

# How to navigate Research Master v7.4.2

## - for VUW Staff

All Doctoral candidates are expected to complete a Candidate Development Plan (CDP) twice a year; in May and November, unless they are on suspension or have submitted their thesis.

These reports are completed online using ResearchMaster.

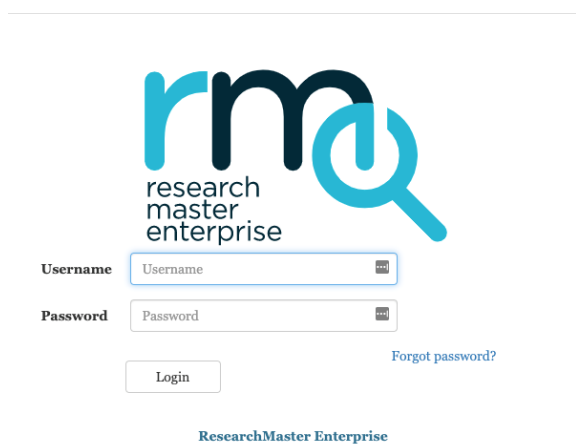
### 1. Access Research Master:

Click link <https://rme.wgtn.ac.nz/>

### 2. Log in:

Using your normal VUW login and password eg smithja

For help contact [fgr-postgrads@vuw.ac.nz](mailto:fgr-postgrads@vuw.ac.nz)



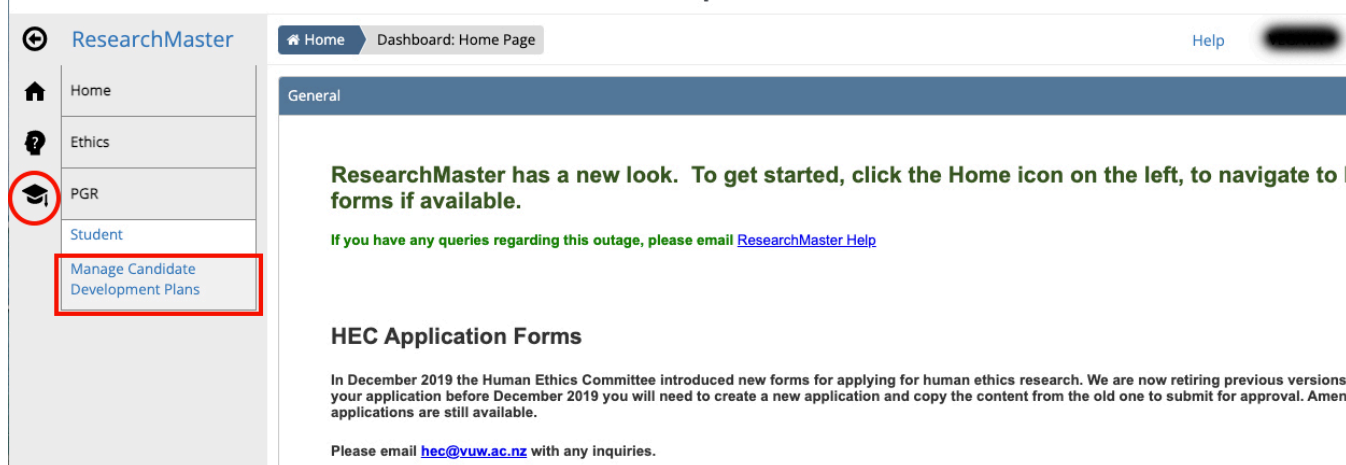
The image shows the login page for ResearchMaster Enterprise. It features the logo 'rme' in blue and black, with 'research master enterprise' written below it. There are two input fields: 'Username' and 'Password', both with placeholder text and a small eye icon to toggle visibility. A 'Login' button is positioned below the password field. To the right of the password field is a link for 'Forgot password?'. At the bottom, the text 'ResearchMaster Enterprise' is displayed.

### 3. Finding the CDPs:

Click the Hat icon

Click 'Manage Candidate Development Plans'

## Welcome to ResearchMaster Enterprise



The screenshot shows the ResearchMaster Enterprise dashboard. The top navigation bar includes 'Home', 'Dashboard: Home Page', and 'Help'. A left-hand sidebar contains a menu with icons for Home, Ethics, PGR, Student, and 'Manage Candidate Development Plans', which is highlighted with a red box. The main content area has a 'General' header and a message: 'ResearchMaster has a new look. To get started, click the Home icon on the left, to navigate to forms if available.' Below this is a link for 'ResearchMaster Help'. The section 'HEC Application Forms' contains a notice about the retirement of previous versions of the Human Ethics Committee application forms and provides the email [hec@vuw.ac.nz](mailto:hec@vuw.ac.nz) for inquiries.

#### 4. View a list of CDPs:

Click the Results tab

This will show you list of all the CDPs that you have permission to view

The 'My Candidate Development Plans' tab will always be blank & this is normal

The screenshot shows the ResearchMaster interface. On the left is a navigation menu with 'Home', 'Ethics', 'PGR', 'Student', and 'Manage Candidate Development Plans'. The main header is 'Manage Candidate Development Plans Search'. Below the header are search controls: 'Find', 'Clear', 'Save', 'Open', 'Export', 'Reports', and 'Columns'. There are four tabs: 'My Candidate Development Plans', 'For Review', 'For Assessment Review', 'Advanced', and 'Results' (which is highlighted with a red box). Below the tabs is a 'Saved Search' dropdown menu. A table with columns 'Student ID', 'Full Name', 'Primary Super...', 'Template Name', 'Workflow State', 'Number of Days', 'Create...', and 'State ...' is shown, but it is empty and contains the text 'No Items'. At the bottom, there are 'Page Size' options (10, 25, 50) and 'Page 1 of 1 (0 items)'.

#### 5. Searching for CDPs:

Click the 'Advanced' tab

Set the 'Search On' field using the dropdown menu eg student ID.

Type your search term in the 'Value' field eg 300123456.

Click the 'Results' tab to view results

The screenshot shows the ResearchMaster interface with the 'Advanced' tab selected. The search criteria are: 'Including' (unchecked), 'Area' (Manage Candidid), 'Search On' (Student ID), 'Operator' (Includes), and 'Value' (300123456). The 'Search On' and 'Value' fields are highlighted with red boxes. The 'Results' tab is also visible.

#### 6. Narrow search to current CDP round:

Set the 'Search On' field to due date

Set 'Operator' field to greater than

Set 'Value' field to the start date of the current round

The screenshot shows the search criteria for the current CDP round: 'Including' (unchecked), 'Area' (Manage Candidid), 'Search On' (Due Date), 'Operator' (Greater Th.), and 'Value' (01/05/2022). The 'Value' field includes a calendar icon.

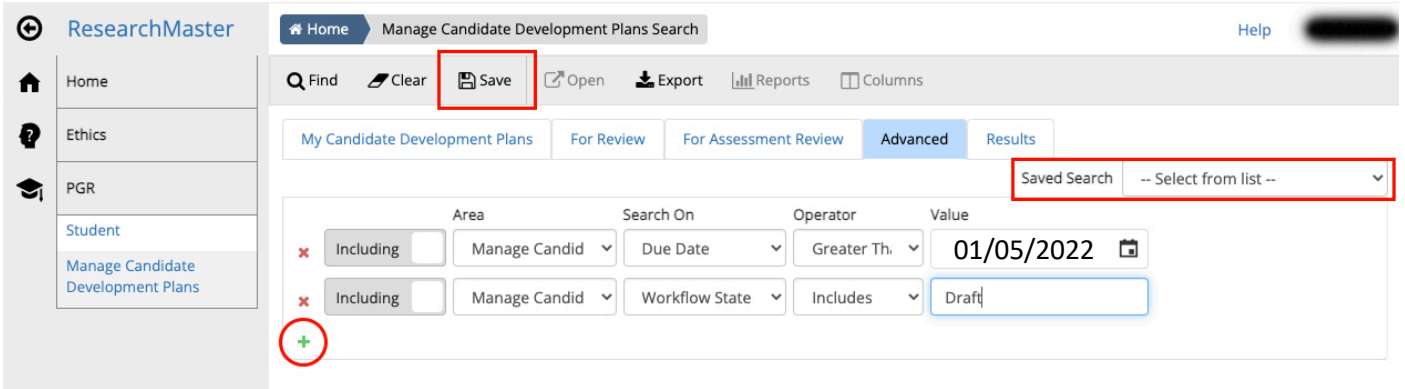
### 7. Build & Save searches:

To build a search click the green plus symbol

To save a search click save icon

Add a name to the search

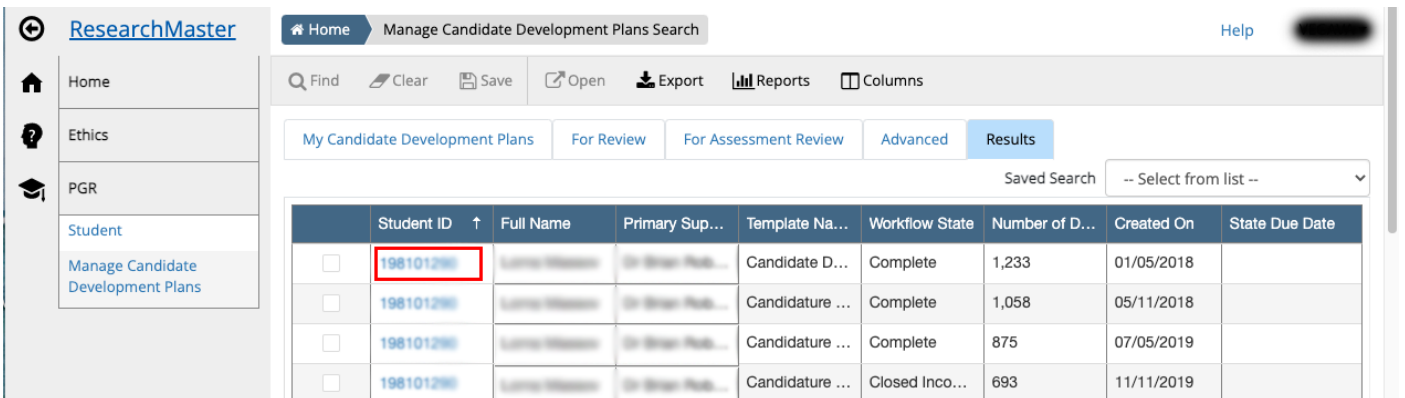
Find it later from the drop down 'saved search' menu



### 8. Opening a CDP:

Click the student ID number

To open multiple CDPs, right click the student ID number & select 'open in new tab'

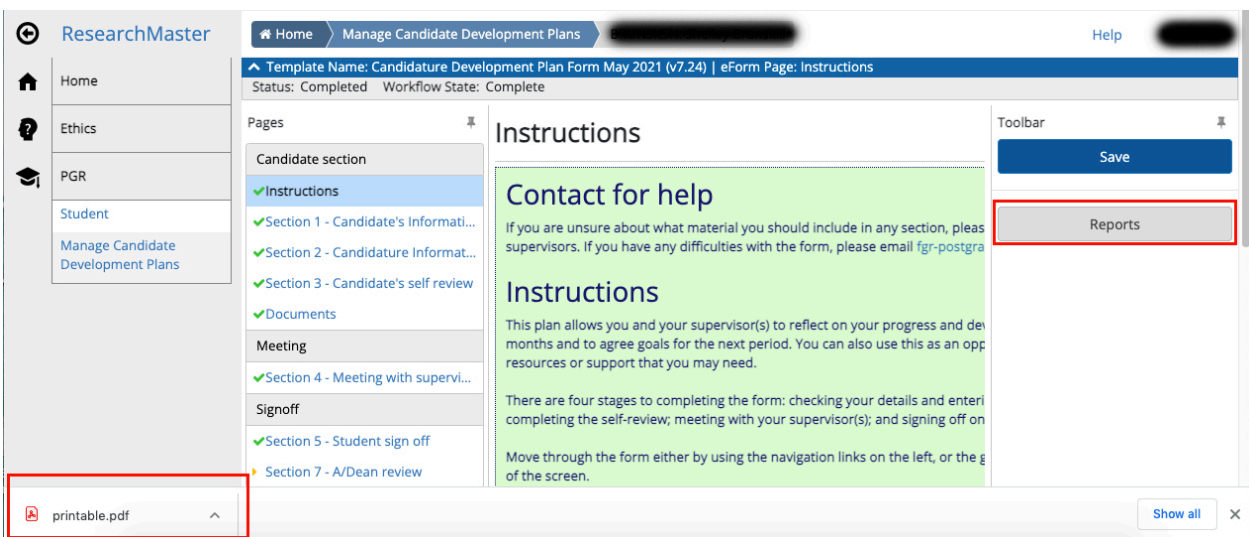


### 9. Downloading a CDP:

Click the 'Reports' button

In the pop up window, select PDF & click OK

It will automatically download as 'printable.pdf'



**10: Workflow states to use as search terms:**

Draft	Faculty Review Eng
Meeting	Faculty Review Law
Student Signoff	Complete
School Review	Incomplete
Faculty Review FHSS	Closed
Faculty Review Education	Did Not Complete
Faculty Review A and D	System Admin
Faculty Review Science	

**11. Need help?**

For support contact [fgr-postgrads@vuw.ac.nz](mailto:fgr-postgrads@vuw.ac.nz)