



REGIS Operational Webinar (26 March 2019)

Data Migration

Update from Steve

- Rows Not Loaded files have been sent to everyone
- They are due back to Steve this Friday 29th March
- The process has changed now. You need to make your "Contact information" corrections directly in the Rows Not Loaded spreadsheet. Any new projects that have recently become approved need to be added to the bottom of your Rows Not Loaded spreadsheet.
- Other corrections still need to be made in AURED (e.g. if the Status is not "Approved" and needs to be updated)
- Common errors, Site Names these must match a site that is in REIG (if you are adding sites), Pre-SWIS emails and incorrect emails.

Example of email sent to data contacts.

"Hi,

Your data has now been migrated into REGIS. If you find any issues or have any questions, please bring them to my attention.

The process from here is now different. I have attached your latest Rows Not Loaded sheet, and you now have to make your corrections <u>directly into this spreadsheet</u>. If you don't want any of these rows loaded into REGIS, you can simply delete them from the spreadsheet. You will also need to add any newly Approved projects into this spreadsheet in order for them to get loaded. Please update any data in the correct column and maintain the formatting of the spreadsheet (i.e. don't add or delete columns)

Please note that we ran two significant new checks on the data this time around:

- 1) We identified "Pre-SWIS" emails and are requesting that you provide an updated email address. This is to save considerable frustration and workload when the old email addresses become defunct.
- 2) We identified emails that had a "Hard Bounce", which means that the email address is invalid, and we are requesting that you provide a new one.

Please get this spreadsheet back to me by COB Friday. Even if you don't finish correcting all of the rows by Friday, please send back what you have.

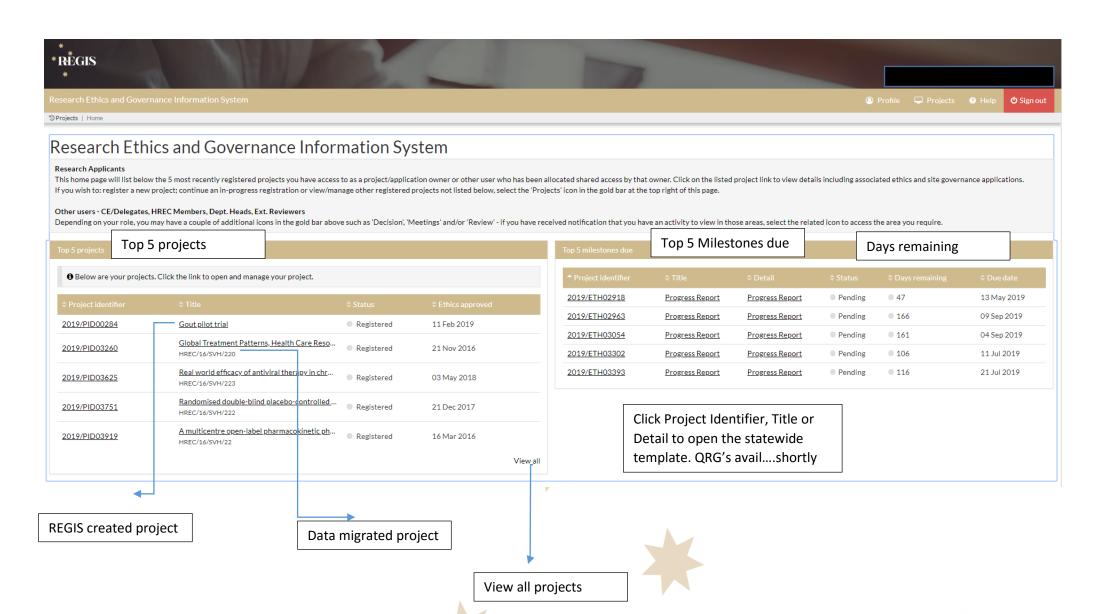
Explanation of Spreadsheet

The attached rows had missing or invalid data. The spreadsheet contains all of your rows that can't be migrated into REGIS, along with an explanation of the reason why in Column A. Please correct these rows directly in the Excel spreadsheet. I have also attached a summary of the possible errors and instructions on how to deal with them. Please do your best to understand and resolve these errors yourself. If you still have questions after that, let me know."

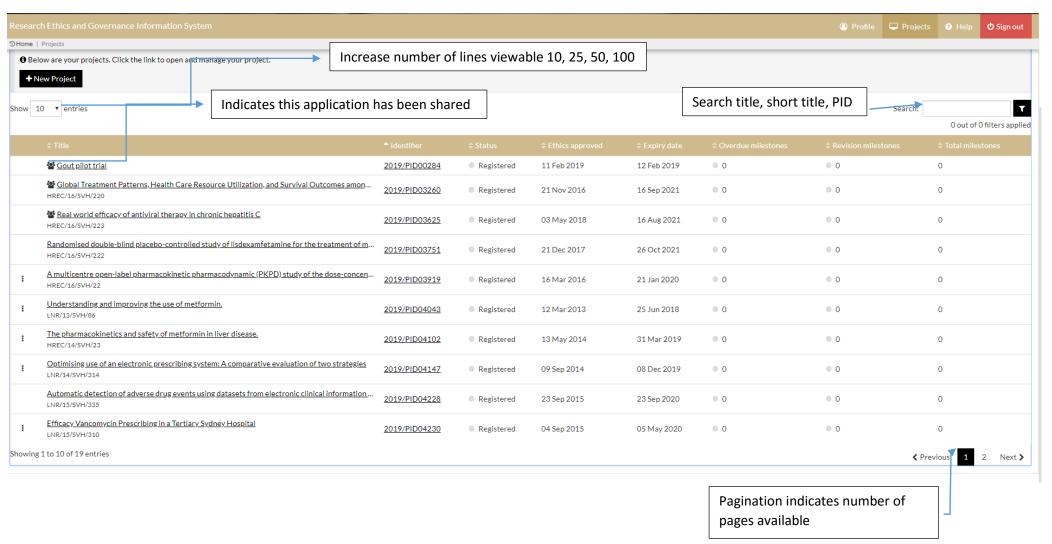








View all Projects



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Supporting Researchers

Who do I contact, and when?

Who you contact depends on the nature of your query - please read below.

Contact your **local research office** (<u>NSW</u> or <u>ACT</u>) for assistance with registration, applications, and post-approval/authorisation matters such as: information/documents you need to include, missing or incorrect dep't information (site-governance applications), and how to use REGIS (non-technical).

Contact the **REGIS IT Help desk** on **1300 073 447** for technical queries such as system issues or faults, and account access issues.

The Help desk is available 7am-7pm Monday-Friday, excluding ACT Public Holidays.

For information on how to use REGIS, refer to REGIS Quick Reference Guides (QRGs).



