



Australian
National
University

Support Guide

THESIS DISTRIBUTION AND EXAMINATION - EFORM SUPPORT GUIDE

Version 2

28 May 2019

Version 2 – May 2019 pg. 1

Introduction

Guide Introduction

The purpose of this document is to provide detailed support information on the Higher Degree Research (HDR) Thesis Distribution and Examination eForm for administrators and support staff. This guide outlines the key functionality as well as possible errors that may be triggered on each page of the eForm. This guide may be referred to for trouble-shooting and end-user support. To navigate this guide, first identify the page on which the error occurs and follow the link to the page from either the full contents list or the lists organised by form type below. Note that some pages are only visible in certain stages of the process. The form will also adapt to reflect options selected by the user and hide and show pages and sections based on how relevant they are to the user. Details on the emails and output documentation can be found in a separate document.

Form Introduction

Examinations, Graduations & Prizes (EGAP) administrators use this eForm to send the thesis to the Examiners for examination. A new eForm must be created for each examiner. This eForm can also be used if an additional examiner is requested by the Delegated Authority when making a recommendation. An additional examiner must be approved by the Associate Dean outside of this eForm before progressing. After EGAP staff have added the Examiner to SAS, they will be able to use this eForm to send the thesis to the Examiner.



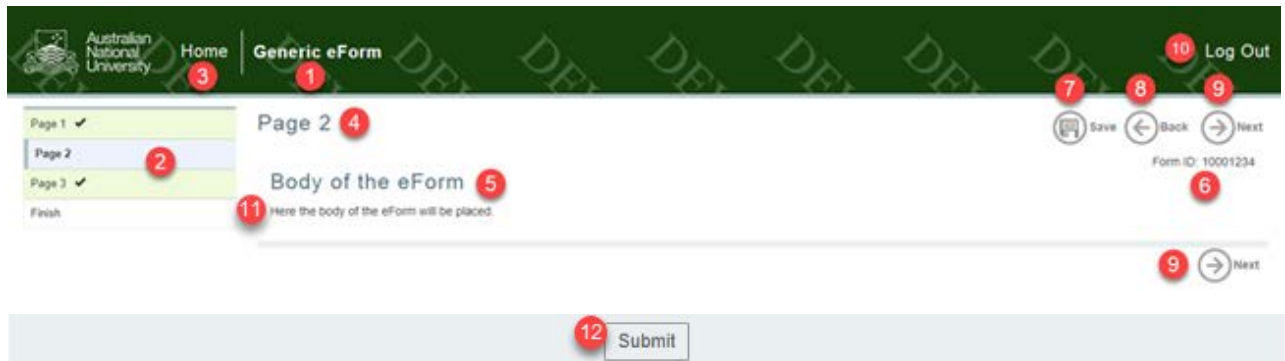
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General eForm Components

General Page Structure



Label	Name	Description
1	eForm Title	Displays the title of the eForm.
2	Navigation Menu	Links to pages within the eForm. These can be used to navigate around the form by 'jumping' to selected pages.
3	Home	Returns to the eForms system home.
4	Page Title	Displays the title of the current page.
5	Form Body	The information and actions for each page are displayed in this section.
6	Form ID	A unique identifier used to identify the form within Insight reporting, ERMS and within the eForm system database. Visible on the introduction page.
7	Save	Allows the form progress to be saved (with comments) to be completed at a later date.
8	Back Arrow	Step back one page in the form.
9	Next Arrow	Step forward one page in the form.
10	Log Out	Logs out of the eForms system.
11	Text	Basic text providing information about the form or question.
12	Submit	Submits the form to the next state or finalises the form.

Question Types

Form ID: 10001234

A Multiple Choice question

- 11 Answer 1
 Answer 2

Drop Down List

12

Document Upload

13

Date entry field

14

Text entry field

15



Rich Text Entry

16

DSpace Download Module

17

Checkbox

Confirmation Text

18

Tab group

19












Label	Question Type	Description
11	Multiple choice	A list of 1 or more buttons that can be selected based on pre-programmed conditions. Some of these questions take the form of radio buttons where only one answer may be selected. Others take the form of checkbox lists where any number of options may be selected.
12	Drop-down List	A searchable entry list with pre-programmed answers. The arrow on the right-hand side of the bar will reveal all of the answers.
13	Document Upload	A button that, once selected, will bring up File Explorer on the user's PC.
14	Date Entry Field	A text field specifically for a date, the button on the right-hand side of the field will bring up a calendar from which a correctly



		formatted date can be selected. Conditions can be placed on the type of dates that can be accepted.
15	Text Entry Field	A field for accepting a typed response, this can have conditions placed on the accepted answers. This can be either a single line or multiple line entry field.
16	Rich Text Entry	A field for accepting text responses, this has built-in formatting functionality.
17	DSpace Download Module	A list of downloadable files pulled from the DSpace Thesis Repository.
18	Checkbox	A single button to confirm an action or agreement.
19	Tab Group	Group of text or questions separated into labelled tabs.



1 HDR Milestones eForm Structure

- +...  ### System Page ###
- +...  Introduction
- +...  Examiner Reports
- +...  Thesis Details
- +...  Processing
- +...  Recommendation
- +...  Consent
- +...  Payment
- +...  Summary
- +...  ### System Page ###
- +...  Finish

2 eForm Access

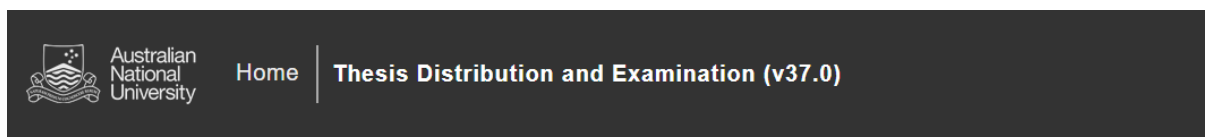
2.1 Initiating the Form

EGAP initiates the form by logging into eForms through eforms.anu.edu.au and either finding the eForm under 'Begin a new form' or searching for Thesis Distribution and Examination in the search box.

2.2 Examiner Access

When the Examiner state is initiated by either EGAP or the Associate Dean, the Examiner will receive an email containing a direct link to the form. This link is the only consistent way for the Examiner to access the form. The Examiner should either save this link somewhere safe or keep the email until after they have submitted the report. The Examiner can save a partially completed form using the save button in the top right hand corner and then return to the form at a later date using the same link.

If the thesis being examined requires a Non-Disclosure Agreement, the Examiner will be redirected to the page shown in the image below immediately after submitting the agreement. This link can be used to access the rest of the Examiner's form. This is a single use link and can no longer be accessed after navigating away from the webpage, a new email link can be used to return to the form at a later date.



[Click here to access the thesis: Thesis Distribution and Examination \(v37.0\) - Declare conflict of interest and write report](#)

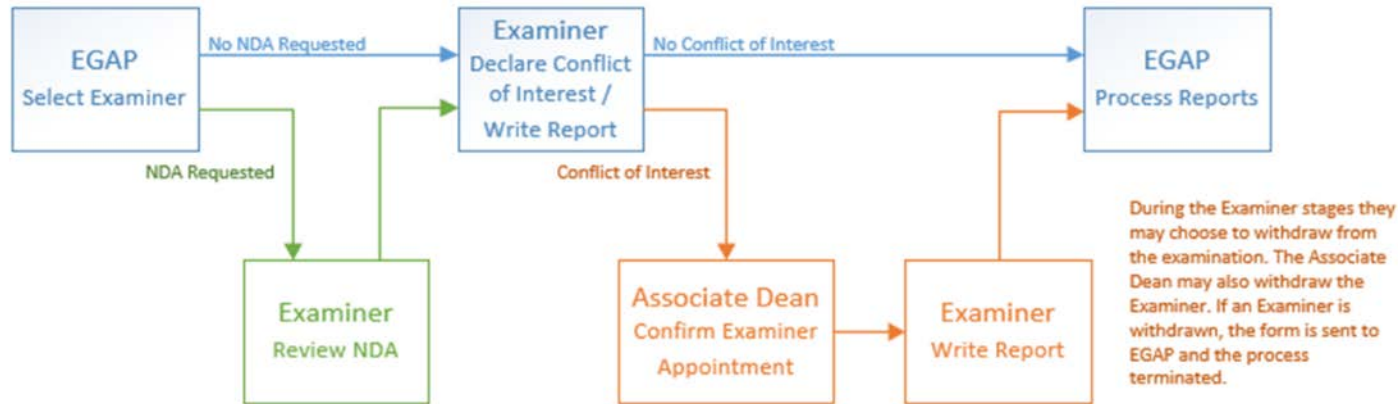
2.3 Associate Dean, EGAP Access

Both the Associate Dean and EGAP can access the correct state of the form using the link provided in their emails from eForms. Only the most recent link will work. The Associate Dean and EGAP can also access eForms through the [eForms website](#). The eForm will be under the 'Forms Assigned to My Groups' heading.

2.4 Support Links

If you need additional assistance please contact your College/School HDR Administrator or go to student administration eForms support <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>.

3 eForm Approvals Workflow



3.1 eForm Auto-submission Functionality

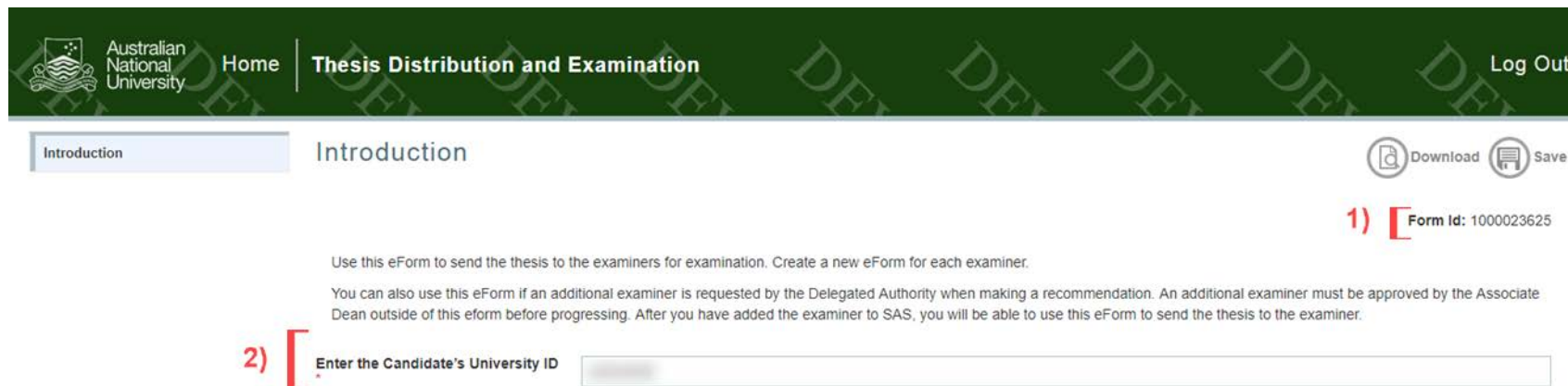
In order to ensure the completion of the eForm, an auto-submission function has been included in all Examiner states. The auto-submission function is triggered if the eForm is still with the Examiner at the extended due date. In this case, the eForm is automatically submitted to EGAP to determine if payment should be made, or to close the eForm. All previously entered Examiner comments and reports are **NOT** saved. The eForm ignores all incomplete mandatory fields when it is auto-submitted.


4 eForm Pages

4.1 Introduction Page



Forms:	Thesis Distribution and Examination.
Visible to:	EGAP (Select Examiners Stage), Examiner (All stages).
Action:	EGAP
Purpose:	Provides an introduction to the eForm, allows EGAP to select the Candidate and their Examiner.
Triggered by:	Form Initiation.
Loads:	<p>On this page the form collects data from the following web services:</p> <ul style="list-style-type: none"> • <i>CS Occupation Service</i> (for Student and Delegated Authority) • <i>Personal Contact Details</i> (for Student) • <i>Current Academic Program</i> (Inc. Program, Program Owner, Supervisor Details) • <i>Academic Program Details</i> (for Current Academic Program) • <i>Research Candidature</i> • <i>Thesis Management</i> • <i>Research Milestones</i>

4.1.1 EGAP View – Initiate Form



 Australian National University
 Home
Thesis Distribution and Examination
Log Out

Introduction
Introduction

 Download
  Save

1) **Form Id:** 1000023625

Use this eForm to send the thesis to the examiners for examination. Create a new eForm for each examiner.

You can also use this eForm if an additional examiner is requested by the Delegated Authority when making a recommendation. An additional examiner must be approved by the Associate Dean outside of this eform before progressing. After you have added the examiner to SAS, you will be able to use this eForm to send the thesis to the examiner.

2) **Enter the Candidate's University ID**

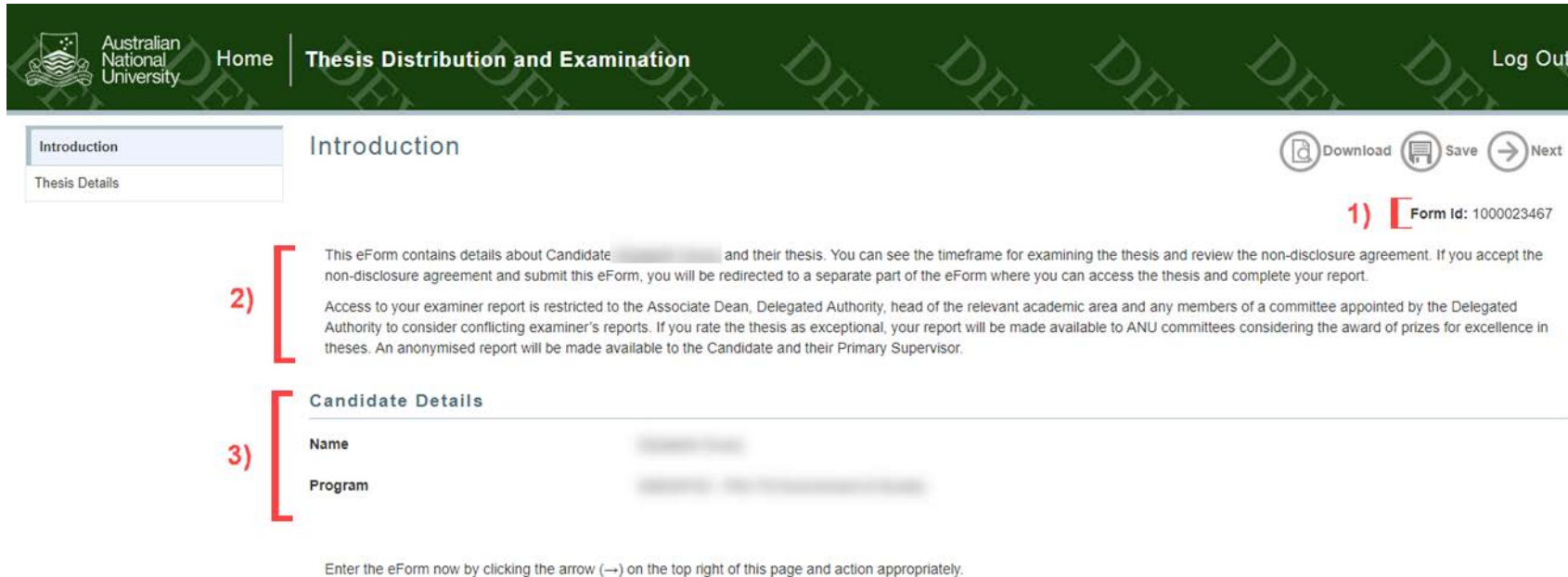
- 3) **Candidate Details**
- Review the following details. If incorrect, update the Student Administration System.
- Name [Redacted]
- Program [Redacted]
- 4) **Examiner Details**
- | Name | University ID | Status |
|------------|---------------|--------|
| [Redacted] | [Redacted] | ASSIGN |
| [Redacted] | [Redacted] | ASSIGN |
| [Redacted] | [Redacted] | ASSIGN |
- 5) **Examiner Selection**
- Select the examiner to send the thesis to * [Redacted]
- 6) **WARNING** There is more than one record for this Candidate and Examiner combination. Please raise a ticket with the Intelledox Digital Transformation Centre to address this.

4.1.1.1 EGAP View

Annotation	Question Type	Description	Conditions
1.	Form ID	Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form.	
2.	Text Entry Field	Candidate UID Textbox.	
3.	Text	Candidate Details include: <ul style="list-style-type: none"> Name Program 	

4.	Text	<p>Examiner Details include:</p> <ul style="list-style-type: none"> • Name • University ID • Status <p>Note that Examiners with a Withdrawn or Sent status cannot be selected.</p>	
5.	Drop-down list	Examiner Selection Drop-down list, to select the Examiner to whom the eForm will be sent.	
6.	Text	Warning text informing EGAP that the examiner eForm has already been sent to this Examiner.	If selected Examiner has already been sent an examination eForm.

4.1.2 Examiner View – Review NDA



1) Form Id: 1000023467

2) This eForm contains details about Candidate [REDACTED] and their thesis. You can see the timeframe for examining the thesis and review the non-disclosure agreement. If you accept the non-disclosure agreement and submit this eForm, you will be redirected to a separate part of the eForm where you can access the thesis and complete your report.

Access to your examiner report is restricted to the Associate Dean, Delegated Authority, head of the relevant academic area and any members of a committee appointed by the Delegated Authority to consider conflicting examiner's reports. If you rate the thesis as exceptional, your report will be made available to ANU committees considering the award of prizes for excellence in theses. An anonymised report will be made available to the Candidate and their Primary Supervisor.

3) **Candidate Details**

Name [REDACTED]

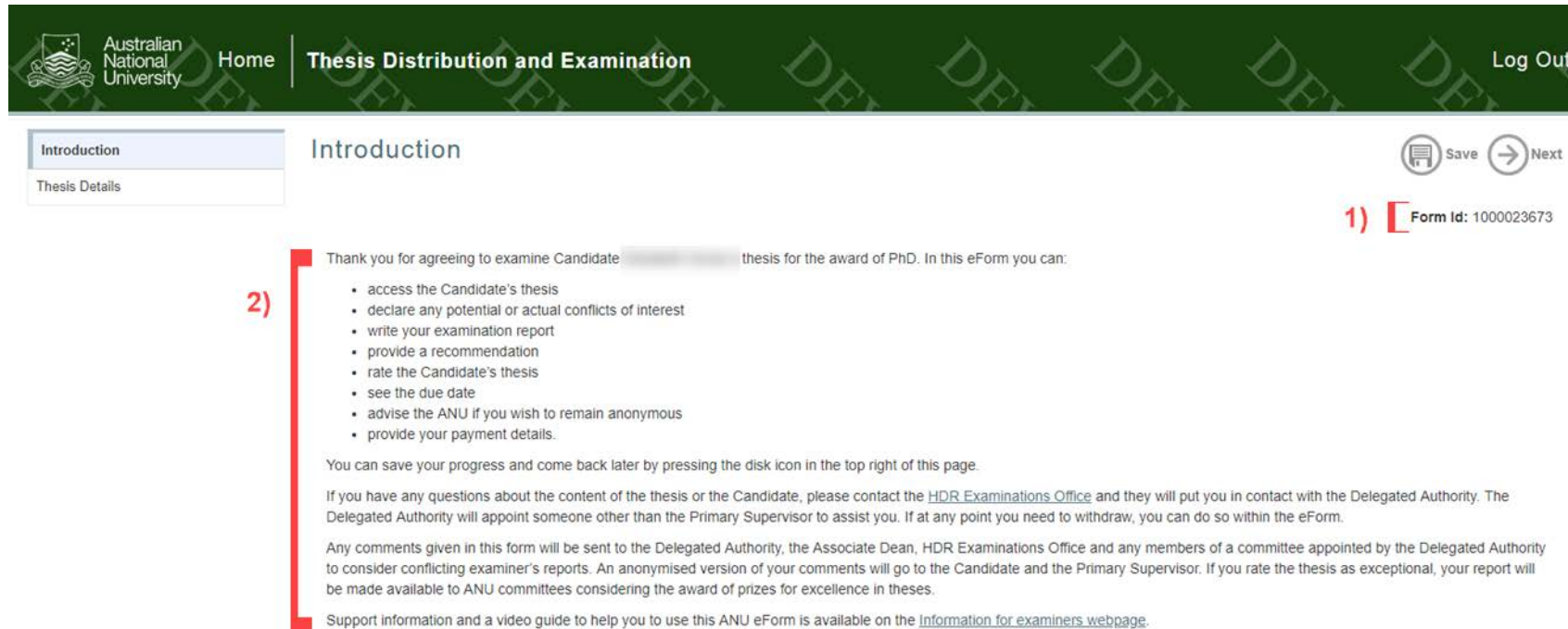
Program [REDACTED]


Enter the eForm now by clicking the arrow (→) on the top right of this page and action appropriately.

4.1.2.1 Examiner View – Review NDA



Annotation	Question Type	Description	Conditions
1.	Form ID	Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form.	
2.	Text	Information on the form stage and which actions may be taken.	
3.	Text	Candidate Details including ‘Name’ and ‘Program.’	

4.1.3 Examiner View – Declare Conflict of Interest / Write Report



 Australian National University
 Home
Thesis Distribution and Examination
Log Out

Introduction
Thesis Details

 Save
  Next

1) Form id: 1000023673

2) Thank you for agreeing to examine Candidate [redacted] thesis for the award of PhD. In this eForm you can:

- access the Candidate's thesis
- declare any potential or actual conflicts of interest
- write your examination report
- provide a recommendation
- rate the Candidate's thesis
- see the due date
- advise the ANU if you wish to remain anonymous
- provide your payment details.

You can save your progress and come back later by pressing the disk icon in the top right of this page.

If you have any questions about the content of the thesis or the Candidate, please contact the [HDR Examinations Office](#) and they will put you in contact with the Delegated Authority. The Delegated Authority will appoint someone other than the Primary Supervisor to assist you. If at any point you need to withdraw, you can do so within the eForm.

Any comments given in this form will be sent to the Delegated Authority, the Associate Dean, HDR Examinations Office and any members of a committee appointed by the Delegated Authority to consider conflicting examiner's reports. An anonymised version of your comments will go to the Candidate and the Primary Supervisor. If you rate the thesis as exceptional, your report will be made available to ANU committees considering the award of prizes for excellence in theses.

Support information and a video guide to help you to use this ANU eForm is available on the [Information for examiners webpage](#).

4.1.3.1 Examiner View – Declare Conflict of Interest/Write Report

Annotation	Question Type	Description	Conditions
1.	Form ID	Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form.	
2.	Text	Information on the form stage and which actions may be taken.	

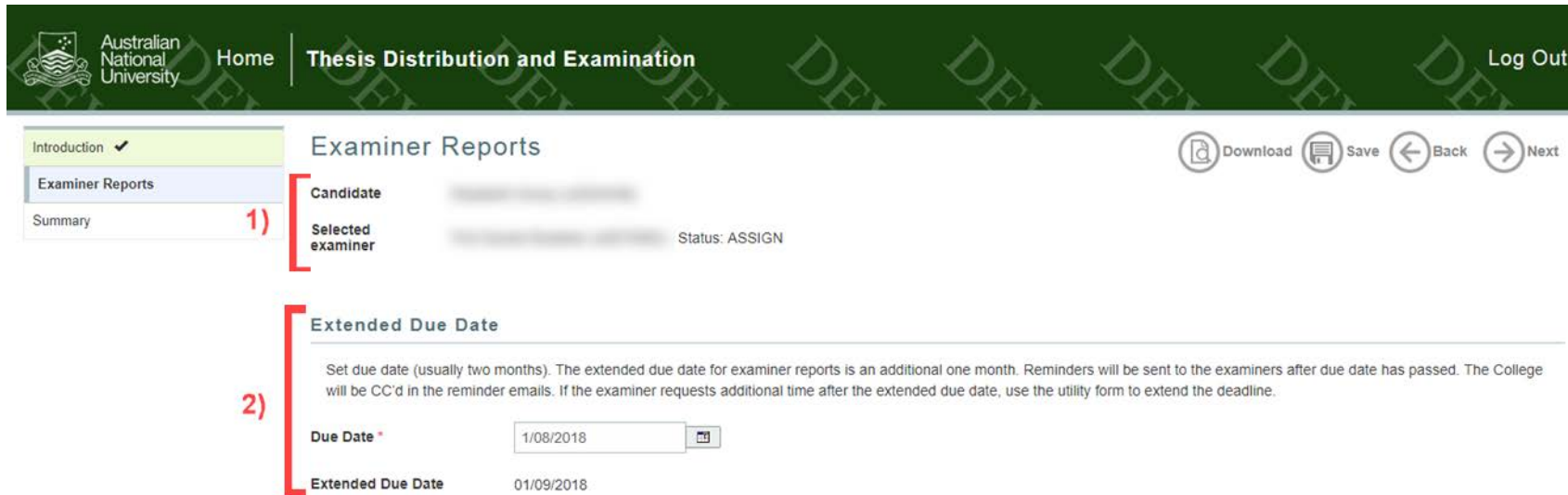
4.1.4 Errors / Validators

a)	<p>The examiner you have selected has a status of "Withdrawn" or "Sent". Please select a different examiner.</p> <p><u>Trigger:</u> Displayed if the Selected Examiner has a status of Withdrawn or Sent in SAS. <u>Potential Solutions:</u> The Examiner has already been sent an eForm or withdrawn and therefore cannot be sent another eForm. If this status is in error, please update these statuses in SAS. <u>Warning Text:</u> "The examiner you have selected has a status of "Withdrawn" or "Sent". Please select a different examiner".</p>
b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> "This is a required field".</p>
c)	<p>There is more than one record for this Candidate and Examiner combination. Please raise a ticket with the Digital Solutions to address this.</p> <p><u>Trigger:</u> The Examiner selected has previously been assigned to this Candidate in another form. <u>Potential Solutions:</u> Please contact the Digital Solutions (DS) to fix this issue. <u>Warning Text:</u> "There is more than one record for this Candidate and Examiner combination. Please raise a ticket with the Digital Solutions to address this".</p>

4.2 Examiner Reports

Forms:	Thesis Distribution and Examination.
Visible to:	EGAP (Select examiner Stage).
Action:	EGAP (Select examiner Stage).
Purpose:	Allows EGAP to set up details of the examination.
Triggered by:	Form Initiation.
Loads:	<ul style="list-style-type: none"> D-Space Thesis Document Repository

4.2.1 EGAP View – Examination Details



Examiner Reports

1) Candidate: [Redacted] Status: ASSIGN

2) **Extended Due Date**

Set due date (usually two months). The extended due date for examiner reports is an additional one month. Reminders will be sent to the examiners after due date has passed. The College will be CC'd in the reminder emails. If the examiner requests additional time after the extended due date, use the utility form to extend the deadline.

Due Date * 1/08/2018

Extended Due Date 01/09/2018

Download Save Back Next

3) **Examiner Payment**

Payment amount *

Thesis Download

The Candidate's thesis and any appendices are below. Examiners will be able to download and view the documents for examination.

4) **DSpace Thesis Repository**

File name	Size
Thesis Material - Thesis Distribution and Examination.ipkg	258.27 KIB

5) **Thesis Access Restriction**

This thesis has been awarded **full confidentiality**.

Reason: Cultural Sensitivities
Duration: 24 month(s)
Parts of the thesis submission covered:
 Entire Thesis

6) **Thesis Physical Items**

Note any physical items the examiner will need to examine the thesis, and how the examiner will receive this physical item.

4.2.1.1 EGAP View Table

Annotation	Question Type	Description	Conditions
1.	Text	Details on the candidate and selected Examiner.	
2.	Date Entry Field	Extended due date setup include: <ul style="list-style-type: none"> • Due Date text field • Calculated Extended Due Date – one month after the entered due date 	
3.	Text Entry Field	Examiner Payment Amount text field. A default payment amount is supplied based on whether the candidate is PhD or MPhil.	

4.	DSpace Download Module	Thesis Download from the D-Space Thesis Repository.	
5.	Text	Thesis Access Restriction Details, if applicable. This includes: <ul style="list-style-type: none"> • Reason • Duration • Parts of the thesis submission covered 	
6.	Text Entry Field	Thesis Physical Items text area. To detail any physical items to be sent to the Examiner.	

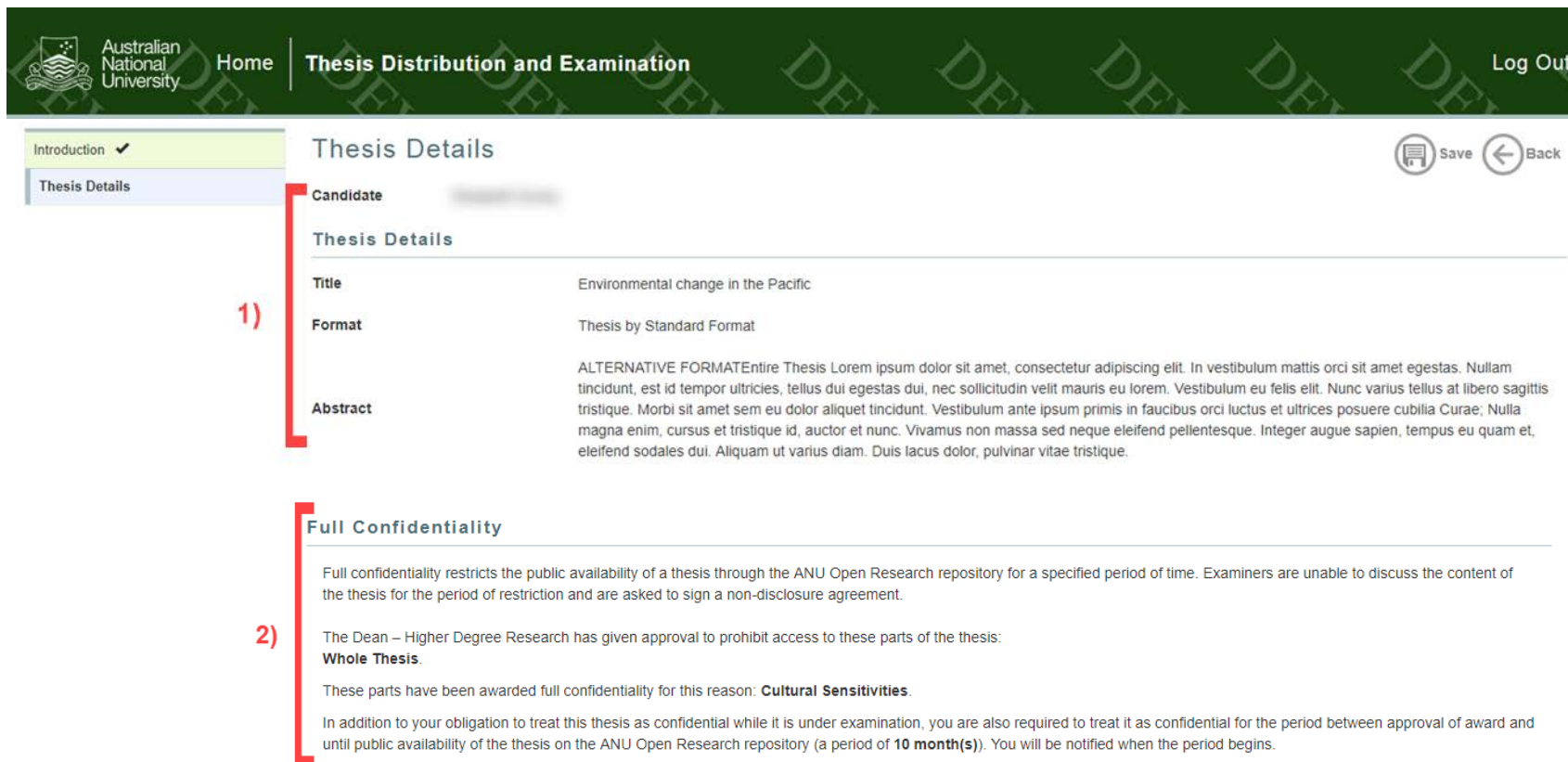
4.2.2 Errors / Validators

a)	<p>No thesis is available. Raise a ServiceNow ticket for the Digital Solutions and they will investigate. Please provide the Candidate's University ID and their submission number.</p> <p><u>Trigger:</u> Displayed if no thesis can be found in D-space. <u>Potential Solutions:</u> If no thesis can be found in D-Space it generally means that there is an error connecting to D-Space. Escalate this support ticket to the DS for resolution. <u>Warning Text:</u> "No thesis is available. Raise a ServiceNow ticket for the Digital Solutions and they will investigate. Please provide the Candidate's University ID and their submission number".</p>
b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> "This is a required field".</p>
c)	<p>Please enter only positive numbers.</p> <p><u>Trigger:</u> A negative number is entered into the data entry field. <u>Potential Solutions:</u> Remove any negative or dash symbols from the data field. <u>Warning Text:</u> "Please enter only positive numbers".</p>

4.3 Thesis Details

Forms:	Thesis Distribution and Examination.
Visible to:	Examiner (All Stages).
Action:	Examiner (All Stages).
Purpose:	Provides details on the Thesis Access Restrictions and asks the Examiner to accept or decline the conditions of the Non-Disclosure Agreement if applicable. Allows the Examiner to download a copy of the thesis and declare any conflicts of interest.
Triggered by:	Form Initiation.
Loads:	<ul style="list-style-type: none"> D-Space Thesis Document Repository

4.3.1 Examiner View – Review NDA



Thesis Details

Candidate [Redacted]

Thesis Details

Title Environmental change in the Pacific

Format Thesis by Standard Format

Abstract ALTERNATIVE FORMATEntire Thesis Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vestibulum mattis orci sit amet egestas. Nullam tincidunt, est id tempor ultricies, tellus dui egestas dui, nec sollicitudin velit mauris eu lorem. Vestibulum eu felis elit. Nunc varius tellus at libero sagittis tristique. Morbi sit amet sem eu dolor aliquet tincidunt. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nulla magna enim, cursus et tristique id, auctor et nunc. Vivamus non massa sed neque eleifend pellentesque. Integer augue sapien, tempus eu quam et, eleifend sodales dui. Aliquam ut varius diam. Duis lacus dolor, pulvinar vitae tristique.

Full Confidentiality

Full confidentiality restricts the public availability of a thesis through the ANU Open Research repository for a specified period of time. Examiners are unable to discuss the content of the thesis for the period of restriction and are asked to sign a non-disclosure agreement.

The Dean – Higher Degree Research has given approval to prohibit access to these parts of the thesis:
Whole Thesis.

These parts have been awarded full confidentiality for this reason: **Cultural Sensitivities.**

In addition to your obligation to treat this thesis as confidential while it is under examination, you are also required to treat it as confidential for the period between approval of award and until public availability of the thesis on the ANU Open Research repository (a period of **10 month(s)**). You will be notified when the period begins.

Non-disclosure Agreement

I undertake not to discuss (other than as required for examination) or disclose information contained in the thesis/sections of the thesis defined above until a final outcome has been determined by the ANU and a period of 10 month(s) after approval of award, without permission of The Australian National University. *

3)



- Yes, I agree.
- No, I do not agree.

Submit form to access the thesis.

4)

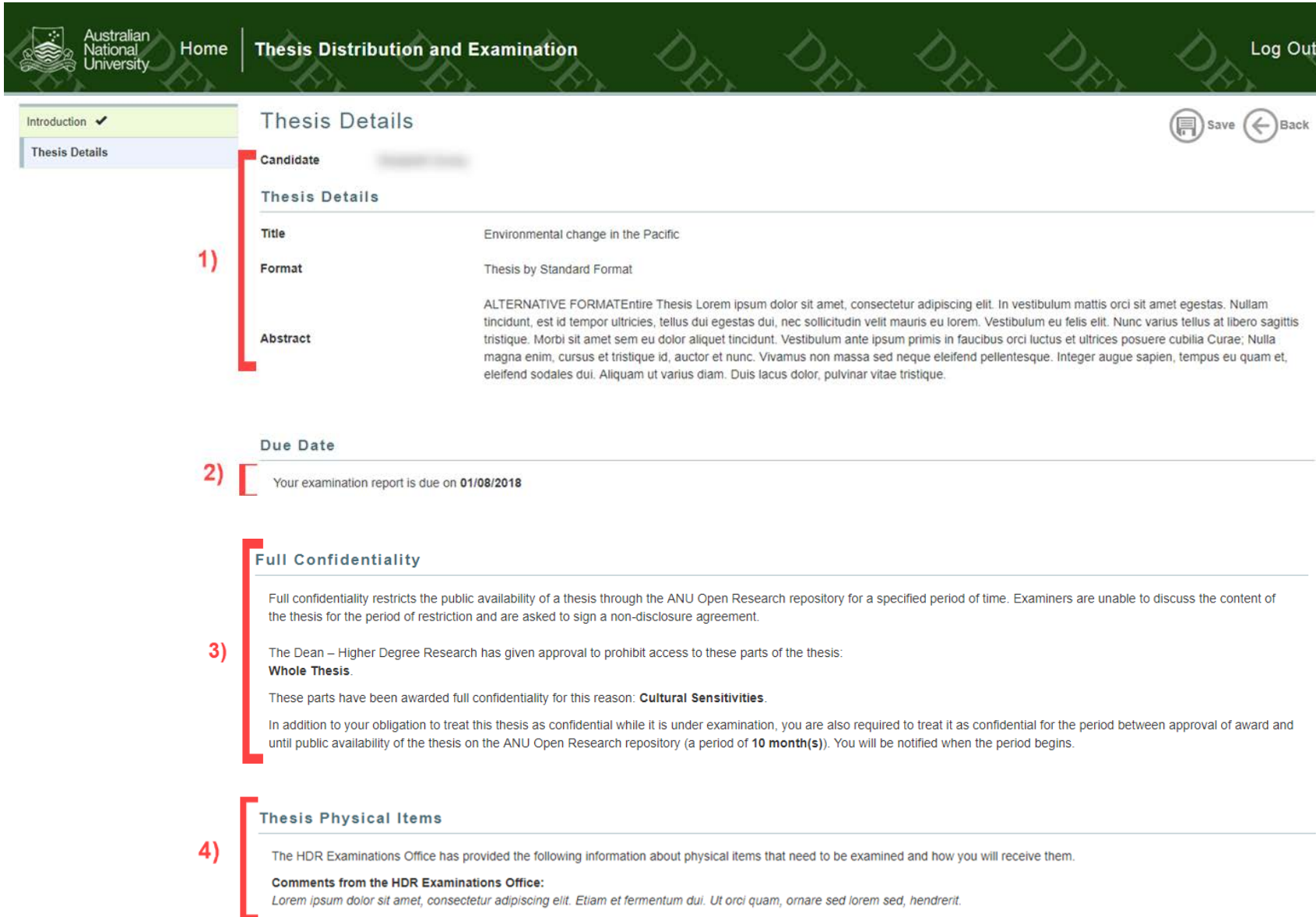


Submit to access thesis (3)

4.3.1.1 *Examiner View – Review NDA View*

Annotation	Question Type	Description	Conditions
1.	Text	Thesis and Candidate details including: <ul style="list-style-type: none"> • Candidate • Title • Format • Abstract 	
2.	Text	Details on full confidentiality. Includes which parts of the thesis are restricted, the reasons for the restriction, and the period of restriction.	
3.	Multiple Choice	A radio button for the Examiner to agree to the terms of the NDA or withdraw from the process.	
4.	Submit Button	Submit button to register the Examiner’s decision and either grant access to the thesis or withdraw the Examiner.	

4.3.2 Examiner View – Declare Conflict of Interest



Introduction ✓

Thesis Details

Home | Thesis Distribution and Examination | Log Out

Save Back

1) **Candidate**

Thesis Details

Title Environmental change in the Pacific

Format Thesis by Standard Format

Abstract ALTERNATIVE FORMATEntire Thesis Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vestibulum mattis orci sit amet egestas. Nullam tincidunt, est id tempor ultricies, tellus dui egestas dui, nec sollicitudin velit mauris eu lorem. Vestibulum eu felis elit. Nunc varius tellus at libero sagittis tristique. Morbi sit amet sem eu dolor aliquet tincidunt. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nulla magna enim, cursus et tristique id, auctor et nunc. Vivamus non massa sed neque eleifend pellentesque. Integer augue sapien, tempus eu quam et, eleifend sodales dui. Aliquam ut varius diam. Duis lacus dolor, pulvinar vitae tristique.

2) **Due Date**

Your examination report is due on **01/08/2018**

3) **Full Confidentiality**

Full confidentiality restricts the public availability of a thesis through the ANU Open Research repository for a specified period of time. Examiners are unable to discuss the content of the thesis for the period of restriction and are asked to sign a non-disclosure agreement.

The Dean – Higher Degree Research has given approval to prohibit access to these parts of the thesis:

Whole Thesis.

These parts have been awarded full confidentiality for this reason: **Cultural Sensitivities.**

In addition to your obligation to treat this thesis as confidential while it is under examination, you are also required to treat it as confidential for the period between approval of award and until public availability of the thesis on the ANU Open Research repository (a period of **10 month(s)**). You will be notified when the period begins.

4) **Thesis Physical Items**

The HDR Examinations Office has provided the following information about physical items that need to be examined and how you will receive them.

Comments from the HDR Examinations Office:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit.

Thesis Download

The Candidate's thesis and any appendices are below. You are able to download and view the documents for examination by clicking on each document.

5)

DSpace Thesis Repository		
File name		Size
Thesis Material - ImagingEngine.dll	Q	1.9 MIB
Supporting Material - PhotoAcq.dll	Q	1.59 MIB
Thesis Material - PhotoBase.dll	Q	37.5 KiB
Supporting Material - PhotoViewer.dll	Q	1.5 MIB

6)

Do you need to withdraw from this examination?

If you are unable to meet the requirements of examination by the due date, you can withdraw from the examination at any time by checking the box below and submitting the eForm. You can also request an extension by emailing the [HDR Examinations Office](#).


I would like to **withdraw** as an examiner of the thesis.

Please provide comments about why you are withdrawing as an examiner. *

Type here...

Conflict of Interest

7) You must declare if you have or may have a material interest or conflict of interest in relation to the examination of the thesis. If you declare a conflict of interest, the Associate Dean will review it and will decide if you can continue as an examiner.

Do you have any conflicts of interest related to the examination of the thesis? * 

Yes
 No

8) Please detail the conflict of interest. *

Type here...

The Associate Dean will review the conflict of interest and decide if you can continue as an examiner of the thesis. According to the Research Awards Rule you cannot continue to take part in the examination of the thesis unless the Associate Dean decides you can continue as an examiner. Please email the [HDR Examinations Office](#) if you have any questions. You will be notified once the Associate Dean has made a decision.

4.3.2.1 Examiner View – Declare Conflict of Interest/Write Report Table

Annotation	Question Type	Description	Conditions
1.	Text	Thesis and Candidate details including: <ul style="list-style-type: none"> • Candidate • Title • Format • Abstract 	
2.	Text	Examination report due date.	
3.	Text	Details on full confidentiality, including which parts of the thesis are restricted, the reasons for the restriction, and the period of restriction.	If thesis has full confidentiality.
4.	Text	Information on Thesis Physical Items.	If physical items have been entered by EGAP.
5.	DSpace Download Module	Thesis file download through D-Space Thesis Repository.	
6.	Checkbox, Text Entry Field	Clicking this checkbox will allow the form to be submitted to the Examinations Office for termination. The text area is available to give details as to why the Examiner wishes to withdraw.	If the Examiner withdraws from the examination.

7.	Multiple Choice	Radio button for the Examiner to indicate whether they have a conflict of interest.	If the eForm has not already gone to the AD for approval.
8.	Text Entry Field, Text	Text entry field to detail the conflict of interest.	If the Examiner identified a conflict of interest.

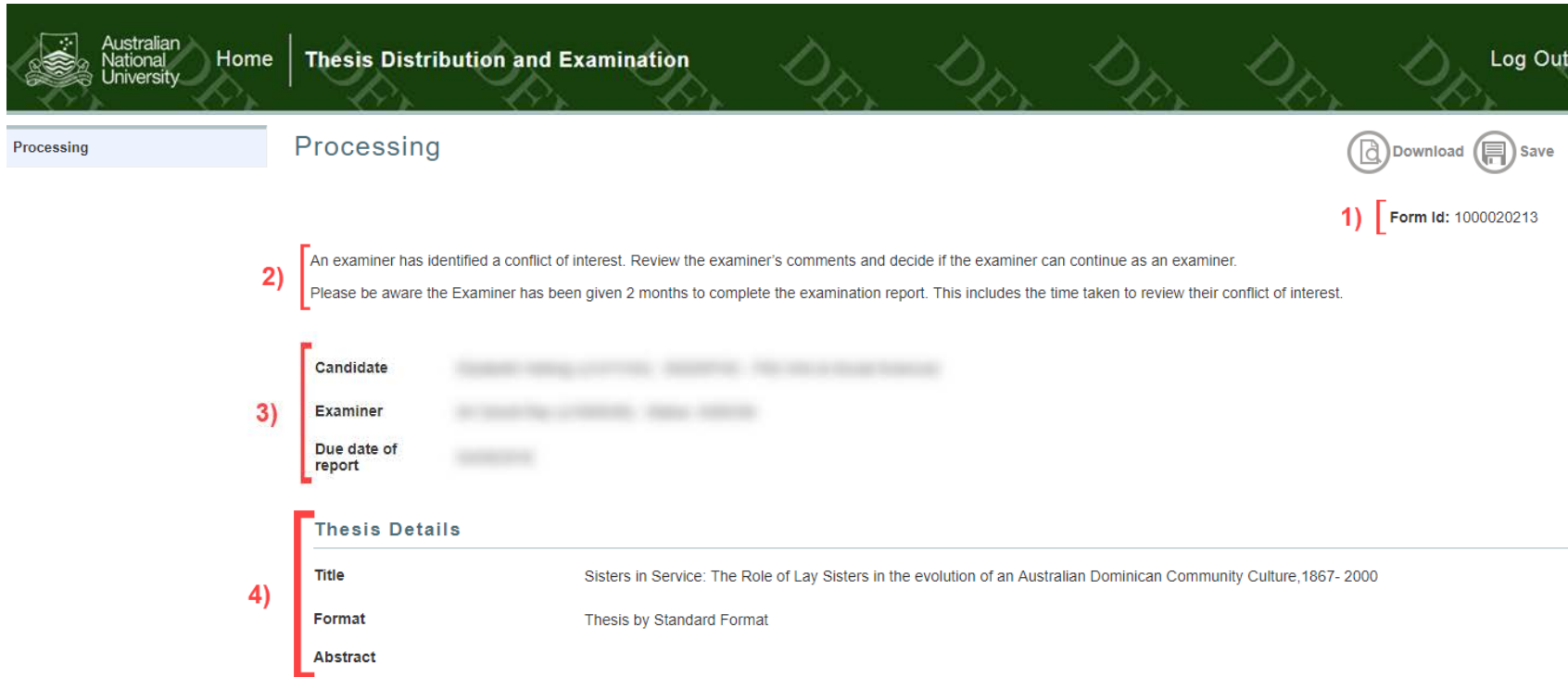
4.3.3 Errors / Validators

a)	<p>No thesis is available. Contact the ANU HDR Examinations Office for assistance</p> <p><u>Trigger:</u> Displayed if no thesis can be found in D-space. <u>Potential Solutions:</u> If no thesis can be found in D-Space it generally means that there is an error connecting to D-Space. Contact ANU HDR Examinations for assistance, escalate to Digital Solutions if required. <u>Warning Text:</u> "No thesis is available. Contact the ANU HDR Examinations Office for assistance".</p>
b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> "This is a required field".</p>

4.4 Processing

Forms:	Thesis Distribution and Examination.
Visible to:	Associate Dean, EGAP (Process Response Stage).
Action:	Associate Dean, EGAP (Process Response Stage).
Purpose:	Provides further details on the Candidate including contact details, citizenship information, enrolment details and supervisory panel members for reference. Provides details on the Examiner’s conflict of interest for decision.
Triggered By:	Transition to Associate Dean state, by the Examiner’s conflict of interest, or to final EGAP state
Loads:	

4.4.1 EGAP, Associate Dean View – Review Conflict of Interest / Submission



The screenshot shows the 'Processing' page in the 'Thesis Distribution and Examination' system. The header includes the ANU logo, 'Home', 'Thesis Distribution and Examination', and 'Log Out'. A 'Processing' tab is active. On the right, there are 'Download' and 'Save' icons. A red notification '1) [Form Id: 1000020213' is visible. A list of items is shown, with item 2) highlighted: 'An examiner has identified a conflict of interest. Review the examiner’s comments and decide if the examiner can continue as an examiner. Please be aware the Examiner has been given 2 months to complete the examination report. This includes the time taken to review their conflict of interest.' Below this, item 3) shows details for a candidate and examiner, including the 'Due date of report'. Item 4) shows 'Thesis Details' for a thesis titled 'Sisters in Service: The Role of Lay Sisters in the evolution of an Australian Dominican Community Culture, 1867- 2000', with the format 'Thesis by Standard Format'.

5) Conflict of Interest

Mr Deniz Ray identified conflicts of interest.

Examiner's comments:
Est adeo conflictu. Fieri non potest incipere describere iustus quam multi habent in hoc opere sum utilitates. Ego motus de interest ad pecuniam et effectus.

You must agree to the declared conflict of interest or end the examiner's appointment.

What is your decision regarding the declared conflict of interest? *

I have reviewed the conflict of interest and **agree** to the examiner continuing as an examiner.
 I have reviewed the conflict of interest and **do not agree** and I am ending the examiner's appointment as an examiner.

6) Comments *

Type here...

4.4.1.1 Function Table

Annotation	Question Type	Description	Conditions
1.	Form ID	Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form.	
2.	Text	Introduction text changes depending on form user. Provides context to the form and outlines necessary actions.	
3.	Text	Candidate, Examiner and Due Date.	
4.	Text	Thesis Details include: <ul style="list-style-type: none"> • Title • Format • Abstract 	Visible if the eForm is in the 'Confirm Examiner Appointment' state or 'Process Responses' state.
5.	Multiple Choice	Conflict of interest radio button to determine whether the Associate Dean allows the Examiner to continue, or terminates their appointment.	If in Associate Dean stage.
6.	Text Field Entry	General comments text area.	If in Associate Dean stage.

4.4.2 Errors / Validators

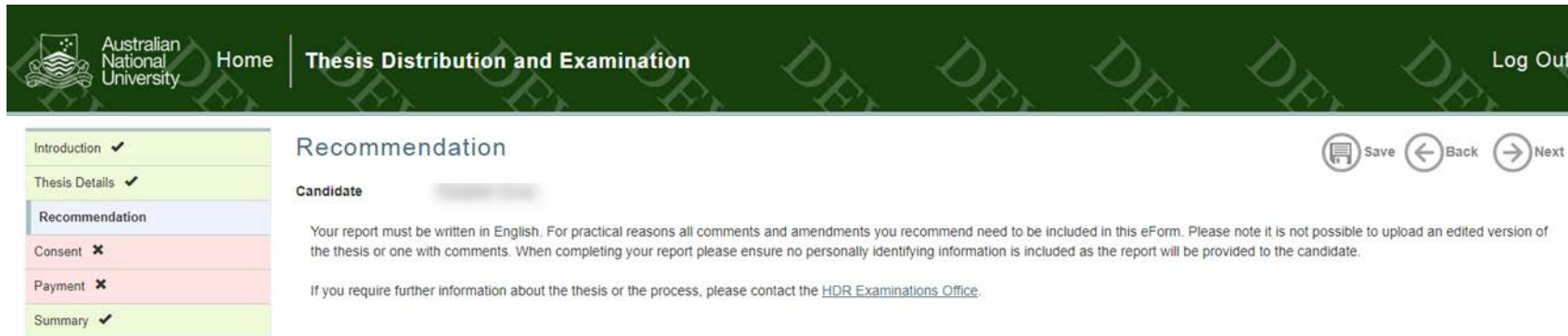
a)	This is a required field
----	---------------------------------


	<p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p> <p><u>Warning Text:</u> <i>"This is a required field"</i>.</p>
b)	<p style="border: 1px solid red; padding: 2px;">The due date for the examiner report is in less than two weeks. Please contact the HDR Examinations Office to extend the due date before you can submit.</p> <p><u>Trigger:</u> The extended due date for the examiner report is in less than two weeks.</p> <p><u>Potential Solutions:</u> Contact the HDR Examinations Office to extend the examiner report due date at least two weeks into the future.</p> <p><u>Warning Text:</u> <i>"The due date for the examiner report is in less than two weeks. Please contact the HDR Examinations Office to extend the due date before you can submit"</i>.</p>

4.5 Recommendation

Forms:	Thesis Distribution and Examination.
Visible to:	Examiner.
Action:	Examiner.
Purpose:	For the Examiner to provide recommendation on the outcome of the examination, provide their report on the examination, and provide a rating of the thesis against several criteria.
Triggered By:	Visible if the Examiner has no conflict of interest or the conflict of interest has been accepted by the Associate Dean.
Loads:	

4.5.1 Examiner View – Recommendation / Write Report



 Australian National University
 Home
Thesis Distribution and Examination
Log Out




Introduction ✓
Thesis Details ✓
Recommendation
Consent ✗
Payment ✗
Summary ✓

Recommendation

Candidate [REDACTED]

Your report must be written in English. For practical reasons all comments and amendments you recommend need to be included in this eForm. Please note it is not possible to upload an edited version of the thesis or one with comments. When completing your report please ensure no personally identifying information is included as the report will be provided to the candidate.

If you require further information about the thesis or the process, please contact the [HDR Examinations Office](#).

 Save
  Back
  Next

Criteria

1)

The University monitors the quality of work submitted. Please indicate your rating of the Candidate's work against each of the criteria.

Exceptional: Of the highest merit, at the forefront of research in the field. Fewer than 5% of candidates worldwide would be in this band.
Excellent: Strongly competitive at international levels. Fewer than 20% of candidates would be in this band.
Very Good: An interesting, sound and compelling thesis. Approximately 30% of candidates would be in this band.
Good: A sound thesis, but lacks a compelling element in some respect. Approximately 30% of candidates would be in this band.
Fair: The thesis has potential, but requires major revisions. Approximately 20% of candidates would be in this band.
Flawed: The thesis does not meet the required standard for this criterion.

2)

- The thesis as a whole is a substantial and original contribution to knowledge of the subject. * Flawed Fair Good Very Good Excellent Exceptional
- The Candidate shows familiarity with, and understanding of, the relevant literature. * Flawed Fair Good Very Good Excellent Exceptional
- The techniques adopted are appropriate to the subject matter and are properly applied. * Flawed Fair Good Very Good Excellent Exceptional
- The Candidate demonstrates a capacity for independent, critical thinking. * Flawed Fair Good Very Good Excellent Exceptional
- The results are suitably set out, and accompanied by adequate exposition. * Flawed Fair Good Very Good Excellent Exceptional
- The quality of the language and general presentation is suitable for publication. * Flawed Fair Good Very Good Excellent Exceptional

Examination Report

3)

- How would you like to provide your report? *
- Write my report in this eForm (preferred option)
 - Upload my PDF report into this eForm (maximum size 20MB) (not recommended)

4)

Please provide a **detailed** report, giving reasoned arguments for your recommendation on the outcome of the examination. This report will be sent to the candidate.

WARNING: The Research Awards Rule states the identity of an examiner must not be disclosed to a student until the final decision is made (and then only with the examiner's permission).

Your uploaded report will go via the HDR Examinations office for review before going to the Candidate. You must ensure your report does not contain your name, any contact details, nor any other content or metadata that could be used to identify you. You must ensure you are not listed as the author of your report. Files with a password must not be uploaded.

5)

- Report upload *
-
- I confirm I have taken all necessary steps to obscure my identity from the Candidate. *

6)

Please provide a **detailed** report, giving reasoned arguments for your recommendation on the outcome of the examination. This report will be sent to the candidate. If you need to include something you cannot paste into the textbox such as a graph, equation or multimedia file, please email it to the [HDR Examinations Office](#).

Report [?]

B I U S
☰ ☷ ☹ ☺
↶ ↷
x₂ x²
Ω

Outcome

Please provide your recommendation on the outcome of this examination.

7)

The Candidate should *

- Be granted the research award of Master of Philosophy.
- Be granted the research award of Master of Philosophy subject to the Candidate making the specified corrections or revisions required, to the satisfaction of the Delegated Authority in the copy of the thesis intended for deposit within the University Library.
- Not be granted the research award of Master of Philosophy but be permitted to submit a revised thesis for re-examination following rewriting of the whole or specified sections of the thesis, as set out in the attached report.
- Be failed.

8)

Re-examination

If the Candidate is required to resubmit, they will do so within one year, however this timeframe may be extended.

If required, are you willing to re-examine this thesis? *

- Yes
- No

9) **JG Crawford Prize**

The University's premier prize for academic excellence is the JG Crawford Prize. One prize is awarded each year, to a PhD or MPhil candidate, following a rigorous selection process undertaken by a committee comprising senior University staff who review the work of recommended graduates. For more information about the JG Crawford Prize visit the [Information for examiners webpage](#).

Does the Candidate's thesis demonstrate outstanding scholarship worthy of such a prize? *

Yes

No

4.5.1.1 Function Table

Annotation	Question Type	Description	Conditions
1.	Text	The Candidate's thesis must be rated against a set of criteria. The rating values and their meaning is shown here. Available ratings include: <ul style="list-style-type: none"> • Exceptional • Excellent • Very Good • Good • Fair • Flawed 	
2.	Multiple Choice	Radio button scales to provide a rating against a set of criteria. The criteria include: <ul style="list-style-type: none"> • The thesis as a whole is a substantial and original contribution to knowledge of the subject • The Candidate shows familiarity with, and understanding of, the relevant literature • The techniques adopted are appropriate to the subject matter and are properly applied • The Candidate demonstrates a capacity for independent, critical thinking • The results are suitably set out, and accompanied by adequate exposition • The quality of the language and general presentation is suitable for publication One rating must be selected for each criterion	
3.	Multiple Choice	Radio button to indicate how the Examiner would like to enter their report. Options include: <ul style="list-style-type: none"> • Write report in this eForm (Preferred option) • Upload PDR report into the eForm (maximum size 20MB) (not recommended) 	
4.	Text	Warning text reminding the Examiner that their identity must not be disclosed during the examination and that all content or metadata which identifies the Examiner must be removed from the document.	Upload is selected.
5.	Document Upload, Checkbox	An upload button for the Examiner to upload their report. They must click the checkbox to confirm they have taken the necessary steps to obscure their identity.	Upload is selected.
6.	Rich Text Entry	Examination Report text area. The examination report may be written/pasted here.	Direct entry is selected.

7.	Multiple Choice	<p>Outcome Radio buttons: the Examiner selects their recommended outcome for the thesis, the outcomes include:</p> <ul style="list-style-type: none"> • Be granted the award of PhD/Master of Philosophy • Be granted the award of PhD/Master of Philosophy subject to corrections or revisions required by the examiners in the thesis to be made to the satisfaction of the Delegated Authority in the copy intended for deposit within the University Library • Not be granted the award of PhD/Master of Philosophy but should be permitted to submit a revised thesis for re-examination following rewriting of the whole or specified sections of the thesis, as set out in the attached report • Not be granted the award of PhD/Master of Philosophy (and should be failed) <p>If the thesis being examined is a <i>re-submitted thesis</i>: the re-examination option above is not available.</p>	
8.	Multiple Choice	A yes/no radio button is available to indicate whether the examiner is willing to re-examine the Candidate.	If re-examination is required.
9.	Multiple Choice	JG Crawford Prize radio button to determine whether the examiner believes the Candidate worthy for the prize.	If an exceptional or excellent rating is given.

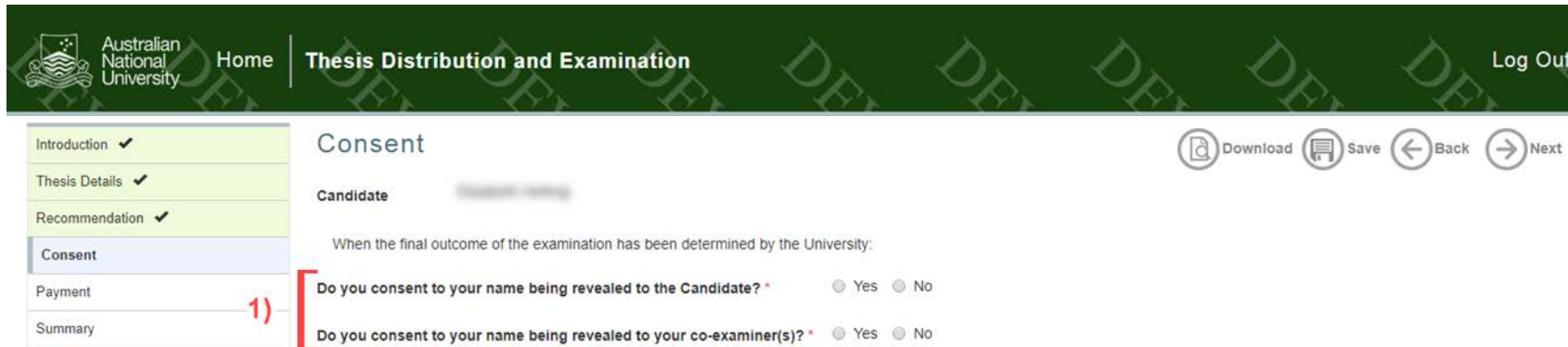
4.5.2 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p> <p><u>Warning Text:</u> <i>"This is a required field"</i>.</p>
----	---

4.6 Consent

Forms:	Thesis Distribution and Examination.
Visible to:	Examiner.
Action:	Examiner.
Purpose:	For the Examiner to indicate whether they want their name shared amongst their co-examiners or the Candidate.
Triggered By:	Visible if the Examiner has no conflict of interest or the conflict of interest has been accepted by the Associate Dean.
Loads:	

4.6.1 Examiner View – Name Release



4.6.1.1 Function Table

Annotation	Question Type	Description	Conditions
1.	Multiple Choice	Radio button list for the Examiner to indicate their consent on the following: <ul style="list-style-type: none"> Do you consent to your name being revealed to the Candidate? Do you consent to your name being revealed to your co-examiner(s)? 	

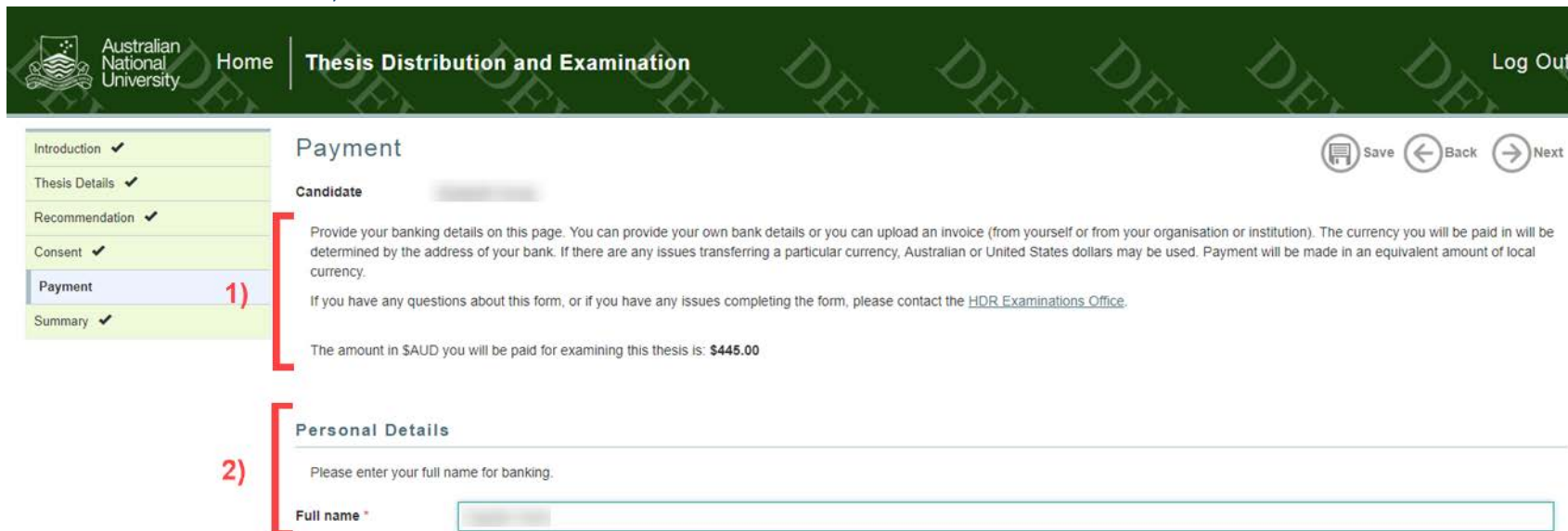
4.6.2 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed. <u>Potential Solutions:</u> Confirm that user has completed all fields. <u>Warning Text:</u> "This is a required field".</p>
----	--

4.7 Payment

Forms:	Thesis Distribution and Examination.
Visible to:	Examiner.
Action:	N/A
Purpose:	Visible if the Examiner has no conflict of interest or the conflict of interest has been accepted by the Associate Dean.
Loads:	<ul style="list-style-type: none"> • FS Service – Project Code Validation • ISO Country Search • CS Service – Bank Details Pull BSB
Triggered By:	Form Initiation.
Loads:	

4.7.1 Examiner View – Payment Details



Payment

Candidate [Redacted]

Provide your banking details on this page. You can provide your own bank details or you can upload an invoice (from yourself or from your organisation or institution). The currency you will be paid in will be determined by the address of your bank. If there are any issues transferring a particular currency, Australian or United States dollars may be used. Payment will be made in an equivalent amount of local currency.

If you have any questions about this form, or if you have any issues completing the form, please contact the [HDR Examinations Office](#).

The amount in SAUD you will be paid for examining this thesis is: **\$445.00**

Personal Details

Please enter your full name for banking.

Full name *

3)

Address Details

Please confirm your postal address.

Address 1 *	<input type="text" value="42 Wallaby Way"/>	State/Province *	<input type="text" value="NSW"/>
Address 2	<input type="text"/>	Postcode/Zip code *	<input type="text" value="2000"/>
Address 3	<input type="text"/>	Country *	<input type="text" value="Australia"/>
Town/Suburb (city) *	<input type="text" value="Sydney"/>		

4)

Payment Details

How would you like to enter your payment details? *

- Direct input of personal bank details (**preferred method**)
- Upload an invoice (Invoice must contain banking details and you must be listed as the contact person on the invoice)
- Email an organisational invoice later (Invoice must contain banking details and you must be listed as the contact person on the invoice)

5)

Is your bank Australian or international? *

- Australian
- International

6) **Bank Details**

Name of Bank *

Bank Address *

Bank Country *

SWIFT Code *

International Bank Account Number (IBAN) *

Bank Code

Account Holder's Name *

Enter any other information required by your country or bank.

Additional Information

7) **Select the best option for you ***

- I have an Australian Business Number (ABN). I understand GST is applicable if I am registered for GST.
- I am attaching a form (ABN withholding - statement by supplier form)
- I agree to 49% withholding tax being applied.

8) **Enter your ABN ***

9) **Optional invoice upload**

10) **Bank Details**

BSB *

Bank Name/Branch Name

Account Number *

Account Name *

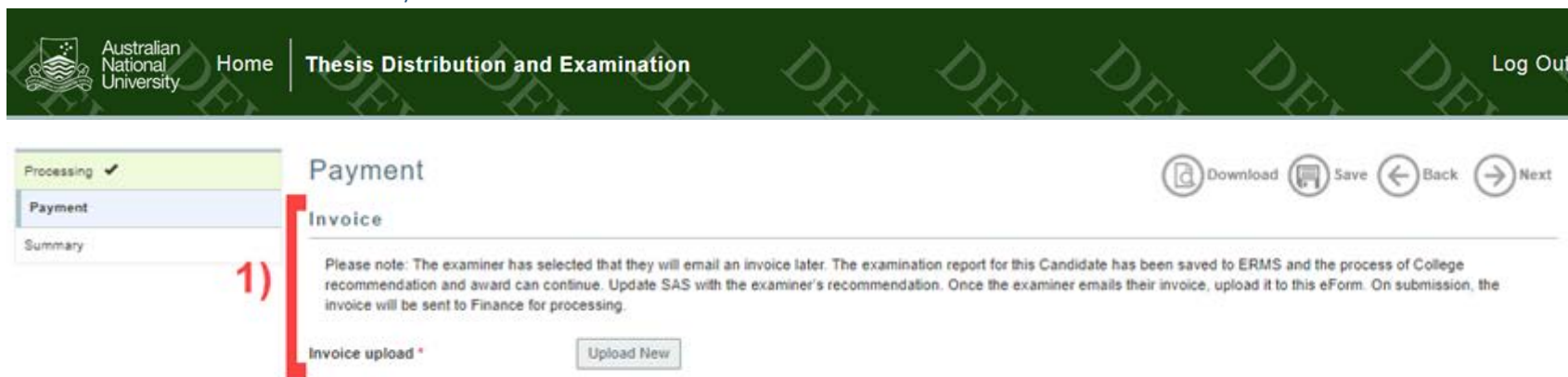
- 11) The invoice must contain:
- payment/banking details
 - your name as the listed contact person
 - the ABN of the business issuing the invoice, if required
 - a description of the services provided
 - the GST amount.
- Warning: If no ABN is quoted, and you list an Australian postal address or an Australian bank account, withholding tax will apply.
- 12) Invoice upload

4.7.1.1 Function Table

Annotation	Question Type	Description	Conditions
1.	Text	Details on how to complete the payment page. This includes the amount which will be payed to the Examiner for examining the thesis.	
2.	Text Entry Field	Full Name text area.	
3.	Text Entry Fields, Drop-down List	Address details text areas.	
4.	Multiple Choice	Radio button to select how the Examiner would like to enter their payment details. Options include: <ul style="list-style-type: none"> • Direct input of personal bank details • Upload and invoice – <u>If selected</u>, an invoice upload is available • Email an organisation invoice later 	
5.	Multiple Choice	Radio button to select whether the bank account is Australian or International.	If direct input of bank details is selected (from 4).
6.	Text Entry Field, Drop-down lists	Bank details text fields are available. These details include: <ul style="list-style-type: none"> • Name of Bank • Bank Address • Bank Country (Drop-down list) • SWIFT Code • International Bank Account Number • Bank Code • Account Holder’s Name • Additional information 	If the bank account is of type international.
7.	Multiple Choice	Radio button list to select from a series of options relating to ABN and withholding tax. These options include: <ul style="list-style-type: none"> • I have an Australian Business Number (ABN). I understand GST is applicable if I am registered for GST 	If Australian Bank Account.

		<ul style="list-style-type: none"> I am attaching a form (ABN withholding - statement by supplier form) I agree to 47% withholding tax being applied 	
8.	Text Entry Field	A text area for entering an ABN.	If ABN is selected.
9.	Document Upload	An optional invoice upload. Same format used if uploading an <u>ABN withholding form</u> .	If ABN or form is selected.
10.	Text Entry Field	Text areas for entering Bank details for an Australian account. These include: <ul style="list-style-type: none"> BSB – This also uses a web service to bring back information on the bank, based on the BSB Bank/Branch Name Account Number Account Name 	If Australian Bank Account.
11.	Text	Details on what information must be included in the invoice.	If invoice upload or email is selected.
12.	Document Upload	A mandatory invoice upload. Must include banking details.	If invoice upload is selected.

4.7.2 EGAP View – Examiner Payment



The screenshot shows the 'Payment' section of the system. A red bracket labeled '1)' highlights the 'Invoice' section. The 'Invoice' section contains the following text: 'Please note: The examiner has selected that they will email an invoice later. The examination report for this Candidate has been saved to ERMS and the process of College recommendation and award can continue. Update SAS with the examiner's recommendation. Once the examiner emails their invoice, upload it to this eForm. On submission, the invoice will be sent to Finance for processing.' Below this text is an 'Invoice upload *' field with an 'Upload New' button.

2)

General Ledger Code

Candidate's College

Candidate's School (indication only)

Area	Code
Asia-Pacific College of Diplomacy (APCD)	R 45110
Crawford School of Public Policy	R 53545
Culture, History and Language (CHL)	R CP420 (Pre 2019) R 64510 (2019 onward)
Department of Pacific Affairs (DPA) (formerly State, Society and Governance in Melanesia (SSGM))	R 45730
Department of Political & Social Change (PSC)	R 45240
National Security College	S 60100 0511
School of Regulation and Global Governance (RegNet)	R 45120
Strategic & Defence Studies Centre (SDSC)	R 45230 01

3)

Enter the General Ledger Code for the Candidate's School or College below.
 Example: A General Ledger code "RCP420" will have a fund "R" and a department ID of "CP420"

Fund * Department ID * Project ID (if required)

4.7.2.1 EGAP View Table

Annotation	Question Type	Description	Conditions
1.	Document Upload, Text	A document upload is available to upload the invoice sent by the Examiner outside the form.	If the Examiner has indicated they will email an invoice later.
2.	Tab Group, Text	General Ledger Code information. The Candidate's College and School is shown as an indication. A series of tabs allows you to select a college. A table shows the GL Codes and the areas they are associated with, for information.	

3.	Drop-down List, Text Entry Fields	General Ledger Code entry. Includes: <ul style="list-style-type: none"> • Fund dropdown list • Department ID text area • Project ID text area (if applicable) 	
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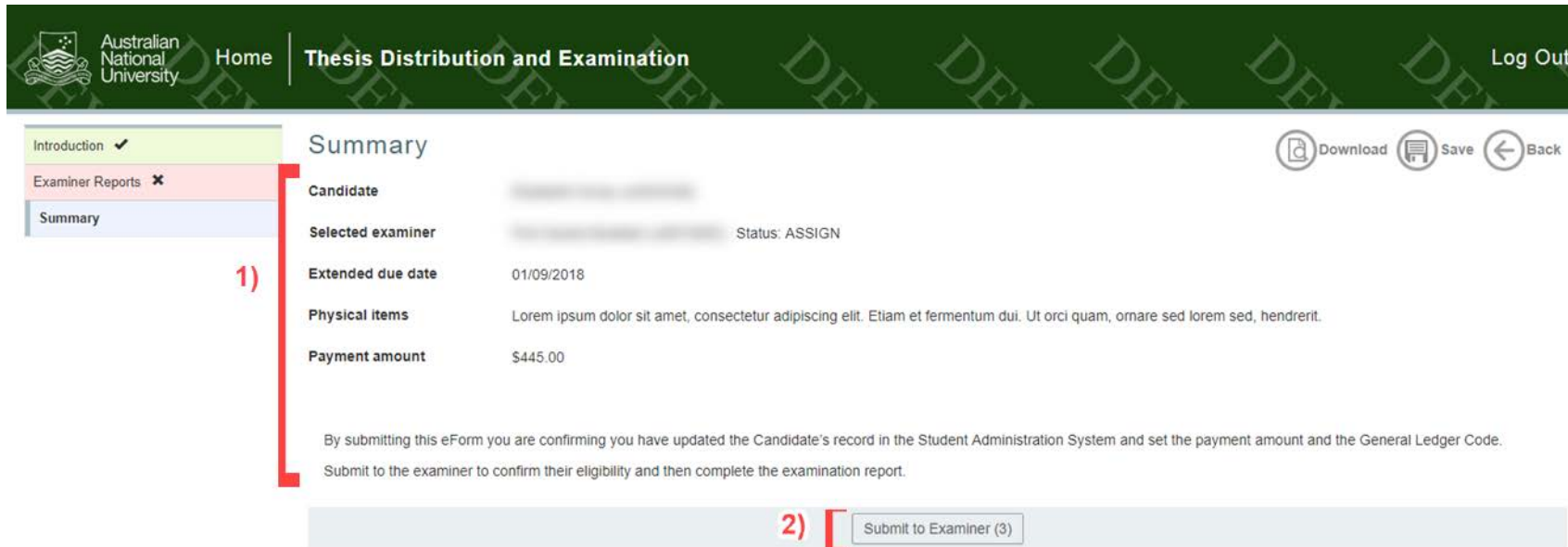
4.7.3 Errors / Validators

a)	<p>Invalid General Ledger Code.</p> <p><u>Trigger:</u> Displayed if the supplied General Ledger Code does not match any.</p> <p><u>Potential Solutions:</u> Ensure that the correct Ledger Code has been entered. Escalate this ticket to the next support tier if a correct Ledger Code is not working.</p> <p><u>Warning Text:</u> "Invalid General Ledger Code".</p>
b)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p> <p><u>Warning Text:</u> "This is a required field".</p>
c)	<p>The BSB you have entered does not exist. Please check the value you have entered or contact the ANU HDR Examinations Office if you believe this is incorrect.</p> <p><u>Trigger:</u> Displayed if the BSB entered does not match a known BSB.</p> <p><u>Potential Solutions:</u> Ensure that the BSB entered is correct. Contact the ANU HDR Examinations Office if you believe the BSB entered is correct.</p> <p><u>Warning Text:</u> "The BSB you have entered does not exist. Please check the value you have entered or contact the ANU HDR Examinations Office if you believe this is incorrect".</p>
d)	<p>Please verify your eleven-digit ABN</p> <p><u>Trigger:</u> ABN entered is not eleven digits long.</p> <p><u>Potential Solutions:</u> Ensure that the ABN entered is exactly eleven digits long.</p> <p><u>Warning Text:</u> "Please verify your eleven-digit ABN".</p>

4.8 Summary

Forms:	Thesis Distribution and Examination.
Visible to:	All.
Action:	All.
Purpose:	Provides a final review of the examination details before submission.
Triggered By:	Form Initiation.
Loads:	

4.8.1 EGAP View – Select Examiners



The screenshot shows the user interface for the 'Thesis Distribution and Examination' form. The top navigation bar includes the Australian National University logo, 'Home', 'Thesis Distribution and Examination', and 'Log Out'. A left-hand menu has 'Introduction' (checked), 'Examiner Reports' (with a close icon), and 'Summary' (highlighted). The main content area is titled 'Summary' and contains the following details:

- Candidate:** [Redacted]
- Selected examiner:** [Redacted] Status: ASSIGN
- Extended due date:** 01/09/2018
- Physical items:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam et fermentum dui. Ut orci quam, ornare sed lorem sed, hendrerit.
- Payment amount:** \$445.00

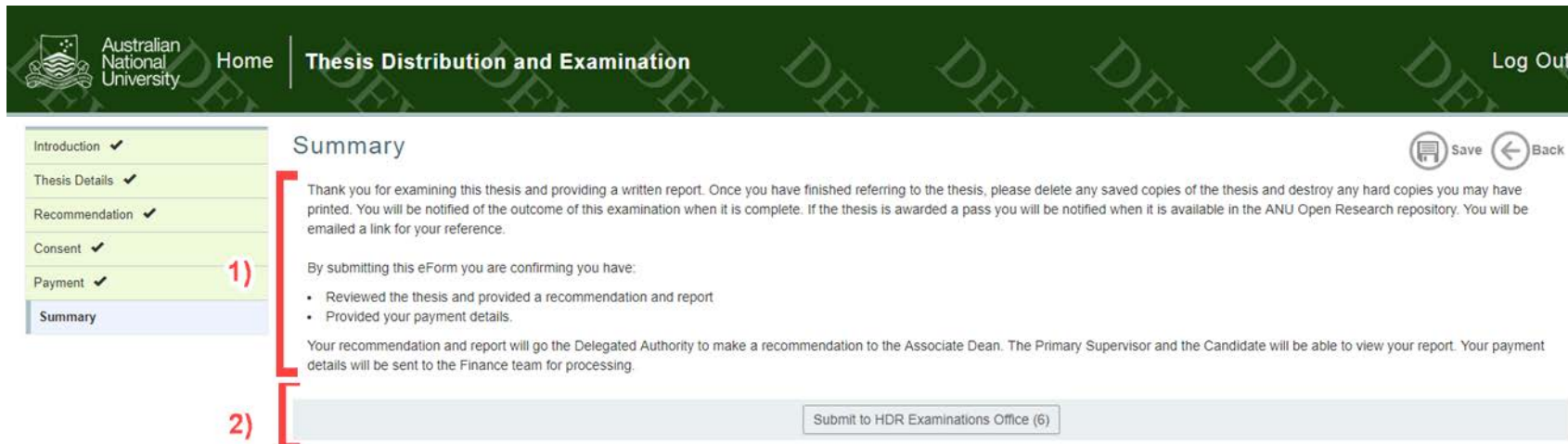
Below the details, there is a confirmation message: "By submitting this eForm you are confirming you have updated the Candidate's record in the Student Administration System and set the payment amount and the General Ledger Code. Submit to the examiner to confirm their eligibility and then complete the examination report." At the bottom, there is a button labeled 'Submit to Examiner (3)' with a red bracket and the number '2)' next to it. In the left-hand menu, a red bracket and the number '1)' are next to the 'Summary' item. In the top right corner, there are icons for 'Download', 'Save', and 'Back'.

4.8.1.1 EGAP – Select Examiners View Table

Annotation	Question Type	Description	Conditions
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1.	Text	Summary of the examination details. Includes: <ul style="list-style-type: none"> • Candidate • Selected Examiner • Extended due date • Physical items • Payment amount 	
2.	Submit Button	Submission button to send the eForm to the Examiner.	

4.8.2 Examiner, Associate Dean View – Submit / Process Form



Summary [Save] [Back]

Thank you for examining this thesis and providing a written report. Once you have finished referring to the thesis, please delete any saved copies of the thesis and destroy any hard copies you may have printed. You will be notified of the outcome of this examination when it is complete. If the thesis is awarded a pass you will be notified when it is available in the ANU Open Research repository. You will be emailed a link for your reference.

By submitting this eForm you are confirming you have:

- Reviewed the thesis and provided a recommendation and report
- Provided your payment details.

Your recommendation and report will go the Delegated Authority to make a recommendation to the Associate Dean. The Primary Supervisor and the Candidate will be able to view your report. Your payment details will be sent to the Finance team for processing.

[Submit to HDR Examinations Office (6)]

4.8.2.1 Examiner, Associate Dean View Table

Annotation	Question Type	Description	Conditions
1.	Text	Text providing information including next steps and confirmations.	
2.	Submit Button	Submission button to send the eForm to the next state.	

4.8.3 EGAP View – Process Reports

Australian National University Home | **Thesis Distribution and Examination** Log Out

- Processing ✓
- Payment ✓
- Summary**

Summary

Download Save Back

Outcome

1)

provided the following ratings:

The thesis as a whole is a substantial and original contribution to knowledge of the subject. **Excellent (2)**
 The Candidate shows familiarity with, and understanding of, the relevant literature. **Excellent (2)**
 The techniques adopted are appropriate to the subject matter and are properly applied. **Excellent (2)**
 The Candidate demonstrates a capacity for independent, critical thinking. **Excellent (2)**
 The results are suitably set out, and accompanied by adequate exposition. **Excellent (2)**
 The quality of the language and general presentation is suitable for publication. **Excellent (2)**

recommended the Candidate:
Be granted the award of PhD.

The examiner report has been saved to ERMS. Update the examiner panel in SAS with this recommendation and the ratings.

2)

JG Crawford Prize

The examiner recommended this thesis for the JG Crawford Prize.

After you have updated the Student Administration System, you can check it.

Check examiner details from Student Administration System *

3)

Examiner Details

Name	Status	Grade

4) **Declaration**

By submitting this eForm you are confirming you have updated the Student Administration System to reflect the examiner's recommendation or withdrawal. *

Submit this eForm to end the process.

5)

4.8.3.1 EGAP – Process Reports View Table

Annotation	Question Type	Description	Conditions
1.	Text	Outcome of the examination as recommended by the Examiner. Including ratings of the thesis	
2.	Text	A notification to show whether the thesis is recommended for the JG Crawford Prize.	
3.	Checkbox, Text	Examiner Details. Confirms that the details you uploaded into the Student Administration System saved correctly.	
4.	Checkbox	Checkbox to confirm that the Student Administration System has been updated to reflect the Examiners' recommendation.	
5.	Submit Button	Submission button to complete the eForm.	

4.8.4 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger:</u> Mandatory user-selection/user-data entry field not completed.</p> <p><u>Potential Solutions:</u> Confirm that user has completed all fields.</p> <p><u>Warning Text:</u> "This is a required field".</p>
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Appendix A: eForm Pages Style Guide

The eForm Pages chapter of this guide will provide a section for each stage of the form. Each section will give an overview of the views and the actions required in that state, concluding the section will be a description of all possible errors and validators. Each section contains subsections, showing each possible viewing state with an annotated screenshot.

Below is a more detailed explanation of a generic page with 2 possible viewers, viewer1 and viewer2.

{4.X} Page Name

{4.X.1} Overview

Forms:	Form it is included in.
Visible To:	Stakeholders that can view each stage.
Actors:	Who acts on this stage of the form.
Purpose:	The contribution of this page to the overall structure.
Triggered by:	The event that leads to the page.
Loads:	External data sources loaded by the page.

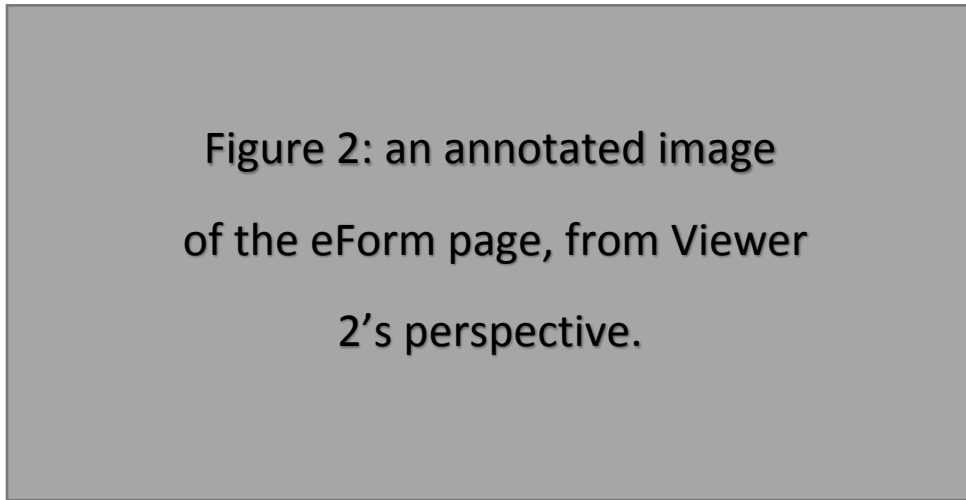
{4.X.1.1} [Viewer1] View

Figure 1: An annotated image of the eForm page, from viewer 1's perspective.

[{4.x.1.2}\[Viewer1\] View](#)

Annotation	Question Type	Description	Conditions
Listed here will be the annotation value.	A list of the question types as defined in Question types, above.	The purpose of the description box is to describe the selected form component. The listed important features are often: the type of question (multiple choice, etc.); the type of answer sought; prerequisites for the question; and any significant consequences of the question.	A description of the conditions which cause the question to appear. A blank cell means the question is always visible.

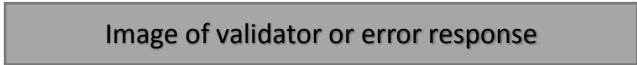
{4.X.1.3} [Viewer2] View



{4.x.1.4}[Viewer2] View

Annotation	Question Type	Description	Conditions
Listed here will be the annotation value.	A list of the question types as defined in Question types, above.	The purpose of the description box is to describe the selected form component. The listed important features are often: the type of question (multiple choice, etc.); the type of answer sought; prerequisites for the question; and any significant consequences of the question.	A description of the conditions which cause the question to appear. A blank cell means the question is always visible.

{4.X.2} Errors and Validators

Reference	Description
index	 <p><u>Trigger</u>: The cause of the issue. <u>Potential Solutions</u>: How to fix the issue. <u>Warning Text</u>: The message returned to the user</p>