

Updating a Scholarly/Creative Activity Record's Status

1. Find the record by first clicking on *Activities* in the sidebar of your account
2. Expanding the *RESEARCH – Scholarly & Creative Contributions* section.
 - Note that you may also use the *Jump to Section* button.

The screenshot shows the 'Activities' sidebar menu. The 'Jump to Section' button is highlighted with a red box. The 'Activities' menu item is marked with a red circle containing the number 1. The 'RESEARCH - Scholarly & Creative Contributions' item is marked with a red circle containing the number 2.

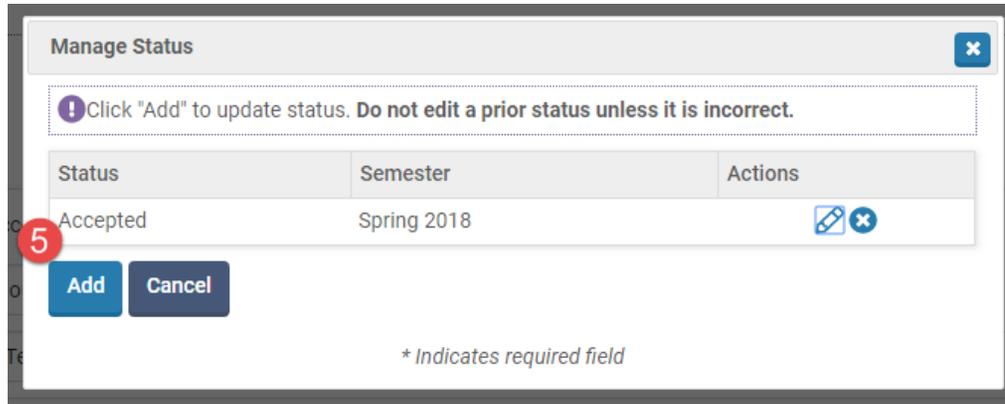
3. In the row corresponding to the record you wish to edit, click the pencil icon:

The screenshot shows a journal record header. The status 'Accepted' is highlighted with a red circle containing the number 3. A pencil icon is also visible.

4. Within the record, click on **Manage Status**:

The screenshot shows a record's status field. The 'Manage Status' button is highlighted with a red circle containing the number 4.

5. In the pop-up, select **Add**:



Manage Status ✕

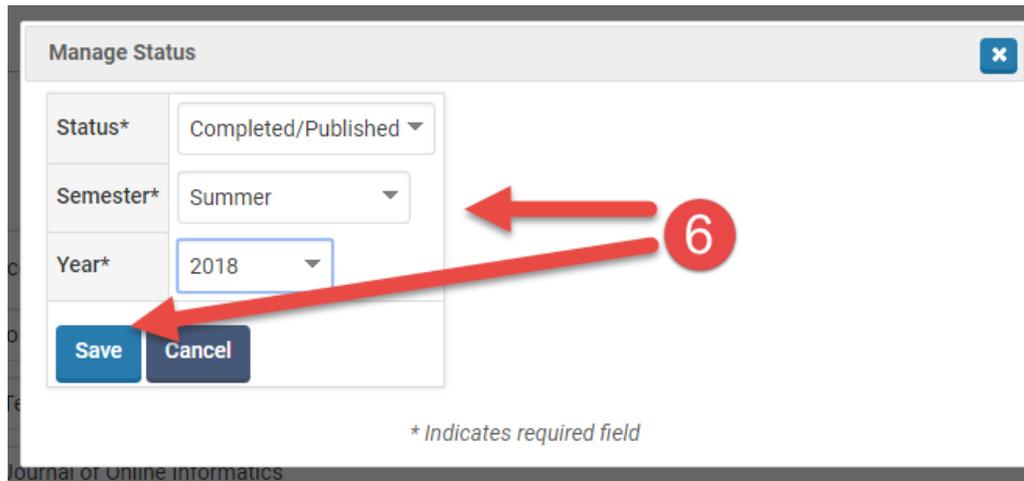
! Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Semester	Actions
Accepted	Spring 2018	

5 Add Cancel

** Indicates required field*

6. Enter the Status, plus the Semester and Year for which that status is correct, and click **Save**.



Manage Status ✕

Status*

Semester*

Year*

6 Save Cancel

** Indicates required field*

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