QUICK REFERENCE GUIDE

REGIS

Setting up a Home Page

FOR RESEARCH OFFICES

Setting up a Home Page

Introduction

This document should be used in conjunction with the REGIS User Manual document 'Homepage Tiles'.

The first time you log into REGIS, your home page will be blank. Setting up your home page will significantly help you manage your tasks and workflows in REGIS.

What information is needed?

You should have the following information ready to get started in REGIS: your username, password and a list of tasks you would like to see on the home page.

Home page/dashboard tiles

There are 8 tile options and each tile can be created any number of times with the title and filters changed each time to represent the action of the tile.
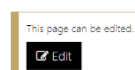

How many?

Depending on the type and resolution of your screen, you can fit 8-10 visible tiles (2 rows of 4 or 5 tiles). You can add additional tiles, but they are only visible by scrolling down.
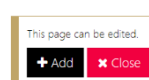
Create a home page tile

Step 1

 Click the 'Edit' icon at the bottom left of the screen.

Click '+Add' and a black panel will appear on the right side of the screen.

Step 2

Select the type of tile you wish to create on your homepage by clicking on the check box next to your chosen option and then clicking the apply tick at the bottom of the panel.

A tile will now appear on your home page.

Step 4

Hovering your mouse over the top right-hand corner of the tile you want to edit, or filter will make the below icons appear.

 Selecting the 'Edit' icon will make the 'Edit dashboard tile' panel will appear.

Tip: If you cannot see the edit and delete icons, click the 'Edit' icon on the bottom left corner of the screen.

For further guidance on home page tiles see: Homepage Tiles

Standard Ethics Homepage Example

For further guidance see: ***Homepage tiles***

New ETH — Application Tile
No data found.

ETH Eligible — Application Tile
No data found.

Review Submitted — Review Tile
No data found.

RFI Received — Application Tile

Identifier	Title
2020/ETH00880	doc manage

Approved - Pending Email — Application Tile

Identifier	Title
2020/ETH00883	testing ETH document

New Amendment — Form Tile

Identifier	Title
029389	Notification of an amendment to a r...
029397	Notification of an amendment to a r...
029428	Notification of an amendment to a r...
029457	Notification of an amendment to a r...
029482	Notification of an amendment to a r...
029550	Notification of an amendment to a r...

Amendment RFI Received — *Form Tile

Identifier	Title
029453	Notification of an amendment to a r...
029454	Notification of an amendment to a r...
029611	Notification of an amendment to a r...
029643	Notification of an amendment to a r...
029840	Notification of an amendment to a r...
029842	Notification of an amendment to a r...
029458	Notification of an amendment to a r...
029854	Notification of an amendment to a r...
029793	Notification of an amendment to a r...

Safety Reporting to HREC — Form Tile

Identifier	Title
029438	Significant Safety Issue Notification
029467	Significant Safety Issue Notification
029471	Significant Safety Issue Notification
029474	Significant Safety Issue Notification
029476	Significant Safety Issue Notification

Annual Progress Report — Milestone Tile

Identifier	Type	Date received
2020/ETH00836	Progress Report	24/06/2020
2020/ETH00843	Progress Report	01/07/2020
2020/ETH00844	Progress Report	15/07/2020
2020/ETH00879	Progress Report	04/08/2020
2020/ETH00881	Progress Report	06/08/2020

My Task — Task Tile
No data found.

*There has been a change to this homepage tile as of the 30th September 2020, see the QRG: Homepage tiles for details.

Standard Governance Homepage Example

For further guidance see: ***Homepage tiles***

Home