

SYSTEM NOTIFICATION

REGIS SYSTEM NOTIFICATION


Date:

Thursday 1 July 2021

Event: Amendment tags not automatically appearing against submitted Amendments as expected.


What is the impact to end users?

Submitted amendments not identifiable via tags, Research Office will need to identify they type of amendment and manually add tag to submitted amendment. When searching for the amendment documents in Related Documents of the Project, the Research Office will need to use the Form ID to search for these documents.

What to do? Manually adding tags: Open the amendment form via Related Forms within the Project and use the download form option . Open the form and at the top of the page, identify the type of amendment i.e. General Amendment

Notification of an amendment to a research study

Amendment type - General Amendment

In Related Forms, select the Edit icon in the top right-hand corner  to make the page editable. On the amendment row, under the Tags column, click on and select the appropriate tag for your amendment i.e. . Once selected, the tag will automatically save.

Searching for the amendment documents: In Related Forms, copy or note down the Identifier number **image 1*. on the amendment row you are processing, navigate to Related Documents and enter the Identifier number in the Search bar and hit Search **image 2*. This will only pull the documents related to that amendment submission.

Image 1

Related forms

Identifier
054174
054178
054172

Image 2

Related documents

Filters

Search

Document types

Response:

Vendor is currently investigating the issue and a system notification will be sent through to the Research Offices when further information is available.

System support and issues reporting:

REGIS Helpdesk: 1300 073 447

Please ensure you record the ticket number when you call to assist any follow up contact

General Feedback:

REGIS team: regis@health.nsw.gov.au

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