

1. Create Skills and Knowledge Table

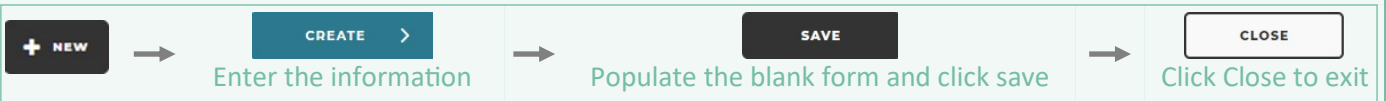
2. Submit for Approval

1.a Create a new Table/Amend an APPROVED Table

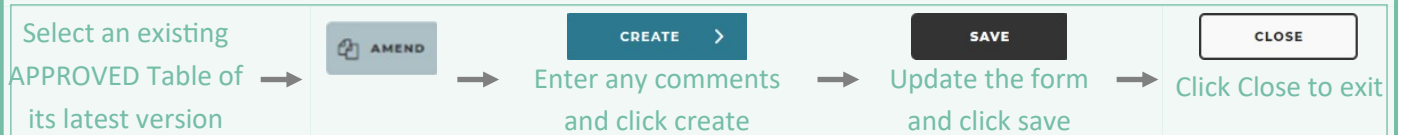


→ Create a new Table/ Amend an APPROVED Table

Create a new Table



Amend an APPROVED Table



1.b Edit a draft Table



Search and select a Table



Update the form and click Save



Click Close to exit

2.a Seek college/school approval

Contact School/College Administrators to clarify the approval process

Follow the advised process and CHANGE STATE

2.b Change the state of a Table



Search and select a Table



Choose state and record comments



Need help?

For other information and guidance, see <http://drss.anu.edu.au/asqo/>

CMS: cms.anu.edu.au
For further support, contact your relevant College/School Administrators.