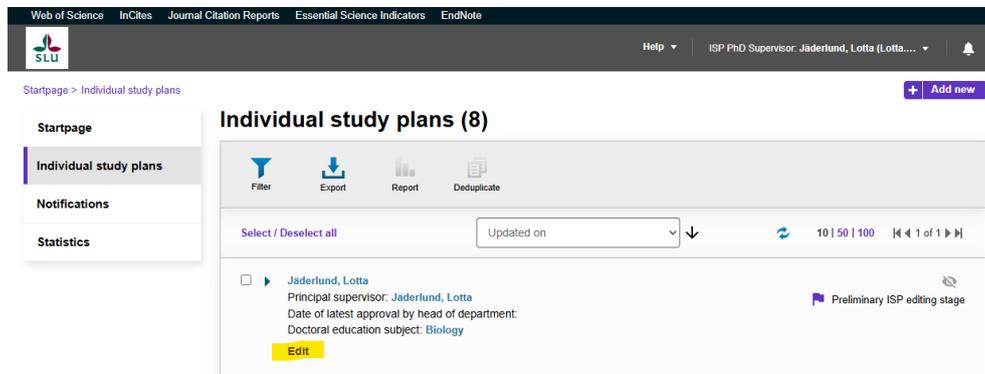


## How to edit an ISP and submit it for review and approval in the ISP portal

### How can I edit an ISP?

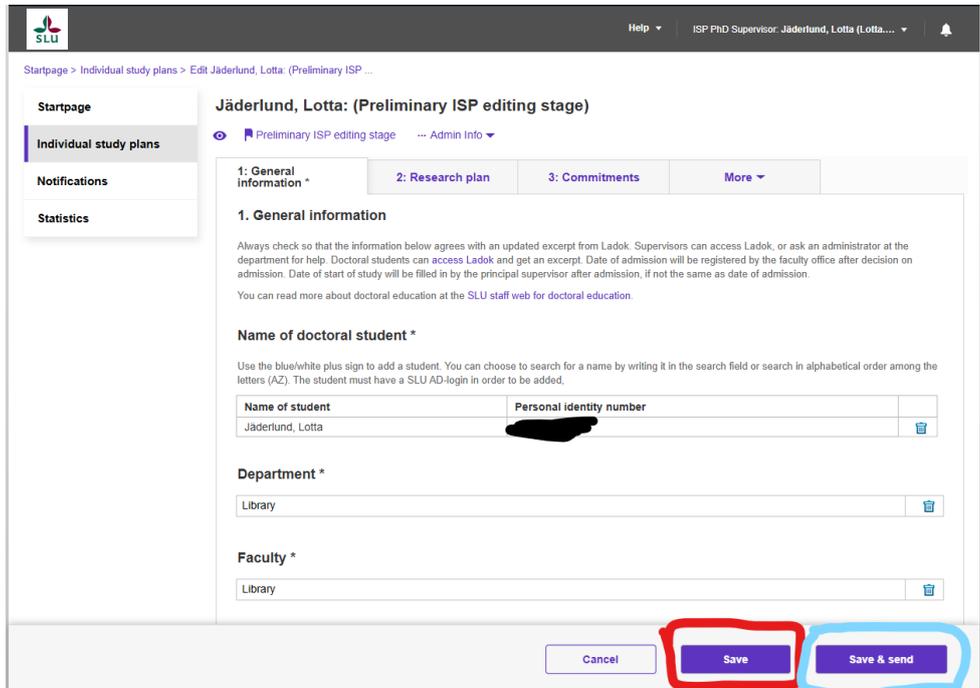
Only the principal supervisor and the doctoral student can edit an ISP. When you log in to the ISP portal and click on "Individual study plans" in the left menu, you will automatically see the ISPs that you are authorized to view. For example, a head of department can see all ISPs within the department, a supervisor can see the ISPs of the doctoral students they supervise, and a doctoral student can only see their own ISP. If you have permission to edit an ISP, you will see a purple "Edit" text (highlighted in yellow in the image below) – and if you click on "Edit," you will be able to edit the ISP.



The screenshot shows the 'Individual study plans (8)' page in the ISP portal. The interface includes a top navigation bar with links to 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', and 'EndNote'. The user is logged in as 'ISP PhD Supervisor: Jäderlund, Lotta (Lotta...)' with a 'Help' dropdown and a notification bell. A left sidebar contains 'Startpage', 'Individual study plans', 'Notifications', and 'Statistics'. The main content area has a title 'Individual study plans (8)' and a toolbar with 'Filter', 'Export', 'Report', and 'Deduplicate' icons. Below the toolbar is a search bar with 'Select / Deselect all' and a dropdown menu set to 'Updated on'. A pagination bar shows '10 | 50 | 100' and '1 of 1'. The main list contains one entry for 'Jäderlund, Lotta' with details: 'Principal supervisor: Jäderlund, Lotta', 'Date of latest approval by head of department', and 'Doctoral education subject: Biology'. A purple 'Preliminary ISP editing stage' indicator is present. A yellow 'Edit' button is highlighted below the entry.

## 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.

