

Ethical Review Manager

Applicant User Guide

Introduction

The Ethical Review Manager (ERM) System has been designed to enable applications for ethical approval to conduct research to be submitted and processed online.

The application can be saved and completed in stages then submitted when all the information has been populated. You can also upload documents.

A built-in workflow will send any submitted applications to the Chair of the Ethics Review Committee for your School who, in conjunction with School Reviewers, will make a decision on your application.

You will receive an email to inform you of any progress updates, such as a decision being made or the form being returned to you for amendments or further details.

This user guide covers the following functions:

Contents

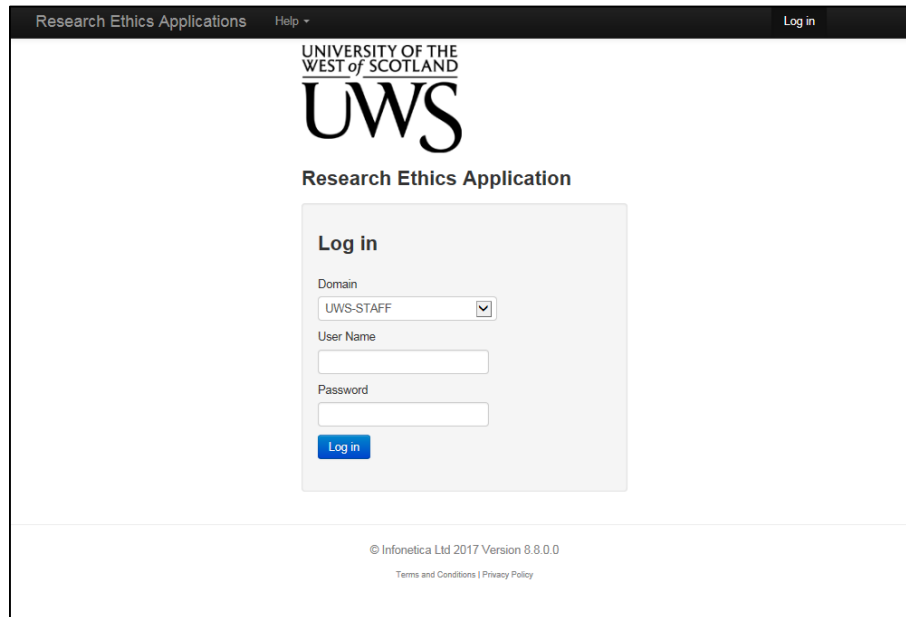
Logging In	3
Work Area	4
Notifications.....	5
Viewing Existing Projects	6
Creating a New Project	7
Applicant Details	9
Project Information.....	10
Supporting Documents	14
Signatures	15
Sharing the Application.....	17
Submitting the Application / Approval Process.....	18
Approval Process.....	19
Applications Returned for Resubmission.....	20
Applications Returned with a Decision	22
Amendments.....	23
Appeals.....	24
Using Folders.....	25
Creating Folders	26

Logging In

The URL for the Ethical Review Manager (ERM) system is:

<https://uws.forms.ethicalreviewmanager.com>

Select the relevant domain (UWS-STAFF or UWS-STUDENT) then log in with your University email address and password.



The screenshot shows the login interface for the University of the West of Scotland (UWS) Research Ethics Application system. At the top, there is a navigation bar with 'Research Ethics Applications', 'Help', and a 'Log in' link. The main header features the UWS logo and the text 'Research Ethics Application'. Below this is a 'Log in' section with a form containing three fields: 'Domain' (a dropdown menu currently showing 'UWS-STAFF'), 'User Name' (a text input field), and 'Password' (a text input field). A blue 'Log in' button is positioned below the password field. At the bottom of the page, there is a footer with the copyright notice '© Infonetica Ltd 2017 Version 8.8.0.0' and links for 'Terms and Conditions' and 'Privacy Policy'.

If you are unable to log in with your University email address and password, please contact your School Ethics Committee for assistance.

Work Area

The work area is your dashboard. The **General** area displays alerts. When the number is red, this denotes new alerts which have not yet been read.

- **Notifications** – messages from the system such as confirmation that an application has been submitted or amended. It will also notify you of any applications that have been returned to you by the Chair.
- **Signatures** – requests for you to electronically sign an application that has been sent to you.
- **Transfers** – requests to transfer a project to another person (e.g. if you are leaving the University but the project is continuing under another investigator).
- **Shared** – forms that have been shared with you. This feature enables another UWS student or member of staff to share an application form with you outwith the review process.

The screenshot shows the 'Research Ethics Applications' dashboard. The top navigation bar includes 'Home', 'Contacts', and 'Help'. The user is logged in as 'Mr AP Plicant'. The 'Work Area' section is active, showing a 'General' view with four alert boxes: 'Notifications' (3 red alerts), 'Signatures' (0 green alerts), 'Transfers' (0 green alerts), and 'Shared' (0 green alerts). Below these is a 'Projects' section with a search bar and a table of projects.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Examining the benefits of swimming	880	Mr AP Plicant	10/05/2017 13:39	10/05/2017 13:55	
Test	877	Mr AP Plicant	10/05/2017 13:22		
Other Test 2	876	Mr AP Plicant	09/05/2017 10:19	09/05/2017 10:52	
Appeal Test- 9th May	875	Mr AP Plicant	09/05/2017 10:08	09/05/2017 10:59	
"Other" Test	874	Mr AP Plicant	09/05/2017 10:06	09/05/2017 10:08	
8th May amendment test	873	Mr AP Plicant	08/05/2017 15:24	08/05/2017 15:27	
New appeal test- 8th May	872	Mr AP Plicant	08/05/2017 14:51	08/05/2017 14:54	
Amendment test	871	Mr AP Plicant	08/05/2017 14:26	08/05/2017 14:29	
Gary's Appeal Test 1 4th May	870	Mr AP Plicant	04/05/2017 08:46	04/05/2017 08:49	
Appeal test 2 3rd May	868	Mr AP Plicant	03/05/2017 15:00	03/05/2017 15:03	
Appeal Test 3rd May	867	Mr AP Plicant	03/05/2017 10:44	03/05/2017 10:49	

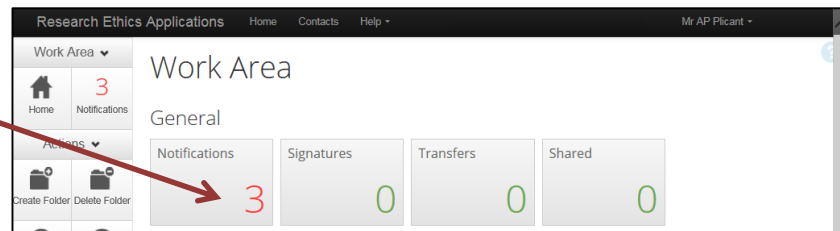
An ethical review application is classed as a *Project* in the ERM system. Any existing projects would be listed in this section.

In the **Actions** area, you can:

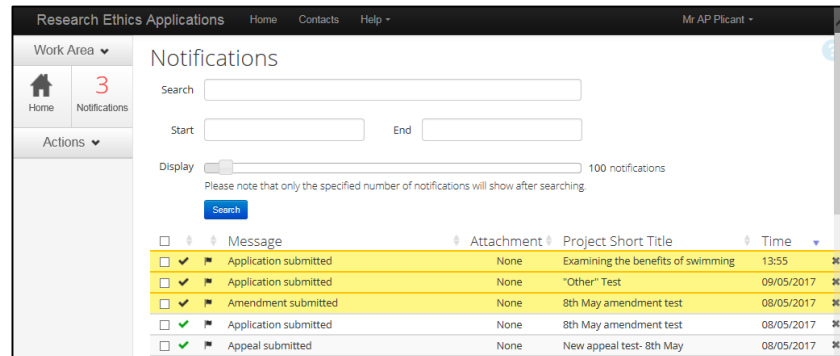
- create a project
- delete an existing project
- create a folder to group a number of projects together
- delete an existing folder

Notifications

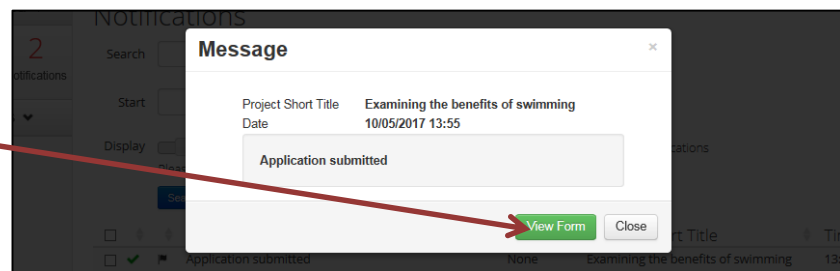
The number shown alongside **Notifications** denotes the number of unread messages from the system:



Click on a **Message** title to open and view the message:



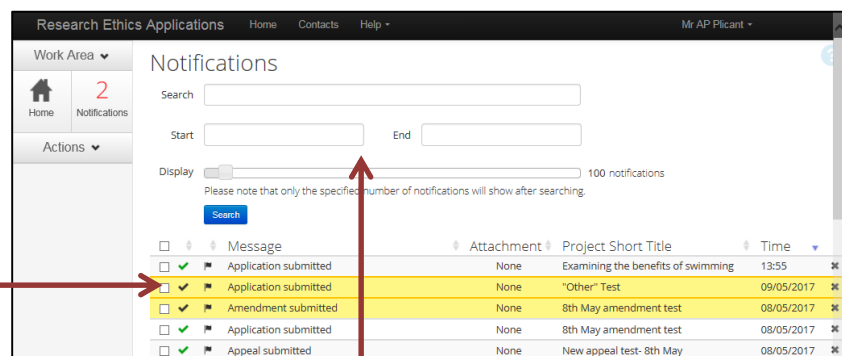
The message will include a link to the associated form:



Once a message has been viewed, it will be marked as read:

Messages can be manually marked as read/unread by clicking on the **tick** icon

The **flag** icon will highlight messages, enabling you to sort the list by flagged or unflagged items



The search criteria at the top of the page enables you to filter the list

The **X** will delete a notification

Viewing Existing Projects

A list of existing projects is shown in the work area.

Use the **Search Projects** box to find a project using key words

Sort the list by clicking on any of the column headers

The screenshot shows the 'Work Area' of the Research Ethics Applications system. On the left is a sidebar with navigation icons and a 'Projects' section containing a 'Search Projects' text box. The main area displays a table of projects. Above the table are four summary cards: Notifications, Signatures, Transfers, and Shared, each with a green circle icon. The table has columns for Project Title, Project ID, Owner, Date Created, Date Modified, and Transfer Status.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Examining the benefits of swimming	880	Mr AP Plicant	10/05/2017 13:39	10/05/2017 13:55	
Test	877	Mr AP Plicant	10/05/2017 13:22		
Other Test 2	876	Mr AP Plicant	09/05/2017 10:19	09/05/2017 10:52	
Appeal Test- 9th May	875	Mr AP Plicant	09/05/2017 10:08	09/05/2017 10:59	

Click on a **Project Title** to open the project.

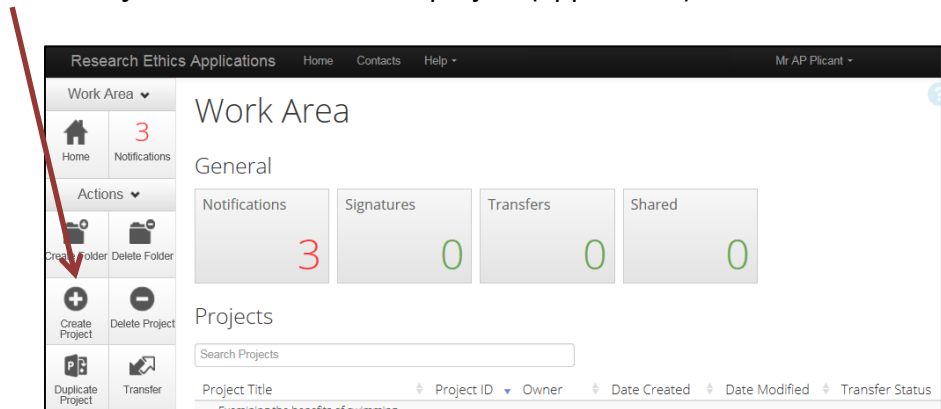
The screenshot shows the detailed view of the project 'Examining the benefits of swimming' (ID 0880). The page has a sidebar with icons for Home, Notifications, Project, Create Form, Share, Print, and Correspond. The main content area includes a 'Project Tree' with a link to 'New Application Form'. Below this is a table showing the 'Form Status' (Submitted by Applicant), 'Review Reference' (2017-0880-799), and 'Date Modified' (10/05/2017 13:55). A navigation bar contains links for Documents, Signatures, Collaborators, Submissions, Correspondence, and History. The 'New Application Form' section is active, showing a list of sections (Filter, Applicant Details, Project Information, Supporting Documents, Signatures) and a list of questions (Filter, Applicant Details, Project Information, Supporting Documents, Signatures). A checkbox for 'Show Inactive Sections' is also present.

The **Status** of the application is shown

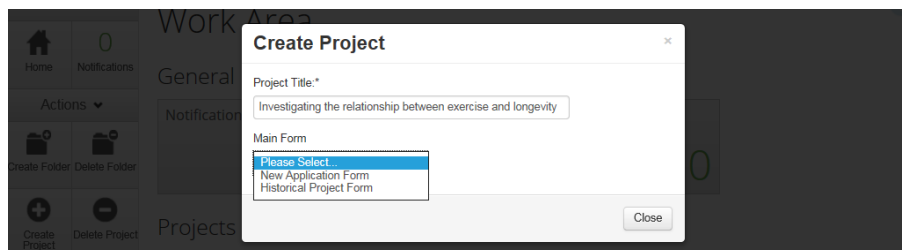
Click on any of the links to go to that section of the application

Creating a New Project

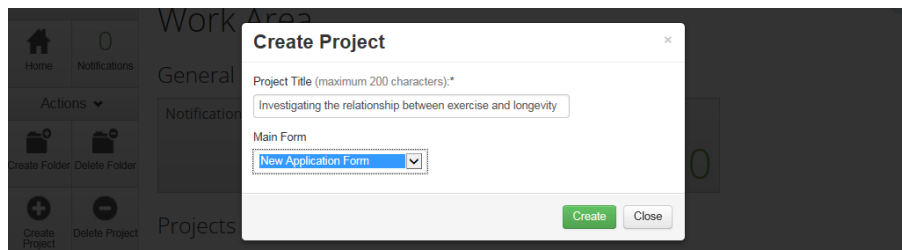
Use the **Create Project** icon to start a new project (application):



Add the **Project Title** and confirm which template the project should use - either New Application or Historical Application*:



Click **Create**.



** A historical project is one which was **approved before the Ethical Review Manager system went live** and could either be in progress or still to begin. These projects only need to be added if you wish to make a change to that project and update the details for further review. Completed projects should not be entered. Historical projects are subject to the same process but the form will contain fewer fields.*

Creating a New Project (cont.)

The **Filter** section must be completed before continuing with the rest of the application.

The screenshot shows the 'Research Ethics Applications' interface. The main heading is 'Investigating the relationship between exercise and longevity' with ID '0881'. The 'Project Tree' shows the current project. The 'Form Status' is 'Not Submitted'. The 'Review Reference' is 'N/A'. The 'Date Modified' is blank. The 'Navigation' tabs include 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'New Application Form' section is active, showing a list of sections: Filter, Applicant Details, Project Information, Supporting Documents, and Signatures. The 'Filter' section is highlighted with a red arrow.

This asks you to confirm that you have read the UWS and School Guidelines, including which areas your research may involve.


Once the relevant categories have been ticked, text is shown to confirm if an ethical review application should be completed.

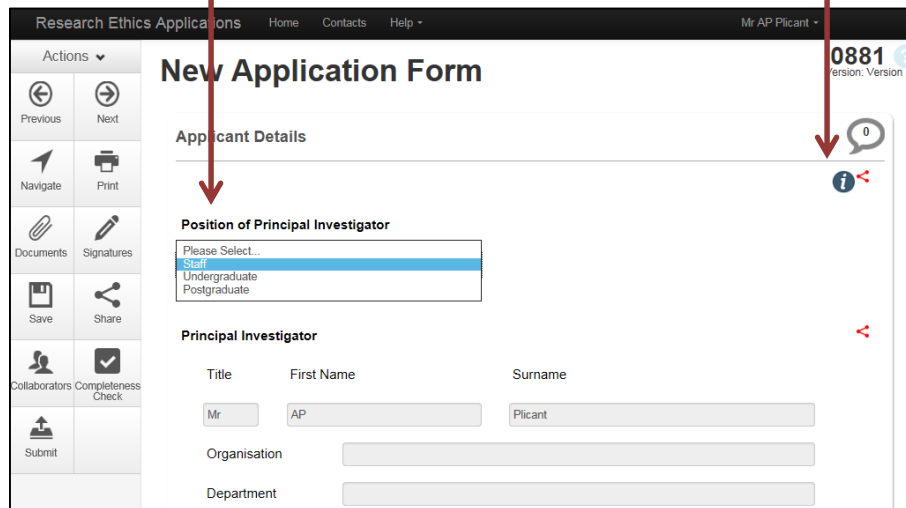
The first screenshot shows the 'New Application Form' page with the 'Filter Questions' section. The 'Filter' link is highlighted. The 'Pre-screening Questions' section is also visible. The 'Next' button is highlighted with a red arrow. A red box with text points to the 'Next' button: 'If an application is required, click **Next** to continue'. The second screenshot shows the 'Filter Questions' section with the 'Filter' link highlighted. The 'Pre-screening Questions' section is also visible. The 'Next' button is highlighted with a red arrow. The 'Filter' link is highlighted with a red arrow.

Applicant Details

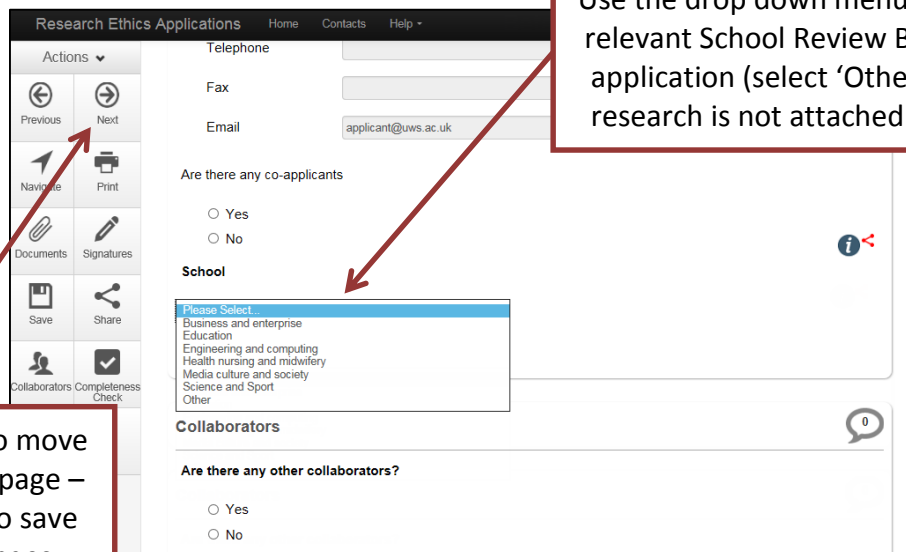
As the applicant, you will be listed as the **Principal Investigator**. Your details will be populated from the UWS Active Directory details.

Use the drop down menu to confirm your position within UWS

When the  icon appears, click on this to view information and guidance



Confirm if there are any **Co-applicants** or **Collaborators***. If 'Yes' is selected, further fields will appear to add their details. These details can then be saved as a "contact" for use in any future applications".



Click **Next** to move to the next page – this will also save your changes

Use the drop down menu to select the relevant School Review Board for this application (select 'Other' only if the research is not attached to a School)

* Co-applicants must always be internal to UWS. Collaborators can be internal or external.

Project Information

The Project Information page contains many fields relating to the detail of your application. Although your changes will be saved when you click Next to move to the next page, you may find it useful to click **Save** at regular intervals as you work through the form.

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

New Application Form

0881
Version: Version

Project Information

Title of Study

Primary purpose of the study

Please Select...

Where will the proposed research take place?

How will the costs of the study be met?

Add the title and purpose of the study (e.g. primary research)

List each of the locations (e.g. UWS Paisley campus, Royal Alexandra Hospital, etc.)

Detail any funding or budget allocated to the research

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

Previous Approvals

0881
Version: Version

Has the proposed study been considered by any other ethics committee?

☐ Yes ☐ No

Purpose, justification, design and methodology

Please give a full summary of the purpose, justification, design and methodology of the planned study: (word limit 1000 words)

How has the scientific quality of the proposed research project been assessed?

☐ Independent external review

☐ Review within a company

☐ Review within a multi-centre research group

☐ Review within the principal investigator's institution

☐ Review within the research team

☐ Review by supervisor/director of studies

☐ Other

Note that you can copy and paste your summary from Word. In addition to adding the summary, relevant Word documents can be uploaded as a separate document using the Documents icon

If the proposed study has been considered by another committee, (e.g. at your collaborator's institution), click Yes to provide further details

Tick all applicable responses

Project Information (cont.)

Research Ethics Applications Home Contacts Help - Mr AP Picant -

Sample Size

Please explain/justify your intended sample size:

Analysis and Presentation

Please explain how you will analyse, present/disseminate the data you intend to collect:

Interviews/Questionnaires

Does the proposed research involve the use of individual/group interviews or questionnaires?

☐ Yes
☐ No

Callout Boxes:

- Confirm if a questionnaire is being used** (points to the 'Does the proposed research involve the use of individual/group interviews or questionnaires?' question)
- Add an explanation of your sample size and how the results will be analysed and presented** (points to the 'Please explain/justify your intended sample size:' and 'Please explain how you will analyse, present/disseminate the data you intend to collect:' text boxes)

If you are using questionnaires within your study, you will be asked to upload a copy. The following box will appear so you can browse for your document and attach it to the application. The original copy should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.)

Documents - Default

Please attach your Default here:

Document Name	Version Date	Version
<input type="text"/>	12/05/2017	1

Research Ethics Applications Home Contacts Help - Mr AP Picant -

Interviews/Questionnaires

Does the proposed research involve the use of individual/group interviews or questionnaires?

☒ Yes
☐ No

Please upload a copy of the Questionnaire or Interview Schedule

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	Questionnaire	Questionnaire.docx	12/05/2017	1	12.1 KB	<input type="button" value="Download"/>	<input type="button" value="Delete"/>

Will proposed interviews or questionnaires discuss topics that might be sensitive, embarrassing or upsetting for participants or is it possible that criminal or other disclosures requiring action could occur during the study?

☐ Yes
☐ No

Callout Boxes:

- If you select Yes to this question, you will be asked to provide further details** (points to the 'Does the proposed research involve the use of individual/group interviews or questionnaires?' question)
- Any uploaded documents are listed – you are able to upload additional documents or download/delete existing documents** (points to the table of uploaded documents)

Project Information (cont.)

Research Ethics Applications Home Contacts Help - Mr AP Plicant -

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

Impact on Participants

Please provide details of how you will recruit participants to your study:

Will participants be from any of the following groups? (Please tick all that apply)

- ☐ Children under 16
- ☐ Adults with learning disabilities
- ☐ Adults with a terminal illness
- ☐ Adults in emergency situations
- ☐ Adults with mental illness (particularly if detained under the mental health act)
- ☐ Adults with dementia
- ☐ Adults in Scotland who are unable to consent for themselves
- ☐ Those who could be considered to have a particularly dependent relationship with the investigator
- ☐ Other
- ☐ None of the above

Are there any special pressures which would make it difficult for potential participants to refuse to take part in your study? (e.g., relationship to the investigator?)

Provide details of your recruitment process and confirm if this will include any vulnerable groups

Add details of any additional impact on your potential participants

Research Ethics Applications Home Contacts Help - Mr AP Plicant -

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

Study Details

Will study participants be paid to take part?

☐ Yes
☐ No

What is the expected duration of participation in the study for each participant?

Will informed consent be obtained from study participants?

☐ Yes
☐ No

Is the study likely to cause any discomfort or distress, either physical or psychological (see UWS Guidelines for Ethical Practice in Research and Scholarship)?

☐ Yes
☐ No

Does the proposed research involve any physically invasive procedures?

☐ Yes
☐ No

Confirm if participants will be paid and their required duration/commitment

If you answer Yes to any of these questions, a further field will appear for you to provide details

Project Information (cont.)

Research Ethics Applications Home Contacts Help - Mr AP Picant -

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

Will informed consent be obtained from study participants?

☒ Yes
☐ No

Please provide details of how you will obtain this consent and the information you will provide to potential participants to allow them to make an informed choice about whether or not to participate in your research.

Please upload a copy of the Participant Information Sheet(s)

Upload Document

Please upload a copy of your Consent Form(s)

Upload Document

If consent will be obtained, you should upload your Information Sheet and Consent Form

Documents - Default

Please attach your Default here:

Document Name	Version Date	Version
Browse	12/05/2017	1

Upload

Close

The original copies should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.).

Research Ethics Applications Home Contacts Help - Mr AP Picant -

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

Other ethical considerations

Does the proposed research involve deception regarding aims, objectives or the identity of the investigator?

☐ Yes
☐ No

Will research participants be debriefed after their participation?

☐ Yes
☐ No

Are there any other Ethical Considerations you wish to bring to the attention of the committee?

☐ Yes
☐ No

Personal Data

What measures will you put in place to ensure the confidentiality of personal data gathered during your study?

Who will have access to the data collected during the study and how will you keep it confidential?

Detail how confidentiality will be protected then click **Next** to save your changes and proceed to the next page

If you answer Yes to any of these questions, a further field will appear for you to provide details

Supporting Documents

Any additional documents related to your application can be added on this page:

Research Ethics Applications Home Contacts Help - Mr AP Picant - 0881 Version: Version 1

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

New Application Form

Supporting Documents

Please upload any additional supporting documents you are submitting with this application

Upload Document

The **Documents** icon displays any files that have already been uploaded in previous sections.

Documents

Search Document

Type	Document Name	File Name	Version Date	Version	Size	View
Default	Questionnaire	Questionnaire.docx	12/05/2017	1	12.1 KB	Download
Default	Participant Information Sheet	Participant Information Sheet.docx	12/05/2017	1	12.2 KB	Download
Default	Consent Form	Consent Form.docx	12/05/2017	1	12.2 KB	Download

Download All as Pdf Download All Close

The **Completeness Check** icon displays any sections that are incomplete. Each item is a link to jump back to that section of the form.

Completeness Check

Incomplete: Please complete the following questions

- Principal Investigator
- Will participants be from any of the following groups? (Please tick all that apply)
- Please upload any additional supporting documents you are submitting with this application

Close

Signatures

The Signature page requires the Principal Investigator to electronically sign the form and confirm they agree to the declaration.

If there are any incomplete sections, these will be highlighted when the **Sign** button is clicked. Each item is a link to jump back to that section of the form.

If all required sections have been completed, the signature box will request the same login details you have used to log in to the ERM system (UWS email address and password).

The following screen will confirm that the signature has been accepted and the form is now **locked** to prevent any changes being made.

If changes are required, the **Unlock** icon can be used to make the form editable – the form would then require to be signed again after the changes have been made

Signatures (cont.)

Students

If you are making an application as a student, you can request the signature of your Supervisor or Director of Studies in the Signatures section.

In addition to the **Sign** button to add your own signature, there will be a **Request Signature** button.

Research Ethics Applications Home Contacts Help Mr AP Picant

Actions

Previous Next

Navigate Print

Documents Signatures

Save Share

Collaborators Completeness Check

Submit

New Application Form

0885 Version: Version 1

Signatures

Principal Investigator

The information supplied above is, to the best of my knowledge and belief, accurate. I have read the university ethics guidelines and clearly understand my obligations and the rights of study participants, particularly in relation to obtaining valid consent.

Sign

Supervisor/Director of Studies

I support the above application and I agree to supervise the work.

Request Signature

Request a signature

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

Email Address

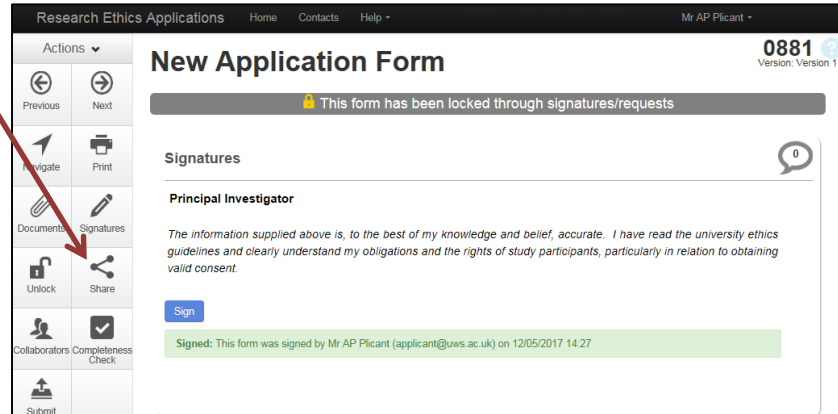
Enter a message (Optional, max 800 characters)

Request **Close**

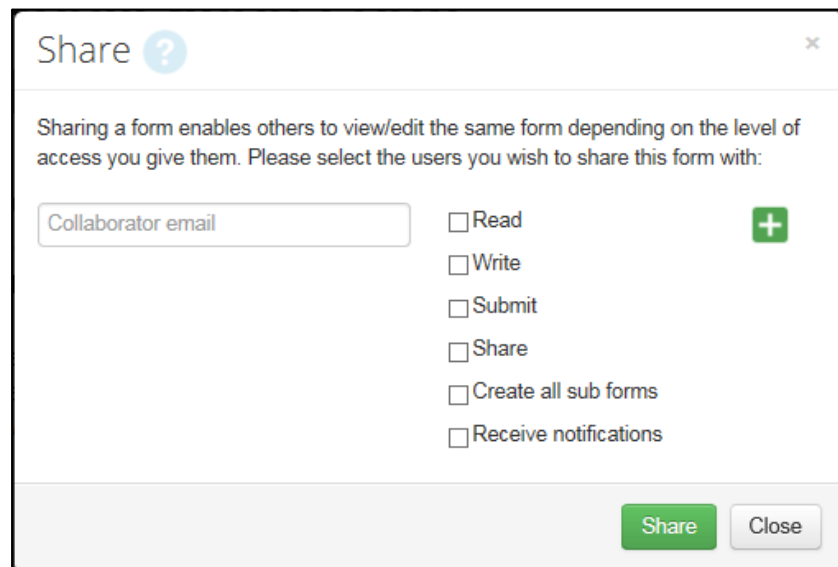
Add the email address and an optional message to pass the request for signature to any UWS member of staff.

Sharing the Application

The **Share** icon gives you the option to make the contents of the form available to others (e.g. collaborators, supervisors or colleagues).



Tick each of the permissions you would like this person to have:



- **Read** = able to view the form but not able to make any changes
- **Write** = full edit access to make changes to the content of the form
- **Submit** = permission to submit the application on your behalf
- **Share** = permission to can give access to further people
- **Create all sub forms** = permission to generate amendment requests for an approved application or start an appeal against a “not approved” decision.
- **Receive notifications** = this person will be sent notifications and updates

Submitting the Application / Approval Process

When the application has been completed and signed, **ensure that it is submitted** to pass it on to the Chair of the relevant ethics committee for review.

Research Ethics Applications Home Contacts Help - Mr AP Plicant -

0881 Version: Version 1

New Application Form

This form has been locked through signatures/requests

Signatures

Principal Investigator

The information supplied above is, to the best of my knowledge and belief, accurate. I have read the university ethics guidelines and clearly understand my obligations and the rights of study participants, particularly in relation to obtaining valid consent.

[Sign](#)

Signed: This form was signed by Mr AP Plicant (applicant@uws.ac.uk) on 12/05/2017 14:27

Previous Next

Navigate Print

Documents Signatures

Unlock Share

Collaborators Completeness Check

Submit

Research Ethics Applications Home Contacts Help - Mr AP Plicant -

Form Submitted

UNIVERSITY OF THE WEST OF SCOTLAND
UWS

Thank you for submitting your form. It has been successfully received.

A message from the system will confirm that the form has been submitted.

Approval Process

When an **Application Form** is submitted, it is received by the Chair of the relevant School Ethics Committee. They will make an initial decision about whether the application is ready for review.

- If it is not ready, they will return it to the Applicant with comments to explain the changes that would need to be made.
- If it is ready, they will assign the application to one or more Reviewers in the School to view and make comments. The Reviewers submit these comments to the Chair who will make a decision and inform the Applicant. This decision may be *Approved*, *Conditionally Approved*, *Not Approved* or a *Request for Resubmission*.

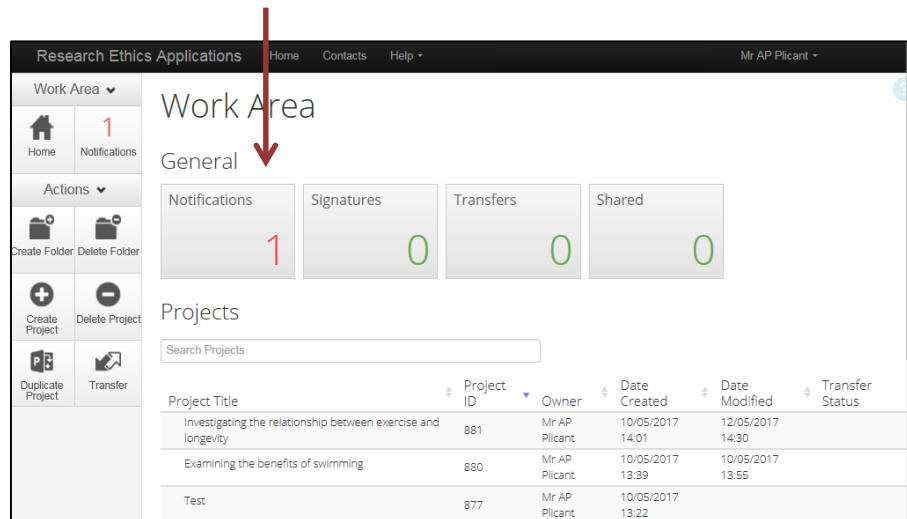
Once a decision has been made, the Applicant must inform the Chair if they wish to make any changes by submitting an **Amendment Form**. The Chair may assign the Amendment Form to Reviewers before making a decision and informing the Applicant.

If an application is not approved, the Applicant can submit an **Appeal Form** which is received by the Chair of the University Ethics Committee. They may also assign the application to UEC Reviewers for comments before making their decision.

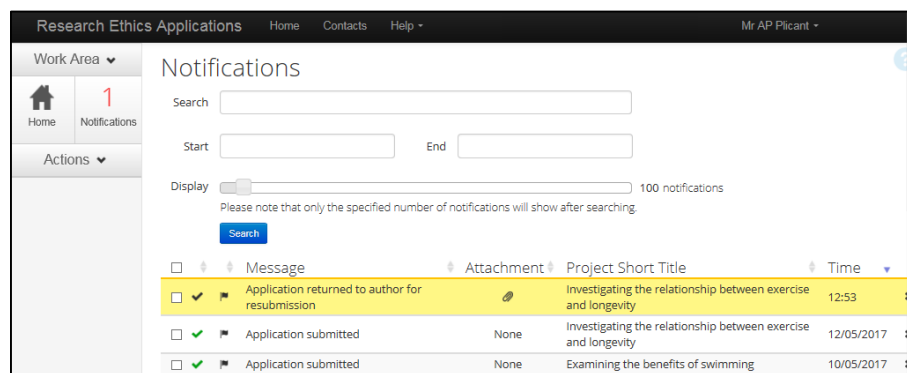
Applicants are informed of decisions via emails from the ERM System.

Applications Returned for Resubmission

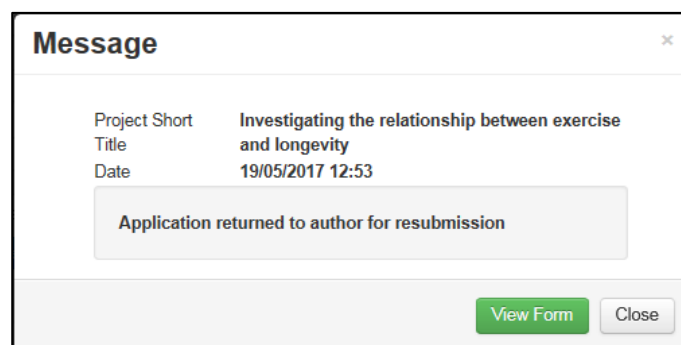
If changes are required before a decision can be made on your application, it will be returned to you and will appear as a **notification**:



The new notification is highlighted and shown at the top of the list. Click anywhere on that row to view the message.



The message contains a **View Form** button to open the associated application form.



Applications Returned for Resubmission (cont.)

Use the **Reviewer Comments** button in the navigation panel to view feedback on your application.

The comments relate to the latest feedback – if it has been returned more than once, tick the **Show Previous Comments** option to view all comments

Overall Reviewer Panel Comments

Comment	Date Added	Submission
Which hospital departments are involved? Have they given permission for this?	19/05/2017 at 12:20 PM	Latest Submission
The title needs to be more detailed.	19/05/2017 at 11:59 AM	Latest Submission

Close

Once you have responded to the suggested changes, remember to submit the form again to send it back to the Ethics Committee. A confirmation message will be shown in your Notifications section.

Notifications

Search []

Start [] End []

Display [] 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

Message	Attachment	Project Short Title	Time
Application submitted	None	Investigating the relationship between exercise and longevity	13:01
Application returned to author for resubmission		Investigating the relationship between exercise and longevity	12:53
Application submitted	None	Investigating the relationship between exercise and longevity	12/05/2017
Application submitted	None	Examining the benefits of swimming	10/05/2017

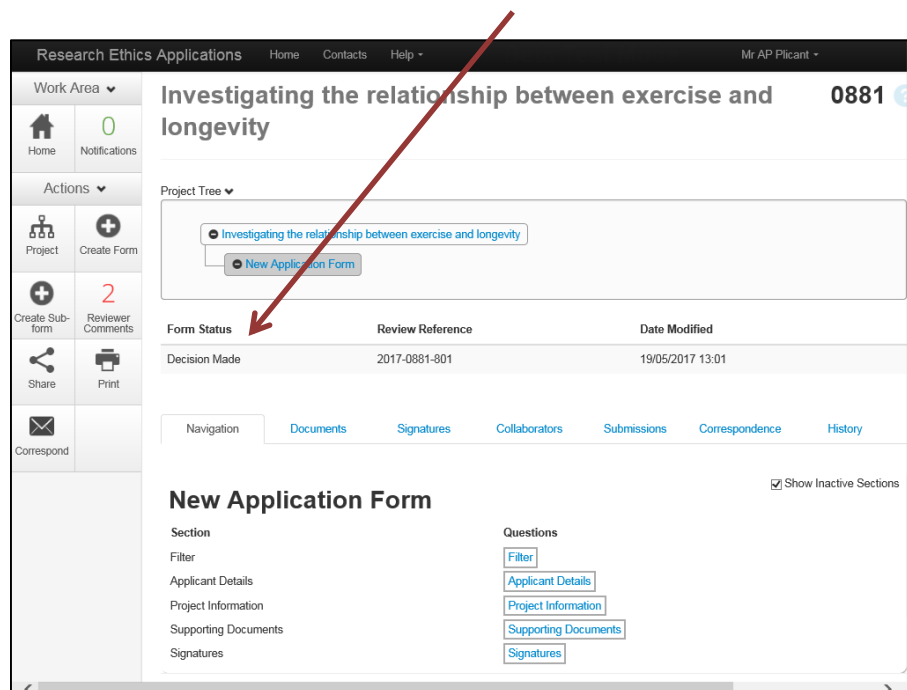
Applications Returned with a Decision

When a decision has been made, you will receive an email informing you of the decision.

Possible decisions are:

- Approved
- Conditional Approval
- Not Approved
- Referred to the University Ethics Committee

The application in the ERM system will show that a decision has been made but will not provide details of the decision. These will be in the email sent to you by the ERM system.



Amendments

If you need to make a change to any of the details you've supplied after a decision has been made, use the **Create Sub-form** option to complete an amendment request.

Use the **Create Sub-form** button to complete an Amendment Request

Detail the required amendments in the form with option to upload supporting documents

Re-sign the form to submit the amendment request

Once a decision has been made, you will receive a notification informing you of the outcome.

Appeals

If your application has not been approved, you have the option to submit an appeal.

The screenshot shows the 'Research Ethics Applications' interface. The main project is 'Investigating the relationship between exercise and longevity' (ID: 0881). The 'Form Status' is 'Decision Made' with a 'Review Reference' of '2017-0881-801' and a 'Date Modified' of '19/05/2017 13:01'. A red box highlights the 'Create Sub-form' button in the left sidebar. A red arrow points from this button to a modal window titled 'Create Sub-form'. The modal contains a dropdown menu with 'Appeal Form' selected and 'Create' and 'Close' buttons.

Use the **Create Sub-form** button to complete an Appeal Form

The screenshot shows the 'Appeal Form' for the project 'Investigating the relationship between exercise and longevity' (ID: 0881). The 'Form Status' is 'Not Submitted' and the 'Review Reference' is 'N/A'. A red box highlights the 'Appeal' button in the 'Questions' section. A red arrow points from this button to the 'Appeal Form' modal. The modal contains a dropdown menu with 'Science and Sport' selected, a text area for 'Reason(s) for Appeal', an 'Upload Document' button, and a 'Signature of Principal Investigator' section with a 'Sign' button. A red box highlights the 'Reason(s) for Appeal' text area.

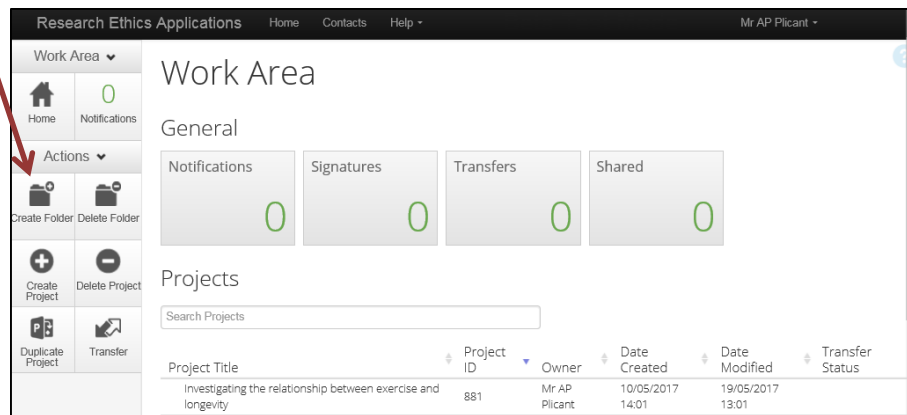
Detail the reason(s) for your appeal in the form with option to upload supporting documents

Once a decision has been made on your appeal, you will receive a notification informing you of the outcome.

Using Folders

By default, all applications are listed together in your Work Area homepage but you have the option of creating folders to organise your applications.

Click on **Create Folder** in the navigation panel:



Enter a title for the folder:

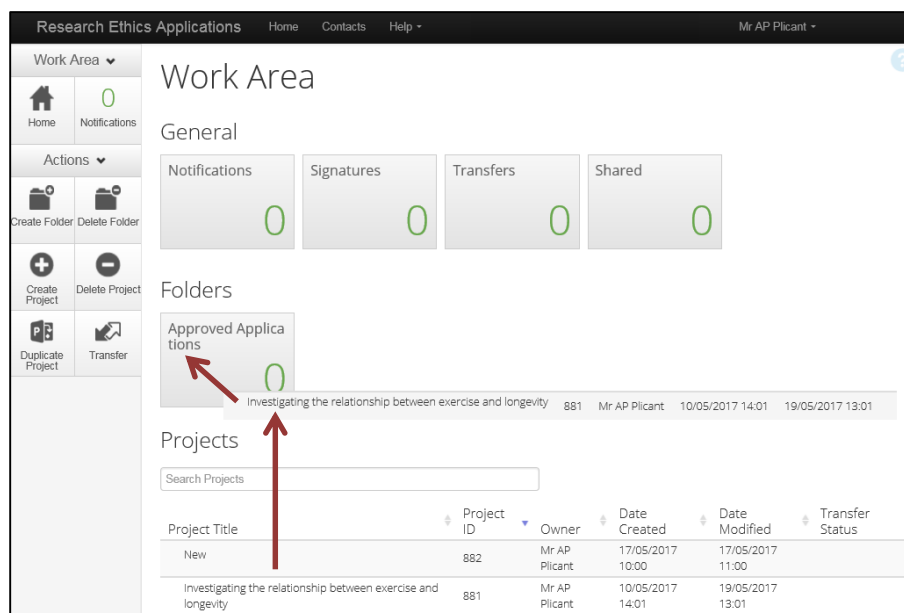
Create Folder

Folder Title (maximum 40 characters):*

Approved Applications

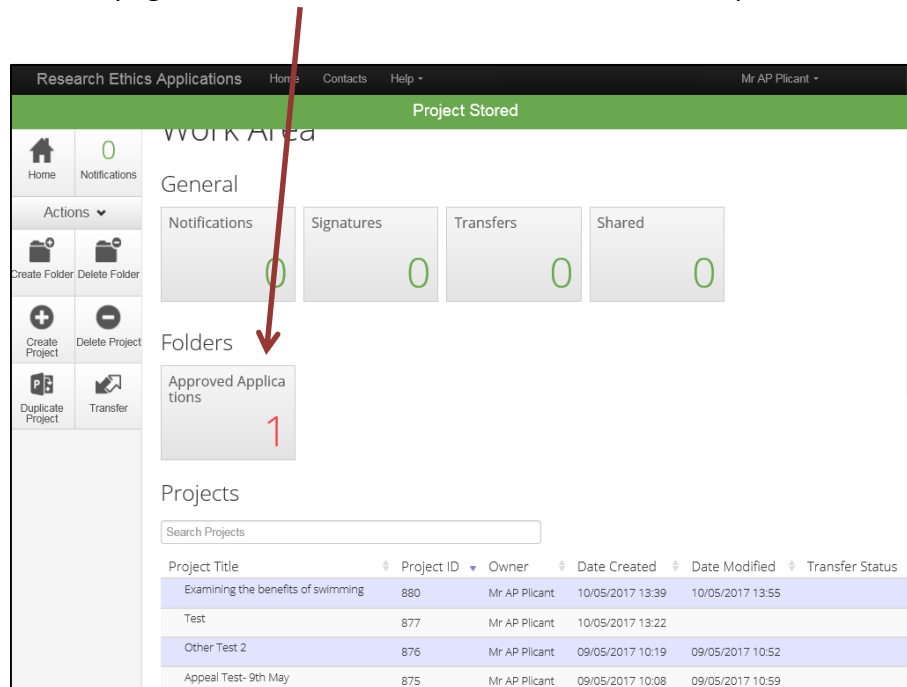
Create Close

The folder is shown in your work area. Forms can be added using drag and drop to move the form into the relevant folder.



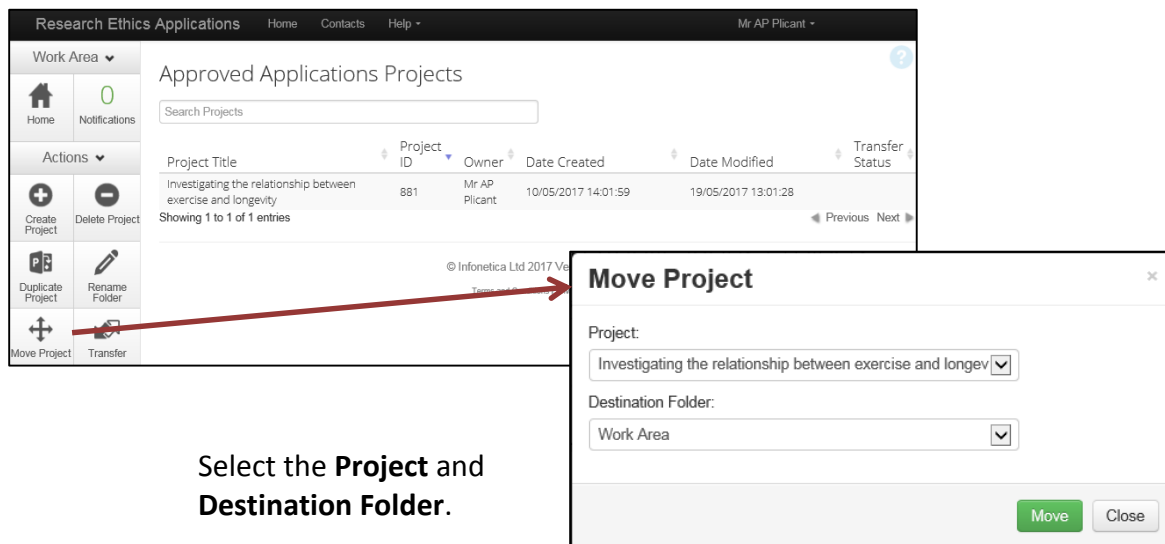
Creating Folders

A message on the screen will confirm that the form has been moved and it is no longer listed in the Work Area homepage. The number shown in the folder will be updated to reflect the change.



Within the folder, you can:

- Create further projects (applications)
- Rename the folder
- Move the project to another folder or back to the Work Area



Please note – the folder can only be deleted from the Work Area if it is empty.