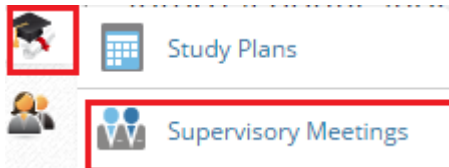


How to add a meeting

Step One

To add a meeting, click on the mortarboard icon and select **Supervisory Meetings** from the drop down list:



From within *Supervisory Meetings*, click on **the add new button**:

Supervisory Meetings (4) + Add new ▾

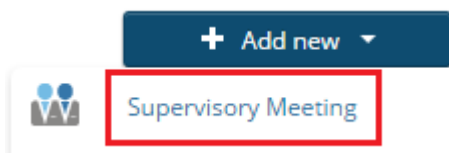
Filter Export Report Status Visibility Relate Delete

Updated on descending ▾

Select / Deselect all 10 | 50 | 100 1 of 1

<input type="checkbox"/>	Supervisory Meeting - another meeting - 23/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Knight, Fiona Bell, Sarah	Not publicly visible	Finished	▾
<input type="checkbox"/>	Supervisory Meeting - Catch up on Lit Review - 09/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah Knight, Fiona	Not publicly visible	Finished	▾
<input type="checkbox"/>	Supervisory Meeting - another test - 26/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah Knight, Fiona	Not publicly visible	Planned	▾
<input type="checkbox"/>	Supervisory Meeting - test - 16/06/2014 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah	Not publicly visible	Finished	▾

Click on **Supervisory Meeting**



Step Two

Complete the fields within **Key information**, **PGR Present** and **Supervisors Present**

Home » Supervisory Meetings » Add new Supervisory Meeting

New Supervisory Meeting

Edit

Key Information *

Key Information

* Subject:

* Date:

Time: Select : Select m

Reminder:

* Location:

Fields to complete under Key Information:

- **Subject, Date and Location (Mandatory). Time (optional)**
- PGR Present – you (**Mandatory**)
- Supervisors Present – **List All** members of your Team (**Mandatory**)

PGR Present *

Supervisors Present *

Press the Plus Box to add your name and the names of your Supervisors (All Supervisory Team)

How to add your name:

- Type your name in the pop up box and use to select your name

PGR Present *

test4

Search results for **test4**

Test4, Test

- Press Box to add your name from the search results
 - Repeat the process to look up your supervisors name under **Supervisors Present**
- In the event, the search function does not work , use the function to look up names

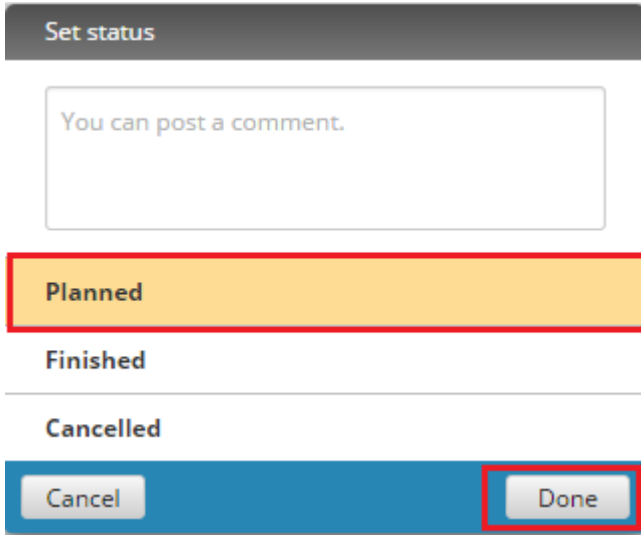
Adding Names

To view a meeting **from within Supervisory Meetings**, you must **add** your name and those of your Supervisors. **If you don't, you won't see the meeting that you've just created.** If you **only add your Name**, your Supervisors won't be able to see the meeting or read the meeting notes once updated.

If you are setting up a **Planned Meeting**, then *Save & Close* at this point:



Set the status to **Planned** and click **Done**:

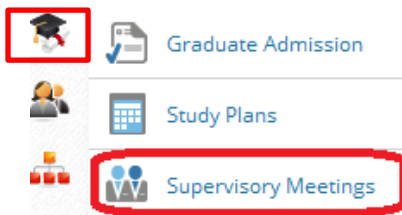


- Please remember to make a note of agreed supervisory meetings in your diary.
- ResearchPAD will not automatically create a calendar entry within Outlook or send reminders outside ResearchPAD

TO UPDATE YOUR MEETING NOTES

Step Four

Click on mortarboard icon and select **Supervisory Meetings** from the drop down:



Click on the relevant Meeting to update from the list of planned supervisory meetings

Supervisory Meetings (4)

+ Add new

- Filter
- Export
- Report
- Status
- Visibility
- Relate
- Delete

Updated on descending

Select / Deselect all

10 | 50 | 100 | 1 of 1

<input type="checkbox"/>	Supervisory Meeting - another meeting - 23/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Knight, Fiona Bell, Sarah	<input type="checkbox"/>
<input type="checkbox"/>	Supervisory Meeting - Catch up on Lit Review - 09/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah Knight, Fiona	<input type="checkbox"/>
<input type="checkbox"/>	Supervisory Meeting - another test - 26/02/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah Knight, Fiona	<input type="checkbox"/>
<input type="checkbox"/>	Supervisory Meeting - test - 16/06/2014 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah	<input type="checkbox"/>

Update the meeting notes:

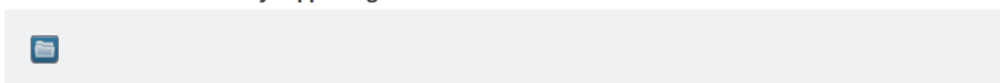
Meeting Notes

Key points discussed:

Action points:

Supervisor's comments:

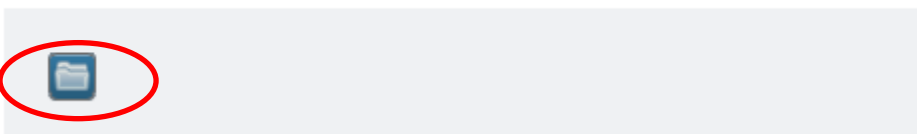
Documents - Please add any supporting documentation



If a member of your Supervisory team was not present, make a note here. Do NOT delete them from the Supervisors Present list

- Add supporting documents (if appropriate). Click on this icon to upload documents:

Documents - Please add any supporting documentation

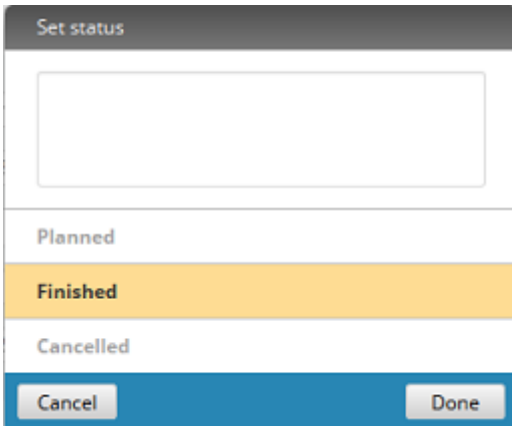


Step Five

When you have completed the fields – press **save & close**



Set Status to **Finished**:

A dialog box titled 'Set status'. It features a text input field at the top. Below it are three radio button options: 'Planned', 'Finished', and 'Cancelled'. The 'Finished' option is selected and highlighted with a yellow background. At the bottom of the dialog are two buttons: 'Cancel' and 'Done'.

Press **Done** to complete the process.

Remember to keep your Supervisors in loop by sending an email to confirm that a meeting is either planned, finished or cancelled.