**Re: eProg: important advice to note when completing eProg forms**

Dear all

The eProg Executive Programme Board is currently working on the eProg replacement project.  Until eProg is replaced we must continue to use the current system.  There have been reports of issues with content being lost in eProg forms after the user has selected 'save draft' or 'save and notify supervisor'.  This appears to be due to the user needing to take longer than 10 minutes to complete the form.  Please can you bear the advice below in mind when completing forms in eProg, especially the annual review and mid-year review forms.

### 1. Save your comments for the form in Word

It is good practice to save your comments for the eProg form in a Word file before you complete the eProg form.  You can then copy and paste the comments into the eProg form.

### 2. Save the eProg form every 10 minutes

You should save the eProg form you are working on **every 10 minutes**, selecting 'save draft' at the bottom of the form:
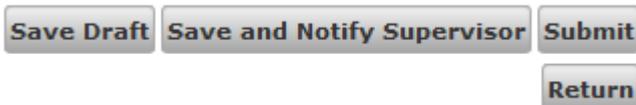


### 3. Uploading a file to an eProg form

If the form asks you to upload a file to the eProg form please remember these simple guidelines, you should also select 'save draft' as soon as you have uploaded the file:

a) Don't use 'double extensions'  when uploading documents into eProg or multiple dots within filenames, for example:

MyFilename.doc.pdf
.tar.gz.

You could use the underscore character instead.

b) The maximum file size that can be uploaded is 20MB (20Megabyte).

c) As a general rule when naming files there are a number of special characters that should be avoided, these include:

\ / : * ? " < > |'

The accepted file types are listed on page 7 of the Annual Review guidance on Humnet.