



How to Re-Activate an Inactive HOD

The below steps should only be used for HODs that have been identified as being incorrectly inactive.

Step 1: If you have been contacted by a researcher advising they are not seeing the HOD they expect, login to REGIS and navigate to Contacts from the left-hand menu and select the Search option.

Step 2: Using the Contact Type 'Unit', search for the affected department the position is under and then select the department to open it.





Step 3: In the left-hand menu, select Positions and locate the HOD to the right-hand side of the screen, click the 'eye' icon to open the position menu. From the left-hand menu, select History.



Step 4: You need to verify the history and ensure there is no history showing that this is modified by a member of the eHealth REGIS team or Vendor.

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Meetings

The example to the left clearly indicates this position was not systemically made inactive, therefore, this position will require activation.

Step 5: Click on Position details from the left-hand side and click the Active toggle at the bottom of the page once to 'Yes' to make the HOD position active again.

Contact	
👁 Details 🛛 🗸 🗸	Position
Position details	Position title *
Address details	Head of Service
Phone details	Department
Email details	Unit
Social media details	SCHN - Critical Care - PSN - Pregnancy and Newborn Services Network Organisation
Contact links	Approval date *
Contact groups	14/03/2018
Notes and correspondence	Expiry date
Classifications	Position roles (None)
Related projects	Active No

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