



## Starting in REGIS

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

# Starting in REGIS

The Research Ethics and Governance Information System (REGIS) is the platform to manage ethics and site governance in NSW and ACT Public Health Organisations (PHOs).

REGIS has two portals – external and internal.

The **internal** portal is used by Research Office users working for NSW and ACT public health organisations. This portal is used to manage the research governance process for all human research projects.

All other users will access REGIS through the external portal.

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

Other tasks that may need to be completed include:

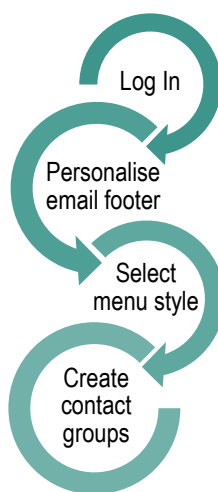
- ❖ Customising your REGIS email footer
- ❖ Select your menu style

## What information is needed?

You should have the following information ready to get started in REGIS:

- ❖ Your user name and password
- ❖ Details to add to your REGIS email footer

## How does it work in REGIS?



### Vertical View

The menu is docked on the left hand side of the page. It remains on the page while navigating through REGIS. You cannot change the order or size of this menu.

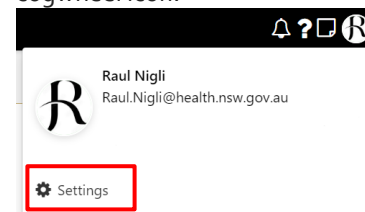
*\*Tip: If you hover over the icon the name will appear. If you click the icon, then the other menu options appear.*

## REGIS email footer.

A number of the system generated emails within REGIS have been designed to display the email footer of the user creating the action. To create your own email footer:

### Step 1

On the top right corner of REGIS, click your profile icon, then the 'Settings' cogwheel icon.



### Step 2

Click **Email footer**

### Step 3

Add the text of your personalised email footer. This may be the same as your Outlook or other work email footer.

### Step 4

You may choose to include your Institutions logo in your email footer.

The logo must first be saved as an image file on your computer.


### Step 5


Use the formatting tools in the top bar of the email footer wizard to create the desired visual outcome.

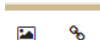
Hover over the icon to reveal the tooltip, click to select.

**B** *I* U **Bold, Italic, Underlined**

Colour (text and background), Paragraph format (headings)

 Aligned, Ordered List (numbered), Unordered List (dot points)

 Increase Indent, Decrease Indent

 Insert Image, Insert Link

 Undo, Redo

### Step 6

Select 

## Setting up contact groups in REGIS

A contact group can be useful when the same group of people (HREC members) are invited to several meetings or asked to complete reviews.

Current functionality only allows the REGIS team to create contact groups in the system. If you want a contact group created, send the following details to the REGIS team:

- ❖ REGIS usernames of all contacts
- ❖ Contact group name i.e. ABCLHD HREC Committee

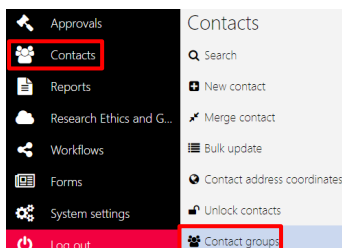
## Edit a Contact Group (Add/Remove)

### Step 1


Select 'Contacts' from the left-hand menu and then 'Contact groups'



On the side menu bar, click 'Contacts' and then select 'Contact groups'.



Click 'Add Group'. To add people to the group, follow Step 6-7 'Setting up contact groups in REGIS'.

To remove people from the group, click the  next to the person you wish to remove.

Save updates to the group by clicking



## Homepage Setup

See *Quick Reference Guide – Research Officers – Setting up a home page*

For technical assistance, contact  
REGIS HELP DESK

support.f1solutions.com.au  
1300 073 447