Haplo Research Manager

Administrator guide

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Contents

Administrator manual

The Haplo Administrator manual is intended for use by users with key roles within Haplo Research Manager installations in an institution. The first part of the manual covers functionality which is common to all parts of Haplo Research Manager. Subsequent sections cover functionality for specific parts of Haplo Research Manager. For PhD Manager, the key administrative role is normally undertaken by the Graduate School Manager or similar. For Ethics Monitor, the key administrative role is normally undertaken by the University Research Ethics Manager or similar.

1. Access

1.1. The majority of users are provided access by being included in a set of data feeds from the institution's systems (normally HR and Student record systems).

1.2. Users may also be added directly to the system. This is most appropriate for roles such as External Examiner, where the user doesn't have position within the host institution, but does still require access to project information.

1.3. Authentication is normally provided by integration with the institution's authentication system (more details are covered in the Haplo Technical Specification).

2. Permissions

2.1. Permissions in Haplo are flexible and fine-grained. User permissions are based on the roles a user has in your organisation. This makes it possible to consistently manage permissions between users in similar positions, and to easily update permissions if a user's role changes within an organisation.

2.2. Users are often assigned multiple roles and their permissions will be reflected to support all the roles they perform. For example, the same user may be a Supervisor for one project, and an Examiner for a different project.

Common roles	
Postgraduate Researcher	Can access data directly related to their own project.
Supervisor	Can access information about the Postgraduate Researchers they supervise.
Departmental research administrator	Can access information about the Postgraduate Research projects within their school or department.
Graduate School Manager	Can access information about all Postgraduate Research projects and supervisors within the University.
Examiner	Can access information relevant to their examinations.

Common roles	
Committee member	Can access information relating to applications that are being considered by their committee.
Training and event organiser	Can access information to invite Postgraduate Researchers to relevant events, and manage event attendance.
University privileged users	Can access information relating to all projects. Users determined by the university, typically include UREC secretary, UREC chair, UREC deputy chair, IT support, and senior management group.

3. Impersonation

3.1. Key administrators can be given the ability to impersonate other users, if permitted by institutional policies. This enables them to impersonate other users and take actions on behalf of that user. The system audit trail records that the action was undertaken via impersonation.

3.2. Users are granted impersonation permission by being added to the Trusted impersonators group within System Management. This can be done by IT Support in most institutions, or by emailing client.support@haplo-services.com

4. Left hand navigation links

4.1. On the left hand side of your system, you'll see various navigation links grouped under headers. To add or remove navigation links, please contact client.support@haplo-services.com

4.2. Directories of Faculties/Departments/Schools are automatically created based on the Faculties/Departments/Schools which are sent to Haplo via your data feed. If you would like the names of any of these changed, please change them in your data feed.

4.3. Calendars are normally used to display a list of upcoming events for Postgraduate Researchers. To add events, select Add in the top menu bar (see further instructions in the PhD Manager/Events section below).

5. Search

5.1. The search option in the top toolbar provides a longer search box than the Quick search box displayed in the top left of your system. The search function searches all records and the full text of any uploaded files.

5.2. Users will only be able to view items in the search results which they have permission to view.

6. Browse

6.1. The browse option in the top toolbar enables the user to view all items within certain categories.

6.2. Categories of Types of items is included by default, enabling the user to view all items of particular types.

6.3. This function is most useful when researchers, research projects, and research outputs are tagged, and can be browsed, by research subject. Institutions need to implement a research subject taxonomy to enable this facility.

7. Recent

7.1. The recent option in the top toolbar enables the user to view all items recently added, edited, or deleted from the system.

7.2. Users will only be able to view items which they have permission to view.

8. Add

8.1. Only Administrative users with the relevant permissions can view the Add option in the top toolbar.

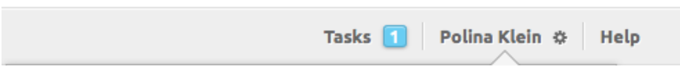
8.2. On the Add page, users can select a type of item to add.

8.3. Normally, items which can be added via the Add page are restricted to Events, News, and Committees. See the PhD Manager/Events section, the News section, or the Committee section below for more details.

9. Tasks

9.1. As workflows in Haplo progress, they require actions from users. When a workflow needs input from a user, a task is created for the user.

9.2. Tasks can be found in the Tasks section of the top menu bar.



9.3. Tasks can be redirected by changing the user associated with the role which is currently responsible for completing the task for the workflow. For example, in PhD Manager, if an Assessor can no longer perform the role, Edit the Assessment record to remove the current Assessor and Add a new Assessor. Upon saving, any tasks that were assigned to the previous Assessor will automatically move to the new Assessor.

9.4. Where a role is undertaken by several users, such as where several users act in the role of Secretary to a Committee, tasks are sent to the first user listed in the role but the other users listed can 'Take over' a task, and complete the required steps on another user's behalf.

10. Noticeboard

10.1. Most institutions choose to have a Noticeboard in the middle of the homepage to share news with users.

10.2. Administrative users with relevant permissions can add notices to the noticeboard by selecting 'Add notice' at the bottom of the noticeboard, or selecting Add in the top toolbar and then News.

10.3. To delete noticeboard items, select the item (by clicking on the news item title) In the top right of the news item, select the arrow to the right of the Edit button in the top right. Select the 'Delete' option.

11. Help

11.1. The Help option in the top right displays instructions for users seeking assistance with the system. To change the message displayed to users, please contact client.support@haplo-services.com

12. Reporting

12.1. Reports can be customised according to the needs of each institution and set to provide a wide range of information specific to the needs of different end users.

12.2. Reports are viewable according to position. For instance, the Secretary and Chair for the University Ethics Committee are able to view reports relating to all applications whereas The Secretary and Chair for a College/School Ethics committee will only be able to view the reports relating to their area. Users outside the administrative level will not be able to view reports at all.

12.3. Reports can be filtered and sorted in order to display the information provided in the most useful manner possible either through filters that allow the user to view only the specific information needed or by sorting the data into the preferred order.

12.4. Data from all reports can be exported into an Excel document for further use outside Ethics Monitor.

12.5. New dashboards can be requested by contacting client.support@haplo-services.com

13. External users

13.1. Adding external users

The institution can enable external users to access parts of Haplo Research Manager. Administrators with the required access can create a profile record for the external researcher. Depending on the setup of their system, the Administrator can either do this by selecting 'Add' in the top toolbar, and then Person, or a record will be created automatically as part of a workflow, such as examinations with the Graduate School.

Once a profile has been created for the External researcher, the Administrator selects 'Request external access' on the right. The External researcher is sent a link requesting they setup a password.

13.2. Revoking external user access

The Administrator can select 'Revoke access' on the right of the External Researcher profile record to remove access at any time.

13.3. External Researchers dashboard

Administrators can view the External Researchers dashboard in the Graduate School dashboards page showing all External Researchers and their external access status.

14. Committees

14.1. Role of the Committee Representative

The Committee Representative performs a key role in administering committee work within Haplo. The Committee Representative receives automatic notifications of any items to be reviewed by the committee. They can return the item to the applicant for changes, schedule the item for discussion in an in-person committee meeting, for discussion via an online discussion, send the item for review to individual committee members and other reviewers, forward the item to the Chair to action, and send notifications of the outcome to the applicant. The role is often performed by the Committee Secretary, but can be undertaken by any committee member.

To assign the Committee Representative, select 'Edit' in the top right of the Committee record. Add a new Committee Representative by selecting '+' to the left of the Committee representative field. Enter the name of the user and select their name from the list of users which appears. To remove Committee Representatives, select '-' on the right of the Committee representative field.

14.2.Managing committee membership

The Committee Representative manages committee membership via the committee record. Select 'Edit' in the top right. Add a new Committee member by selecting '+' to the left of the Committee member field. Enter the name of the user and select their name from the list of users which appears. To remove Committee members, select '-' on the right of the Committee member field.

14.3.Adding and removing Committee Chairs and Deputy Chairs

The Committee Representative can add and remove Committee Chairs and Deputy Chairs via the committee record. Select 'Edit' in the top right. Add a new Committee Chair or Deputy Chair by selecting '+' to the left of the relevant field. Enter the name of the user and select their name from the list of users which appears. To remove Committee Chairs or Deputy Chairs, select '-' on the right of the relevant field.

14.4.Type of committee

There are often different Types of Committees within Haplo Research Manager, such as 'Research Degrees Committee' or 'Ethics Committee.' These are selected on the Committee record. These are critical for routing items to the correct committee. Do not change the Type of committee on a committee record without discussing with Haplo Client Support.

14.5.Assigning committees to University/Faculty/Department/School

Where a committee serves a particular Faculty/Department/School or the whole University, this is indicated in the Research institute field. This is a critical field to enable the routing of items to the correct committee. Do not change the Research institute on a committee record without discussing with Haplo Client Support.

14.6.Creating new committees

Administrative users with the required permissions can add new committees via the Add option in the top toolbar. Please discuss with Haplo Client Support if you wish to create new committees.

14.7.Returning applications prior to committee review

The Committee Representative can return applications to the applicant or a previous reviewer by selecting 'Return to submitter' on the right. This option should be used to return the application for changes that are required prior to presenting the application to the committee.

14.8.Scheduling in-person committee meetings

The Committee Representative receives email and task notification of an application sent for committee approval. The Committee Representative can add the item to the agenda of the next committee meeting.

On the right of the application record, select 'Schedule meeting.' If records of the

Committee's upcoming meetings have previously been added to the system they will be listed on this page. Select the relevant meeting at which this application will be discussed. If no upcoming meetings have been added, select 'Schedule another meeting for this committee.' Add the record of the upcoming meeting by entering the date, time, and location and selecting 'Save' in the top right of the meeting record.

When reviewing applications, meeting options can be found on the right hand side of the screen. Committee representatives can Schedule or Reschedule a meeting (online or in person) or Nominate Reviewers as needed. Agendas are automatically created and sent out 1 week before an in person meeting is scheduled to occur. Upon saving, you will be returned to the list of upcoming meetings. Select the relevant meeting at which you wish to discuss this application.

Confirmation of the meeting at which the application is due to be discussed displays on the right of the application record. The Committee Representative can select 'Reschedule meeting' on the right to change the meeting at which the application will be discussed.

One week before the meeting, an agenda will be automatically compiled and circulated to all committee members by email. The agenda email lists all applications listed for discussion at the upcoming meeting.

14.9.Online decision process

The Committee Representative can arrange for the application to be considered by the committee via an Online decision in preference to an in-person committee meeting. The Committee Representative selects 'Schedule meeting' on the right of the application, and 'Begin the online decision process…'

The Committee Representative selects which committee members should be invited to review the application and contribute to the online decision. The default deadline for responses is automatically two weeks but this can be amended. Add an optional note which is included in the email notification to the committee members, then select 'Send invitation to Selected Committee Members.'

All selected committee members receive an email notification requesting they review the application. They 'Submit recommendation' by selecting this option on the right of the application. Any comments added form part of the online discussion. The other selected committee members receive notification whenever a recommendation or comment is submitted. The selected committee members can change their recommendation and respond to comments left by other selected committee members. Selected committee members can 'Decline invitation' to participate in the online decision. This sends an automatic notification email to the Committee Representative.

The Committee Representative can view the online discussion by selecting 'Participate in online decision' on right of project record. The Committee Representative can 'Edit participants' to add or remove selected committee members from this discussion, or 'Close the online decision.'

The Committee Representative is notified when all selected committee members have submitted their recommendation. The Committee Representative can then 'Close the online decision' and if a decision has been made, 'Edit the committee recommendation' and notify the applicant of the outcome.

14.10.Sending for review

The Committee Representative can request one or more committee members review the application, selecting 'Send for review' on the right of the application.

Selected members receive an email and task requesting they provide feedback via a short form. The Committee Representative is notified when feedback is submitted, and can view which reviewers have submitted feedback.

Reviewers can decline the request. The Committee Representative is notified.

14.11.Role of the Committee Chair

The Committee Representative can forward the application to the Chair or Deputy Chair to action on behalf of the committee.

PhD Manager

15. Project dates

15.1. PhD Manager calculates all key dates within a PGR project. Project dates are visible via the link on the right of the PGR project record. The dates are calculated based on the PGR's start date, mode, and intended award.

15.2. The Project end (Submission deadline) is recalculated if the PGR suspends, extends, or changes mode. Any deadlines leading up to the Project end which have not yet been completed are also recalculated.

	Date	Deadline
Project start	26 Sep 2016 Edit	Set
Registration, submission	Set	Set
... completion	Set	Set
Annual monitoring review, submission	07 Jun 2017 Edit	Set
... completion	Set	26 Sep 2017 Edit
Examination arrangements, submission	Set	Set
... completion	Set	Set
Examination, submission	Set	Set
Viva	Set	Set
Examination, completion	Set	25 Mar 2019 — 26 Sep 2021 Edit
Project end	Set	25 Mar 2019 — 26 Sep 2021 Edit

15.3. Administrators can change dates by selecting the set/edit buttons next to each date.

16. Workflows

16.1. Guidance notes display on the confirmation page to start each workflow. The Guidance notes can be edited by the Administrator via the Graduate School dashboards page, by selecting 'Edit Graduate School guidance notes.'

16.2. Viewing status of a workflow

The status of all workflows shows in the STATUS box on the right of each workflow record. The status will normally show the user or role which is currently tasked with actioning the user.

16.3. Moving tasks to a different user

Where a user performing a role is replaced by another user, any outstanding tasks automatically move to the new user. For instance, if a lead supervisor is replaced on a supervisory team, the new lead supervisor will automatically see all outstanding tasks in their task list and can action them as normal.

16.4. Moving workflows to a different state

Normally tasks can be sent back and forth in a workflow by returning the task to a previous user. Where you require a workflow to return to a previous state which is not possible by returning the form, please contact client.support@haplo-services.com

16.5. Take over of tasks

Where a role is undertaken by several users, such as where several users act in the role of Secretary to a Committee, tasks are sent to the first user listed in the role but the other users listed can 'Take over' a task, and complete the required steps on another user's behalf.

17. Events

17.1. Training facilitators

Training facilitators can add and manage Events within Haplo. Relevant users should be added to the Training facilitators group within System Management. Your institution's IT Support team should do this for you or contact client.support@haplo-services.com

17.2. Managing events

Training facilitators add events via Add in the top toolbar. Add the title, date, time, location and any other relevant details to the event record.

In most institutions, you can select the School and Project stage for which the event is relevant. Selecting these will limit the invitations sent for the event to PGRs who are registered with the relevant School or at the relevant Project stage.

Where the institution uses a development skills vocabulary, events can be marked as relevant for developing a particular skill. Events will be highlighted on the PGR Training Needs Analysis tab next to the relevant skill.

All upcoming events display on the Calendar listed in the left hand navigation.

Where the institution prefers, attendees can reserve a place on any event listed in the calendar, or only those to which they have been invited.

17.3. Managing attendees

17.3.1.Sending invites

Training facilitators can send email invitations to Postgraduate Researchers for whom an event is relevant, by selecting 'Invite all eligible' on the right of the event record. This automatically selects all Postgraduate Researchers who are registered in the Faculties/Schools/Departments listed on the event, and are registered as being at the project stage for which the event is relevant.

Invited Postgraduate Researchers receive an email and task inviting them to the event. They can respond by selecting the response link on the right of the event record. They can change their response at any time.

Invited Postgraduate Researchers can see the events to which they've been invited on their individual Development and training events page on the right of their project record.

17.3.2.Updating attendance on behalf of an attendee

Training facilitators can update attendance responses on behalf of attendees via the 'Manage attendees' option on the right of project records.

17.3.3.Contacting attendees

Training facilitators can email all participants by selecting 'Send email to participants' on the right of the event record. They can select whether the message is sent to all participants who have not yet responded, who are attending, who are not attending, or are on the waitlist, or after the event those who have been confirmed as having attended.

17.3.4.Waiting lists

Where capacity is limited, training facilitators can mark the maximum number of places available at an event on the event record. Once the maximum number of places has been reserved, Postgraduate Researchers can add themselves to the wait list. Training facilitators can view the Postgraduate Researchers on the wait list. If any places become available, the Training facilitator will be notified to offer the places to the next Postgraduate Researcher on the wait list.

17.4.Event notifications

Automatic notifications are sent out prior to the event to invited attendees who have not yet responded and attendees registered as attending.

17.5.External events

Postgraduate Researchers can add details of external events they have attended via the Development and training events tab on the right of their project record.

18. Training needs analysis

18.1. Institutions can integrate a training and development skills taxonomy to show skills on relevant events. Administrators can manage the taxonomy by selecting their name in the top right, then 'Edit taxonomies.'