

Paper Outlines – How To: Reports

1. PURPOSE

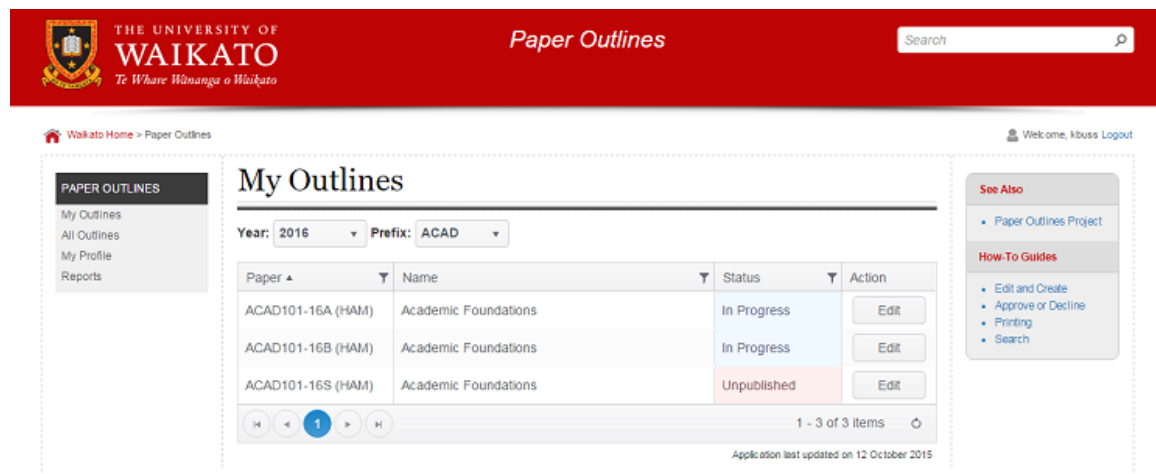
The Paper Outlines System is an online application which was created to provide a simple to use environment that would reduce time spent on the administration of paper outline related activities. It is designed to provide a centralised repository where outlines can be created, maintained, reviewed, presented and stored. It allows for outlines to be pre-populated with University-wide information to reduce the risk of duplication, increasing accuracy and improving consistency, while allowing for Faculty-specific information to be incorporated.

The system presents a condensed outline to those not enrolled in a paper, with the full outline available to students who are enrolled in the paper.

2. LOG IN

You can access the system at URL: <https://paperoutlines.waikato.ac.nz>

Once you have signed in, you will be taken to your initial My Outlines landing page, where you will be able to access all the paper outlines that you are associated with.



The screenshot shows the 'My Outlines' page in the Paper Outlines system. At the top, there is a navigation bar with the University of Waikato logo and the text 'Paper Outlines'. Below this, there is a search bar. The main content area is titled 'My Outlines' and includes a filter section with 'Year: 2016' and 'Prefix: ACAD'. A table displays the following data:

Paper	Name	Status	Action
ACAD101-16A (HAM)	Academic Foundations	In Progress	Edit
ACAD101-16B (HAM)	Academic Foundations	In Progress	Edit
ACAD101-16S (HAM)	Academic Foundations	Unpublished	Edit

At the bottom of the table, it shows '1 - 3 of 3 items'. To the right of the table, there is a 'See Also' section with links to 'Paper Outlines Project' and 'How-To Guides' (Edit and Create, Approve or Decline, Printing, Search). The footer of the page indicates 'Application last updated on 12 October 2015'.

3. VIEWING REPORTS

Clicking on Reports under the Paper Outlines header in the left-hand column will bring up the My Outline Reports page. You can change the year and the paper prefix, by clicking in the drop-down boxes. Displayed will be the date the paper outline was first created, the date it was last updated and the number of days it has been open, it's status and a Details button.

My Outline Reports

Year: 2015 Prefix: ACCT

Paper	Date Created	Date Updated	Days Open	Status	Action
ACCT101-15A (HAM)	11 Sep	11 Sep	0	Published	Details
ACCT101-15A (SEC)	27 Aug	3 Sep	7	Unpublished	Details
ACCT101-15B (HAM)	3 Sep	10 Sep	7	Declined	Details
ACCT101-15T (HAM)	30 Jul	12 Aug	13	Published	Details
ACCT102-15A (HAM)	11 Sep	11 Sep	0	Published	Details
ACCT102-15B (HAM)	3 Sep	10 Sep	7	Awaiting Approval	Details

Export

See Also

- Paper Outlines Project

How-To Guides

- Edit and Create
- Approve or Decline
- Printing
- Search

The page can also be further filtered by paper status. Click on the filter icon next to Status, and then select the paper status you wish to filter on.

Paper	Date Created	Date Updated	Days Open	Status	Action
ACCT101-15A (HAM)	11 Sep	11 Sep	0	Published	Details
ACCT101-15A (SEC)	27 Aug	3 Sep	7	Unpublished	Details
ACCT101-15B (HAM)	3 Sep	10 Sep	7	Declined	Details
ACCT101-15T (HAM)	30 Jul	12 Aug	13	Published	Details
ACCT102-15A (HAM)	11 Sep	11 Sep	0	Published	Details
ACCT102-15B (HAM)	3 Sep	10 Sep	7	Awaiting Approval	Details
ACCT102-15S (HAM)	4 Sep	11 Sep	7	Declined	Details
ACCT202-15A (HAM)	5 Aug	12 Aug	7	Published	Details

How-To

- Edit and Create
- Approve or Decline
- Printing
- Search

4. EXPORTING A REPORT

Once you have selected and filtered the papers on your screen, you can elect to Export the report as an Excel file. Click on the Export button above the Action column:

My Outline Reports

Year: 2015 Prefix: ACCT

Export

Paper	Date Created	Date Updated	Days Open	Status	Action
ACCT202-15B (HAM)	11 Sep	11 Sep	0	In Progress	Details
ACCT202-15S (HAM)	11 Sep	11 Sep	0	In Progress	Details
ACCT209-15A (HAM)	11 Sep	11 Sep	0	In Progress	Details

5. PAPER WORKFLOW REPORTS

Clicking on a paper's Details button from the My Outline Reports page or on Workflow Report within a specific paper outline, will display the history of audited status changes for that particular paper:

ACCT101-15T (HAM)

History of status changes:

User	Action	Date
kbuss	Rolled Over	30 Jul 2015 03:32PM
baileyh	Awaiting Approval	6 Aug 2015 03:32PM
baileyh	Declined	10 Aug 2015 10:48AM
baileyh	Awaiting Approval	10 Aug 2015 10:49AM
baileyh	Declined	10 Aug 2015 10:55AM
baileyh	Awaiting Approval	12 Aug 2015 03:22PM
lai	Published	12 Aug 2015 03:23PM

6. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

7. REVIEW DATE

October 2019