



QUICK REFERENCE GUIDE

FOR ALL USERS

Symbols

This guide provides information on the symbols and characters used in the REGIS. When first logging in to REGIS, you will have a top right menu navigation that represents broad key functions you will use.

Top right menu navigation

All users will see the following icons at the top right menu navigation. This will be visible from all pages within REGIS.

	Click 'Log out' icon to log out and close out of REGIS
	Click 'Projects' to view all projects or create a new project under your user profile
	Click 'Profile' to view your user profile details
	Click 'Help' to read help text for this page
	Click 'Dashboards' to manage data

If you are a Human Research Ethics Committee (HREC) Chair or Member, you will see some additional icons to those above. These will appear when you have ethics applications for your reviewed.

	Click 'Meetings' to view the HREC meetings to which you have been assigned
	Click 'Reviews' to action your review of applications to which you have been assigned

Another icon will appear if you are either a Public Health Organisation Head of Department or Chief Executive.

	Click 'Decisions' to action decisions that need to be made
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System navigation symbols

There are navigation symbols to help you progress through each page and section in application forms.

	Click to 'Download and Preview' the project. The project downloads as a .zip file to the location as set on the browser
	Click to 'Save' at any stage when completing any section or application in REGIS
	Click 'Right directional arrow' to go to Next page of the section or application
	Click 'Left directional arrow' to go to Previous page of the section or application

General functionality

Below are general functions that are used throughout the system.

	Click 'Save' at any time in each screen or page.
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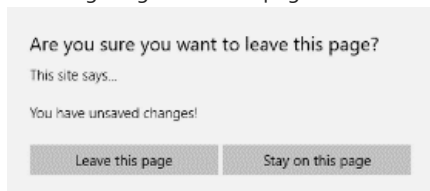
	Click 'Reset' to clear values in all fields on a page.
	Click 'Cancel' to cancel the action being completed on the page
	Click 'Edit' allows the selected record available for changes
	Click 'Delete' allows removal of the selected record. CAUTION: This action is <u>not reversible</u>
	This allows for setting of the number of saved records to display on one page
	Typing a phrase/word on the <i>Search</i> box will quick search on saved records
	If the number of records are not able to display on one page, the rest of the records are viewable by navigating the page numbers, or by clicking on <i>Previous</i> and <i>Next</i>
	This 'information' icon appears regularly throughout REGIS with further instructions
	Click 'Upload' when you have been asked to add new documents to REGIS
	There will be questions that will require you to choose a 'Yes/No' answer. A check mark will appear when you click on your selected choice

	Some screens will have 'Next' and 'Back' navigation buttons to progress to the next screen, or revert to the previous screen
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	a link underneath this icon to import data from ORCID
	Click '+ Add new funding' to update your profile with funding information.

APPLICATIONS AND FORMS	
	This question icon provides more information on the topic or question

REGIS will prompt you if it detects that there are unsaved changes on the page when you are navigating to another page.



- ❖ If you click 'Leave this page', you will discard the unsaved changes.
- ❖ Clicking 'Stay on this page' will allow you to check the page.

There are also general action functions that are used in specific sections of the system.

	Click '+ Add new employment' to update your profile with your employment information
	Click '+ Add new education' to update your profile with your education details
	Click '+ Add new document' to update any documents relevant to your profile
	Under Profile, you can click 'Change username' to update the username of an existing user account
	Under Profile, you may click 'Change password' to update your password of an existing user account

	Click 'New form' to add a new application (HREA or SSA) or post-project approval form
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LOG IN	
	Click 'Sign In' at the log in screen, after completing your username and password
	Click 'Reset password' when you have forgotten your password

IN PROJECT REGISTRATION	
	Click '+ New Project' to start the process of registering a project

PROFILE	
	Click '+ Add new address' to update your address details. REGIS will allow more than one address
	Click '+ Add new phone number' to update your phone number. You can have more than one and choose your preferred contact number
	Click '+ Add new email address' to update your email address. You can have more than one and choose your preferred contact
	Click '+ Add new appointment' to add roles held in addition to your current job position
	Click '+ Add new publication' to update publications not in ORCID . Otherwise, you may click

	These plus or minus icons will allow you to add or remove items in sections e.g. research sites in different jurisdictions or additional project documents
	Click 'Invite to Register' to invite members of your research project team who are not yet registered in REGIS
	Click '+ Add' when you have completed the email address (username) of the person you are inviting to register
	This green check mark icon will appear against each section in Project Registration, once it has been completed
	Click 'Complete Registration' when you have a green check mark against all sections and you are ready to finalise the registration

REVIEW – for a Reviewer	
	Click 'Select all' to select all items in the list provided
	Click 'Select none' to unselect all items in the list provided
	Click 'Download' to download documents selected to the location as set on the browser
	Click 'Review application' to provide feedback on an application
	Click 'View review' after successful submission of the review to view all details
	Click 'Download application' to download the application

Screen section identifiers

Every major section is represented by an icon and colour to help users identify between screens. It will appear at the top right of your screen with specific detailed elements underneath.

