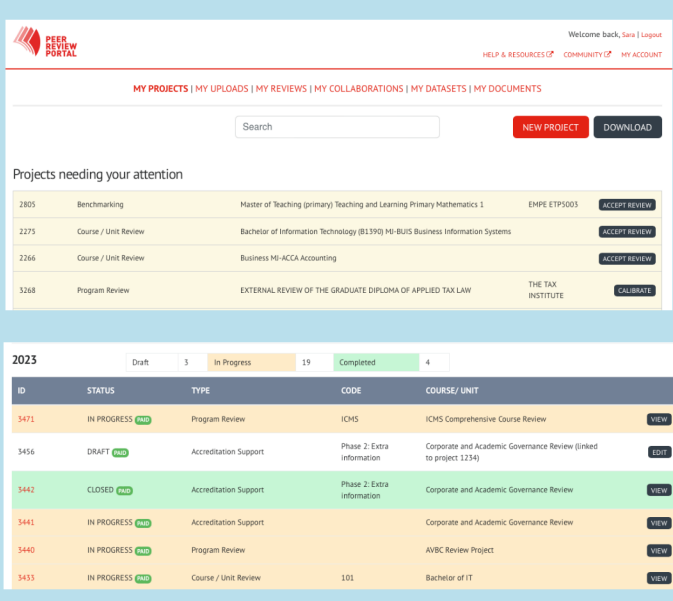


# DASHBOARD

## KEY FEATURES

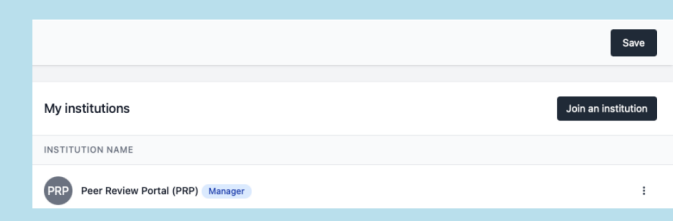
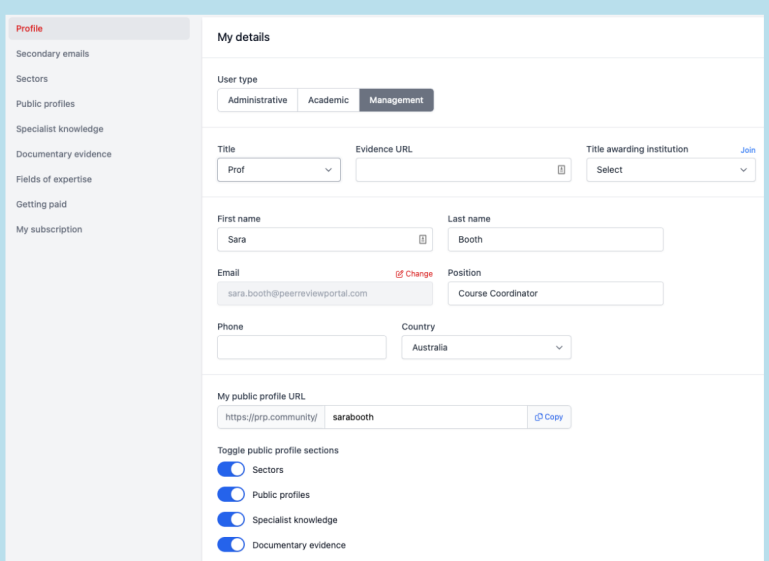
### 1) YOUR INDIVIDUAL DASHBOARD



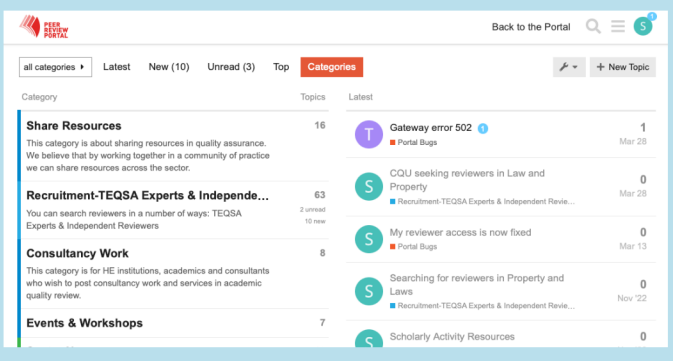
- **Summary of Projects:** Each dashboard has a summary status results: Draft, In progress and Completed. Each project is colour coded by these status results.
- **Project ID:** Each project has a unique ID which can be used when contacting [info@peerreviewportal](mailto:info@peerreviewportal.com) for queries about each project.
- **Type:** Identifies the type of project, eg. project review, accreditation support, assessment etc.
- **Code:** Each project owner can assign a code to a project, such as a course code, subject code for their own reporting purposes.
- **Course/Unit:** Each project owner assigns a name to each project.
- **Black Tabs (View, Accept Review, Calibrate, Edit):** provide access to each project and the current status.

- **Profile:** Each individual user creates their own profile which can be used as a public user link with all evidence of your expertise and experience. User types include administrative, academic and management
- Individual profiles have been aligned to TEQSA's independent expert evidence to showcase evidence of your experience in quality assurance. It can be used as evidence of your **scholarship activities**.
- **Secondary emails:** You can secondary emails by adding Facebook, Google, Microsoft, or add manually.
- **Sectors:** You can be searched as a reviewer by the type of sector: Higher education, VET, Pathways, and English Language.
- **Public profiles:** These include institutional profiles, research profiles, professional profiles and social profiles
- **Specialist knowledge:** List your specialist knowledge, for example, corporate/institutional governance, academic quality assurance, English language standards, academic integrity etc.
- **Documentary evidence:** Add your current resume, letter of endorsement from your current employer, declaration of independence/conflict of interest, certified copy of your academic qualification and industry expertise.
- **Fields of expertise:** List your field of education, for example, education, management and commerce, so that you can be searched by FOE
- **Getting paid:** The PRP is connect to a third-party provider, Stripe, to enable you to be paid as a reviewer. Payments can only be made to reviewers who have completed the Stripe ID Verification. The **PRP does not store any personal information gathered during the Stripe connection process**. Payment for reviews is at the discretion and responsibility of the Project Owner.
- **My subscription:** PRP users can apply for subscription plans and add admin users. These users have the ability to use the PRP based on their subscription plan.
- **Click on Save on your Profile** to save your information and add your institution by clicking on **'Join an Institution'** or adding your institution.

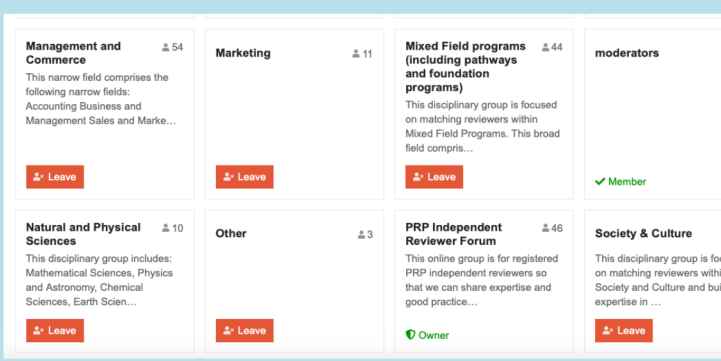
### 2) MY ACCOUNT



### 3) COMMUNITY



- **Community:** Individual users on subscription plans have access to the PRP Community. Key features include:
- *Share Resources*
- *Recruitment: TEQSA Experts and Independent Reviewers*
- *Consultancy Work*
- *Events and Workshops*
- *Sector News*
- *Portal Updates*
- *Portal Bugs*
- **Community** is a place for searching for reviewers and/or sharing practice with the PRP community.
- **Field of Education Sector Community Groups.** Subscription holders can have private online community groups.
- **Individual projects not on subscription do not have access to Community.**



- **Go to HELP & RESOURCES** for more step by step information and guidance on how to use the Peer Review Portal.
- **If you have any queries or questions about PRP, you can contact us by email**

EMAIL: [info@peerreviewportal.com](mailto:info@peerreviewportal.com)

- If you have any particular questions about a PRP project, please send us the project ID and a screenshot to help our IT Team support you as quickly as possible.

### 4) HELP & RESOURCES

