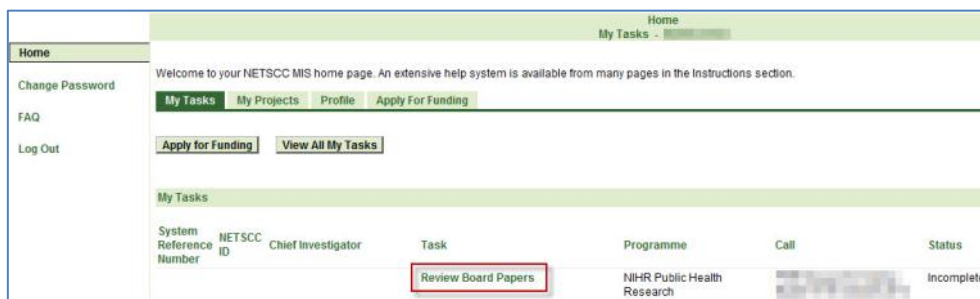


REVIEWING BOARD PAPERS ON A MAC

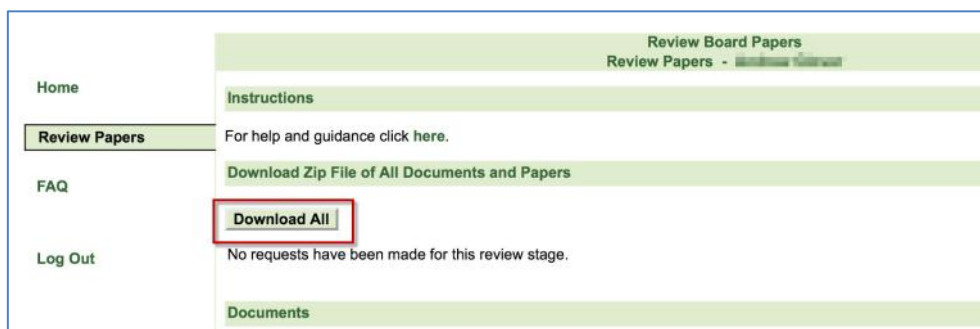
Downloading the Board Papers

To download all the available board papers to your Mac so you can view them at any time (even if you are not online) :

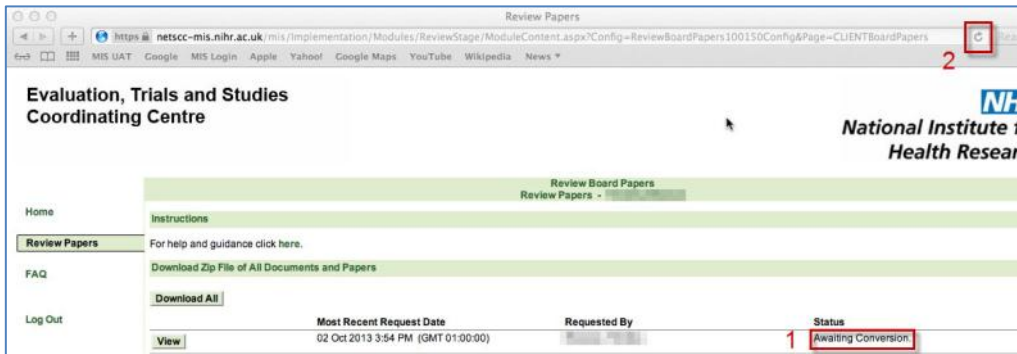
1. Open Safari.
2. Login to NETSCC MIS using <https://netscc-mis.nihr.ac.uk>.
3. Click once on the Review Board Papers hyperlink in your My Tasks list.



4. To download the Board Papers click once on the 'Download All' button.



5. You will now see a View button below Download All with a status of 'Awaiting Conversion' (1). Wait a few minutes for the conversion to complete before clicking once on the 'refresh' arrow (2).



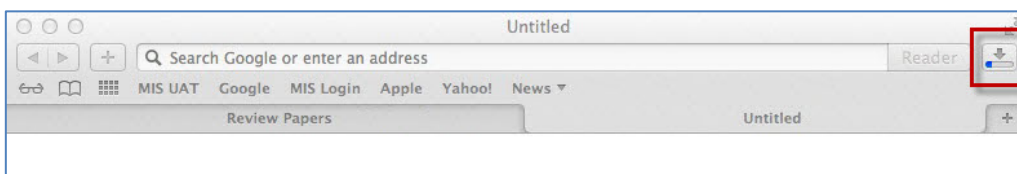
6. If the Status does not change to 'Successfully Converted' wait a few minutes and click on 'refresh' again.

Please note that for a large number of documents, the conversion can take several minutes.

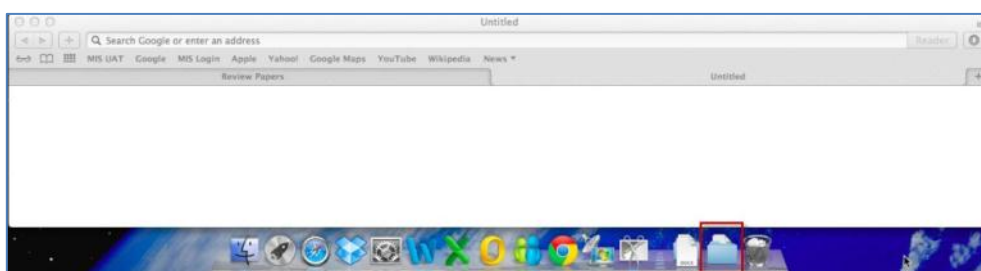
7. Once the status reads 'Successfully Converted', click on the View button to open the zipped file.



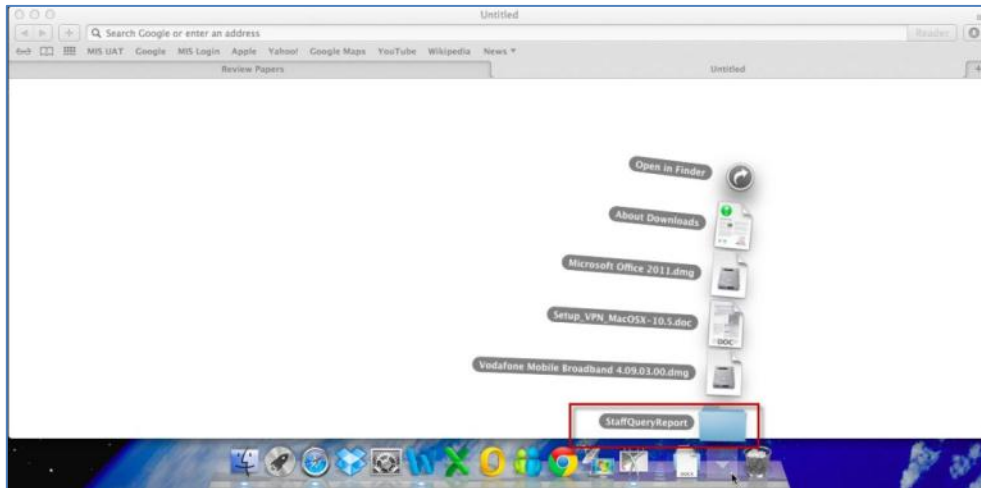
8. A blank 'Untitled' page will open within Safari and the zip file will be downloaded to the location of your downloads on the Mac (by default the 'Downloads' folder). If there are a lot of files in the download it may take some time to complete – at the top right of the screen you can see how the download is progressing.



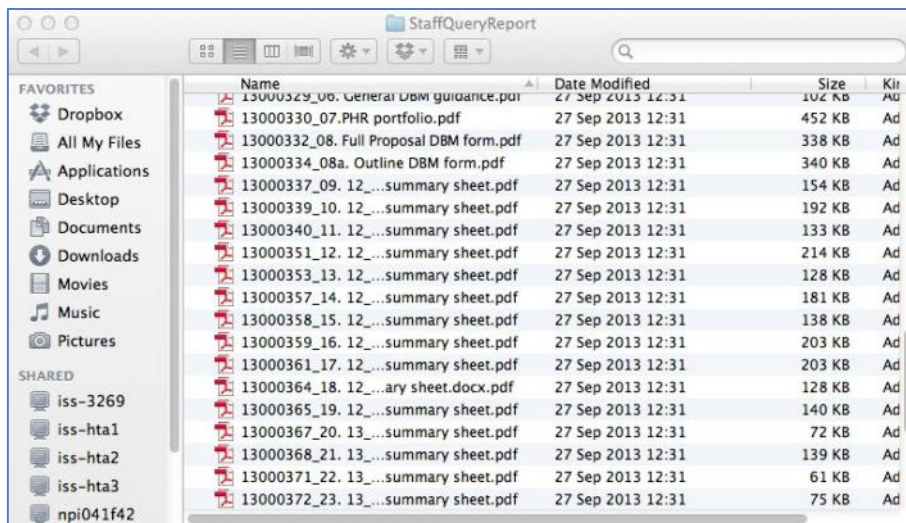
9. When the download is complete click the Downloads Folder icon at the bottom of the screen.



10. A list of recently downloaded files is displayed - the file you just downloaded will be called StaffQueryReport. If you have previously downloaded a zip file of Board Papers and not deleted it, the name will have a numerical suffix. E.g StaffQueryReport-1.



11. Click on the folder to open it and you will see a list of PDFs of all the available Board Papers.



This is one of a number of technical support documents available for researchers using the NETSCC MIS. Further technical support documents can be found at on the [NIHR website](#)