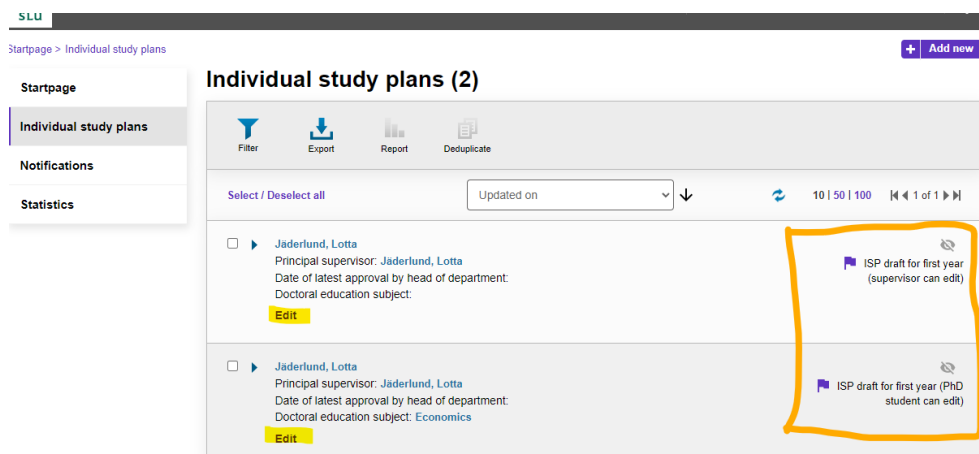


How to edit an ISP and submit it for review and approval in the ISP portal

How can I edit an ISP?

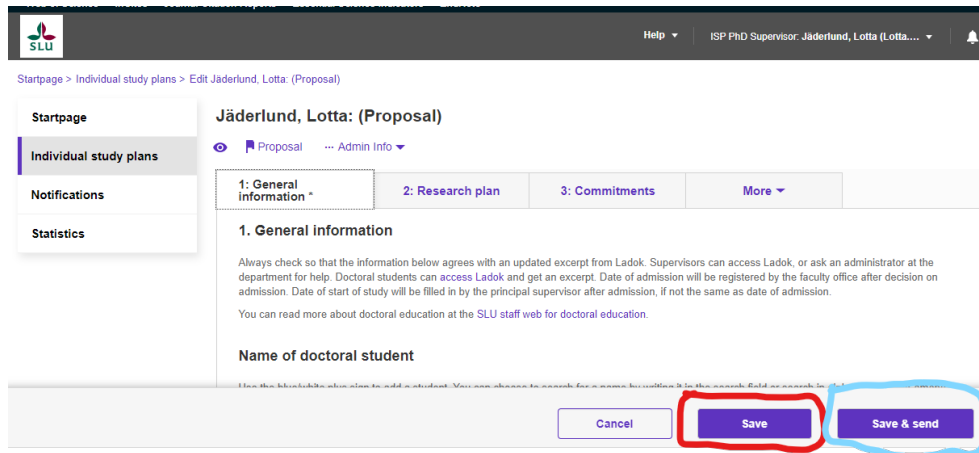
Only the principal supervisor and the PhD student can edit an ISP. If you click on "Edit" (highlighted in yellow in the image below) you can edit the ISP. If it is temporarily required that someone else make certain changes, it is possible to add this person to the role "PhD supervisor" and then delete him/her when the edits are completed.

Sometimes you can have the right role but still not be able to edit. This is probably due to the fact that only ONE role at a time can make changes to the ISP in the portal. To see what status the ISP is in, you can look at the far right of the list in the portal. The image below shows two examples (marked in orange) where the top ISP can only be edited by the supervisor ("Supervisor can edit") and the bottom can only be edited by the PhD student ("PhD student can edit"). In order for the other role to be able to change, you need to change the status of the ISP



How are workflows used for review and approval of an ISP?

The ISP portal is based on a workflow for review and approval of the ISPs. Using the buttons at the bottom right, you can either save the ISP ("Save" - marked in red in the image below), or save and send it on in the flow for review by another role ("Save & send" - marked with light blue in the image below).



When you have to approve an ISP and pass it on in the system, it is important to know that this is done in two steps. First you press the "Save and send" button, and then a list of a few different options will appear. Note! The default option (greyed out) only means that the ISP is saved, it will not be forwarded. You must therefore actively choose one of the other options - and then press "Save" to send the ISP on. Which options available to choose from depends on what role you have and what status the ISP is in.

