

1. Introduction

v1.0

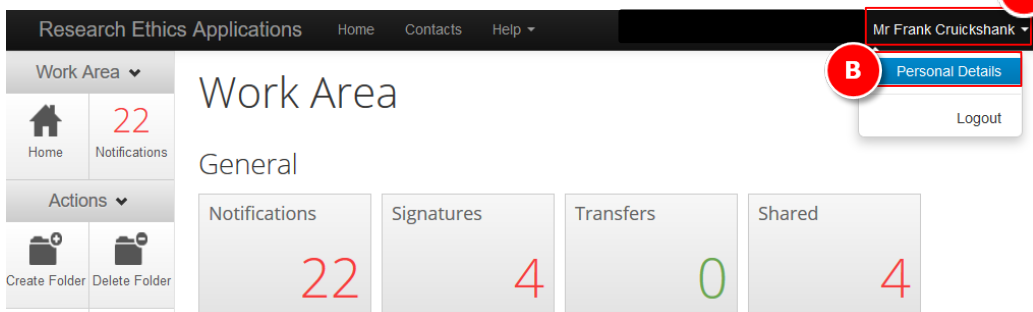
10 February 2020

If you are a reviewer or a sign-off person and you are not going to be available to perform either of these tasks, you can set your user profile as unavailable. If someone tries to allocate work to you in the system, they will be advised that you are not available.

NB You must remember to update your user profile again when you do become available

2. Making yourself unavailable within Infonetica

- A. Click on the drop down menu beside your name
- B. Click on **Personal Details**



Research Ethics Applications Home Contacts Help ▾ Mr Frank Cruickshank ▾

Work Area ▾

Home 22 Notifications

Actions ▾

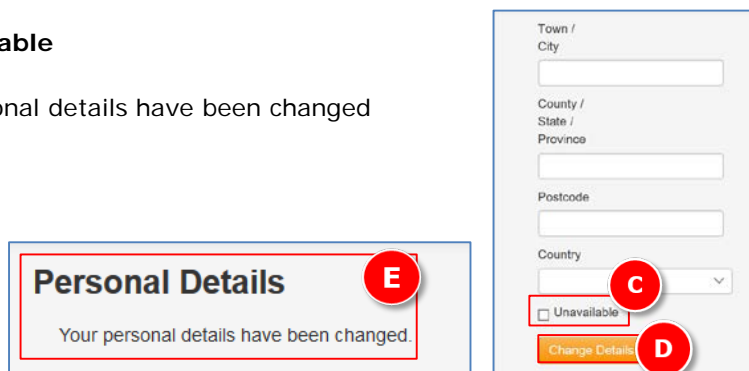
Create Folder Delete Folder

Work Area

General

Notifications 22 Signatures 4 Transfers 0 Shared 4

- C. Scroll down, click the text box next to **Unavailable**
- D. Click **Change Details**
- E. Message will display confirming that your personal details have been changed



Town / City

County / State / Province

Postcode

Country

Unavailable

Change Details

Personal Details

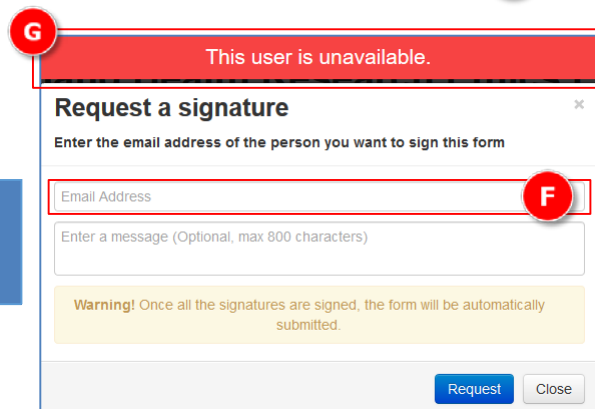
Your personal details have been changed.

NB

If a user enters the email address (F) of someone who is unavailable, a message will be displayed (G) and the email address is unable to be selected from the email address picker list

NB

Please ensure that once you are available again, you go in and untick the **Unavailable** box (C)



This user is unavailable.

Request a signature

Enter the email address of the person you want to sign this form

Email Address

Enter a message (Optional, max 800 characters)

Warning! Once all the signatures are signed, the form will be automatically submitted.

Request Close