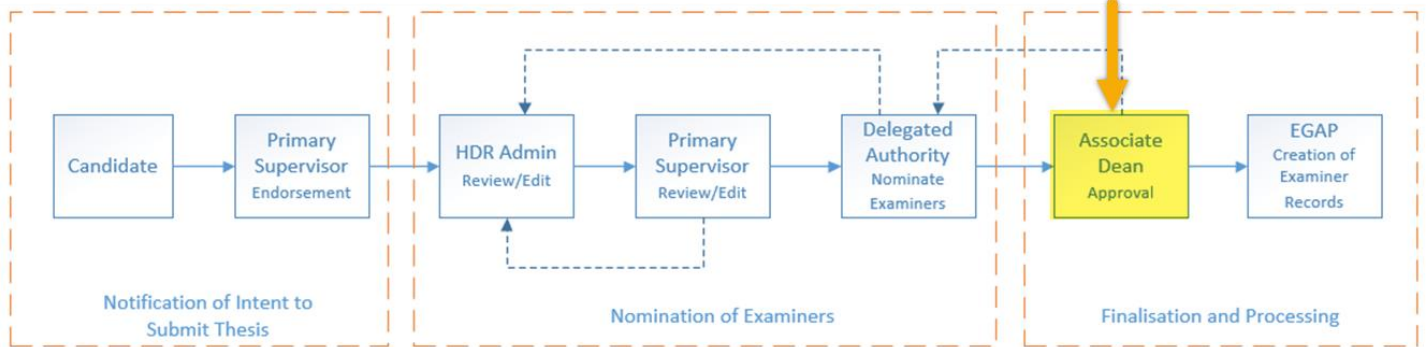




## Milestone eForms User Reference Guide






### Appointing the Examination Panel

In this stage of the eForm process you will be asked to review the nominations provided by the Delegated Authority and appoint members of the Examination Panel from these nominations on the Nomination of Examiners page. On this page you will be able to:

- Review suggestions of examiners provided by the Candidate;
- Review the preferred examiner Nominations as provided by the Delegated Authority. Each proposed examiner has their own set of collapsible tabs within the form. Click on each tab to expand it. These tabs include information on:
  - Personal contact details and address details;
  - Academic organisation;
  - Experience, contact and availability;
  - Sanctioned countries;
  - Previous collaboration; and
  - Conflicts of interest.
- Indicate whether you want to appoint the examination panel or send the eForm back to the Delegated Authority for amendments.
- Select which nominees to appoint to the examination panel and indicate whether you are aware of any previous collaboration between the nominee and the candidate or their supervisors, or aware of any conflicts of interest.

### Tips for using the eForms

- There are two ways to navigate through the eForm. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You can also use the navigation bar on the left of the eForm.  
- Compulsory fields are indicated by a red asterisk: \*.
- To save the eForm click the save icon in the top right corner. You will be able to access your saved un-submitted eForms by logging into [eforms.anu.edu.au](https://eforms.anu.edu.au) 
- To upload documents to the eForm, click the 'Upload New' button where prompted.

### Support

If you need assistance please contact your local HDR Administrators. You can also view the [Staff Support Webpage](#)