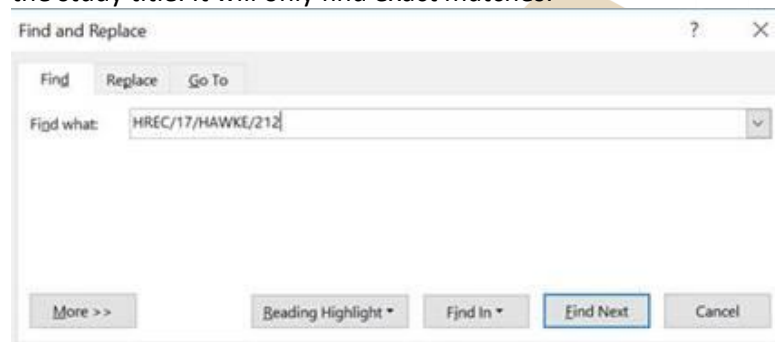


# REGIS Operational Webinar (3 September 2019)

## Data Migration

September data migration – Data due to Patrick 16 September. No extensions possible.

- We will be putting an announcement on the REGIS homepage and login page to let researcher know about the “final” data migration and asking them to contact their research office directly if they haven’t seen their migrated file. - DONE
- To reduce the number of rows not loaded these points should be considered.  
Applications in AU RED
  - a. Only Approved (ethics) and Authorised (site) application should be included in the spreadsheet.
  - b. Only Active applications should be included in the spreadsheet.
  - c. If you are entering a site application into the spreadsheet the ONLY ethics information that is required is the HREC ID (AU RED reference). E.g. no CPI is required, no ethics expiry/approval dates.
  - d. When entering a local ID only enter YOUR office’s local ID that is connected to the application being entered in that row. E.g. do not enter a local HREC ID for your SSA.
  - e. Email addresses provided are used to create REGIS usernames, we ask that you send an email to those email addresses entered into your spreadsheet to confirm they don’t bounce back and to ask if this is the email address they want as a REGIS account.  
With multiple rounds of data migration having occurred there are a number of users that have merged accounts and we want to try and avoid accounts being re-created.
  - f. HREC expiry is not optional if you are entering an ethics application.
  - g. Ensure the approval and expiry dates are in the correct columns.
  - h. RO were sent a spreadsheet listing ALL the migrated Ethics applications. Please use this to cross reference any site applications in your list to ensure the ethics application exists in REGIS. If it doesn’t please contact the managing research office directly to confirm the ethics application will be included in this migration.
    - i. How to search - use the find function (Ctrl f) and type in the HREC ID or a keyword in the study title. It will only find exact matches.



- i. The data migration spreadsheet to assist in reducing the common errors from previous data migration. Please ensure this is the spreadsheet you return for the September data migration.

### Applications NOT in AU RED

- a. Only Approved (ethics) and Authorised (site) application should be included in the spreadsheet.
- b. Only Active applications should be included in the spreadsheet.
- c. Clearly indicate if the row is an ethics application or a site application. Do not mix site and ethics data into a single row.
- d. Ensure the approval and expiry dates are in the correct columns. Having these dates in the incorrect fields have been known to cause abnormal system behaviours.

## Share documents on approval (processing decision)

There have been instances where documents have been shared with the researcher that the RO did not want shared.

There are instances where the governance office has been shared ALL documents associated with the ethics application not just the approved documents.

### Processing the Decision

In REGIS, 'processing the decision' means sending the formal approval/authorisation email to the research applicant.

#### Step 1

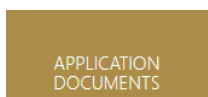


When the decision has been made and saved, the check mark icon will appear on the right-hand side of the screen.

Select it.

**NOTE:** if the check mark icon does not appear refresh your screen.

#### Step 2 Manage approved documents (appearing on email)



Select the 'Application Documents' tile.

A list of the Related Documents will appear.



Use the delete icon to remove the documents that should **NOT** appear in the link of approved documents or the list of approved documents.



These documents will also be automatically shared with related applications/projects and the applicant in the external portal.



**THIS IS AN IMPORTANT STEP!**

**QRG** - [https://regis.health.nsw.gov.au/media/1453/qrg-ro-approval\\_authorisation-processed-outside-of-a-meeting-v15.pdf](https://regis.health.nsw.gov.au/media/1453/qrg-ro-approval_authorisation-processed-outside-of-a-meeting-v15.pdf) or <https://regis.health.nsw.gov.au/how-to/>

## New SSA - output

Due for release early next week.

Any new versions of a site application submitted to the research office will see the new output form.

## 16 September release – sneak peak

- (755) External Portal - Help text – confirmed
- (624) External Portal - Site Application - When all HOD = Supported/Yes application auto submits to RO – confirmed
- (725) Project Registration Document available for NMA studies – pending
- Make CPI / PI Editable in Related Application – pending
- (646) Restrict the ability for a new version to be created when application in 'under review' or 'assigned to meeting' status – confirmed.
- Improve Visibility of Submitting Without HOD Signoff Justification – confirmed/current functionality
- Google Indexing of REGIS website – pending
- Basic Report for LHDs (metric 3 and 4) – confirmed

Webinar next week will go through all changes.

Communications will be sent out system wide to notify researchers of changes.

## Issues Resolved

See system notification notes

<https://regis.health.nsw.gov.au/help-desk-faqs/system-status/>

## Potential Issues/Under Investigation

**Known issue:** The “Pending Email” tile on homepages is currently showing data migrated files.

The data issue is known and the solution has been identified.

**ETA:** Issue scheduled to be fixed post September data migration.

**Work around:** in the filter Without tag enter migrated.



The image shows a dark-themed filter dropdown menu. On the left, there are two options: 'With tags' and 'Without tags', with 'Without tags' being the selected option. To the right of the dropdown, there is a search input field containing the text 'Migrated'. A small 'x' icon is visible next to the text in the input field, indicating it can be cleared.

## Rapid Releases

<https://regis.health.nsw.gov.au/help-desk-faqs/system-status/>

9 August a user wide notification went out to all users.

First rapid release – delayed

Second rapid release – released Monday 19<sup>th</sup> August

Third rapid release – released Monday 26<sup>th</sup> August

Fourth rapid release – scheduled Monday 9<sup>th</sup> September

Focus on these releases are the backlog of bugs/tickets and the performance of the system.

Vendor is seeking feedback on system performance, have you noticed a difference?

Vendor is wanting to know where to focus future efforts.

## HOMEPAGE REFRESH

There have been instances of people reporting delays in applications appearing or moving through the homepage tiles. This is being investigated

BUT.....

please remember that the homepage does not automatically update and you do need to refresh the system to see changes. This can be done by clicking F5 on your keyboard or clicking in the web address and clicking entre or by using the page refresh icon.