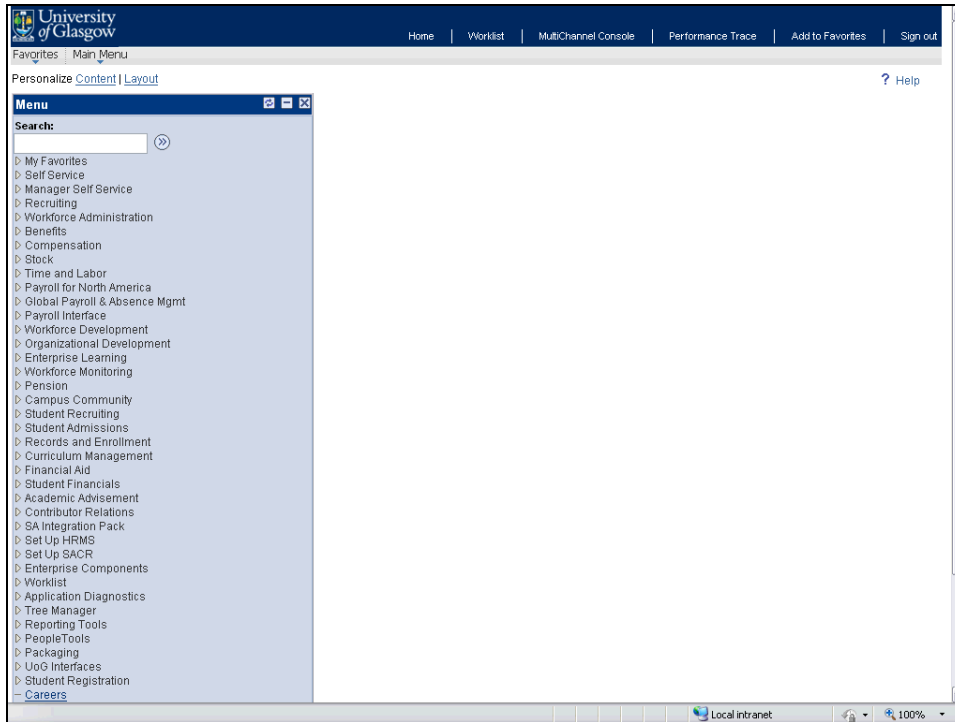



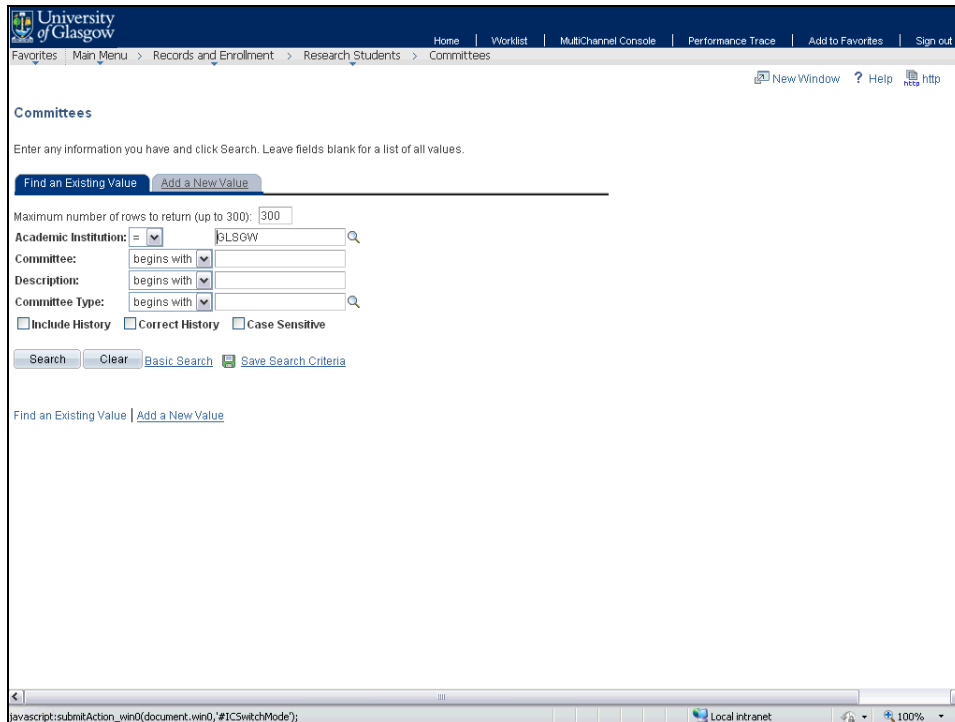




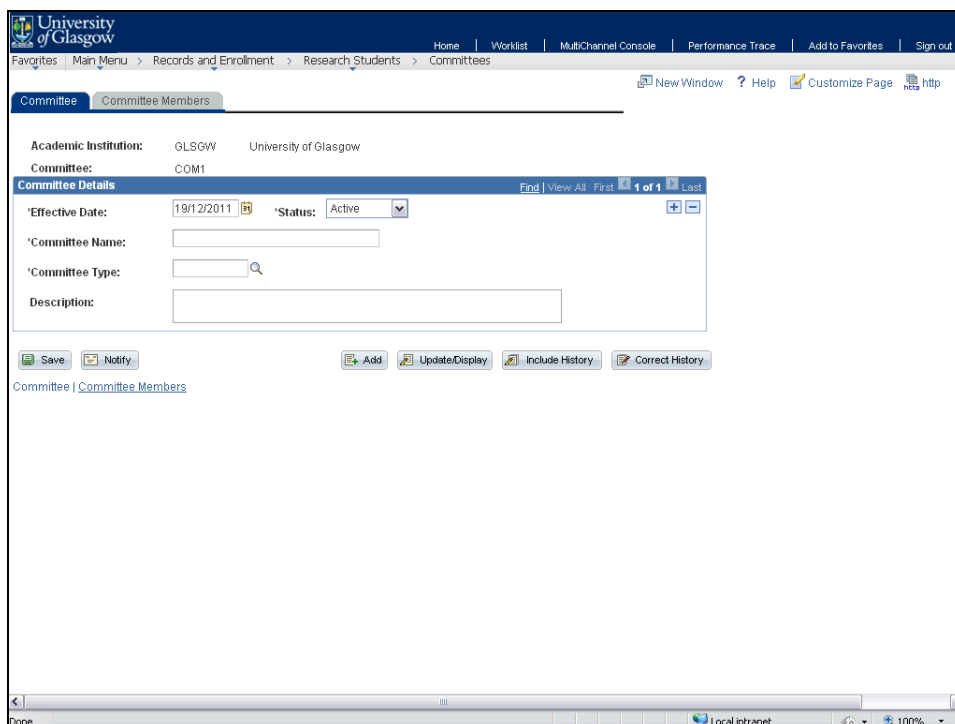
Create a Committee



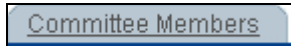


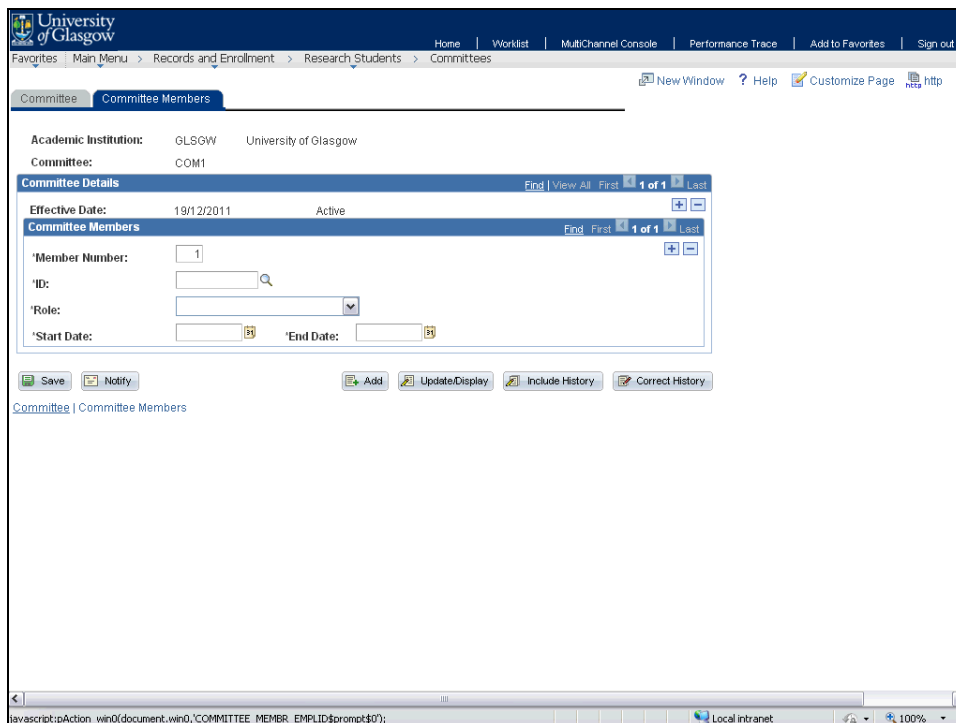
Step	Action
1.	Click the Records and Enrollment link. 
2.	Click the Research Students link. 
3.	Click the Committees link. 







Step	Action
4.	Click the Add a New Value tab. 
5.	Enter the desired information into the Committee field. Enter a valid value e.g. "COM1" .
6.	Click the Add button. 

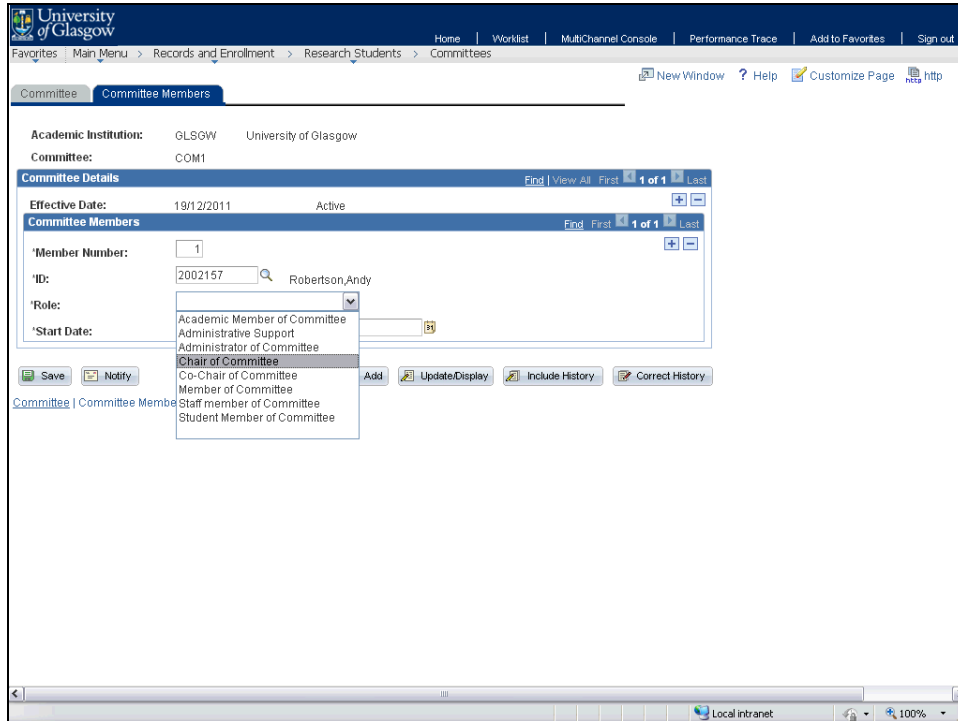



Step	Action
7.	Enter the desired information into the Committee Name field. Enter a valid value e.g. " COMMITTEE 1 ".
8.	Click the Look up Committee Type (Alt+5) button. 
9.	Click the ETHIC-APPR link. 
10.	Enter the desired information into the Description field. Enter a valid value e.g. " ETHIC APPROVAL COMMITTEE 1 ".
11.	Click the Committee Members tab. 

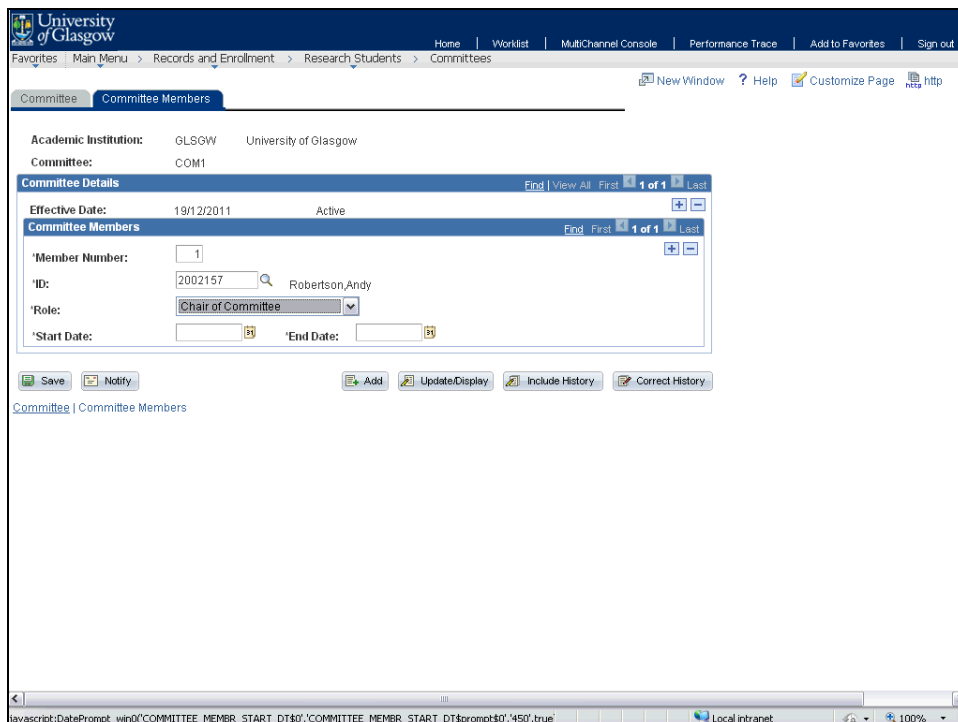








Step	Action
12.	Click the Look up ID (Alt+5) button. 
13.	Enter the desired information into the Last Name field. Enter a valid value e.g. " ROBERTSON ".
14.	Enter the desired information into the First Name field. Enter a valid value e.g. " ANDY ".
15.	Click the Look Up button. 
16.	Click the Robertson,Andy link. 

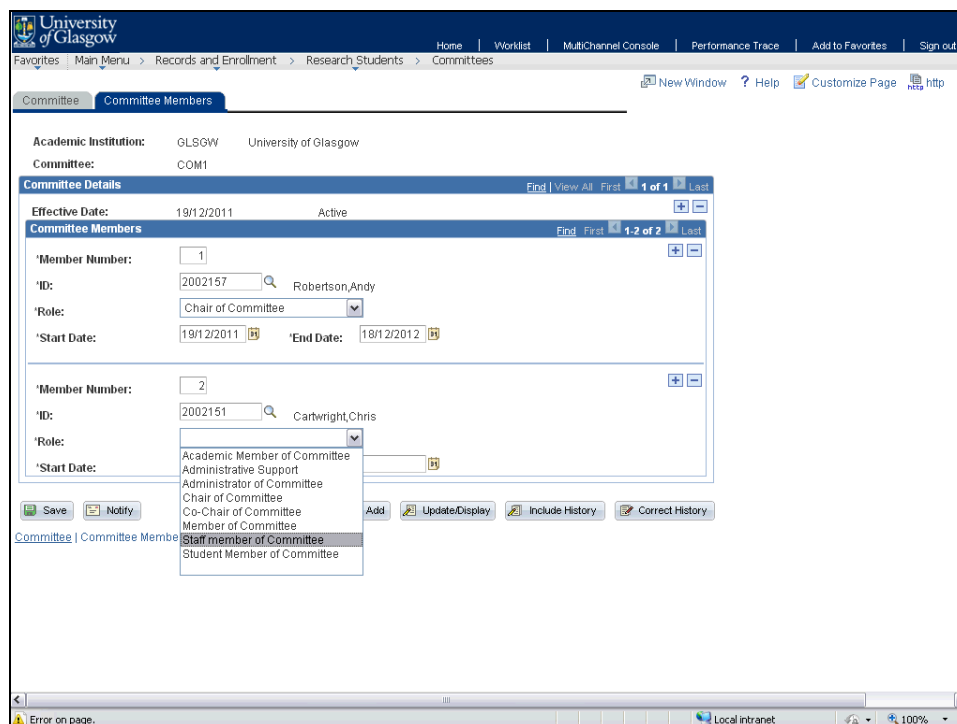
Step	Action
17.	Click the Role list. 



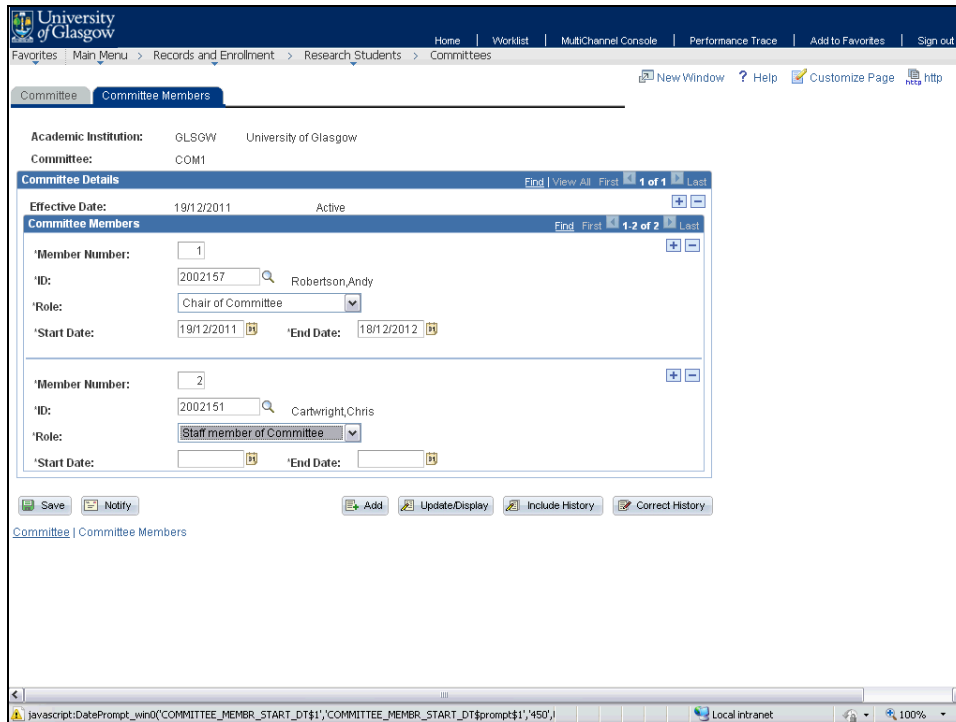
Step	Action
18.	Select the Chair of Committee list item. 



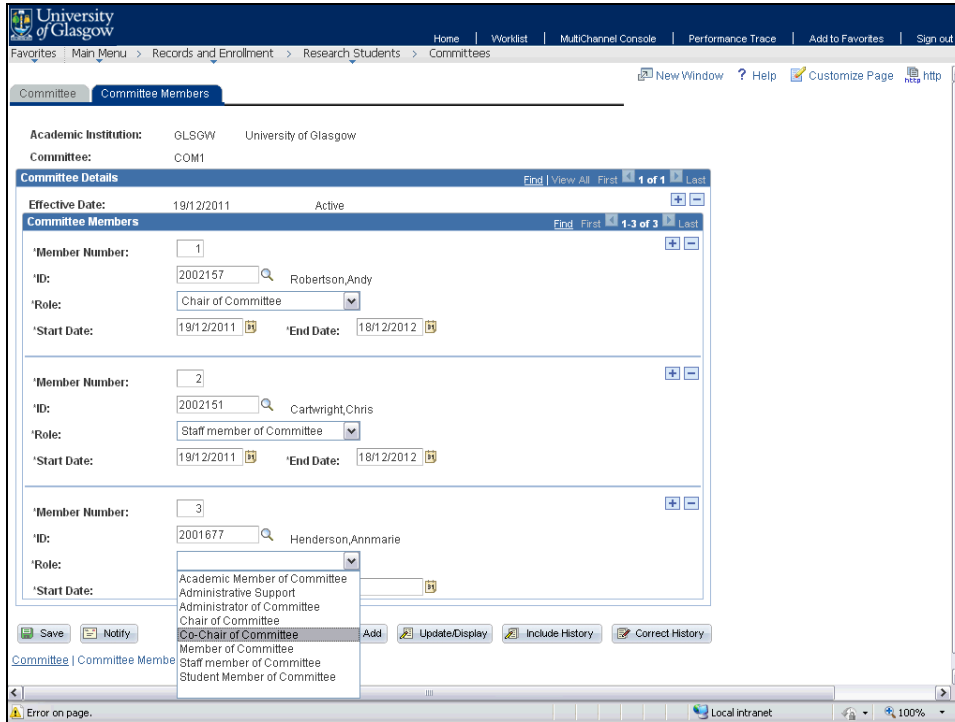
Step	Action
19.	Click the Choose a date button. 
20.	We'll leave the date as December 2011, click the 19 link. 
21.	Click the Add a new row button. 
22.	Click the Look up ID button. 
23.	Enter the desired information into the Last Name field. Enter a valid value e.g. " CARTWRIGHT ".
24.	Enter the desired information into the First Name field. Enter a valid value e.g. " CHRIS ".
25.	Press [Enter] , which has the same effect as clicking on the Look Up button.
26.	Click the Cartwright,Chris link. 
27.	Click the Role list. 



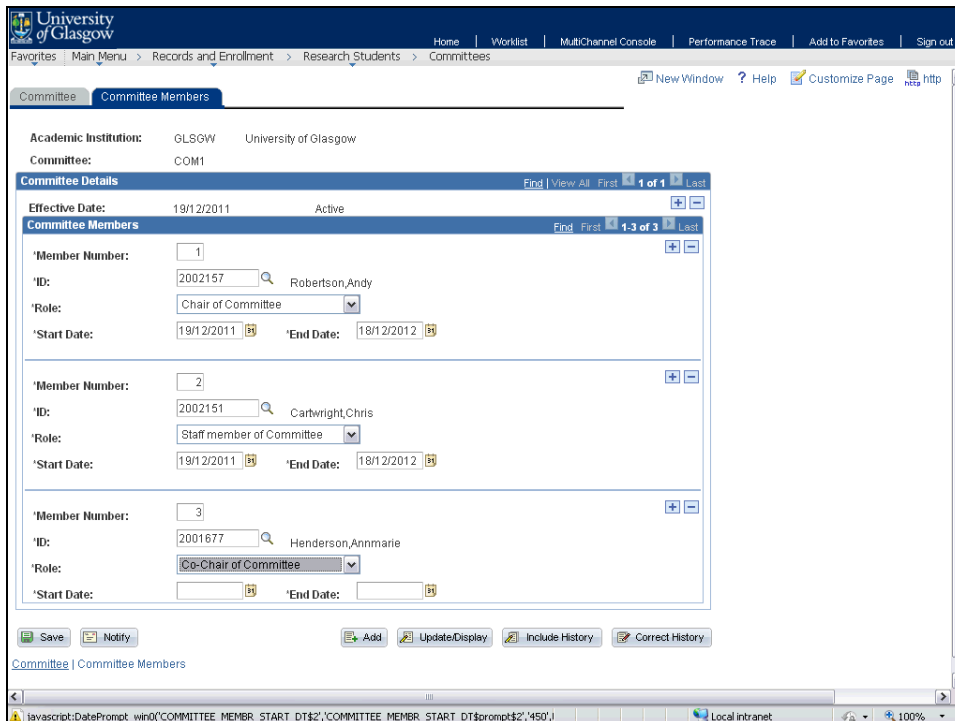
Step	Action
28.	Select the Staff member of Committee list item. 





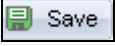
Step	Action
29.	Click the Choose a date button.
30.	Click the 19 link.
31.	Click the Add a new row button.
32.	Click the Look up ID button.
33.	Enter the desired information into the Last Name field. Enter a valid value e.g. "HENDERSON" .
34.	Enter the desired information into the First Name field. Enter a valid value e.g. "ANNMARIE" .
35.	Press [Enter] .
36.	Click the Henderson, Annmarie link.
37.	Click the Role list.



Step	Action
38.	Select the Co-Chair of Committee list item. 



Step	Action
39.	Click the Choose a date button. 

Step	Action
40.	Click the 19 link. 
41.	Click the Save button. 
42.	End of Procedure.