



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](#)'.

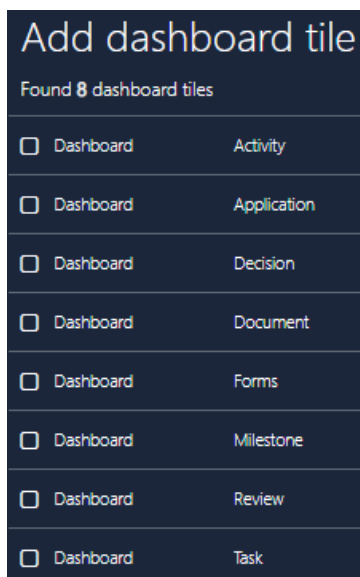
The first time you log into REGIS, your home page will be blank. Setting up your home page will significantly help you manage your tasks and workflows in REGIS.

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.

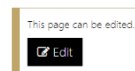


How many?

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.

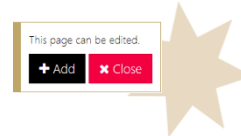
Create a home page tile

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.



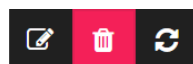
Step 2

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.

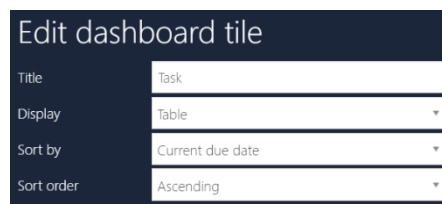
A tile will now appear on your home page.

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*

The screenshot shows a dashboard with a vertical navigation sidebar on the left and a grid of tiles. The tiles are as follows:

- Home** (Header)
- New ETH**: No data found. Application Tile
- ETH Eligible**: No data found. Application Tile
- Review Submitted**: No data found. Review Tile
- RFI Received**:

Identifier	Title
2020/ETH00880	doc manage

 Application Tile
- Approved - Pending Email**:

Identifier	Title
2020/ETH00883	testing ETH document

 Application Tile
- New Amendment**:

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...

 Form Tile
- Amendment RFI Received**:

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...

 *Form Tile
- Safety Reporting to HREC**:

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

 Form Tile
- Annual Progress Report**:

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

 Milestone Tile
- My Task**: No data found. Task Tile



*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

<p>With HOD</p> <table border="1"> <thead> <tr> <th>Identifier</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>2020/STE01452</td> <td>PHD testing</td> </tr> <tr> <td>2020/STE01458</td> <td>PHD testing</td> </tr> <tr> <td>2020/STE01489</td> <td>Applicant Email</td> </tr> </tbody> </table> <p>Application Tile</p>	Identifier	Title	2020/STE01452	PHD testing	2020/STE01458	PHD testing	2020/STE01489	Applicant Email	<p>New STE</p> <table border="1"> <thead> <tr> <th>Identifier</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>2020/STE01452</td> <td>NMA - No - ETH approved</td> </tr> <tr> <td>2020/STE01471</td> <td>KB multi-centre case NSW case CD36</td> </tr> <tr> <td>2020/STE01458</td> <td>NMA - Underway - ethics approval ...</td> </tr> <tr> <td>2020/STE01445</td> <td>Document handling CD 35 - Binary ...</td> </tr> <tr> <td>2020/STE01480</td> <td>Add view HRE C...</td> </tr> <tr> <td>2020/STE01444</td> <td>New ETH for ... ethics resubmit via...</td> </tr> </tbody> </table> <p>Application Tile</p>	Identifier	Title	2020/STE01452	NMA - No - ETH approved	2020/STE01471	KB multi-centre case NSW case CD36	2020/STE01458	NMA - Underway - ethics approval ...	2020/STE01445	Document handling CD 35 - Binary ...	2020/STE01480	Add view HRE C...	2020/STE01444	New ETH for ... ethics resubmit via...	<p>Valid (Pending Ethics)</p> <table border="1"> <thead> <tr> <th>Identifier</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>2020/STE01488</td> <td>01 - BK - Clinical Research - Immuno...</td> </tr> </tbody> </table> <p>Application Tile</p>	Identifier	Title	2020/STE01488	01 - BK - Clinical Research - Immuno...	<p>STE Eligible</p> <p>No data found</p> <p>Application Tile</p>	<p>RFI Received</p> <table border="1"> <thead> <tr> <th>Identifier</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>2020/STE01441</td> <td>test test test</td> </tr> <tr> <td>2020/STE01418</td> <td>Patrick - 2.2 testing - CD 38</td> </tr> </tbody> </table> <p>Application Tile</p>	Identifier	Title	2020/STE01441	test test test	2020/STE01418	Patrick - 2.2 testing - CD 38							
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