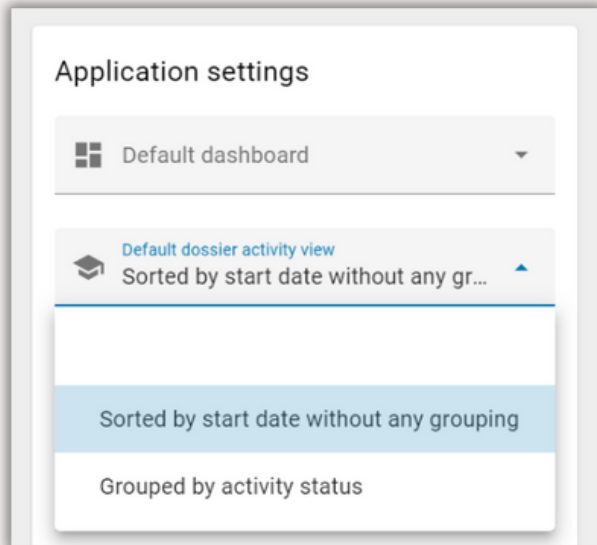


Setting your OnStage Dossier Activity View to the Recommended Setting

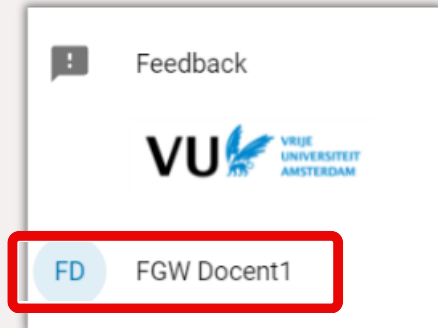
There are two ways to organise your overview of steps (activities) within a dossier: 'Sort by start date without any grouping' and 'Grouped by activity status'. The latter is the default. We recommend to change the default to 'Sort by start date without any grouping'.



1. To change the default dossier activity view click on your name or initials in the bottom left corner (under the VU logo) and then 'User Settings'.

2. See Application Settings on the right and set 'Default dossier activity view' to 'Sort by start date without any grouping'.

3. Save your changes by clicking on the floppy icon in the right top corner.



To change views in the dossier without changing the default click on the icon next to the question mark.

Dossier view

Grouped by activity status

Activities	Deadline	To be done by	Last modified on	
Running activities (2)				
Final Thesis		Student, Supervis...	8-2-2024 11:07	Execution phase
Submit Draft Version(...)		Student, Supervis...	5-2-2024 10:48	Execution phase
Optional activities (7)				
Finished activities (7)				

Sort by start date without any grouping

Preparation phase Activities	To be done by	Last modified on	
✓ Allocate Supervisor	Coordinator	29-1-2024 13:42	
✓ Proposal	Student, Supe...	29-1-2024 13:53	
✓ Literature Review	Student, Supe...	29-1-2024 14:07	
✓ Tutorial Assessment	Supervisor, C...	5-2-2024 10:47	
✓ Allocate Second Assessor	Coordinator	5-2-2024 10:40	
✓ Draft Thesis	Student, Supe...	5-2-2024 10:49	