Infonetica Ethics RM – Sharing an Application

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

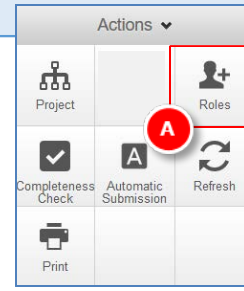
1. Introduction

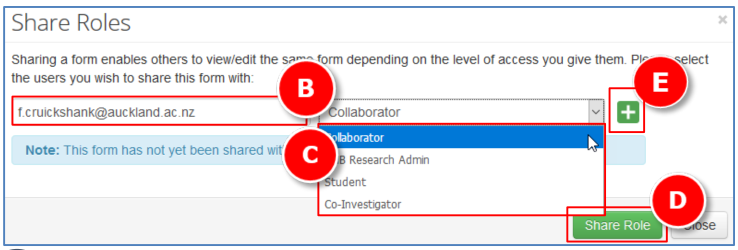
v1.0
10 February 2020

Sharing a form enables others to collaborate on the form with you, or review the form and provide comments / feedback, depending on the access you give them.

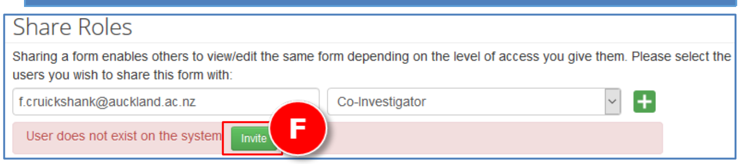
2. Sharing an application

A. From within the form, click **Roles**
B. Enter the colleague's email address*
C. Select the role you want the person to have from the drop down menu (the roles available will depend on the application being completed)
D. Click **Share Role**
E. To share with more than one person, click + to open another email address box





NB *If the colleague does not have access to the system an option to invite them will be displayed **(F)**

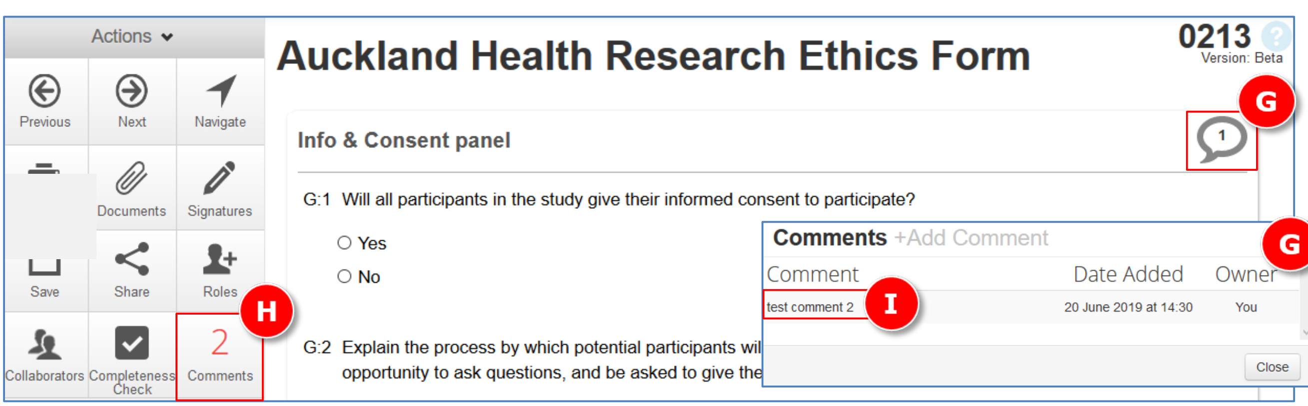


Role (C)	Permissions
Collaborator	Read only
DHB Research Admin	Read, Write, Submit, Receive notifications
Student	Read, Write
Co-investigator	Read, Write. Share, Receive notifications

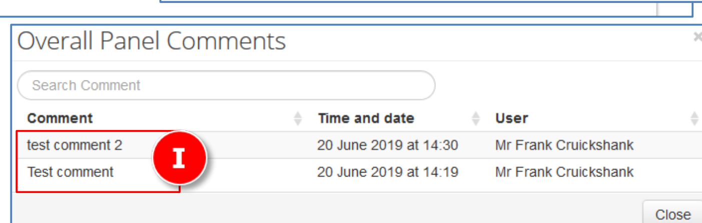
NB **All PhD, Masters and Honours students will be set up within Ethics RM with their @aucklanduni.ac.nz email address, e.g. fcru139@aucklanduni.ac.nz**

3. Viewing comments

- The person you share the form with will receive an email with a link to the form
- If they have been given **Read** or **Write** access they can click on the **Comments icon (G)** at the top of each section and add comments
- The number of comments for each section will show in the **icon (G)** and the total comments for the form will show within the **Comments** action button **(H)**



G. Click on the **comment icon** to read the single comment
H. Click on **Comments** to view all comments for the form
I. Click on a comment to see the full entry

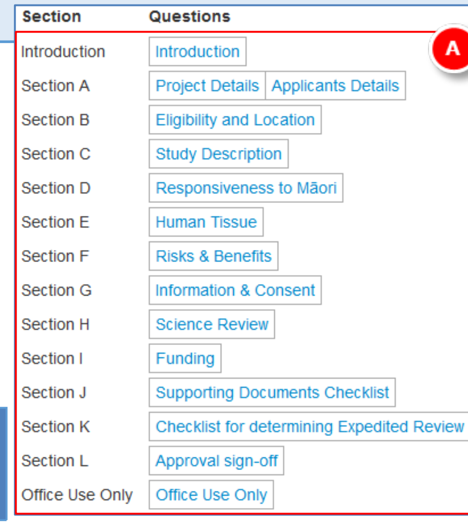


4. Collaborating on a form

- The person you share the form with will receive an email with a link to the form
- If they have been given **Write** access they can edit or add new content to the form

A. All those with **Write** access will be able to work on the form simultaneously, if separate **Sections / Questions** are selected by each user

B. If more than one person is in the same **Section / Question** then the **yellow exclamation icon** will be displayed, hovering over the icon will display the name of the other person



Section	Questions
Introduction	Introduction
Section A	Project Details, Applicants Details
Section B	Eligibility and Location
Section C	Study Description
Section D	Responsiveness to Māori
Section E	Human Tissue
Section F	Risks & Benefits
Section G	Information & Consent
Section H	Science Review
Section I	Funding
Section J	Supporting Documents Checklist
Section K	Checklist for determining Expedited Review
Section L	Approval sign-off
Office Use Only	Office Use Only

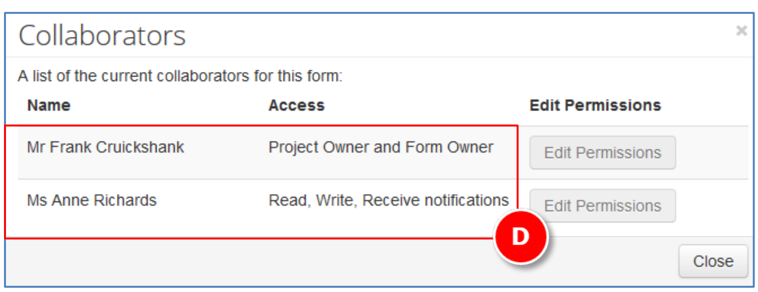
NB When more than one person is updating the same section at one time, the system will only save the information entered during the latter update. The former update will be lost.

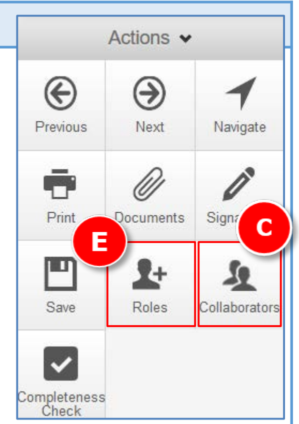
NB We would recommend that you co-ordinate access if this situation is likely to arise

5. Viewing and amending collaborators access

C. Click on the **Collaborators** action button to see who you have shared the form with

D. All collaborators will be displayed along with the access that has been granted



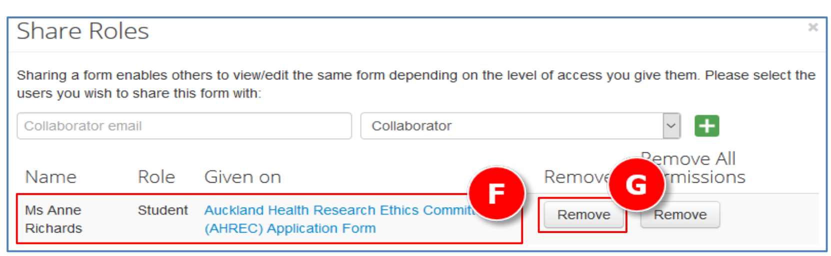


- It is not possible to edit the permissions within a role. If different access is required, the original shared role must be removed and another added

E. Click on the **Roles** action button

F. All collaborators will be displayed along with the Role that has been shared

G. Click on a **Remove** to remove the access granted to the user



H. Enter the colleague's email address

I. Select the new role you want the person to have from the drop down menu

J. Click **Share Role**