

QUEST

FOR EXCELLENCE IN RESEARCH AND INNOVATION

Quest Guide for Supervisors: Online Progress Reports

What is Quest

Quest is our comprehensive research management system used to administer and support research activity at Victoria University. All Progress Reports must be submitted using Quest.

What is in this document

This manual is intended to provide general tips and instructions on accessing, completing, submitting and using other functionality specific to the Quest online Progress Reports for the use of supervisors of graduate researchers.

Where to find help

The Quest website has a number of resources designed to help you complete the Progress Report including answers to some commonly asked questions on the *Help and FAQs* page.

Graduate Research Centre

For further information and assistance regarding the content of your Progress Report:

Phone: 9919 4522

Email: quest.grc@vu.edu.au

Website: <http://www.vu.edu.au/managing-research-candidature>

Quest Service Desk

For technical help and support, *submit a new ticket*:

1. Visit the [VU Support Hub](#) (login required)
2. Click on the 'Research' tile (scroll down to access).
3. Click 'Submit a new ticket'.
4. Select an item from the Service Catalog.
5. Enter the details of your request.
6. Click 'Review & Submit', then click 'Submit'.

Website: <http://research.vu.edu.au/quest.php>

Note: Detailed information on all aspects of the online Progress Report may be found in the Quest Guide for Candidates available to download on the Quest website.

Contents

Log in to Quest.....	3
The Submission Process	4
Complete and Submit the Progress Report	5
Access the Progress Report.....	5
Review the candidate’s report	5
Complete “Stage 2 – Supervisor Report”	5
Submit the Progress Report to the candidate (Finalise and submit Stage 3)	5
Return the Progress Report to the candidate (Make changes to Stage 1)	5
Tips for Navigating the eForm.....	6
Toolbar (top right of screen):	6
Access help and tips.....	6
Move through sections	6
Move through pages.....	6
Save as you go.....	6
Page indicators.....	6
Responding to Comments	7
Generate a Comments List	7
Amend your Answers within the eForm.....	7
Respond to Comments.....	7
Resubmit the Progress Report	7
Print or Save a Copy of the Progress Report	8
Saving a .pdf file to your computer.....	8
Email a Copy of the Progress Report	9

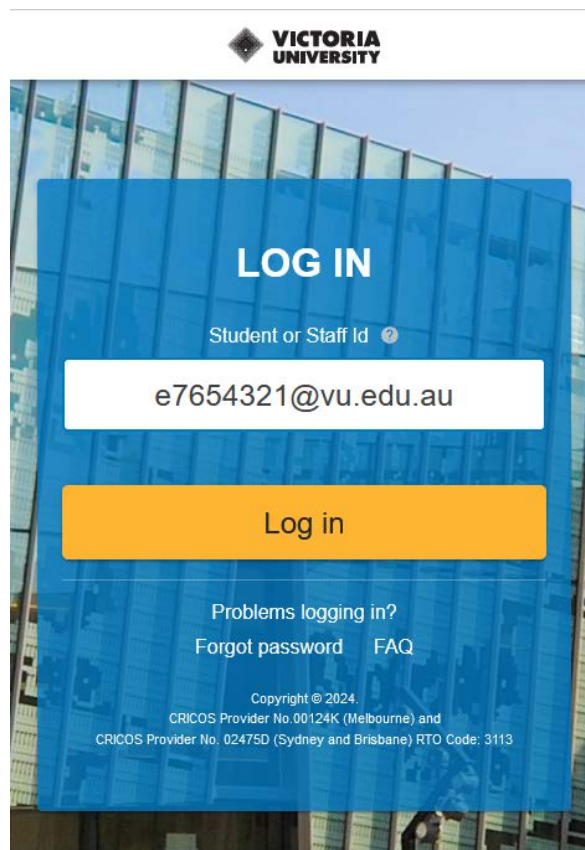
Log in to Quest

Go to <https://quest.vu.edu.au>

Click the 'VU LOGIN' button, and you will be redirected to the standard VU systems login page.

Enter **User Name** and **Password** fields, where:

- **User Name** is your staff ID appended with @vu.edu.au e.g. e1234567@vu.edu.au, and
- **Password** if it is required, is your VU network password.



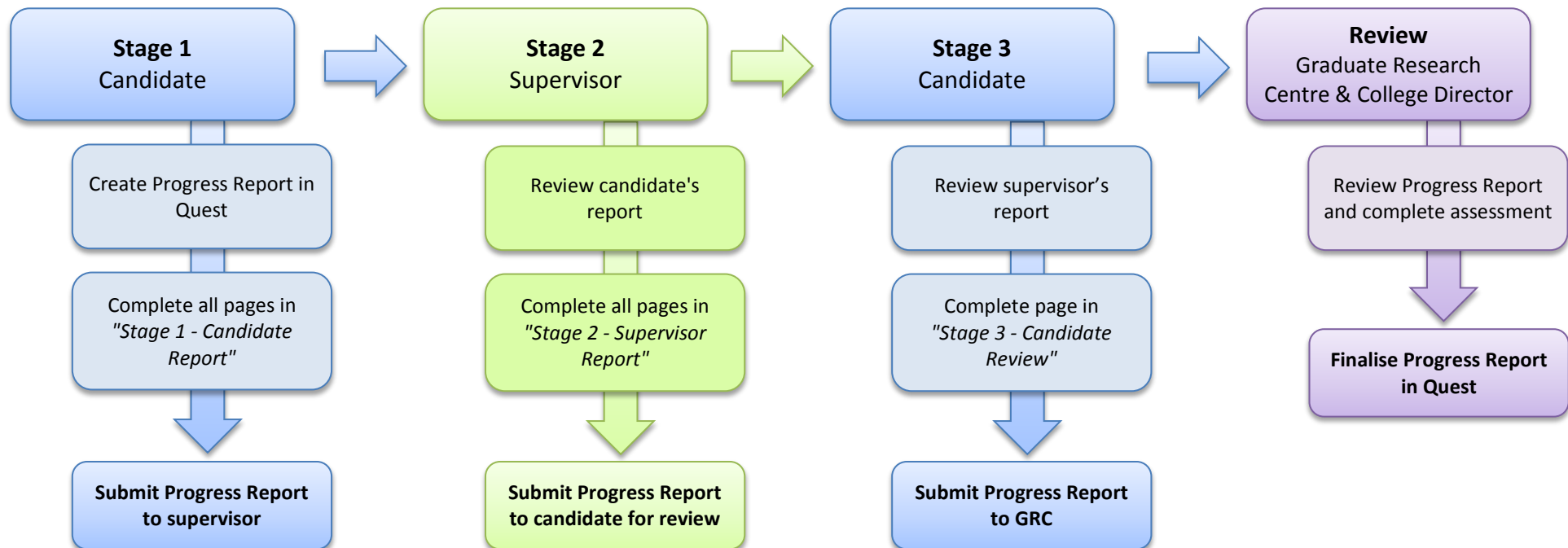
If you are having trouble logging in, please try the following:

1. Check that you have included the correct letter (e) in front of your staff ID.
2. Reset your password (click 'Forgot password')
 - Passwords are controlled by ITS - it may have expired.
 - If the 'Forgot password' method does not permit you to reset it, call the ITS Service Desk on 9919 2777 and ask them to reset your password over the phone.
 - Your password will be updated immediately in Quest and across all network services.
3. If you are still unable to log in, *Submit a new ticket* via the [VU Support Hub](#). See Page 1 beneath heading **Quest Service Desk** for further instructions.

The Submission Process

There are three stages in the submission process for the 2016 Progress Report using Quest. These are outlined in the diagram below and explained in further detail in the subsequent sections.

Note: The process may vary slightly should the Supervisor or GRC request additional information during Stage 2 or the review stage.



Submission Process for the 2016 Progress Report using Quest

Complete and Submit the Progress Report

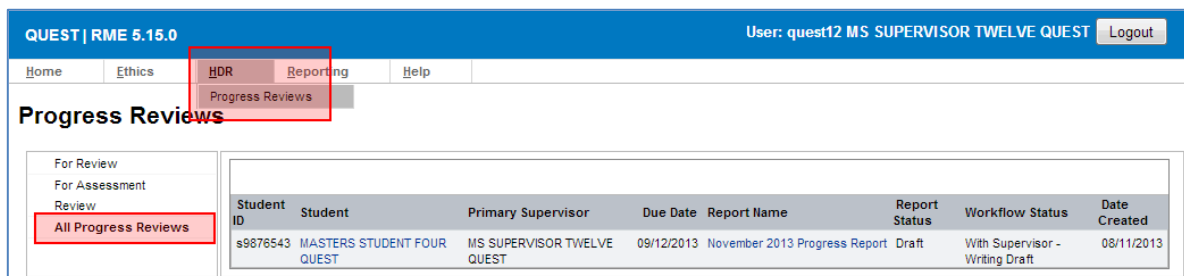
Once the candidate has submitted Stage 1 of the Progress Report, the principal supervisor will receive email notification and will be able to access and edit “Stage 2 – Supervisor Report”.

Associate supervisors are able to log in to Quest and view the information provided by the candidate in the Progress Report. However, they will not be able to respond to any questions. All parties are able to create and view “Comments” throughout the eForm as outlined in “Responding to Comments” below.

Note: External supervisors do not have access to Quest. A copy of the Progress Report may be emailed to them following the instructions below.

Access the Progress Report

Once you have logged in to Quest, hover over the *HDR* menu and select *Progress Reviews*, then click *All Progress Reviews*. Click on the title of the report that you wish to access.



Student ID	Student	Primary Supervisor	Due Date	Report Name	Report Status	Workflow Status	Date Created
s9876543	MASTERS STUDENT FOUR QUEST	MS SUPERVISOR TWELVE QUEST	09/12/2013	November 2013 Progress Report	Draft	With Supervisor - Writing Draft	08/11/2013

The ‘All Progress Reviews’ screen

Until the Progress Report has been submitted to the GRC, you may access the eForm and review the information or create comments to communicate with the candidate and associate supervisors. You may also view the status of the Progress Report at any time from the *All Progress Reviews* screen.

Review the candidate’s report

The candidate will have answered all questions in “Stage 1 – Candidate Report”. Review the information provided by moving through the report on screen, or by printing a copy if preferred.

Complete “Stage 2 – Supervisor Report”

Answer all questions in Stage 2. Mandatory questions are denoted with a red asterisk (*) and must be completed before the Progress Report can be submitted. Remember to **save regularly** using the floppy disk icon (or the green tick in some sections).

Print or save a copy of the report: You can use the report icon at any stage to generate a printer-friendly version of the full Progress Report. See *instructions below*.


Submit the Progress Report to the candidate (Finalise and submit Stage 3)


Click on the *Action* tab in the top left then click *Submit Progress Report to Candidate (Stage 3)*. The candidate will be instructed to complete the final section and submit the Progress Report to the Graduate Research Centre for review and assessment.

Return the Progress Report to the candidate (Make changes to Stage 1)

If you feel that the candidate has not provided enough information in Stage 1, you may return the report to them by clicking *Return Progress Report to Candidate (Stage 1)* from the *Action tab*. Ensure that you have first completed Question 2.21 on the ‘Supervisor Signoff’ page to indicate the additional or amended information required.









Tips for Navigating the eForm

Most questions in the eForm are **mandatory** and must be completed before the report can be submitted. These are denoted by a red asterisk (*). Some questions will only be visible depending on answers provided earlier in the form. You may leave questions unanswered while working through the form, but all questions must be complete before submission. The page will display the  alert icon until all questions are complete.


You may **exit** Quest and return to the Progress Report at any time. Always remember to exit the Progress Report record using the  **exit** icon, and then **log out** of Quest. When you return, you will find the saved report under **HDR > Progress Reviews**.

Toolbar (top right of screen):



You can access different functions of the eForm using the toolbar at the top right of the screen. These icons are explained in more detail throughout the manual.

							
Previous page	Next page	Save	Application comments	Reports (Print)	Page comments	Help	Exit


Access help and tips

Help is provided throughout the form at the page level (top right toolbar) and also for individual questions. Click the  help icon where it displays beside a question




Move through sections

The left-hand column contains the form navigation functions. Use the [Expand »](#) [Collapse «](#) links to view or hide the entire form menu. You can also use the  expand or  collapse icons to toggle one section at a time.

Move through pages





The  green arrows at the top or bottom of the screen can be used to move through adjacent pages in the form. You can also select any page at any time from the form navigation menu by clicking on the page title.

Save as you go

Save the Progress Report at any time using the  save/floppy disk icon (and the  green tick in some sections). Each page will save automatically as you move through the form using the  green arrows, or when you enter a new page from the form menu. *Note: Quest has a timed automatic logout feature. Remember to save the Progress Report regularly to avoid losing any responses.*

Page indicators

The icons next to the page titles in the form navigation menu indicate whether a page has missing information or incomplete fields.

-  = Page is complete
-  = Unanswered questions or page not valid
-  = Page has not yet been accessed
-  = Change occurred; save page or contact administrator


Responding to Comments

There may be instances throughout the review process when the Graduate Research Centre (GRC) requires more information regarding the candidate's progress. These requests will be communicated to you via 'Comments' within the eForm.



Comments can either relate to the eForm as a whole (Application Comments) or to a specific page or question (Page Comments).

Important: *The process of responding to comments within the online Progress Reports is different to that of Human Ethics application forms. Please read the following instructions carefully.*






Generate a Comments List

- To generate a list of all comments created within the Progress Report, click the  report icon. Select *Comments Report* from the Document drop-down field and click *OK*.
- This list will provide you with an overall picture of the information you have been asked to provide for the entire Progress Report. Click *Cancel* to return to the eForm.

Amend your Answers within the eForm

- You will see  blue flags next to some of the page titles in the eForm. These indicate that a comment is marked against that page.
- Revise the relevant questions in the eForm. Remember to  save the page!


Respond to Comments

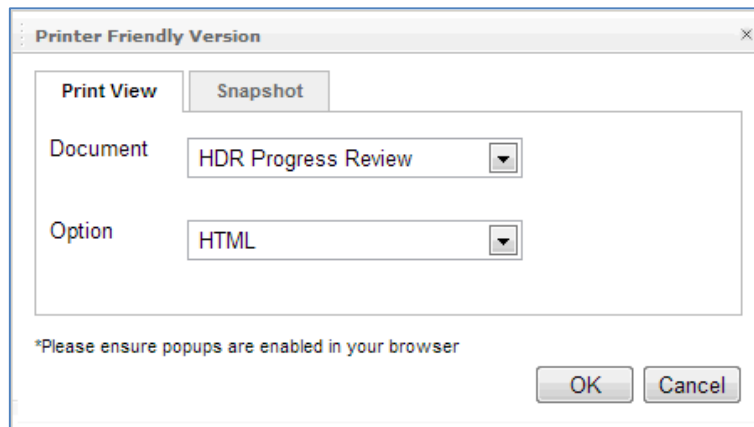
- Once you have answered or amended the relevant question inside the eForm, you may also provide a response to the GRC comment briefly outlining how you have done so.
- Open the  Page Comments box and click  **New Comment** to enter your response.
- Click the  green tick at the bottom of the table to save your response, or the  red cross to exit without saving. Please remember to  **save the page** to ensure that the comment has registered.

Resubmit the Progress Report

- Once you have responded to all comments created by the GRC, click on the *Action* tab in the left-hand column and click *Submit Revised Progress Report*.

Print or Save a Copy of the Progress Report

You can use the  report icon in the top right toolbar at any time to generate a printer friendly version of the eForm.



The Report window

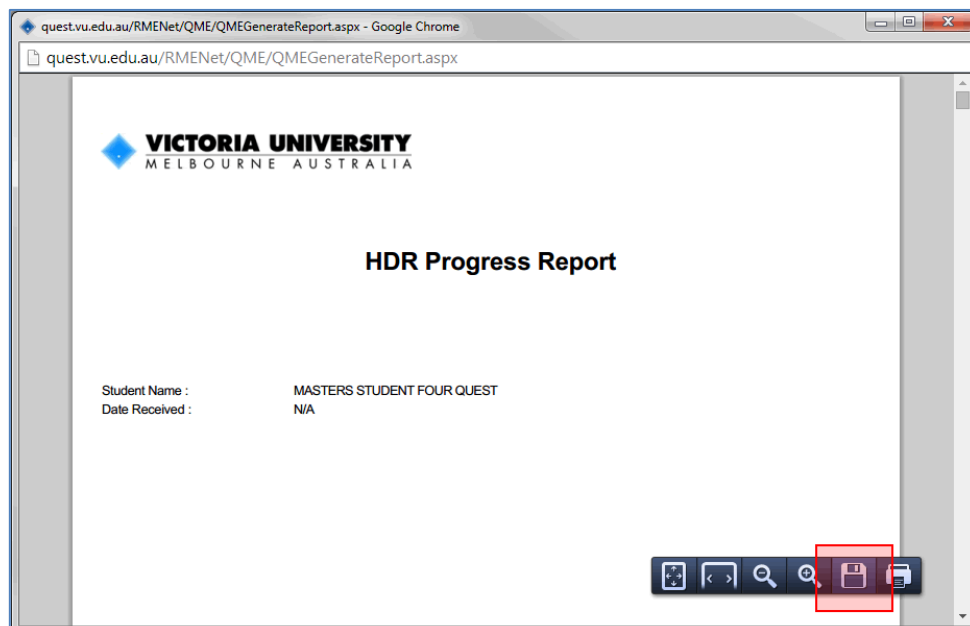
Note: Pop-ups must be enabled in your browser to open any report.

Select **HTML** to open a full copy of the report in a new window; this is also called “print to screen”.

To generate a .pdf file that you can save or print, select **PDF** then save a copy of the file from the new window.

Saving a .pdf file to your computer

The steps to save the file may vary depending on the PDF program you have installed on your computer. If you have **Adobe Reader** installed as your default PDF handler, you can save the file by hovering over the bottom right section of the screen to enable the toolbar, then clicking the floppy disk icon.

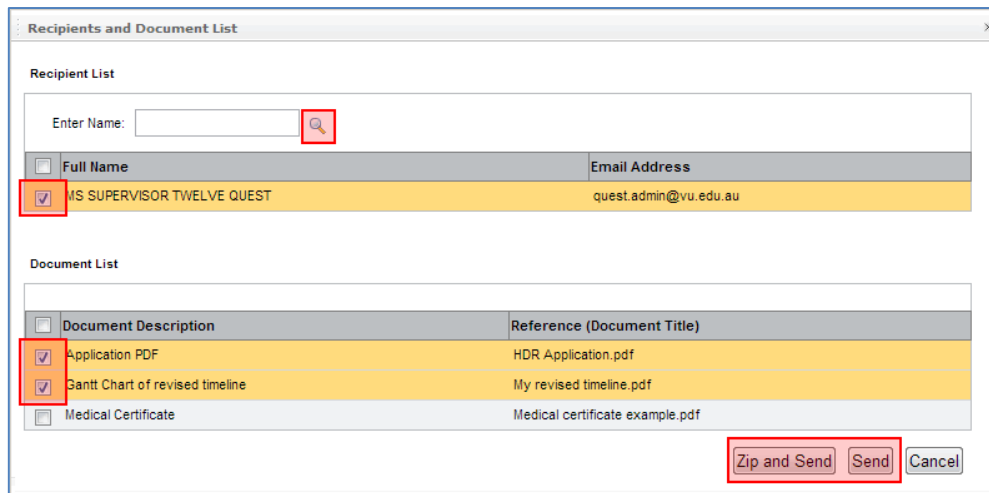


Option to use Adobe Reader to save the Progress Report as a PDF file

Email a Copy of the Progress Report

You may use the email action item at any time to email a copy of the eForm and any current attachments. Open the **Action tab** and then click **Email Copy of Progress Report**. A new window will pop up displaying the *Recipient List* and *Document List*.


Important: *Emailing a copy of the Progress Report will not submit the report in the system. You must click **Submit Progress Report to Candidate (Stage 3)** or **Return Progress Report to Candidate (Stage 1)** in the Action tab for the report to be successfully moved from one stage to another.*



The 'Recipients and Document List' window

Adding Recipients

This window will show all recorded supervisors in the *Recipient List*. **Mark the checkbox** next to the chosen recipient's name.

If the correct email address for any supervisor is not displayed in this window, you will need to add the recipient by searching the database. To search the Quest database, type a search term (*for example*, "Smith") into the **Enter Name** field, then click the  magnifying glass. This will bring up a shortlist in a pop-up window. Click on the person you wish to email from this list to add their name to the *Recipient List*.

Note: *When searching, it is best to be brief as the system will look for an exact match. You can search for people using an ID number, first name or surname.*

Adding Attachments

You may select which files to attach to the email from the *Document List*. This table will include a copy of the completed Progress Report form as "*HDR Application.pdf*", as well as any documents that are currently uploaded from the "Thesis Submission Details" page. **Mark the checkbox** beside each document listed to include them in the email.

Email Progress Report

The email content uses a pre-determined template. Once you have selected the recipients and attachments, click **Send**. It is recommended that you select **Zip and Send** if you have a large number of attachments. You will receive an on-screen confirmation message once the email has been successfully sent.