

ResearchPAD has had a system upgrade

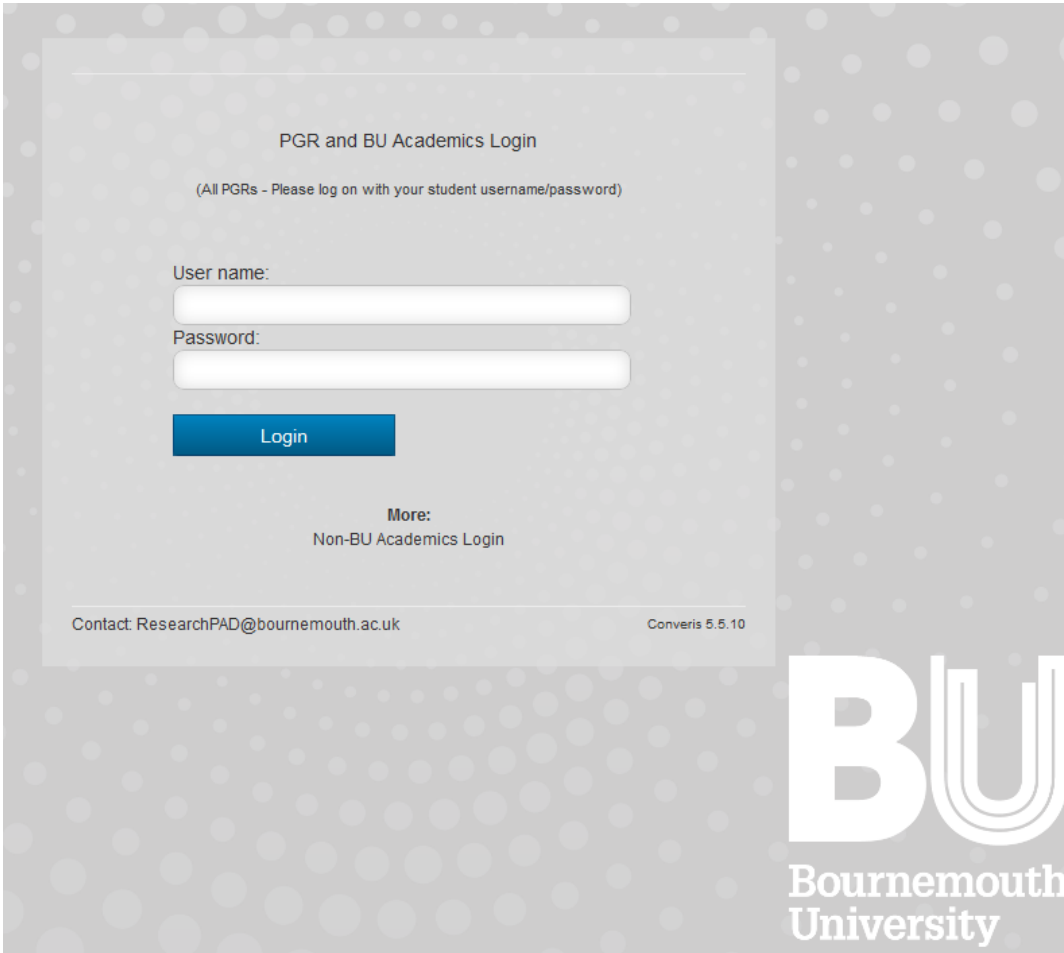
To improve stability of the system, we have recently upgraded the system which has resulted in a new look for ResearchPAD.

What changes are there in the new version?

You will immediately notice that the login and home pages look very different. However, once familiarisation has been gained with the home page and the menu navigation, the core of the system looks almost identical to the old version. Initial reviews, annual monitorings, intentions to submit and so on operate in exactly the same way as they did before.

What does the new login page look like?

This is the new login page:

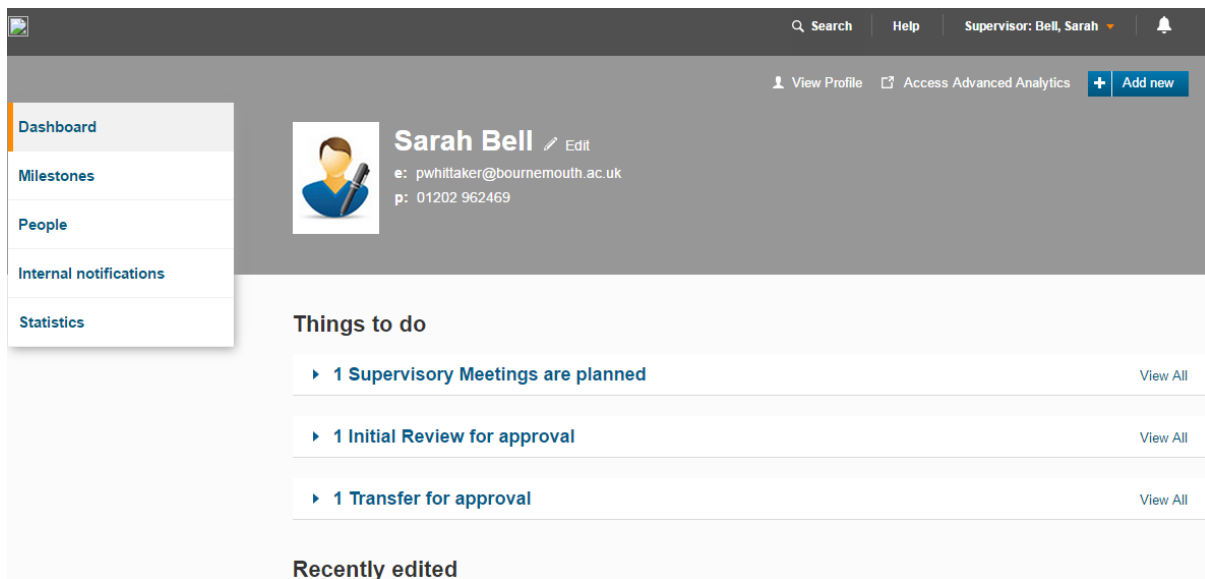


The screenshot shows a login page with a light gray background and a white login form. The form is titled "PGR and BU Academics Login" and includes a note: "(All PGRs - Please log on with your student username/password)". There are two input fields: "User name:" and "Password:". Below the fields is a blue "Login" button. At the bottom of the form, there is a link for "More: Non-BU Academics Login". The footer of the page includes the contact email "ResearchPAD@bournemouth.ac.uk" and the version number "Converis 5.5.10". The Bournemouth University logo is visible in the bottom right corner of the page.

Although it looks different, the operation is the same as the old one. As a member of BU academic staff you should continue to log on with your staff username and password.







What does the new home page look like?

This is the new home page:



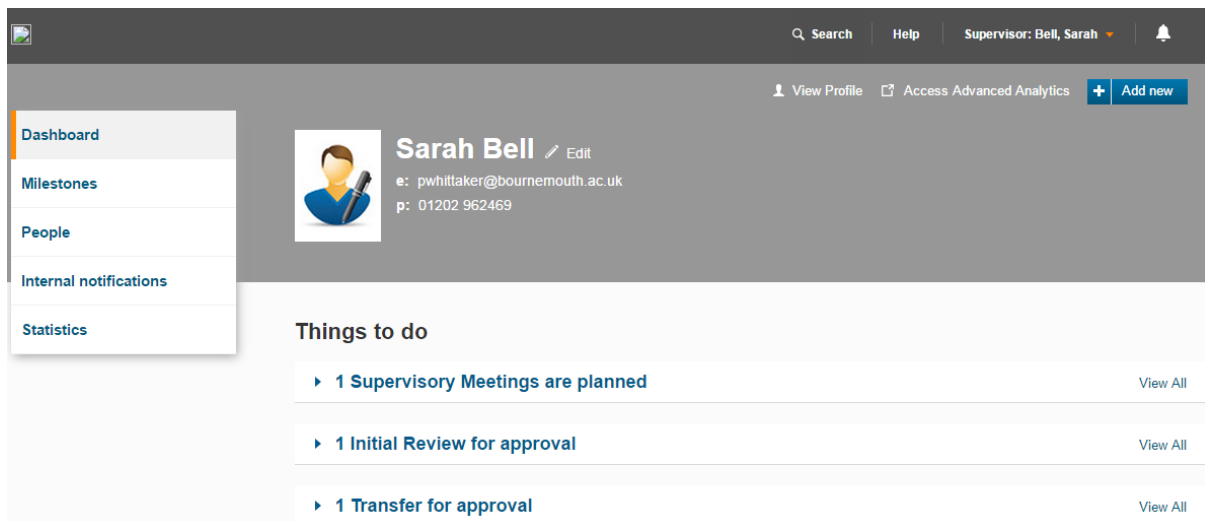
The home page consists of a menu down the left-hand side and a 'Things to do' list in the main part of the screen. The Contents list displayed on the home screen of the old version of the system is not available in the new version. However, the total number of items for each milestone can still be accessed by clicking on the relevant item from the '**Milestones**' menu.

The text-based menu on the left-hand side has replaced the icon-based menu in the old version, as follows.

Icon in Old Version	Menu Item in New Version
	Dashboard
	Milestones
	People
	Organisations
	Internal Notifications
	Statistics

To access a progression milestone from your list of **things to do** to complete

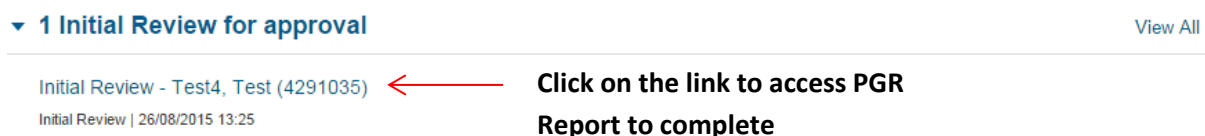
Click on the **'for completion'** link under your list of *Things to Do*



The screenshot shows a user interface for Sarah Bell. At the top, there is a search bar, a help link, and a supervisor dropdown menu. Below this, there are links for 'View Profile', 'Access Advanced Analytics', and 'Add new'. The main content area is divided into a left sidebar with navigation options (Dashboard, Milestones, People, Internal notifications, Statistics) and a main section titled 'Things to do'. This section contains three items, each with a 'View All' link on the right:

- ▶ 1 Supervisory Meetings are planned View All
- ▶ 1 Initial Review for approval View All
- ▶ 1 Transfer for approval View All

and a link will appear:



The screenshot shows a detailed view of a milestone. It features a dropdown menu for '1 Initial Review for approval' with a 'View All' link on the right. Below the dropdown, there is a link for 'Initial Review - Test4, Test (4291035)' with a red arrow pointing to it. To the right of the arrow, there is text: 'Click on the link to access PGR Report to complete'.

This step is the same for whichever Progression milestone you wish to review and approve.

Clicking on the **'for approval'** links in the *'Things to Do'* list will display the three items that have most recently come into the list. The full list of things to do can be accessed by clicking on **'View All'** on the right-hand side of the screen. As per the old version, processing an item in the list does not automatically update the number of outstanding items. This is only updated on next login.

Once approved, the operation of saving the completed milestone and sending it back to either the PGR for *further information* or forward onto the Research Administrator as *approved* works in exactly the same way as it did before.

You can access other milestones by clicking on the relevant item from the **'Milestones'** menu.

How do I Log Out?

To log out, click the down arrow next to your name in the top right hand corner of the screen (see below) and select 'Logout' from the dropdown menu.

Click here

