



## QUICK REFERENCE GUIDE

REGIS  
Classifications

## FOR RESEARCH OFFICES

# Correcting Outgoing Correspondence

## What is outgoing correspondence?

Outgoing correspondence is any communication sent via REGIS to the research applicant. This includes:

- Decision Notification Emails (Ethics approval/Governance authorization)
- System Generating Emails (eligibility email)
- User Generated (request for information, amendment approval, email sent from contacts)

The Research Office can make changes to the original outgoing communication and save it back into the system. When this guide is followed the documents will sit on top of each other with the previous version remaining available in the internal portal.



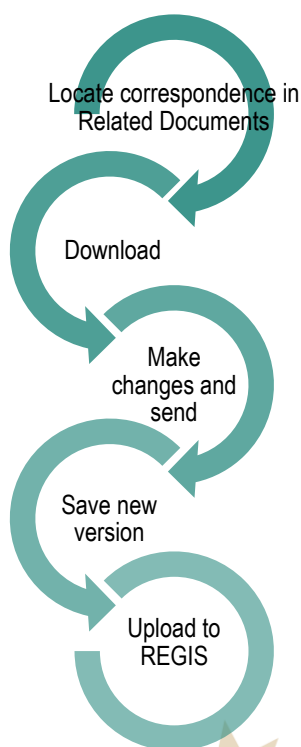
If the document was initially shared with related sites (e.g. an ethics approval letter was corrected) the sites will automatically see the updated version of the document.

Related site will also be able to see previous versions.



If the document was initially shared with the external portal for the applicant to access through REGIS they will see only the current version of the document.

## How does it work?



## How to change outgoing communication in REGIS?

*This document will step through changing the Ethics Decision Notification Email (approval email) but these steps can be replicated for any outgoing correspondence type.*

### Step 1

Locate the application.

### Step 2

Navigate to Related Documents.

MANAGEMENT

Select  
Management

Related documents

Then Related  
documents

### Step 3

Locate the correspondence to be corrected.



Decision Notification Email

### Step 4



Download the document

A temporary version of the document will become available outside of REGIS.

### Step 5 Correct the correspondence



Reply  
All

Click Reply All on the newly opened email.

### Step 6

Remove the no reply email.

[no\\_reply@regis.health.nsw.gov.au](mailto:no_reply@regis.health.nsw.gov.au)

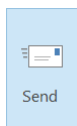
Delete any email footer appears at the top of the document and the email header from the original email.

From: no\_reply@regis.health.nsw.gov.au [mailto:no\_reply@regis.health.nsw.gov.au]  
Sent: None  
To: kylie.becker@health.nsw.gov.au  
Subject: 2019/ETH12163: Application HREA - Approved

### Step 7

Update/prepare the body of the document as you normally would a letter.

## Step 8



Send email

## Step 9 Save new version

In REGIS copy the Filename including the extension (.msg)

Filename
2019_ETH12163 Decision notification email Sent.msg

*Note: Do this by selecting/highlighting, then press Ctrl C or right click the mouse and click copy.*

## Step 10

In your emails open the **sent** email, Select File and then Save as.

Save the email to your Desktop or preferred destination.

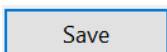
Paste the file name copied in Step 9 into the File name cell.

- file save as – browse to desktop – paste the filename (ctr v or right click paste)

File name:	2019_ETH12163 Decision notification email Sent.msg
Save as type:	Outlook Message Format - Unicode (*.msg)

*Note: Do this by clicking in the cell, then press Ctrl V or right click the mouse and click paste.*

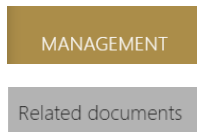
## Step 11



Click Save

## Step 12 Upload into REGIS

Return to Related Documents in REGIS



Select Management

Then Related documents

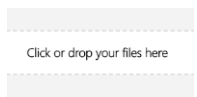


Click Edit on the right hand menu



The select the Hamburger and +Add external document

## Step 13

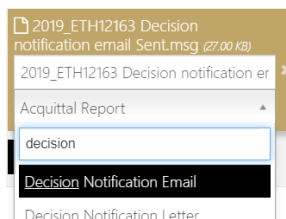


Add the external document by dragging and dropping the file or clicking and browsing

## Step 14

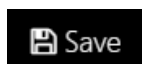
Change the **Document Type** by clicking on the dropdown menu and selecting **Decision Notification Email**.

*Remember: If you are changing a different type of document you should choose the corresponding Document Type.*



*Note: Do this typing in the document type and the menu options will reduce or scroll to document type.*

## Step 15



Click Save

## What should I see?

The System version of the document will update.

Filename	Size	External document type	System Version
2019_ETH12163 Decision...	27.0 KB	Decision Notificati...	2

A new icon will become available on the row.



This icon indicates that multiple versions of the document are available.

Press to see all versions of the document

Document versions	
Found 2 items	
Title	2019_ETH12163 Decision notification email Sent.ms
System version	2
Modified	11/07/2019 4:47:01 PM
Application Version	1
Created by	Kylie Becker
Download file	
Title	2019_ETH12163 Decision notification email Sent.ms
System version	1
Modified	11/07/2019 11:56:41 AM
Application Version	0
Created by	
Download file	

For technical assistance, contact  
REGIS HELP DESK

support.f1solutions.com.au  
1300 073 447