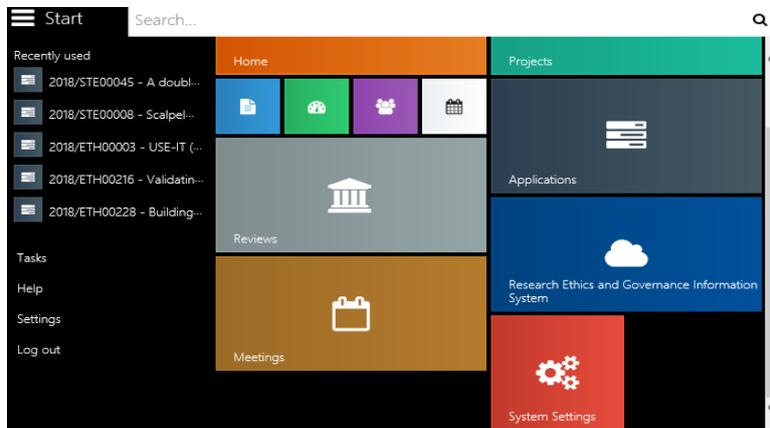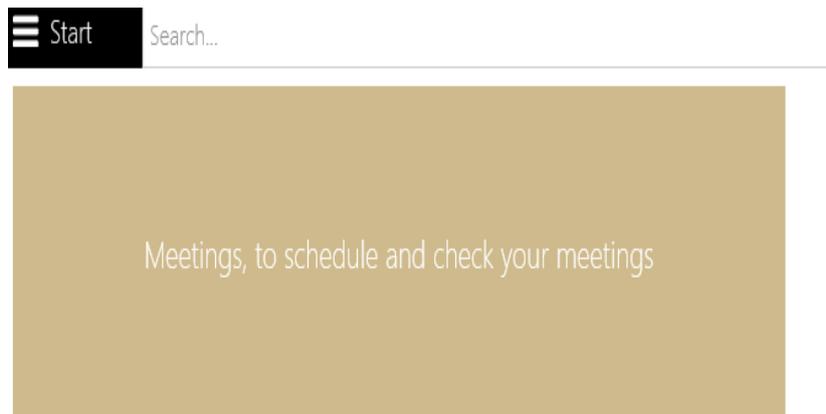# Creating a Meeting, Assigning Reviewers in REGIS

From your Start Page select the "Meetings Tile"

Click on "Meetings"

This will take you to the following screen where you can search for an existing meeting or create a new meeting.

To create a New Meeting

Click on the Meetings Hamburger

Click on "Create new meeting"

You will be taken to the following screen
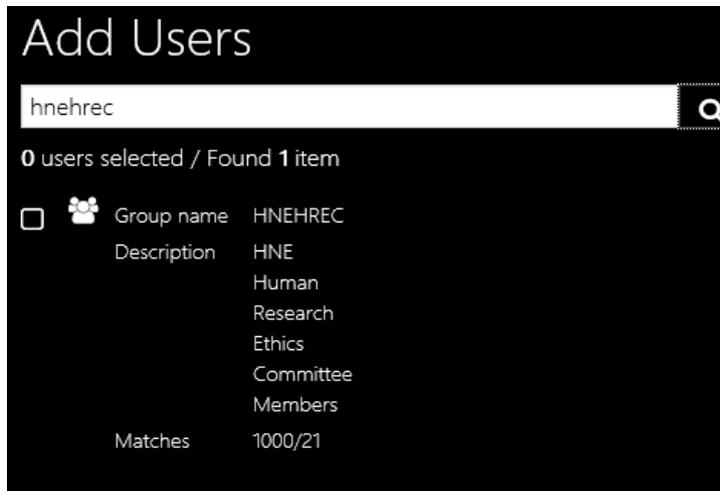
Enter the meeting details

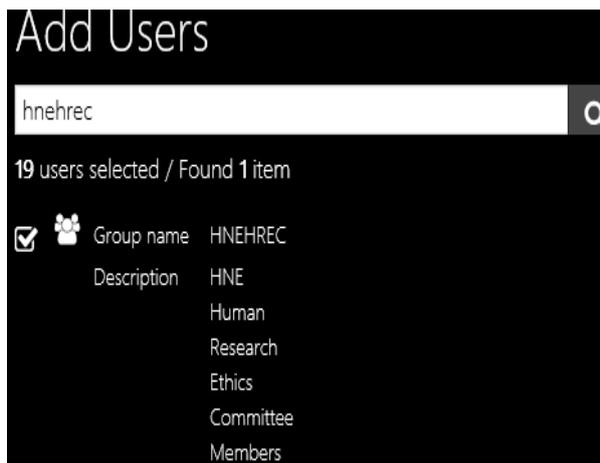You now need to add your attendees.

To add Attendees

Click on the Attendees Hamburger

Click on Add Attendees

The search pane will appear. (You can select each member individually or you can set up a Group Email for all the members of your committee so you can select them all in one step)

Place a tick in the box next to the Person or Group Name to select them

Click on the "Tick" at the bottom of the Search Pane to Apply

All committee members should appear

Click "Save"

Click "Edit"

You can now indicate their attendance

By clicking on the you can indicate their attendance.

Assigning Applications to a Meeting

Go to Applications Tile

Click on "Edit"   Edit

Click on the Applications Hamburger to "Add application"

HNEHREC 20062018 ☰

Meeting details

Identifier	000162
Completed	No
Title	HNEHREC 20062018
Type	HREC – Hunter New England HREC
Date	20/06/2018 ✖ 📅 at 11:00 AM ✖
Submission Closing	31/05/2018 ✖ 📅 at 05:00 PM ✖
Status	Active

ATTENDEES

Applications ☰   **+ Add application**
            ✉ Send Email

❗ No applications have been assigned to this meeting

APPLICATIONS

The search pane will appear, use the search pane to select the application/s to be reviewed at the meeting. Select the application by placing a tick next to the Application Identifier. You can select one at a time or select all applications to be assigned to that meeting by placing the tick in the first tick box.

Search by application

Program	Ethics ✖
Status	Eligible ✖
Search	Search...

☐   0 applications selected / Found **10** applications

☐	Identifier	2018/ETH00075
	Stage	Ethics
	Title	The Maitland Hospital Frailty Identification Project
☐	Identifier	2018/ETH00125
	Stage	Ethics
	Title	Role of novel biomarkers in cardiovascular diseases
☐	Identifier	2018/ETH00126
	Stage	Ethics
	Title	Early Detection

All applications selected should now appear against the meeting.

Meeting details

Identifier	000162
Completed	No
Title	HNEHREC 20062018
Type	HREC – Hunter New England HREC
Date	20/06/2018 11:00 AM
Submission Closing	31/05/2018 5:00 PM
Status	Active

Applications

	Application identifier ^	Title	Status	Outcome
ATTENDEES	2018/ETH00075	The Maitland Hospital Frailty Identification Project	Assigned to meeting	
APPLICATIONS	2018/ETH00125	Role of novel biomarkers in cardiovascular diseases	Assigned to meeting	
	2018/ETH00126	Early Detection of Chemotherapy-Induced Cardiomyopathy	Assigned to meeting	
MILESTONES	2018/ETH00129	The microbiome of diverticular disease	Assigned to meeting	
AMENDMENTS & OTHER	2018/ETH00141	Determining the merits of a lower limb robotic exoskeleton in patients with spinal cord injury (SIR-HELLEN)	Assigned to meeting	

Click Save

You are now ready to assign reviewers to each application.

Assigning of Reviewers

Any member of the committee can view an application via a Meeting, but unless the reviewer has been specifically assigned to the application, the application will not appear in their "Reviews" in the External Portal.

Assigning Reviewers is a 2 part process, you need to:

1. Create a review for each application; and
2. Assign a reviewer to that review.

Assigning of Reviewers

Next to the first Application click on the view the application

Click on the "Management" tile

Select "Reviews" from the Menu Options
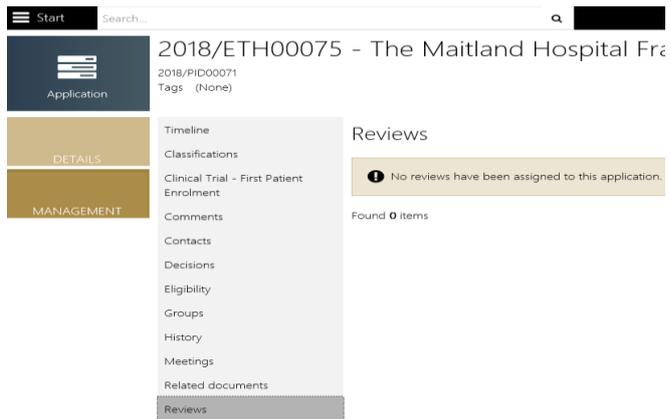
Click on "Edit"

Click on "Reviews Hamburger"

Click on "Create New Review"

Complete the Review Details

(**Please note**: a review cannot have the same name, each review has to be unique – so use the following naming convention ie. HREC Review and the Application ID)

You have created your review, you now must assign your reviewers to this review. (Please note. Do not save at this point, go straight to the next step otherwise it takes you out of your review and you then have to search for the review to get back to where you have to assign your reviewers)

Click on the "Reviewers" tile
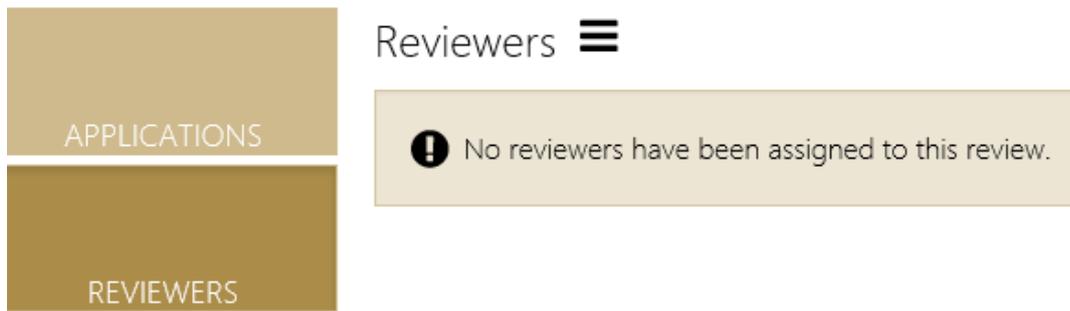
Click on the Reviewers Hamburger and Add reviewer
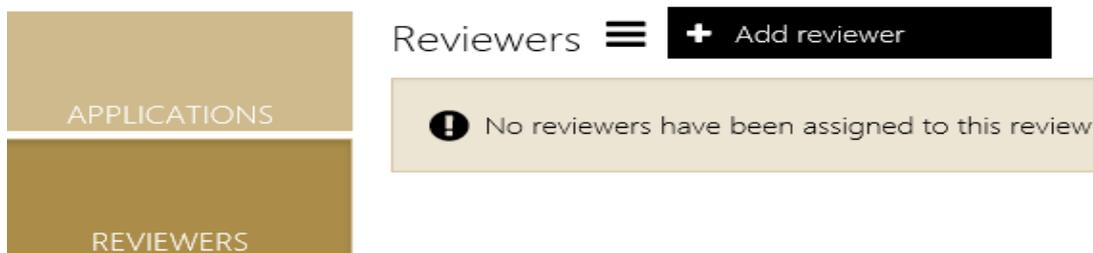
Search Pane will appear, type in the reviewers name and select by placing a tick in the box next to the identifier.
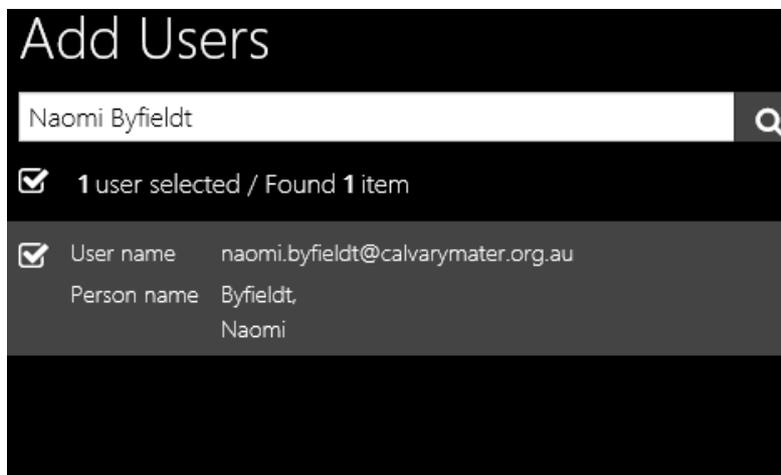
Apply by clicking the tick at the bottom of the search pane

To add other reviewer, go back to the "Reviewers Hamburger" and repeat steps.

Once all reviewers have been assigned to the review for that application

Reviewers ☰

Name ∨	User name
Hewson , Siobhan	siobhan_hewson@yahoo.com.au
Byfieldt, Naomi	naomi.byfieldt@calvarymater.org.au
Begg, Phoebe	phoebe.begg@hnehealth.nsw.gov.au

Save 💾 Save

You now need to manage the reviewers.

Manage Reviewers

Click on the Open Review Management icon 🏛

Click on "Manage Reviewers" 👥

This takes you to a screen where you can choose HREC Member or Lead Reviewer.

Next to the Reviewers Name choose your selection from the drop down list (Please note. it doesn't matter if you select Lead Reviewer or HREC Member, either option will allow them to do their review)

Click on "Save"

In order for the reviewer to see all of the documents for review, you need to select all the documents

Click on "Select document"

The "Select documents" search pain will appear
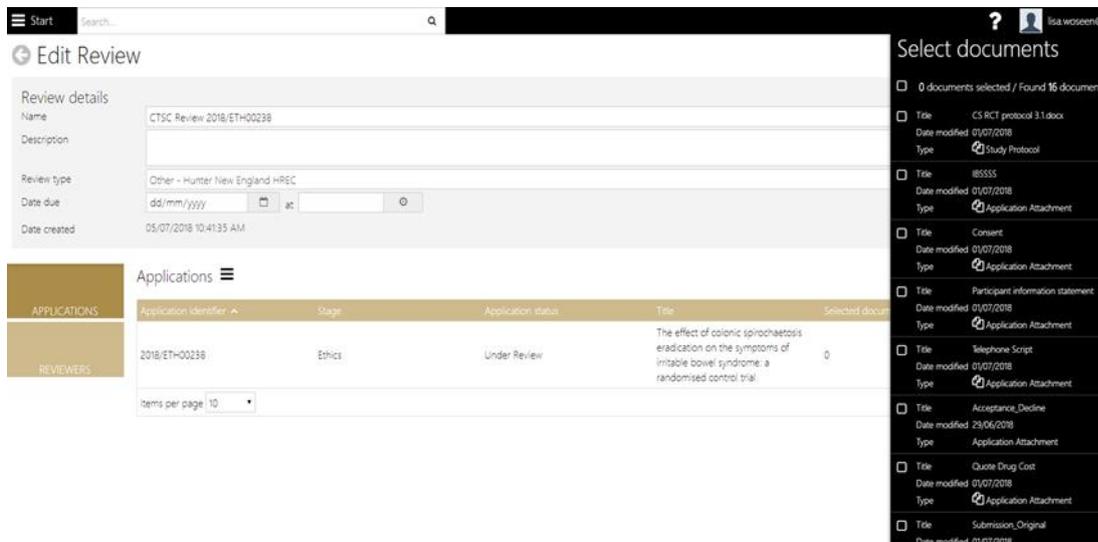
Select all the documents for review by placing a tick in the top documents box
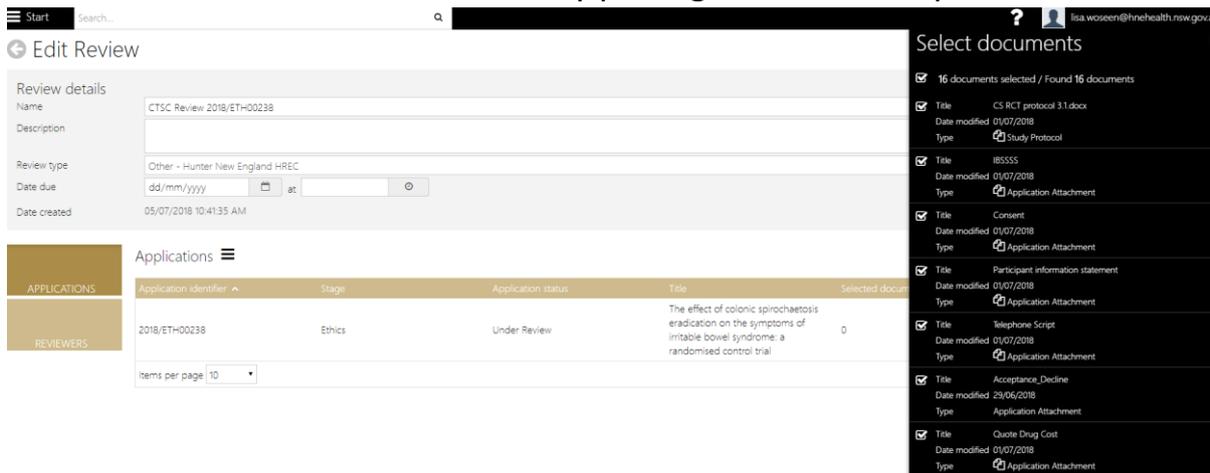
(Please Note. Currently the system is not showing all documents in the search panel, that's why it is important to "Select All" if you only place a tick next to the documents that are visible there may be others that you have not included that need review, example show below - only 10 documents were visible but there are actually 16 documents attached to the application)
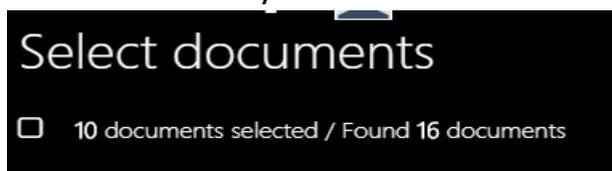
This issue has been reported to F1 and REGIS Team.

Once you have selected "All documents"

Click on the bottom tick to apply

This will take you back to the Application Page

Click on "Save"

You have to follow steps above for each Application for that meeting.

To get back to Meeting from the "Edit Review" Screen, Click on

Select "Meetings" from your Menu List

View meeting by clicking on View Meeting

Go to Applications Tab

You can now go into your next application and create a new review and assign reviewers.

If you want to be able to see your reviewers for each protocol on the Meeting View Screen, you have to do the following:

View your meeting and go to your applications tile

Click on Edit

This wiill bring you to the following screen that gives you extra icons

Click on the icon next to the first application

The following page will be displayed

Using the dropdown arrow you can now select either HREC Member or Lead Review

Once you have applied

Save at the bottom of the page and it will take you back to previous screen to apply to your next application.

Once you have applied to all applications click on the main save icon

You have completed assigning all your applications, creating your reviews and managing your reviewers, you can now circulate the meeting.
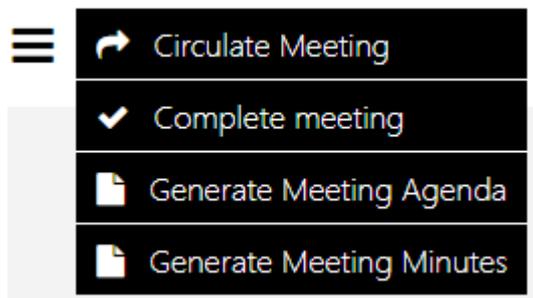
Circulating the Meeting

From your meeting screen

Click on

Click on the Meeting Hamburger

Select Circulate Meeting

The system will generate an Email which you can modify to suit your processes, you can also upload your agenda and any other meeting documents to this email by dropping the file into the attachments field if you would rather continue to create outside of REGIS.

REGIS also has the ability to Generate the Agenda and Minutes for you

Click on the Meeting Hamburger ☰
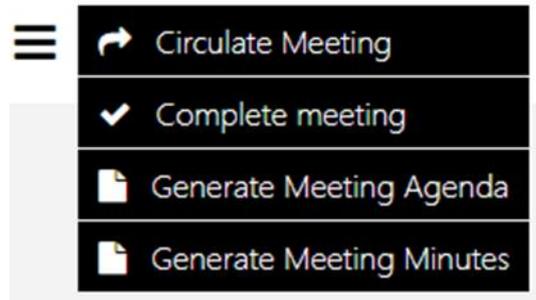
Select **"Generate Meeting Agenda"**

Agenda will generate and drop into the Meeting Documents & Other Business Tile, you can download from here and amend accordingly.