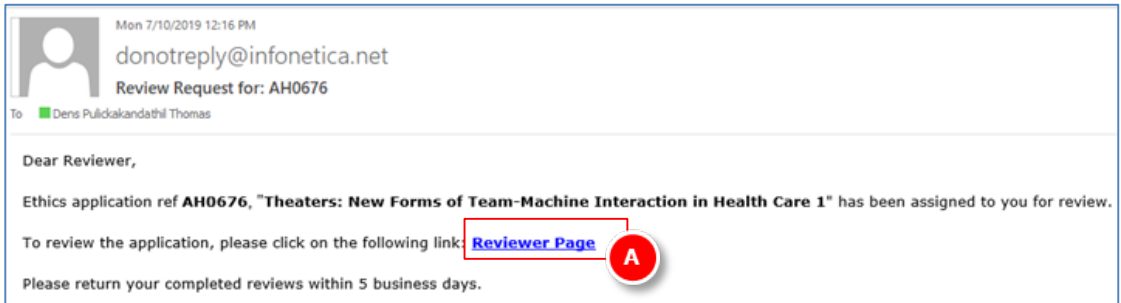


## 1. Reviewing the application or panel comments

v1.0  
10 February 2020

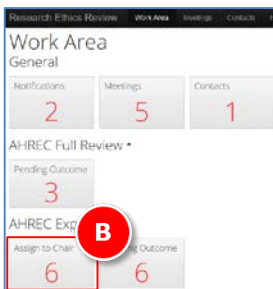
The Chair will receive an email advising that an application has been assigned to them for review.

A. Click on the link Reviewer Page to access Infonetica Ethics RM



B. Click on the **Assign to Chair**

C. Click on the relevant application to open



### Assign to Chair

Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Status	Review Committee	Review Date Received	User Reviewer Type
✓ AHREC0597	597	Test 001	Mr	Marc	Cu	Assigned to Chair	Auckland Health Research Ethics Committee	13/08/2019 15:59	
✓ AHREC 0409 (263 v-1)	409	AHREC July 17-4	Mr	Dens	Pulickakandathil Thomas	Assigned to Chair	Auckland Health Research Ethics Committee	17/07/2019 13:19	★

D. Click on **AH Review Application** to review the whole application;

Or

NB

Reviewing the whole application: Refer to **Review an application (committee reviewer)** guide

E. Click on **Panel Comments** to view/edit existing comments

### Reviewing/editing panel comments:

F. Click on **Edit** beside each comment

G. Add to or change existing comment; or

H. Click **Delete** to delete comment entirely

I. Click **Save**

J. Click **Close**

K. Click **AH Chair Review Complete**

