



Forms

University of Manchester eProg Summary

Forms are documents that are added to milestones. They are useful for students, supervisors and advisors alike, as they are a record of comments, attendance and targets discussed at meetings, which oversee the progression of the student during their research degree.



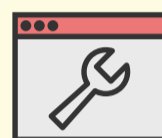
Search for a form

Enter eProg and select 'Manage Forms'. Within this, locate an existing form using the search function. Click 'Find'.



Add to milestone

Within 'Manage Milestones', use the search box to find the relevant milestone. Open it by clicking on the code in the list. Select the 'Forms' tab and click on the relevant forms you wish to add to the milestone. Use the arrows to move them to the right-hand list. Click 'Add'. **Changes saved** will indicate successful form addition.



Create a form

Within 'Manage Forms', select 'Add New'. You can adapt an old form by selecting a template from the drop-down template menu. To create a form from scratch, leave 'none' selected on the template menu. Enter a form title and select the relevant faculty and school. Click 'Add'.

Content can be added to the form by selecting 'Add Question'. This displays a series of options for adding content to the form. Authorisations can also be added to the form by selecting 'Add Authorisation'. This allows you to input which individuals need to digitally sign the form to mark its completion.

Remember to always select the PGR administrator.

Preview your document as you go along. Select 'Edit' to return to your form additions. Select 'Publish' when your form is completed. Click 'OK' to verify.



Notes