# Tasks for a prospective fellow

1. Create a user account
2. Login to the system with the details you provided
3. Create a new application
4. Edit your CV
5. Complete your application
6. Specify Referee and Grant Holder
7. Check application progress

# Tasks for a Fellow

1. Login to the system with the following credentials:
   1. Username:
   2. Password:
2. Create a progress report
3. Edit your CV
4. Apply for renewal

# Tasks for a Referee

1. Activate the On Demand Account Specified on email
2. Create and submit referral report

# Tasks for a Grant Holder

1. Login in to the system with the following credentials
   1. Username:
   2. Password:
2. Load a pending applications
3. Edit one of the applications
4. Request for amendment of one the applications
5. Specify HOD
6. Complete your application

# Tasks for a HOD

1. Login in to the system with the system with the following credentials
   1. Username:
   2. Password:
2. Load all the pending applications
3. Approve one of the applications (provide any reason)
4. Deny one of the applications (provide any reason)
5. Specify Dean

# Tasks for a Dean

1. Login to the system with the following credentials
   1. Username:
   2. Password:
2. Load the pending applications
3. Approve one of the applications (provide any reason)
4. Deny one of the applications (provide any reason)
5. Rate an application
6. Add comments to the approved application

# Tasks for a DRIS

1. Login in to the system with the following credentials:
   1. Username:
   2. Password:
2. Load the pending applications
3. Check Eligibility
4. Override Eligibility of one the applications
5. Approve one of the applications (provide any reason)
6. Deny one of the applications application (provide any reason)
7. Approve funding
8. Create Funding information
9. Complete the funding process
10. Generate a report of all the Research Fellows and their HOD’s

# Tasks for the System Administrator

1. Login to the system with the following credentials
   1. Username:
   2. Password:
2. Create an User Account for the new Dean of the Humanities faculty
3. Remove any user account
4. Create a meeting scheduled for the 20th of October 2014
5. Cancel Meeting
6. List Concluded Meeting