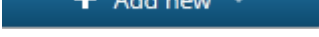


**First of all, please do not click on Supervisory Meetings from the drop down menu to set up a planned supervisory meeting.**

Do not use the Function '+ADD NEW'  from within Supervisory Meetings to set up a supervisory meeting.

You won't be able to assign your supervisor's name if you attempt to set up a meeting this way and names cannot be added retrospectively.

**Create the meeting within your Study Plan. Edit the meeting in Supervisory Meetings**




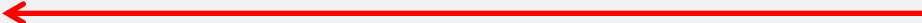
## How to add a meeting

**Setting up a supervisory meeting** within ResearchPAD can **ONLY** be done via your **PGR Study Plan** – The section can be found at the bottom of the **Study Plan** page ...

### Step One

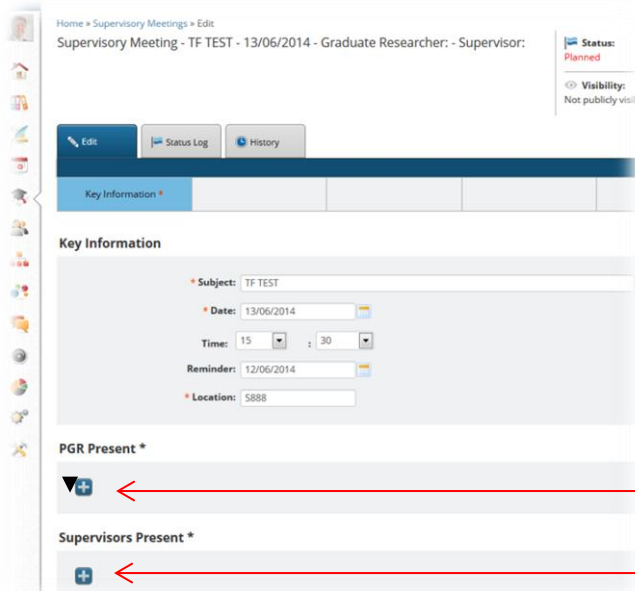
To add a meeting, click  from the **PGR Study Plan**

#### Supervisory Meetings

| Meeting  | Date       | Subject         | Status  |   |
|--|------------|-----------------|---------|---|
| Supervisory Meeting - Test meeting - Graduate Researcher: Test5, Test (4291036) - Supervisor: Furbank, Tony  | 11/04/2014 | Test meeting    | Planned |  |
| Supervisory Meeting - Test from SUPER - Graduate Researcher: Test5, Test (4291036) - Supervisor:   | 25/04/2014 | Test from SUPER | Planned |  |
|   |            |                 |         |   |


### Step Two


Complete the following fields (within your **Study Plan**):



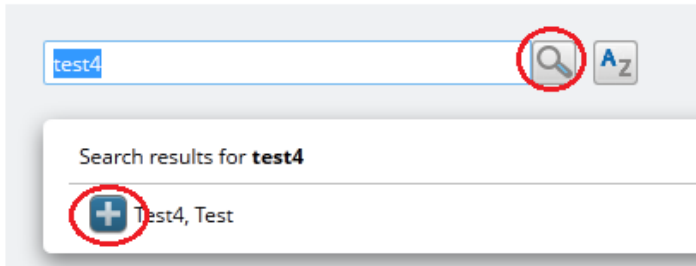
Fields to complete under Key Information:




- **Subject, Date and Location** (**Mandatory**). **Time** (optional)
- PGR Present – you (**Mandatory**)
- Supervisors Present – **List All** members of your Team (**Mandatory**)
- *Complete text boxes (only if relevant at this stage)*

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

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

**PGR Present \***



- 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

**NB:** Please add all Supervisors at this stage. They **cannot** be added retrospectively.

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.

### Step Three

Press **Save** on your Study Plan – your meeting will automatically be saved as '**Planned**'



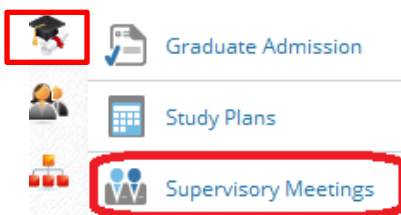
If you want to change the Status to 'finished' or 'cancelled' this is done from within *Supervisors Meetings* (see step 4).

- 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



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:

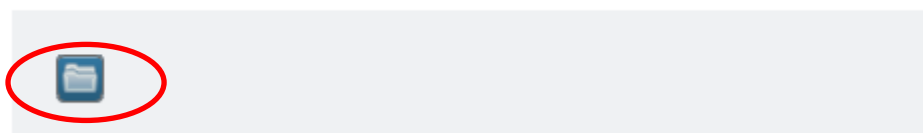
Documents - Please add any supporting documentation



*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**

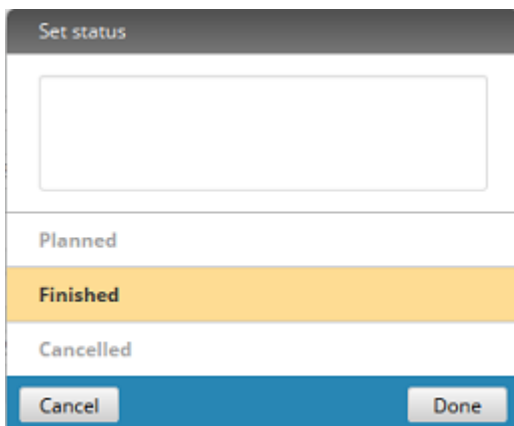


## Step Five

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



Set Status to **Finished**:



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.