REGIS

Setting up a Home Page

QUICK REFERENCE GUIDE   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.
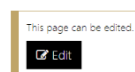

How many?

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.

Note: If you select a width or height greater than 1 x 1, this will take up more space on your screen.

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.
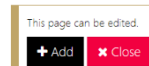
Step 2

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***

Standard Governance Homepage Example For further guidance see: *Homepage tiles*

Home

Completed Pending HOD
Found 100+ / showing 100

2018/STE00555 - A... Completed pending H...	
2019/STE10550 - A... Completed pending H...	
2019/STE14185 - A... Completed pending H...	
2019/STE17641 - Ap... Completed pending H...	Select a record to display its details
2020/STE02181... Completed pending H...	
2019/STE18296 - A... Completed pending H...	
2020/STE03865 - A... Completed pending H...	

Application Tile

New STE Submitted
Found 100+ / showing 100

2020/STE01461 - A... Submitted	
2020/STE02540 - A... Submitted	
2020/STE01432 - A... Submitted	
2022/STE00337 - A... Submitted	Select a record to display its details
2022/STE01412... Submitted	
2022/STE01838 - A... Submitted	
2021/STE05125 - A... Submitted	

Application Tile

Eligible
Found 26

2021/STE02795 - A... Eligible	
2022/STE01578 - A... Eligible	
2022/STE02917 - A... Eligible	
2022/STE03154 - A... Eligible	Select a record to display its details
2022/STE03430... Eligible	
2022/STE03545 - A... Eligible	
2021/STE02058 - A... Eligible	

Application Tile

Ineligible
Found 33

2018/STE00454 - A... Ineligible	
2020/STE03184 - A... Ineligible	
2022/STE02580 - A... Ineligible	
2022/STE03058 - A... Ineligible	Select a record to display its details
2022/STE03136... Ineligible	
2022/STE03171 - A... Ineligible	
2022/STE03176 - A... Ineligible	

Application Tile

Valid (Pending Ethics Approval)
Found 22

2019/STE00612 - A... Valid	
2021/STE02477 - A... Valid	
2022/STE02810 - A... Valid	
2022/STE03088 - A... Valid	Select a record to display its details
2022/STE03128... Valid	
2022/STE03062 - A... Valid	
2022/STE03361 - A... Valid	

Application Tile

Information Provided
Found 33

2019/STE16894 - A... Information provided	
2021/STE04626 - A... Information provided	
2021/STE00929 - A... Information provided	
2021/STE02718 - A... Information provided	Select a record to display its details
2022/STE029... Information provided	
2022/STE02112 - A... Information provided	
2022/STE02851 - A... Information provided	

Application Tile

Pending CE
Found 19

2022/STE02669 - A... Pending CE	
2022/STE02484 - A... Pending CE	
2021/STE02911 - Ap... Pending CE	
2022/STE03806 - A... Pending CE	Select a record to display its details
2022/STE0210... Pending CE	
2019/STE16078 - A... Pending CE	
2022/STE02731 - A... Pending CE	

Application Tile

Authorised Pending Decision Email
Found 14

2019/STE15405 - A... Authorised (Pending ...	
2019/STE17923 - A... Authorised with Condi...	
2020/STE02444 - A... Authorised (Pending ...	
2020/STE04609 - A... Authorised (Pending ...	Select a record to display its details
2020/STE054... Authorised (Pending ...	
2021/STE03218 - A... Authorised (Pending ...	
2021/STE04387 - A... Authorised (Pending ...	

Application Tile

Site Amendment - Submitted
Found 100+ / showing 100

Identifier	Decision type	Date
2019/ETH03826	RGO review of ...	09/03/2021
2019/STE04485	RGO amendm...	06/08/2021
2019/STE04536	RGO amendm...	06/12/2021
2019/STE06916	RGO amendm...	11/03/2022
2020/STE05398	RGO amendm...	28/06/2022
2021/STE00688	RGO amendm...	05/07/2022
2022/STE00435	RGO review of ...	03/08/2022
2021/STE05256	RGO amendm...	07/08/2022
2020/STE04085	RGO amendm...	08/08/2022
2020/STE05846	RGO amendm...	10/08/2022

« ‹ 1 2 3 4 5 › »

Decision Tile

Site Safety Reporting - Submitted
Found 48

Identifier	Decision type	Date
2020/STE01050	RGO review of ...	14/07/2021
2019/STE11677	RGO review of ...	14/07/2021
2020/STE01050	RGO review of ...	24/07/2021
2019/STE11677	RGO review of ...	14/07/2021
2020/STE01050	RGO review of ...	25/07/2021
2019/STE11677	RGO review of ...	25/07/2021
2019/STE0671	RGO review of ...	10/11/2021
2020/STE03381	RGO review of ...	10/11/2021
2021/STE00901	RGO review of ...	06/02/2022
2021/STE00901	RGO review of ...	06/02/2022

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Decision Tile

Site Amendment/Safety - Info Provi...
Found 61

Identifier	Decision type	Date
2019/STE17577	RGO review of ...	12/01/2022
2019/STE18142	RGO review of ...	17/01/2022
2020/STE02038	RGO review of ...	24/01/2022
2021/STE01424	RGO review of ...	10/02/2022
2019/STE02144	RGO review of ...	15/02/2022
2019/STE11899	RGO review of ...	04/03/2022
2019/STE12065	RGO review of ...	09/03/2022
2020/STE00300	RGO review of ...	11/05/2022
2020/STE02900	RGO review of ...	13/05/2022
2019/STE10361	RGO review of ...	21/06/2022

« ‹ 1 2 3 4 5 › »

Decision Tile

Site Progress Report - Submitted
Found 100+ / showing 100

Identifier	Decision type	Date
2019/STE13781	RGO review of ...	02/11/2020
2019/STE13823	RGO review of ...	06/12/2020
2019/STE17325	RGO review of ...	21/01/2021
2019/STE13780	RGO review of ...	21/01/2021
2019/STE13778	RGO review of ...	21/01/2021
2019/STE13288	RGO review of ...	08/02/2021
2019/STE15416	RGO review of ...	26/02/2021
2020/STE00310	RGO review of ...	09/03/2021
2019/STE13977	RGO review of ...	12/03/2021
2019/STE13820	RGO review of ...	15/03/2021

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Decision Tile

Site Progress Report - Info Provided
Found 34

Identifier	Decision type	Date
2019/STE11912	RGO review of ...	07/12/2020
2019/STE11834	RGO review of ...	07/12/2020
2019/STE17455	RGO review of ...	01/02/2022
2021/STE01688	RGO review of ...	06/02/2022
2019/STE12582	RGO review of ...	18/03/2022
2020/STE02685	RGO review of ...	26/05/2022
2020/STE05749	RGO review of ...	15/06/2022
2019/STE18346	RGO review of ...	21/06/2022
2020/STE02334	RGO review of ...	21/06/2022
2020/STE04143	RGO review of ...	04/07/2022

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Decision Tile

External Progress Report - Submitted
Found 13

Identifier	Type	Date received
2019/STE15807	Progress repor...	28/10/2020
2019/STE15808	Final report ext...	28/10/2020
2019/STE09411	Progress repor...	19/11/2020
2019/STE13356	Progress repor...	18/01/2021
2019/STE15674	Progress repor...	03/03/2021
2019/STE04704	Progress repor...	17/06/2021
2019/STE15760	Final report ext...	12/08/2021
2020/STE01917	Final report ext...	17/09/2021
2020/STE12528	Progress repor...	11/01/2022
2019/STE00557	Progress repor...	30/11/2021

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Milestone Tile

Site Certificate of Currency - Submit...
Found 100+ / showing 100

Identifier	Type	Date received
2019/STE07594	Certificate of C...	28/10/2021
2019/STE18236	Certificate of C...	05/01/2022
2019/STE06810	Certificate of C...	19/01/2022
2021/STE03819	Certificate of C...	24/01/2022
2021/STE01930	Certificate of C...	24/01/2022
2020/STE05342	Certificate of C...	01/03/2022
2019/STE14146	Certificate of C...	01/03/2022
2021/STE02595	Certificate of C...	03/03/2022
2021/STE00609	Certificate of C...	11/03/2022
2019/STE06923	Certificate of C...	14/03/2022

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Milestone Tileo

This page can be edited.