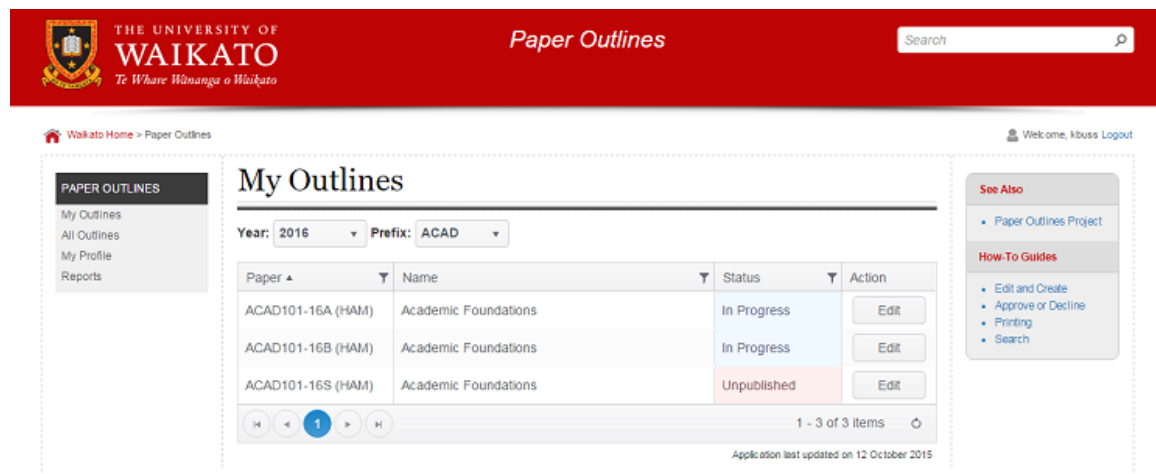# Paper Outlines – How To: Reports

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.

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.

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.

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:

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:

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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 Offfice, Office of the Vice-Chancellor

7. REVIEW DATE

October 2019