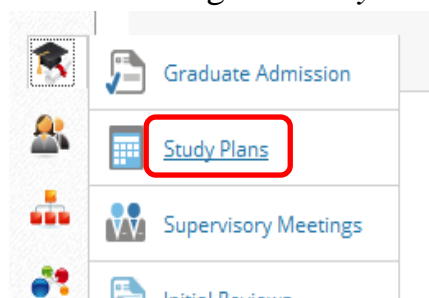




## How to change Expected dates of completion in the various items within ResearchPAD

As a Research Administrator within your faculty, you may have a need to change dates for completion of various milestones. This may be due to the student changing mode of attendance or programme of or if approved re-scheduling of these dates has been granted

1. From *Overview* page click on  and go to *Study Plan*



2. Select relevant person from list view (refer to the **How to Filter** sheet if necessary).
3. On the Study Plan, check the date for enrolment is correct in **PGR Key Information \***

Home » Study Plans » Edit  
Study plan - Test5, Test (4291036)

Status: Ongoing  
Visibility: Not publicly visible


Edit Status Log History

Personal Information \*

**PGR Key Information \***

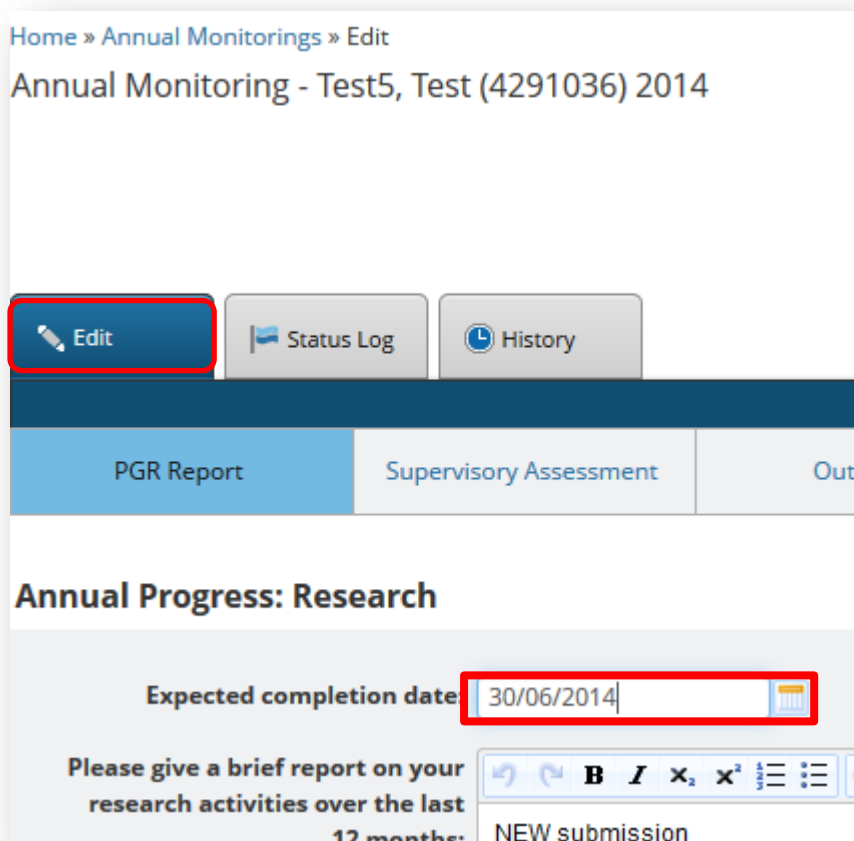
Test5, Test  
(Student Number: 4291036) **Date of Enrolment: 01/08/2013**, Mode of Attendance: Part Time, Programme of Study: Test for ResearchPAD, School: The Business School (The Graduate School)

If this date is incorrect it needs to be **corrected in UNIT-e**. After correction, the system will be updated in the overnight feed, so the new date will only appear the day after Unit-E is updated.

4. *Study Plans* are **Read Only**. If the expected dates of completion date are incorrect, the dates will need correcting from within individual milestones e.g. Initial Review, Annual Monitoring, etc.
5. Find the relevant milestone (e.g. Annual Monitoring). From *Overview* page click on  and go to *Annual Monitoring*



6. Click on the *PGR Report* tab and make the correction in the *Expected completion date* field. *Save* the item. Changes will appear in the *Study Plan* immediately. If they do not appear, it may be necessary to **Logout** and **Login** again to see them.

A screenshot of a web application interface. At the top, there is a breadcrumb trail: 'Home » Annual Monitorings » Edit'. Below this is the title 'Annual Monitoring - Test5, Test (4291036) 2014'. There are three buttons: 'Edit' (highlighted with a red box), 'Status Log', and 'History'. Below the buttons is a tabbed interface with three tabs: 'PGR Report' (selected and highlighted in blue), 'Supervisory Assessment', and 'Outcomes'. The main content area is titled 'Annual Progress: Research'. It contains a form field for 'Expected completion date' with the value '30/06/2014' and a calendar icon (both highlighted with a red box). Below the form field is a text area with the prompt 'Please give a brief report on your research activities over the last 12 months:' and a rich text editor toolbar with buttons for undo, redo, bold, italic, link, unlink, bulleted list, and numbered list. The text 'NEW submission' is visible at the bottom of the text area.