaded. If errors or inconsistencies are found in the examination documents, the Examinations Office Team may assign “For Amendment” actions to School staff, who will then need to make the required amendments. As actions are added to a record, they can be found in the **Records Due Tray** in the **Trays** panel of the **Shortcuts** bar for the person to whom the action has been assigned.

Record searches can also be used to display records with actions in progress for an individual user or a group of users.



1. Click **Records Due** in the **Trays** panel of the **Shortcuts** bar on the left of screen.

Records with current actions are displayed.

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

**Note:** If a user is a member of a HPRM team, then actions in progress assigned to that team will only appear in a user's **Records Due Tray** if that team is set as the user's default team e.g. a user may be a member of a School team as well as a School Exam team.

## Contact Us

For further support or questions, please contact Records Services on 8313 5334 or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)