

1. Logging in

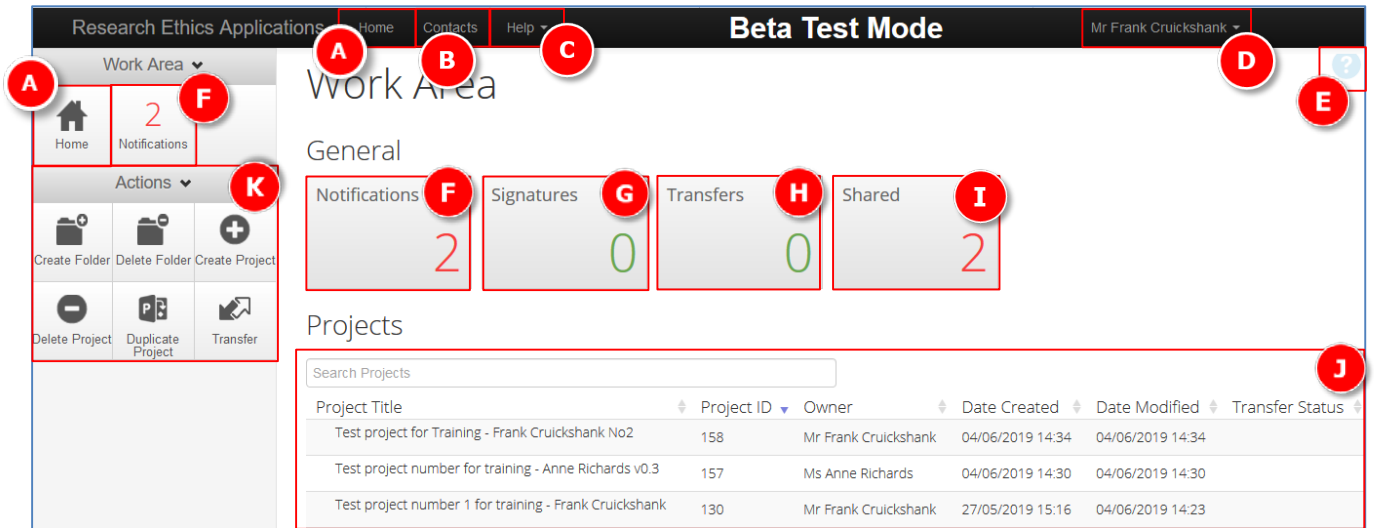
You will automatically be logged into Infonetica Ethics RM as part of the single sign-on process when you click on the link – <http://apply.ethics.research.auckland.ac.nz>. A link to the system can also be found within the Research Gateway pages within the Staff Intranet and within the AHREC page for those who don't have access to the Staff Intranet:

- The Research Gateway > Research training and resources > System links
- Research > Human Ethics > The Auckland Health Research Ethics Committee

Your session will timeout after 60 minutes of inaction

2. The Dashboard

The landing ('Home') page for Ethics RM contains a series of tiles and action buttons to access further information and carry out actions across the projects that you have involvement in.

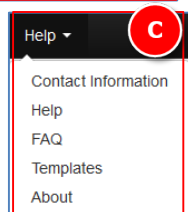


The screenshot shows the dashboard interface with the following callouts:

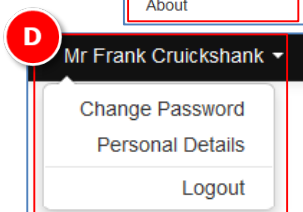
- A**: Home button in the top navigation bar.
- B**: Contacts button in the top navigation bar.
- C**: Help button in the top navigation bar.
- D**: User's name dropdown menu (Mr Frank Cruickshank).
- E**: Help icon in the top right corner.
- F**: Notifications tile showing 2 unread notifications.
- G**: Signatures tile showing 0 outstanding requests.
- H**: Transfers tile showing 0 outstanding requests.
- I**: Shared tile showing 2 share requests.
- J**: Projects table with search and list view options.
- K**: Actions menu containing buttons for Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, and Transfer.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Test project for Training - Frank Cruickshank No2	158	Mr Frank Cruickshank	04/06/2019 14:34	04/06/2019 14:34	
Test project number for training - Anne Richards v0.3	157	Ms Anne Richards	04/06/2019 14:30	04/06/2019 14:30	
Test project number 1 for training - Frank Cruickshank	130	Mr Frank Cruickshank	27/05/2019 15:16	04/06/2019 14:23	

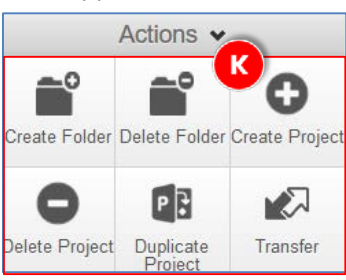
- A. Home** – click from anywhere in the system to return to the landing page
- B. Contacts** - view existing, or add new contacts
- C. Help** – selecting from the drop down provides options for general help, FAQs and templates
- D. User's name** – selecting from the drop down provides options to change password or personal details and also to log out of the system
- E. Help icon** – provides specific help for the current page
- F. Notifications** – indicates the number of unread notifications; these can be accessed by clicking on the tile (see over page for more information)
- G. Signatures** – indicates the number of outstanding received signature requests, where appropriate; these can be accessed by clicking on the tile
- H. Transfers** – indicates the number of outstanding received transfer requests (ownership of project transferred); these can be accessed by clicking on the tile
- I. Shared** – indicates how many share requests you have; these can be accessed by clicking on the tile (see over page for more information)
- J. Projects** – displays all projects created by the user; click on the project to open it (see over for more info)
- K. Actions** – These buttons change, depending on the application page; allows you to work on an existing application or a new one



- Help
- Contact Information
- Help
- FAQ
- Templates
- About



- Mr Frank Cruickshank
- Change Password
- Personal Details
- Logout



- Create Folder
- Delete Folder
- Create Project
- Delete Project
- Duplicate Project
- Transfer Project

Action buttons (K):

- **Create Folder** – separate folders can be created to store applications
- **Delete Folder** – enables deletion of previously created folders
- **Create Project** – enables creation of a new application
- **Delete Project**– enables deletion of previously created applications*
- **Duplicate Project**– enables copying of an existing application*
- **Transfer** – enables the transfer of an application to another person

* Prior to the submission of application to an Ethics committee

3. The Dashboard – navigating further

- A. Click on **Notifications** tile to view the Notifications Table
- B. All unread notifications are displayed in yellow, read ones are displayed in grey / white with green tick
- C. To mark as read / unread simply click either the tick or the message
- D. Click **Back to Work Area** or **Home** to return to the landing / home page

<input type="checkbox"/>	Message	Attachment	Project Short Title	Time
<input type="checkbox"/>	Ms Anne Richards has assigned you a role in their project	None	Test project number for training - Anne Richards v0.3	04/06/2019
<input type="checkbox"/>	Ms Anne Richards has requested to share their form with you	None	Test project number for training - Anne Richards v0.3	04/06/2019
<input checked="" type="checkbox"/>	You application has been received	None	Test project number 1 for training - Frank Cruickshank	04/06/2019
<input checked="" type="checkbox"/>	Your form has been signed by Ms Anne Richards	None	Test project number 1 for training - Frank Cruickshank	04/06/2019
<input checked="" type="checkbox"/>	Ms Anne Richards has requested to share their form with you	None	Test project number 1 for training - Anne Richards	22/05/2019

- E. Click on **Shared** tile to view all projects shared with you
- F. Click on **View Form** to view the application
- G. Click **Reject** if you wish to reject the request of sharing the form e.g. a conflict of interest exists

Project Title	Project Id	Form Title	Access	View Form	Reject
Test project number for training - Anne Richards v0.3	157	Auckland Health Research Ethics Form	Read, Write, Read	View Form	Reject
Test project number 1 for training - Anne Richards	98	Auckland Health Research Ethics Form	Read, Write	View Form	Reject

Showing 1 to 2 of 2 entries

4. The Dashboard – Searching for projects

Within the Project section there is a Search option, allowing the user to search by any of the fields displayed e.g. Title, ID, Owner, Date etc. This has dynamic search functionality and will start searching as soon as anything is typed into the field

A. Start typing characters / numbers for the project you want to find

Projects

 A

B. The search results will be displayed, filtered from the full list

C. Click on the project from the search results to open the application

Projects

Project Title	Project ID	Owner	Date Created	Date Modified
Test Project Demo 14 - Frank Cruickshank	352	Mr Frank Cruickshank	11/07/2019 17:24	11/07/2019 17:30

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

B