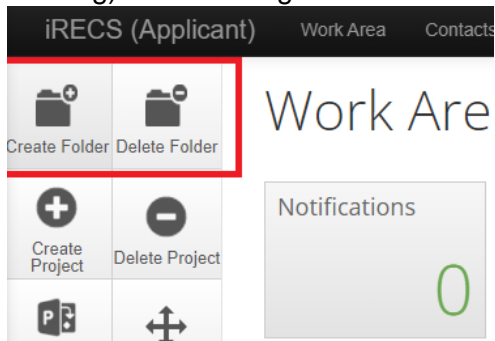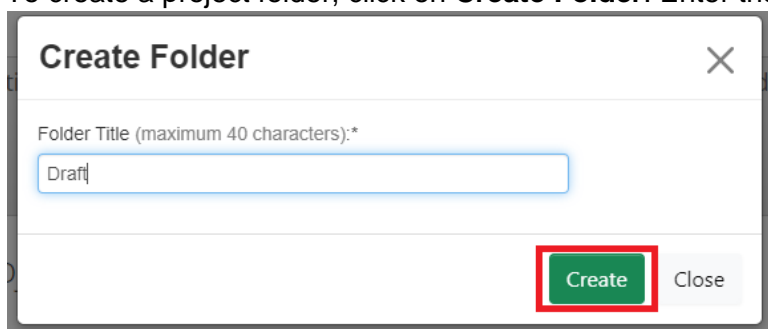# Organising Your iRECS Work Area
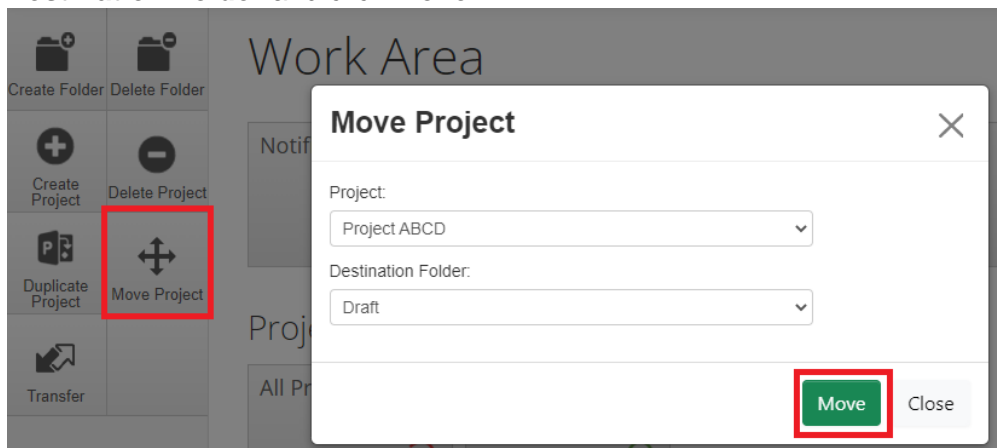
iRECS

Create a Project Folder

1. You can organise your projects into the desired format by creating (or deleting) folders using the two buttons below.

2. To create a project folder, click on **Create Folder**. Enter the **desired folder name** and click **Create**.
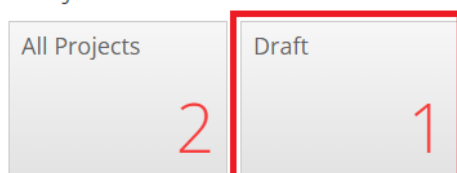

3. To move projects into the desired folder, click "**Move Project**". Specify the **Project** and its **Destination Folder** and click **Move**.
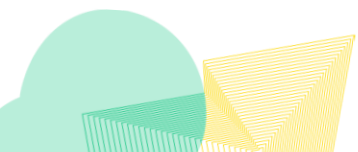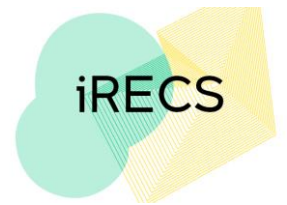

4. The project will now appear in its desired folder.

5. Repeat the above process until all projects are sorted into their desired folders.

Further Support

- If you have any iRECS login or technical issues, please contact UNSW IT Services at itservicecentre@unsw.edu.au or (02) 9385 1333.

- For any queries, regarding the iRECS Human Ethics, Clinical Trials, Animal Ethics, Gene Technology, Radiation Safety or Drones application approval and/or review process, please contact:
  Human Ethics: humanethics@unsw.edu.au (iRECS module launch date TBC)
  Clinical Trials: clinicaltrials@unsw.edu.au (iRECS module launch date TBC)
  Animal Ethics: animalethics@unsw.edu.au (iRECS module launch date TBC)
  Gene Technology: genetechnology@unsw.edu.au (iRECS module to launch in Jan 2023)
  Radiation Safety: radiationsafety@unsw.edu.au (iRECS module to launch in Jan 2023)
  Drones: drones@unsw.edu.au